MINUTES
HR Team Meeting

Monday, October 22, 2019
2:30pm – 4:00pm
ADM 006A

HR Team Members: Gillian Henderson, Jennifer Reid, Jacky Ivans, Alana Jordan, Kristin Cacchioni, Carleigh Benoit, Janna Fisk, Deb Harding, Jennifer Van Aller, Angela McLean, Shilo St. Cyr, Terri Jones, Amanda Swoboda, Leah Terai, Sarah Cochrane

Regrets: Tanaya Marsel, Ruth Calnan, Lisa Frost, Jannah Jais, Shirin Abtahie

Recorder: Jennifer Reid

Chair: Gillian Henderson

1. Opening Remarks (G. Henderson)
   No report

2. Portfolio Updates (K. Cacchioni, C. Benoit, L. Frost, Shilo St. Cyr)
   a. KRISTIN
      i. Threat Assessment Team has had 2 recent incidences – 1 with staff member and 1 with a student
      ii. AAPS Bargaining sessions coming up in November
      iii. 5 sessions approaching in Engineering to train grad students on Shilo’s topics
      iv. WorkDay is heating up which will impact our office in regards to individual meetings and assessments
      v. Terri, Janna, Kristin, and Leah are on Emergency Planning Team. Training began Monday, October 21 to prep for upcoming meeting Friday, Oct 25
   b. SHILO
      i. 2 upcoming campaigns:
         1. *We Believe You Campaign* is ending but planning on one last approach which will take place in the bathrooms with stickers on the mirrors
         2. *Consent Campaign* will begin in November, a high-risk time on campus
      ii. Party Culture on campus
         1. It has been agreed that there will be no more Frosh (or other parties to that capacity) on campus as guests of the event were encouraged by the DJ to get aggressive and to show their body parts to each other. 10 sexual assaults were reported that night and 2 more assaults at residences after the party
         2. Safer and smaller party events have been suggested and backed up by Troy Campbell and Shelley Kayfish and accepted by UBCSUO
      iii. Policy 131 Changes
         1. Prohibiting relationships with staff, faculty, and students who are in supervisory roles
2. Adding a Grandfather clause stating that previous Faculty/Student relationships will not be investigated under new policy but must be declared immediately

iv. Healthy Masculinity
   1. Position has been posted twice but unsuccessful in finding someone. Eunice has agreed to hire a non-profit consultant to partner with fraternity group to do a pilot program. Data to be gathered before getting a full-time position

c. CARLEIGH
   i. On several committees talking about everything from pets to accessibility. Other topics include Focus on People and intersections between plans and initiatives on campus
   ii. Rick Hansen Foundation was on campus in regards to accessibility – something that Carleigh would like to focus more on as it goes beyond physical accessibility
   iii. Gill and Carleigh involved in the Health Services review
   iv. Over 30 colleges and universities across Canada are involved with Community of Practice. UBCO will be hosting an annual conference with sponsorships from Great West Life and hoping to partner with Human Rights Museum at University of Winnipeg

3. Unconscious Bias (J. Frisque) Topic
   a. Overview to work on SC7, discrimination, social stereotypes, employment bias, policies around recruitment
   b. Provided strategies on how to overcome or control unconscious biases held by individuals, groups, or institutions
   c. Online course in the works and available in the near future
   d. Currently working on diversity statement

