MACQUARIE UNIVERSITY CONSULTATIVE COMMITTEE

Minutes Meeting 4, 10.00am 24 September 2015
HR C5C Level 4 Freshwater Room

MEMBERS

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

Professional Staff Representatives:
Linda Kerr
Darren Peters
Carlene Kirvan

NTEU Representatives:
Craig Macmillan
Laura Billington
Cathy Rytmeister
Frank Valckenborgh

CPSU Representatives:
Lachlan Morgan

Management representatives:
Nick Crowley
Nicole Gower
JoAnne Sparkes

Observer and Minutes:
Roberta Palfreeman
Lance Dale (NTEU observer)
Phoebe Dangerfield (CPSU Observer)

Attendees Apologies
Barry Quinn
Cathy Rytmeister
Craig Macmillan
Greg Stark
James Hazelton
Isabella Tran (representation JoAnne Sparkes)
Lachlan Morgan
Linda Kerr
Laura Salter
Nick Crowley
Nicole Gower
Sondra Wibberly

Apologies
Carlene Kirvan
Darren Peters
JoAnne Sparkes
Roberta Palfreeman
Lance Dale
Phoebe Dangerfield
Laura Billington
Frank Valckenborgh
Lloyd Cox
Anne McMaugh
1. **Welcome to Acknowledgment of country, introductions and apologies**

2. **Minutes of last meeting 19 August (approved)**

3. **Business arising from minutes**
   a. *Casual staff CVs on Google Docs;*
      Nick Crowley advised that these CV’s were for recruitment purposes only, and that relevant permissions were in place on the Google Docs

   *LSL information to sessional staff;*
   It was agreed that the University could better educate sessional staff on what they are entitled to and the process.
   **Action:** HR to draft a communication plan

   *Efficiency dividend distribution;*
   Nicole Gower advised that funds returned in 2014 were needed to pay 2015 dividends and re-assured the Committee that any funds owed to us will be claimed by Financial Operations promptly.

   *Buy vs lease of computer equipment;*
   Nick Crowley provided an update. IT has identified inconsistent practices across the University (buying or leasing). IT is reviewing financials, sustainability, data security etc in order to have a more streamlined and consistent approach. No decision has been made whether this will be for PCs or Macs or both. Specific equipment needs will most likely not be included in negotiations however this will not impact the ability to purchase.
   **Action:** HR to provide update when further progress has been made and confirm if ‘special’ equipment will be included as well as if the leasing arrangement will be for both PC’s and Mac’s

   b. Sit/stand desks follow-up – HR/Property – deferred to next meeting. Representative from Property will be invited to the next meeting and provide update.
   **Action:** Roberta Palfreeman to organise representative from Property to attend

   c. Working groups – see item 4.

   d. Age and gender – perceptions of discrimination (deferred from July) – Greg Stark raised concerns that a handful of mature female staff members feel that they are victims of workplace bias, in particular by younger professional staff. It was noted that this topic falls under the University’s 45+ initiative. HR’s efforts to date were acknowledged by the Chair.
   **Action:** Committee members to advise affected staff to talk with HR and/or Equity & Diversity.

   e. Replacement of continuing staff with (short-term) staff; employment of new casuals to do the work of existing qualified casual and permanent staff; preferential appointment of non-PhD-qualified tutors – Cathy Rytmeister
   The Chair voiced her concern that the current arrangements are not sustainable
   **Action:** the NTEU will write to HR with further detail
f. Electronic ballots and accessibility – Nick Crowley

Nick Crowley advised that the most recent electronic ballots used ‘https’ protocol which provides greater security and eliminated security concerns of former ballots. It was noted that Big Pulse incorporates accessibility and Cathy Rytmeister is discussing with Leah Angrisano from Employee Relations. Sondra Wibberley thanked Leah Angrisano for contacting her in advance of the last ballot to ensure Sondra was able to vote.

Action: Leah Angrisano forming guidelines for elections

g. Review of Guidelines for Employing Casual staff – Nicole Gower

This item is in progress however no update for today’s meeting.

Action: Nicole Gower will refer back to the Committee.

h. Indigenous employment – see Item 5.

i. STF positions – see Item 4.2

4. EA/policy implementation

4.1 Working groups – progress reports:

a. Deferred Salary Scheme

Jason Ferguson named to work with the working group.

Action: Nick to discuss with Jason.

b. Supporting Mature Aged Workers

Action: Cathy Rytmeister has contacted Kate Wilson and will follow-up directly with Kate.

c. Conversion Guidelines

Action: Cathy Rytmeister to discuss with Margo Droulers

d. Professional Staff Mobility Initiatives

Melissa Mesiti named

Action: Nick to discuss with Melissa.

e. Domestic Violence procedures/guidelines

Action: Jo Hatton in Equity & Diversity to come back to Cathy Rytmeister

f. Academic Workloads Subcommittee

Action: Nick Crowley send information to Cathy Rytmeister. Group to meet.

4.2 Other implementation issues

a. STF appointments – criteria and process

Action: Nick Crowley to investigate the FBE appointment and how this was advertised
b. Managing change in:
   i. Printery (Greg)
   ii. COE (Cathy)
   iii. LTC (Cathy)
   iv. Chiropractic (Cathy)

There was general discussion on the current change process for the above areas and that some Committee members felt the current change process requires review including length of process and transparency. Nicole Gower discussed the Marketing Review as an example where department staff have met regularly and provided with information. There was a discussion about a shared level of responsibility between the Unions and the University in times of change.

5. Matters notified to the Chair
   a. Draft "research expectations" or "research productive criteria" documents
      Action: Formal request for all documentation to be provided to the Committee. Nicole to follow up.

   b. Indigenous Matters
      i. Indigenous Employment Strategy
      ii. Review of Dept of Indigenous Studies (Warawara)
         Cathy Rytmeister has requested clarification of Indigenous cadetships (such as length of placement, pay and intention to offer full time work and financial transparency)
         Action: Nick Crowley and Nicole Gower to clarify.

   c. Alleged directive to departments in Faculty of Science and Engineering to "get rid of" academic staff
      Action: Cathy Rytmeister to provide Nicole Gower with details for an investigation.

   d. 20% increase in tutorial size in FBE - workload for continuing and fixed-term staff and workload and marking pay for sessional staff
      Action: Nick Crowley has contacted the relevant faculties for further information and will continue to investigate.

6. Other business
   Date of next meeting.

   Monday November 9, 1.30pm – 3.00pm
   Freshwater Training Room, HR Building C5C, Level 4