Minutes, meeting of Macquarie Consultative Committee (MUCC), 6 March 2017 (2pm to 3pm)

1. Welcome, introductions, apologies

Apologies; Nick Crowley, Lance Dale

In attendance;

- Sean O’Brien
- Vasantha Saparamadu
- Ann McMaugh
- Cathy Rytmeister
- Craig MacMillan
- James Hazelton (chair)
- Sondra Wibberley
- Linda Kerr
- Jennifer Martin
- Lachlan Morgan
- Collette Ryan
- Laura Heron
- Leah Angrisano
- Nicole Gower
- Barry Quinn
- Frank Valkenburgh
- Rachel O’Shea (attended part way through meeting).
- Mandi Larsen (minute taker)

Discussion before starting the meeting:

A. Laura Heron – Replacement:

It was noted that this would be Laura Heron’s last meeting before she starts Parental Leave. Laura’s replacement would be discussed between the Chair and HR.

B. Recording of Minutes

Nicole Gower raised the question of how future minutes would be distributed – did the committee prefer a record of the minutes to be distributed or a list of actions? The preference was for minutes of the meeting to be distributed.

Minutes: (3 November 2016)

Minutes were accepted.
2. **EA/policy implementation – progress reports**

   a. **Academic Workloads**

      **Discussion**

      It was noted that there are concerns in workload changes.

      Leah Angrisano advised that she had worked with the Deputy Dean in Arts and did not think the recommendations had been ignored. Nicole Gower advised she would be happy to listen to feedback.

      **Actions/Next Steps**

      Meeting to be arranged between Cathy Rytmeister, James Hazelton, Nick Crowley and Leah Angrisano.

   b. **Deferred Salary Scheme**

      **Discussion**

      A draft was circulated by Nick Crowley prior to the meeting. Email from Lance Dale with his comments was also referred to and discussed.

      Looking to roll out from 1 July 2017, this is dependent on the significance of feedback.

      **Actions/Next steps:**

      - Group to give feedback to Nick within next two weeks.
      - Working group to meet with Nick once feedback gathered

   c. **Supporting Mature Aged Workers**

      Nicole Gower read out an email sent from Rachel Brady in relation to progress of the strategy to support mature aged workers.

      **Actions/Next Steps**

      The working group will be in contact with Linda Kerr and Sondra Wibberley by the end of March with a date and time of the next meeting.
d. Conversion Guidelines

**Discussions**

Cathy Rytmeister advised that the meeting is to be held on 7 March 2017.

**Actions/Next Steps**

Outcome of meeting will be circulated to committee before next meeting.

e. Professional Staff Mobility Initiatives

**Discussion**

Guidelines will be provided to MUCC. Sondra Wibberley has made suggested changes. Job mobility incorporated into secondment guidelines. Additional feedback to be provided. Guidelines to be presented at next MUCC Meeting.

**Actions/Next Steps**

Melissa Mesiti to present at next MUCC. Nicole Gower to speak to Melissa.

3. Casual Academic Staff

**Actions/Next Steps**

Nicole to meet with NTEU.

4. IT Policy

It was asked if anyone has looked at the policy. Josef Oduwo has advised that there are more policies to come. It was asked if everyone could email James Hazelton within the next week with their feedback.

**Actions**

Committee to email James Hazelton with feedback. James to collate

Linda Kerr to contact Policy Central to find out the process when policies are being updated.

5. Matters notified to the Chair:

a. Confidentiality of Online Voting (Sean)

**Discussion**

There are some concerns that the Online voting is not as confidential as it could be.
**Actions/Next Steps**

Nicole Gower to email/contact Zoe Williams to discuss options to ensure confidentiality.

**b. Update on Academic Promotions Policy/Implementation Plan (Cathy)**

Cathy advised that departments were not fully aware of the changes. Nicole would be happy to invite Svetlana Martynovich to the next MUCC meeting to give an overview of the policy. Nicole advised that there had been some changes to the schedule.

**Actions/Next Steps**

Nicole to invite Svetlana to next MUCC meeting.

**c. Request for presentation on Indigenous Strategy progress (Lance)**

The MUCC would like to meet the new HoD – Leanne Holt.

**Actions/Next Steps**

Nicole to contact Leanne Holt to invite her to a meeting.

**d. Management of smoking on campus (Collette)**

**Discussion**

There appears to be smoking around all areas of campus. There appears to be an issue around enforcement of the policy. The Committee feel that the designated smoking areas need to be reviewed.

**Actions/Next Steps**

Property to be invited to a special meeting. (see below)
e. Justification and publicity of increase to parking fees (Collette)

Discussion

There did not appear to be any communication in relation to the increase of parking fees.

Actions/Next Steps

Property to be invited to a special meeting (see below)

f. Request for HR to issue letter to supervisors of MUCC members (Vasantha)

Actions/Next Steps

Leah to look at and update by next meeting.

6. Other Business

a. Non-University traffic

Discussion

Could Property be invited to next MUCC to discuss what processes are being put in place to stop non-University traffic cutting through the University.

Actions/Next Steps

It has been noted that as there are a few actions items required by property, it has been decided that James Hazelton writes to Mark Broomfield to invite him to one of the optional meetings.

b. Reports on Casuals/Fixed term categories

Discussion

Reports on casuals/fixed term categories, clinic appoints – STF.

Action/Next Steps

Leah to follow up.

c. Rail Station Focus Group

Discussion

Are the focus groups for the train closure still meeting? Are they working on a communication plan and logistics when the train stations have been closed down.
**Action/Next Steps**

Nick to update at next MUCC meeting.

**d. Flu Vaccinations (Sondra Wibberley)**

**Discussions**

Nicole was happy to announce that free vaccinations will be available to all employees. They are scheduled for April, employees will be able to book online over a three week period. More information will be sent out shortly.

Next MUCC Meeting: Friday, May 12, 10.30am - 12.30pm

Lunchtime Info Session: Tuesday, April 4, 12pm-1pm