MACQUARIE UNIVERSITY CONSULTATIVE COMMITTEE

Minutes Meeting 2, 10.00am Tuesday 10 May 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
Sondra Wibberly
Tom Kerr

Management representatives:
Nick Crowley
Nicole Gower
JoAnne Sparkes

Observer and Minutes:
Rebekah Pang

ATTENDEES

Collette Ryan
Tom Kerr
Phoebe Dangerfield
Nick Crowley
Nicole Gower
Vasantha Saparamadu
Craig Macmillan
Cathy Rytmeister
Barry Quinn
Frank Valckenborgh
Linda Kerr

Rob Davies
Sondra Wibberly
Lance Dale
Lachlan Morgan

APOLOGIES

James Hazelton
1. Welcome, acknowledgment, introductions, apologies

2. Minutes (7 March)
   Corrections to the minutes were noted.

3. Business arising from the Minutes
   a. HR to report back/update:
      i. Long Service Leave for sessional staff;
         Later in May, information will be placed on the HR website, and in This Week.
      ii. Domestic violence contact people and referrals training;
          Training providers have been shortlisted.
      iii. Draft guidelines for employing casual staff
           This has been delayed while Margo was on extended leave.
      iv. STF advertising (8 positions)
          This is on track. Arts has completed advertising; other Faculties are in train and will be
          advertised by end June.
   v. Research expectations/research productive criteria
      Nick will re-circulate documents to MUCC members.
   vi. Health & Safety issues: funding for sit-stand desks; noticeboard
       Central funding is available following a triage process and ergonomic assessment. Medical
       needs are prioritised but funding is not restricted to those with a medical need.
   vii. Property issues: University Avenue traffic, campus lighting
       Property are acutely aware of the high volume of traffic and are looking into a range of
       solutions.

       As replacements are made to internal lights, LED lighting us used with sensors. External
       lighting is covered as part of the University Masterplan. In any instance where external
       lighting is perceived as unsafe, MUCC members are encouraged to notify Property directly.
   viii. MUIC update (students, staff)
        MUIC is now looking beyond the start-up phase with the hope of engaging some contract
        staff. There was a recent staff forum. At present there are 48 casual staff members,
        feedback has been positive regarding staffing numbers.
   ix. MUCC website – membership, meetings, minutes
       Bek will update website to include all MUCC members, meeting dates for 2016, minutes
       from previous years and a link the EA clause with the terms of reference. The website will
       note that staff can raise concerns with any member of the MUCC.

b. MUCC Chair – nomination of James Hazelton
   James Hazelton was elected unanimously.

4. Working Groups (MUCC Members + Union representatives and staff)
   a. Deferred Salary Scheme (James Hazelton, Lachlan Morgan + Lance Dale, Jason Ferguson)
      Cathy and Lance have arranged a meeting with Jason Ferguson.
b. Mature Aged Workers (Linda Kerr + Helene Mountford, Kate Wilson)
An update on progress (against the Investing in Experience report) was requested. Svetlana (report author) will be invited to the next MUCC meeting.

c. Conversion Guidelines (Cathy Rytmeister + Margo Droulers)
Cathy will speak with Margo.

d. Professional Staff Mobility Initiatives (Linda Kerr, Sondra Wibberly + Lance Dale, Melissa Mesiti)
Lance, Linda, and Sondra will be drafting some draft policy for consideration.

e. Academic Workloads Subcommittee (Barry Quinn, Anne McNaught, Crain Macmillan + Trevor Case)
A report was provided by the subcommittee. Nicole will circulate the report to Executive Deans and co-ordinate a response.

5. Other implementation issues
a. Indigenous Employment – expenditure and staffing update (NC)
Nick will ask Shane Hearn for a report on the Indigenous Employment Strategy before he leaves.

b. Review of Academic Promotions (Nicole Gower)
Nicole provided a report.

c. Requests for reports (to be circulated before next meeting);
   i. Use of fixed-term employment (compliance with Forms of Employment clauses in EAs; see also Attachment – Report on Use of Other Circumstances.doc)

   ii. Casual employment (reporting of September and March casual figures as per ASEA 4.7.19 (a)-(d))
An update was provided at the July MUCC meeting in 2015 and will be provided at the next meeting.


6. Managing change
Includes update on status of change processes, redundancies and redeployment measures from HR and MUCC member questions and discussion.

a. Data on voluntary redundancies, retrenchments and redeployment over last 12 months (including age and gender profile)
Nicole will provide additional data for the next meeting.

b. IEC/SoE merger – progress on HoD appointment, programs
Interviews for a Head of Department are being conducted in May.

c. Central IT – update
Feedback closed on Friday.

d. Finance Office – update
e. New Marketing structure – internal communications issues, website

f. New L&T support structure
Nicole to arrange a meeting with Sherman and Cathy to discuss LTC implementation progress update.

g. Any further imminent change proposals
Nicole noted that it is the practice of the University to notify any impacted staff prior to circulating information more widely.

7. Matters notified to the Chair
a. Data on voluntary redundancies, retrenchments and redeployment over last 12 months (including age and gender profile)
   Nicole to provide additional data.

b. IEC/SoE merger – progress on HoD appointment, programs
   Interviews for a Head of Department are occurring in May.

c. Email – the (almost) universal hatred of Office365 and its appalling functionality

d. Executive Dean KPIs

e. Workplace bullying (again/still)

f. Attendance records at Banksia Cottage
   Nicole to raise issue of CCB and CCR records in Banksia Cottage with Kim Guerin.

8. Other business
Nicole made a motion of thanks and recognition to Cathy for all her work as MUCC chair for the last few years.