



**Attendance:** Thato, Dean Daniel F. Muzyka, Dylan, Laura, Tina, Vincent, Tim, Dylan, Johnny, Prina, Griffin, Daniel, Daria, Kira, Chris, Uvini, Chad, Kelly, Kristin, Stas, Nathan, Ben, Jason, Jeff Fong, Travis, Azim (skype), Bijan, Moses, Robert, Katriona Macdonald (Assistant Dean & Executive Director, Academic Programs), Pam Lim (Assistant Dean and Director, Undergraduate Program), Brian Bemmels (Professor and Senior Associate Dean, Academic Program)

**Start:** 4:02pm

**State of the Building Address – Dean Daniel F. Muzyka**

- Should this presentation and discussion be in-camera with exception given to incoming Board, outgoing Board and Executive Council?
  - The Dean would like to move in camera for a frank discussion of the situation with the current leadership of the CUS so all members are fully informed.
- **All in favour of moving in-camera for the following presentation given by Dean Daniel F. Muzyka and the following discussion?**
  - **Yes: 11**
  - **No: 1**
  - **Noted Abstentions: none**
  - **Motion carries**
- Only the outgoing Board of Directors, incoming Board of Directors and Executive Council remain in the room
- In-camera discussions are meant to be kept in the room. As a CUS, we will decide what message we would like to formally send out after this meeting.
- This meeting is to inform rather than to make a decision.

**\*\*\*IN-CAMERA PRESENTATION RE: STATE OF THE BUILDING\*\*\***

**All in favour of moving out of camera?**

- **Yes: 14**
- **No: 0**
- **Noted Abstentions: none**

**All in favour of hearing the last lecture proposal given by Kira and Chad?**

- **Yes: 10**
- **No: 3**
- **Noted Abstentions: none**

**Last Lecture:**

- see powerpoint presentation
- Questions:
  - What happens if the speakers are not of the quality you are hoping for?
    - There is still a lot of value in 3<sup>rd</sup> tier speakers for all students
  - How does this compare to Arts Last Lecture?
    - They would spend around the same amount.
  - How many people would attend?
    - They would have a method of gauging this
    - Chan contracted through Ticketmaster



- Might be a good idea to send the tickets to the graduates for cheap rather than nothing. They are graduating and probably willing to pay \$20 for the ticket
  - The point of giving these tickets away is the entire value proposition.
- Do you think that by compressing this in such a short time frame that expenses may be inflated?
  - The Chan said that this is generally the ballpark time for such events
- Might be ideal to charge a nominal fee to ensure the graduates attend the event.
  - The nominal fee could be put towards a charity
  - Also potential for "entry by donation"
- Can the capacity for "Other" increase?
  - Yes – capacity of Chan is 1189
- Large amount for one grad class, but if it carries forward it will apply to all grad classes.
- Where is the value for students?
  - Media, Sauder Brand, subsidized tickets, entire student body.
- Would this potentially go through CUS Corporate Relations?
  - Could become a service council position in the future
- The team will work with Travis to attain a more solid budget and numbers.
- **Given the presentation by the CUS 4<sup>th</sup> year representations, be it resolved that the CUS Board of Directors contributes at least \$1 towards the commerce last lecture:**
  - **Yes: 12**
  - **No: 0**
  - **Noted Abstention: none**

#### **HR Policy – Chad, Kira & Paul:**

- Pre-screening process:
  - Present to ensure we are offering a realistic interview/application process
  - When we actually allow poor resumes/cover letters to get through the application process, we are rewarding their poor work.
- Questions:
  - Who decides what significant evidence is required for the override?
    - HR Director
  - What are probing questions?
    - Should be defined in the policy
    - There should be a set number of probing questions – tough based on a case-to-case basis
- Everyone feels comfortable voting on friendly amendments for the document.
- Discussion on pre-screening:
  - Structured rubric with an acceptability threshold
  - Pre-screening is a serious risk as it places a lot of responsibility on the hiring team
  - Not enough time for all Execs to interview everyone
- **All in favour of having the pre-screening process incorporated into the HR Policy?**



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## Board of Directors Meeting Minutes February 12th, 2010

- **Yes: 11**
- **No: 0**
- **Noted Abstentions: none**

# Hiring Policy

*Last Updated February 2<sup>nd</sup>, 2010*



The Commerce Undergraduate Society will endeavor to appoint the most appropriate individuals to fill all positions in the most equitable manner possible. The Hiring Policy will govern the hiring of any Commerce Undergraduate Society positions except where specified by the CUS Constitution. This Hiring Policy does not apply to hiring for any CUS Recognized Club.