4. IRP Update (J. Ivans)
   a. Jacky provided the team with a summary of what was discussed at Transition Lead and Captains Meeting in regards to Training, Finance and HR (attachment included with minutes)
   b. Workday 101
      i. Can be accessed online with CWL for courses and video tutorials and other topics including benefits, expenses, payroll and time off
      ii. Transition Network Resource Library can be accessed with CWL for courses and modules. Sandbox coming soon
   c. Finance
      i. Oct 30 WorkDay Wednesday session on procurement in SCI 331
      ii. Ordering can be done via Workday (ie. Staples)
      iii. UBCO bringing on a “buyer” role
      iv. Approval system to be more simplified and will have one approver for each Cost Centre
      v. Travel expenses can be reconciled on your phone by uploading receipts to the app
   d. Human Resources
      i. Timesheet will be done on the mobile app, so no more paper
      ii. Calendaring app available to see who is absent
   e. Training is divided into different levels – Finance and HR, with three levels of training
      i. Classroom
      ii. Webinars
      iii. Online
   f. Sarah creating a log with issues related to PAT and how it will work with WorkDay
5. **HR Director Update (G. Henderson)**
   a. A new policy on Retaliation is in the works and expected to come out in December
   b. All policy numbers have been changed so it is suggested to use the title of the policy rather than SC7 or SC8 etc. and say “Retaliation Policy” so individuals know what topic is being discussed
   c. Budget surplus
      i. Gill is working with HR Managers and Shilo in SVPRO to find meaningful ways to spend the funding
      ii. Advance purchasing will include some curriculum development, domestic violence training, and equipment (ie: headphones for each desk). Please send additional requests for equipment to Jenn
   d. Length of Service Event has been expanded and will now begin at 15 years of service rather than 25, the first expanded event is taking place this evening
   e. Upcoming positions within Equity and Inclusion
      i. Human Rights Advisor/Respondent Support – 3 year pilot
      ii. Student Diversity Advisor/Coordinator

6. **HR Department Goals (G. Henderson)**
   a. Handout to everyone regarding long and short term performance goals in the HR Portfolio across the University – how to look at these plans in a more integrated way
   b. Asked team to think about what kind of initiatives or projects we are interested in in the next 12-18 months. Where do we see gaps or areas that you would like to contribute to?

7. **Food Drive (G. Henderson)**
   Food Drive items to be kept in boxes in the kitchen until the end of the month as we are aiming to fill as many boxes as possible this year

8. **HR Xmas Party (J. Reid)**
   a. Jenn wanting to get thoughts on where and when we would like to have our staff party
      i. Some members have brought forward concerns of having the celebration during work hours and find it hard to fully connect with colleagues. It was suggested to have the event in the evening rather than mid day so we don’t have to rush back to work. This would give us an opportunity to socialize, play games, etc.
      ii. Kristin proposed that she would be happy to host the event at her house in December. Will send times and dates to Jenn to push out to team on their preference
      iii. Money set aside in the HR budget to supply food for the event so no need to do potluck
   b. Traditionally, the team has done a toy exchange and will bring baked goods into the office

9. **WRAP and Wellbeing (C. Benoit, A. Swoboda)**
   a. Being a Thrive Ambassador in HR
      i. Commuter Coffee November 4th (thank you for those that were able to sign up). This is an a.m. coffee where we will have HR resources and Not Myself Today (NMT) tools made available to provide to staff and faculty. Students are welcomed to take NMT materials (we will also have some Health and Wellness resources for students at our table and a calendar of Thrive events. Amanda or Carleigh will follow up with an email to our HR volunteers with additional information about Thrive and NMT for context., i.e. “the script”
         1. Commuter Coffee Resources will be left in the kitchen. Please book 15 minutes with Carleigh if you need a better understanding of the resources we have (ie: Sheppel and what they have to offer)
2. Signup sheet for Commuter Coffee in kitchen. Please sign up by the end of the week if you are able to help out with the campaign
   b. Asked to add Thrive to email signature if not already done so (sent by Jenn last week)
   c. Noticing decreased access with EFAP – opportunity to promote during staff and faculty Thrive like the commute coffee
   d. Thrive + WRAP staff & Faculty event: Heathy Measures fitness testing– usually in February will be promoted in the HR calendar and Thrive calendar (Thrive.UBC.ca) - registration required. Will be held on November 12 9:00am-3:00pm at the Hangar

10. HR Recognition Event (G. Henderson)
    a. Completely separate from the Christmas event - needs to be done before end of fiscal
       i. Team to decide if we will do this as an evening out or close the HR office one afternoon
    b. Suggestions to do a cooking or paint class, wreath creation, ax throwing, or an escape room at Exit (Jenn will send out a Doodle Poll)

11. Changes to Faculty & Staff Orientation (D.Harding)
    Will discuss at November’s meeting

12. Rampant Recognition (All)
    Recognition went around the room - everyone to recognize someone within the department

Next Meeting: **Thursday, November 14, 2019 from 9:00am-10:30am in ADM006A**