MUCC MEETING MINUTES  
Monday, 4 September 2017

1. Welcome, Introduction and Apologies

Apologies: Nick Crowley, Nicole Gower, Sondra Wibberley

Attendees:
- Anne McMaugh
- Frank Valkenburgh
- Vasantha Saparamadu
- Lance Dale
- James Hazelton
- Collette Ryan
- Cathy Rytmeister
- Craig MacMillan
- Rob Davies
- Ian Braithwaite
- Leigh Stanger
- Margo Droulers
- Leah Angrisano

Minutes:

Minutes were accepted with the following exceptions:

a. that Vasantha Saparamadu was not listed as an apology in previous meetings minutes;
b. that Leah Angrisano is awaiting a reply from Sondra Wibberley regarding the University’s mature age workers strategy and will follow up again.

2. EA/Policy Implementation – progress reports

Rob Davies raised the issue of Union notice boards and updated the Committee.
Leah Angrisano clarified that the Enterprise Agreement refers to access to a noticeboard for Union approved material, not a union specific noticeboard. Leah Angrisano stated that most buildings have multiple notice boards with free access. Collette Ryan stated that there are some staff who are allocated responsibility for access to locked noticeboards. Craig MacMillan noted that he recalled a time where material posted on office doors had been removed without notice.

Actions
- Both Unions to provide information regarding the buildings in which notice boards cannot be accessed.

3. Managing Change Update: Faculty of Science and Engineering Administration Staff change process

Margo delivered a presentation including the reasons for change, the change process and the approach and focus on comprehensive change management that was adopted throughout.
She noted the key aims of the change process was to:

- address alignment of roles,
- provide common administrative support,
- provide dedicated strategic support to the Heads of Department,
- enable process improvement,
- provide career paths for professional staff.

Margo discussed the design principles of the identified support functions which informed the development of the roles and responsibilities of the 5 new positions created. Discussion the data relied on; Uniforum, Your Say, Time-Task analysis to inform the proposal, Margo provided an overview of the key features of the implementation phase, including the training and development support for staff impacted by the change.

Discussions

- Questions raised regarding the implementation of the change, including the number of staff who left the University by reason of redundancy. Margo indicated that while all existing positions were disestablished through the change process, more new positions were created. In theory, there were more positions than people in the new structure however a number of staff opted to accept invitation for voluntary redundancy.
- Questions regarding the design criteria (where are we now and where do we need to be) and how those ratings were arrived at. Margo explained that the FGM and other key Faculty staff contributed to the development of the design criteria to assist in drawing out key priorities.
- Discussion regarding whether the FSE admin model would be adopted elsewhere around the University – Margo advised that other Faculties will consider their own needs and any change proposals would be developed on a case by case basis rather than adopting this model in its entirety.

4. Faculty of Arts staff relocation to the Hearing Hub – update on plans and progress

Leah provided the following update:

- Overview of the consultation process was provided. Property redevelopment user group and a subset of this group made up of local key Faculty contacts have led the consultation in the lead up to ‘activation’ stage (pack up, move, set up).
- Staff are now in the decant space within the Hearing Hub and to date not major issues have been reported. Etiquette and managing noise levels in open plan office spaces is one area that will be addressed with a preference for Heads and local supervisors to develop and drive this (rather than being externally developed).
- Smaller group of mainly professional staff have relocated to offices within Y3A which have been set up as pilot spaces using furniture and layout that is envisaged for the new offices.

Lance Dale asked whether academics would be provided with offices in the redeveloped building. Leah indicated that the plan is to provide offices for academic staff.

5. Other business
Ian Braithwaite raised the issue of notification of change management and restructure meetings. Leah response noted that the University recognises the importance and value of union involvement in staff consultation processes. That the University will endeavour to provide as much notice as possible to enable union staff to attend meetings and that more recently when short notice, it has been due to unplanned absences in the team. In future if there are any concerns of a similar nature, union staff can contact Leah to discuss.