## 1) Posting of a Position

- a) In posting a position for within the CUS, the posting must be made with the intention of informing the General Membership of the CUS
- b) Position postings must occur no less than seven days before the application deadline
- c) Postings are required to be up on the Commerce Undergraduate Society website seven days before the application deadline
- d) No special circumstances shall grant a shorter posting time
- e) Any posting on the CUS website must be in the set format as given by the CUS website
- f) The Ombudsperson can refuse the recruitment of a newly created position if it was deemed inappropriate or unnecessary by the Human Resources Director

## 2) Scheduling Interviews

- a) A pre-screening process will be conducted by interviewers prior to interviews primarily based on the job descriptions to ensure efficiency and effectiveness in Services Council hiring
  - i) A standardized rubric will be used to determine the candidate's qualification for an interview
- b) All applicants must be contacted by phone or e-mail to be informed of the next step in the hiring process

- i) The Human Resources Director will contact all qualified candidates for Executive Council positions
  - ii) The Human Resources Director, or an appointed assistant by the Humans Resources Director in compliance with this policy, will contact all candidates for Service Council positions
  - iii) Service Council members will contact all qualified candidates for Service Council Committee positions
- c) All applicants will be granted an interview only if they have submitted all of the required documents before the deadline
- d) All applicants are allowed to apply for no more than two different positions in the CUS with respect to Services Council hiring.
- e) All interviews for the same position must be held in the same location in respect to a public or private environment
- f) If an applicant cannot make any of the posted interview times, the interviewer must make reasonable effort to accommodate the applicant
- i) The interviewer must attempt to reschedule an interview within 48 hours of their last interview with another applicant for the same position
  - ii) If the applicant's availability or scheduled interview time is changed more than once without just cause, the interviewer is granted the ability to waive the applicant's right to an interview
    - (1) Just cause shall be defined as, but is not limited to, a personal or family emergency or formal university examinations
  - iii) If an applicant fails to show up to their scheduled interview time without notice, the interviewer is not obligated to give the applicant a second interview

- iv) Applicants who cannot physically make it to any in-person interview after exhausting all possible means of conducting an in-person interview must be granted a phone interview or an online interview

### 3) Interview Questions

- a) Interviewers must follow a semi-structured format consisting of common questions asked to all applicants of the same position in the same order in conjunction with several probing questions if deemed necessary by the interviewers.
- b) All questions, except for clarification and or expansion questions based on the interview, must be prepared prior to the interview by the interviewer
  - i) The Ombudsperson and Human Resources Director are granted the right to review any interview questions before or after the interview process
  - ii) All questions asked must abide the British Columbia Human Rights Code

### 4) Interview Procedure

#### 4.1) *Interview Rules for All Hiring*

- a) The Human Resources Director and Ombudsperson have the right to sit in on any interview
- b) The Ombudsperson or Human Resources Director can eject anyone from an interview if he or she deems the person is interfering with the fairness of the process.
- c) An interviewee can request that the Ombudsperson or Human Resources Director sit in on interviews to ensure fairness and equity

#### 4.2) *Composition of Interview Panel- Executive Council Appointment*

- a) All Executive Council hiring is to be conducted by a hiring committee selected by the Board of Directors composing of:
  - i) President
  - ii) Ombudsperson
  - iii) Four other Board of Directors members
- b) No other members of the Commerce Undergraduate Society will sit in on interviews

4.3) *Composition of Interview Panel- Service Council Appointment*

- a) All Service Council appointments will be completed by Executive Council
- b) The following must be present for all interviews conducted for a Service Council position:
  - i) Human Resources Director
  - ii) The Respective Vice President as outlined by the Services Council Policy
  - iii) At least two other Vice-President
  - iv) President, at his or her discretion
- c) No other members of the Commerce Undergraduate Society, with the exception of the Ombudsperson, will sit in on interviews
- d) An exception to the above structure shall be made for the above structure, where the outgoing Human Resources Director shall not sit in on the interviews for the incoming Human Resources Directors and the Ombudsperson must replace the outgoing Human Resources Director on this panel
- e) The Human Resources Director, or an appointed assistant by the Human Resources Director in compliance with this policy, shall schedule all interview times.

4.4) *Composition of Interview Panel- Service Council Committee Selection*

- a) All Service Council Committee selection panels must be composed of:
  - i) Service Council member to chair the committee

- ii) Minimum one other member of the Board of Directors, Executive Council, Service Council or similar committee members of the time period to which the position applies

(1) In selecting this member, every effort should be made to ensure that there will be no conflict of interest and in selecting this member, every effort should be made to ensure that the interviewer

#### 4.5) *Group Interviews*

- a) A group interview is defined as an interview with more than one applicant
- b) Approval must be granted by the Human Resources Director for all group interviews
- c) The use of a group interview must be disclosed to the applicant at first contact

