



**Board of Governors
Employee Relations
Committee
MINUTES**

**Monday, November 20, 2023
9:48 a.m. to 10:17 a.m.**

VIDEOCONFERENCE

Approval: March 13, 2024

Chair	Mr. Bill Sundhu	Designated Executive Liaison	
Members	President Benoit-Antoine Bacon Ms. Eshana Bhangu Ms. Alison Brewin Board Chair Nancy McKenzie Ms. Anthonia Ogundele	Ms. Marcia Buchholz, Vice-President Human Resources	
Regrets	Ms. Chaslynn Gillanders, Vice-Chair Hon. Steven Point, Chancellor	Administration Mr. Hubert Lai, K.C., University Counsel Dr. Gage Averill, Provost and Vice-President Academic, UBC Vancouver Dr. Rehan Sadiq, Provost and Vice-President Academic, UBC Okanagan	
Other Governors in Attendance	Dr. Philipp Reichert	Board Secretary Ms. Karen Hakkarainen	

Committee Chair Bill Sundhu called the open session of the November 20, 2023 meeting of the Employee Relations Committee to order at 9:48 a.m. The Chair respectfully acknowledged the ancestral and unceded territories of the Musqueam and of the Syilx Okanagan Nation upon which UBC campuses are located.

He noted that the Committee had been unable to achieve quorum for its meeting scheduled for Sept 13, 2023 and that the items that had been on the agenda for that meeting were included as part of the meeting’s agenda.

The Chair welcomed new President and Vice-Chancellor, Dr. Benoit-Antoine Bacon, and new Governor Leonard Schein who had recently been appointed by the Province.

The Board Secretary reviewed attendance and confirmed quorum.

1. Approval of Agenda

The Chair asked if any Committee members would like to make any amendments to the agenda, such as move any consent agenda items to the discussion portion of the agenda. No requests were made.

The following resolution was moved, seconded, and **CARRIED**:

IT IS HEREBY RESOLVED that the Employee Relations Committee approves as circulated the Agenda for the open session of the November 20, 2023 Employee Relations Committee meeting.

The Chair asked whether Governors had any actual, potential, or apparent conflicts of interest in relation to any of the items on the agenda. None were raised.

2. Consent Agenda

The Chair asked whether Committee members noted any errors or omissions in the Minutes. None were noted.

The following resolution was moved, seconded, and **CARRIED**:

IT IS HEREBY RESOLVED that the Employee Relations Committee approves the resolutions forwarded under the open Consent Agenda, as presented in the Appendix.

He noted the following briefings were also circulated under the open Consent Agenda for the Committee's information:

- an Update on Amendments to Committee Terms of Reference,
- a summary of revisions made by the President to the Procedures associated with the Academic Administrators Appointment Policy (AP12) and the Academic Administrators Extension Policy (AP6); and
- a summary of revisions made by the President to the Procedures associated with the Administrative AVPs Policy (AP15).

3. Employment Equity Interim Report

Responsible Executives: Lesley Cormack, Deputy Vice-Chancellor and Principal, UBC Okanagan
Gage Averill, Provost and Vice-President Academic, UBC Vancouver
Rehan Sadiq, Provost and Vice-President Academic, UBC Okanagan

The Committee was presented with an overview of the current demographic composition of UBC employees with respect to Designated Groups and Employment Equity Occupational Groups based on the responses provided to the 2022 Employment Equity Survey. It was noted that a full report, the Employment Equity Report, would be presented in early 2024, and would include trend data from previous years as well as reporting enhancements.

The strong participation rate in the Employment Equity Survey was noted, highlighting its importance for obtaining valuable data. Discussion took place on the work of the Equity Inclusion Office on the Strategic Equity and Anti-Racism (StEAR) Framework, which consolidates various plans from the University (e.g. Inclusion Action Plan, Employment Equity Plan, Dimensions Action Plan for EDI in Research, Anti-Racism and Inclusive Excellence Task Force), and aims for a cohesive set of actions. The focus of the StEAR Framework is to generate metrics and key performance indicators for streamlined reporting of equity, diversity and inclusion initiatives.

A notable achievement mentioned was the provision in UBC's various collective agreements for underrepresented groups, which address challenges related to seniority and signify a meaningful step forward in this area.

4. Proposed Policy Amendment Conflict of Interest Policy (SC3)

Responsible Executives: Hubert Lai, University Counsel

The Committee received information regarding proposed amendments to the Conflict of Interest Policy (SC3), as set out in the meeting materials.

There was specific feedback from the Committee for the Policy Development Committee to consider using the term, "employment obligations" in section 3.1.4(b) instead of "professional obligations" as a broader term to capture more potential instances of conflict of interest.

Two procedural concerns were raised by the Committee:

1. whether the initial conflict of interest reviewer, defined as the immediate supervisor, holds a senior enough position for consistent and effective evaluations; and,
2. the inclusion of volunteers in the definition of UBC persons, which raised the question about how to ensure

proper conflict of interest training for all volunteers. Integration between Board policies on conflict of interest with the expanded Conflict of Interest Policy (SC3), and effective training of new volunteers joining the institution was suggested.

It was noted that, regarding the concern about the seniority of immediate supervisors in evaluating conflict of interest (COI) disclosures, the objective was to have COI reviewers closely connected to employees to understand their day-to-day obligations. Acknowledging contextual differences across disciplines, the preference is for Departmental-level reviews to ensure a uniformly high standard and consistency. Regular training is provided for Department heads and supervisors, and a Conflict of Interest Committee conducts random polls to monitor reviews for any unusual approaches, enabling corrective education and training.

On the issue of expectations for volunteers with regard to COI, while there is mandatory onboarding training for new employees, the need for similar training for volunteers was recognized, and it was noted that the Administration would explore this matter further.

ACTION ITEMS

None arising.

CONSENT AGENDA – For Approval**5. Minutes of Previous Meeting**

IT IS HEREBY RESOLVED that the Employee Relations Committee approves as circulated Minutes of the open session of the June 14, 2023 Employee Relations Committee.

CONSENT AGENDA – For Information**6. Update on Amendments to Committee Terms of Reference****7. Changes to procedures associated with Policies for Academic Administrator Appointments (AP12) and Academic Administrator Extensions (AP6)****8. Report on Revisions by the President to Procedures Associated with the Administrative AVPs Policy (AP15)****Adjournment**

The open session adjourned at 10:17 a.m.