MACQUARIE UNIVERSITY CONSULTATIVE COMMITTEE

Minutes Meeting 4, 1.30pm Monday 9 November 2015
HR C5C Level 4 Freshwater Room

MEMBERS

Academic Staff Representatives:
Lloyd Cox
Barry Quinn
James Hazelton
Anne McMaugh

Professional Staff Representatives:
Laura Heron
Linda Kerr
Collette Ryan
Vasantha Saparamadu

NTEU Representatives:
Craig Macmillan
Cathy Rytmeister
Frank Valckenborgh
Rob Davies

CPSU Representatives:
Lachlan Morgan
Greg Stark
Sondra Wibberly
Tom Kerr

Management representatives:
Nick Crowley
Nico Gower
JoAnne Sparkes

Observer and Minutes:
Roberta Palfreeman

Attendees
Barry Quinn
Cathy Rytmeister
Collette Ryan
James Hazelton
Lachlan Morgan
Laura Heron
Isabella Tran (representation JoAnne Sparkes)
Linda Kerr
Lloyd Cox
Nick Crowley
Nicole Gower
Roberta Palfreeman

Sondra Wibberly
Craig Macmillan
Anne McMaugh
Vasantha Saparamadu

Apologies
Greg Stark
JoAnne Sparkes
Frank Valckenborgh
Darren Peters
Rob Davies

1) Acknowledgment of country, introductions and apologies

Welcome to the new Professional Staff Representatives Laura Heron, Linda Kerr, Collette Ryan and Vasantha Saparamadu

Welcome to Rob Davies (NTEU representative) replacing Laura Billington.
Thank you to outgoing members: Carlene Kirvan; Greg Stark;

Apologies from Greg Stark, JoAnne Sparkes and Rob Davies;

2) Minutes of last meeting 19 August (approved)

3) Business arising from the minutes
a) Sit/Stand desks follow-up – Property Representative
Andrew Cattanach from Property outlined the current process of requesting sit / stand desks.

For existing workplaces, a request is made through WHS. A certificate is required if there is a pre-existing injury.

There is a challenge for sit / stand desks to fit into existing workplaces, as well as issues with workplace safety. Property do not get many requests for non-medical requirements.

Action:
James to clarify and get back to Nicole with the following:

- Where the budget for sit/stand desks lie (capital expense vs faculty)?
- Whether there is an opportunity to have a register of sit / stand desks in order to relocate unused desks rather than buying a new one.

b) Review of Guidelines for Employing Casual staff (Nicole Gower)
Marina Harvey’s research in this area has documented good practices. Leah Angrisano (ER) has also had some involvement and input.

Action:

- Cathy to ask for expressions of interest for working group to review guidelines.
- Cathy to organize meeting with Marina, Dale and Leah for feedback on work already done in this area.

c) Indigenous employment – internships (Nick Crowley).
University cadets (full time students) have been appointed on a 12 month basis. There is no expectation of employment however the University is providing funding for 12 weeks employment.

d) “Research expectations” documents
There are discipline specific ‘research expectation’ documents circulating in faculties. Discussion on the ability to consult before implementation of these.

Action: Nick to send through electronic copies to MUCC members. Waiting on science and will follow up medicine.

e) Communication to sessional staff on LSL (Nick Crowley)
Discussion on how information is communicated to sessional staff.
**Action:** Nick investigating whether communication can be incorporated on the online system and implemented in 2016.

**f) Scholarly Teaching Fellow appointments**
STF appointments have been filled. No further **Action**.

**g) FBE tutorial sizes and marking pay for sessional staff (Nick Crowley)**
There have been unsubstantiated complaints of FBE tutorial sizes, and sessional staff not being paid. No specific examples.

**Action:** Cathy to investigate specific cases.

4) **EA/policy implementation**

4.1 **Working groups – progress reports:**

a) **Deferred Salary Scheme (Nicole Gower)**

**Action:** Nicole to follow up with Jason Ferguson current status of guidelines.

b) **Supporting Mature Aged Workers (CR, Nick Crowley)**

A requirement to have guidelines around mature aged workers.

**Action:** Nick to discuss with Kate current status.

c) **Conversion Guidelines (CR)**

Cathy has met with Margo Droulers (HR). Guidelines being drafted.

**Action:** Nick to follow up with Margo current status.

d) **Professional Staff Mobility Initiatives**

Melissa Mesiti (HR), Lance, Linda and Sondra to meet. OSD should be involved.

**Action:** Lance to follow up meeting.

e) **Domestic Violence procedures/guidelines (CR)**

Guidelines completed, and White Ribbon event completed. Overall commendation on the process and the quality of the guidelines. Next year possibility of having stalls.

**Action:** Nicole to discuss with Kate.

f) **Academic Workloads Subcommittee**

Human Science completed, Science and Arts still working on.

**Action:** will report on update next meeting.

g) **Ensure the MUCC clause is in the MUIC EA.**

**Action:** Nick to follow up

5) **Other implementation issues**

a. **Updates on managing change (Nicole Gower):**
i. Printery
ii. COE
iii. LTC
iv. Marketing
v. SoE/IEC
vi. IT Services

General discussion on all changes. Consultation with feedback mechanisms have been implemented. IT Services are likely to change, but not until sometime in 2016.

6) Matters notified to the Chair
   a. MUIC – update on operations, staffing
      Discussion on SIBT. Questions raised on types of sessional staff, financial impact, student numbers

      **Action:** Nicole to invite Jake Garmanto to next MUCC meeting in 2016

7) Other business
   a. MUCC membership
      • Greg Stark has stepped down. Sondra acknowledged that Greg made a great contribution to LTC and MUCC. This included a longstanding, 30 year friendship and negotiating 6 EBAs in a voluntary capacity. We appreciate Greg’s input to the work of the committee, and his effort to ensure better conditions at the University.
      • Nicole also acknowledged, on behalf of the university, that Greg’s approach on the committee was thoughtful and considered, with a sense of justice and compassion towards others.

   b. Date of next meeting tba.