### 5) **Selection Procedure**

#### 5.1) *Appointment- Voting*

- a) Only interviewers, excluding the Ombudsperson and the Human Resources Director, who are present at all interviews for the same position can vote.
- b) All applicants who qualify for an interview must be considered by the interview panel in deliberations
- c) Upon selection of the successful applicant, the panel must be able to communicate clear reasons, and provide a meeting with the unsuccessful applicant if deemed necessary for why the selection decision was made
- d) Applicants must be informed of when they will be contacted regarding the interview result

#### 5.2) *Confirmation of Successful Applicant*

- a) Contact with the applicant must be made by phone or in person



- b) Result of the hiring process must be made secretive until all applicants have been informed their status in the process
- c) Contacting of applicants must begin with the successful applicant
- d) The same person must call all applicants, successful or unsuccessful, of a position
- e) For Services Council appointments, the CUS President or the relevant Vice-President shall be the person to inform the final decision to all applicants
- f) For Services Council Committee selection, the Service Council member to chair the committee must inform all applicants of the final decision
- g) Should the successful applicant not accept the position, the voting council must either meet to select the next most qualified applicant, or pre-determine the next most qualified applicant during the deliberation process

### 5.3) *Contacting Unsuccessful Applicants*

- a) Contact with the applicant must be made by phone or in person.
- b) Result of the hiring process must be made secretive until all applicants have been informed their status in the process
- c) All unsuccessful applicants must be reached within 48 hours following the final interview with a reasonable effort made by the selection committee
- d) Unsuccessful applicants reserve the right to ask for insight into the decision-making process and for feedback on their interview performance where, in all cases, the Ombudsperson or HR Director should be consulted for guidance on this process

## 6) Appeals

- a) All appeal to decisions made regarding hiring are to be directed to the Ombudsperson
- b) The Human Resources Director and the Ombudsperson are consultants and enforcers of the Hiring Policy

- c) All concerns with the Policy should be directed either to the Human Resources Director and/or the Ombudsperson
- d) All fairness and equity issues, problems or violations must be brought to the attention of the Human Resources Director and the Ombudsperson.

## **7) Consequences for Policy Infractions**

- a) Hiring with the Commerce Undergraduate Society shall be kept to a standard set by this policy, and deviations without permission shall not be tolerated
- b) If a violation is found of any of the above articles, then disciplinary action must be made by the joint decision of the Human Resources Director and the Ombudsperson
  - i) In the case of Executive Council hiring, approval of the disciplinary action must be approved by the CUS Board of Directors
- c) Consequences for infractions shall be, but is not limited to, the following in order or severity:
  - i) No action
  - ii) Review of action and/or the decision overturned
  - iii) Re-conducting the interview process with the Human Resources Director or the Ombudsperson sitting in on all interviews
  - iv) Termination of service

## **8) Override of the Hiring Policy**

- a) In the event that a position within the CUS has been posted three times without a successful applicant selection, then the committee chair is authorized to recruit for the vacant position without informing the general CUS population about the vacant position, subject to the following provisions:

- i) There is significant evidence that all three postings have followed procedures for posting positions as per the CUS Constitution and the Hiring Policy
  - ii) The HR Director has been informed that the position will be filled by recruitment
  - iii) That all previous applicants have been considered for the position
  - iv) The HR Director and/or Ombudsperson is present during the recruited individuals interview
  - v) Sections 3 through 7 of the CUS Hiring Policy are followed
- b) An extension of at least one week will count as a posting

# PPC Presentation February 10<sup>th</sup> 2010



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# → Policies for Review

1. Committee Policy
2. HR Policy
3. Involvement Policy



# → Committee Policy

- Executive Hiring
  - Regarding at-large members
    - Cross-referenced in the HR Policy
- Standing Committees
- Two standing committees documented in “Demystifying the Constitution” - **Executive Hiring** and **Budget Oversight**

# → Committee Policy

- Issue of Minutes:

“Committee chairs must provide a brief written and verbal report at each meeting of the CUS Board of Directors regarding the activities of the committee since the last meeting of the Board”

# → HR Policy

- **Scheduling Interviews**

2a) A pre-screening process will be conducted by interviewers prior to interviews primarily based on the job descriptions to ensure efficiency and effectiveness in Services Council hiring

i) A standardized rubric will be used to determine the candidate's qualification for an interview

- **To think about:**

- Pre-screening for an allocated number of interview slots?
- Pre-screening to ensure that the application meets an 'acceptability threshold'?



# → HR Policy

- Interview Questions
  - 3a) Interviewers must follow a semi-structured format consisting of common questions asked to all applicants of the same position in the same order in conjunction with **several probing questions if deemed necessary by the interviewers**

# → HR Policy

- **Override of the Policy**
  - (New addition to the old Hiring Policy)



# → Involvement Policy

- Sections 4c, 5c and 6d

