UNIVERSITY STAFF CONSULTATIVE COMMITTEE (USCC)

MINUTES

Thursday 8th November 2013
Ross Hohnen meeting room, Chancelry 10

1. Present: Harriette Wilson, Mathew King, Phillip Tweedie, Paul Preston, Nadine White, Susan Murray, Christine Harney, Marion Mapham, Tim McCann, Gail Frank, Andrew Heath, Geoffrey Parsons, Adam Thompson

Apologies: Tabitha Boyer, Pat Price, Teifi Caron, Rana Ganguly

Absent: Jeremy Weinman, Kevin Mahoney, Kevin Cooper, Marie Fischetti

2. Confirmation of minutes of previous meeting:

It was resolved that the minutes of the meeting held on 4 July 2013 were true and correct.

3. Speaker/Theme:
Roxanne Missingham, University Librarian: ERMS Project overview.

4. Reports:

4.1. From the Chair
- Welcome to new members Phillip Tweedie (CECS), Geoffrey Parsons (OVC) and Adam Thompson (CPMS/CMBE – JAG)

4.2. Advisor to Staff – Gail Frank
- There is a continued high demand for services: anxiety relating to retirements and low success rates in grant approval
- The new EAP provider ASSURE joins the Advisor to staff and Relationships Australia as service providers

4.3. NTEU – Tim McCann
- EB Negotiations are nearing an end: last drafting is underway for NTEU executive and ANU Council approval for ratification this year.

4.4. CECS – Phillip Tweedie
- In the process of finalizing the LACC.
- Sit/stand desks are being installed
- There is still concern over the inappropriate use of bikes in shared campus areas.
- When will the increased parking fees be introduced? Nadine advised that legislative changes and Council approval is required before further information is released. In the meantime information is available on the budget solutions web page.

4.5. Marketing Office: Marion Maphan
- 2014 Wall calendars: one contact person per College/Division to order, collect and distribute
- On-line Christmas Cards: will be available via the Marketing web page
White pages entries for 2014 are to be verified
A large program of work health and safety checks of staff work areas is underway in the Innovations building
Is it possible to suspend parking fees for the summer months for staff who wish to walk or ride bikes to work and NOT lose your parking permit and not pay fees for that period of time?

**Action Item:** Is it possible to suspend parking fees for the summer months for staff who wish to walk or ride bikes to work and not lose your parking permit?

4.6. Registrar – Student Services: Paul Preston
- A change management program is underway in DSA/DSS
- Workload adjustments are happening due to staff changes in student enrollment and student transition.

4.7. SIS – Chris Haney
- The reduction in working hours and misinformation around the VERS are contributing to an increase in staff anxiety levels. Actions continue to counteract the misinformation. Nadine offered to hold additional information sessions for staff if this would be of assistance.
- A private librarian service for PhD students is underway and proving to be popular and successful

**Action Item:** Are additional information sessions required?

4.8. CAP – Harriette Wilson
- The new College student centre in the Coombs building has opened.
- A very welcome pedestrian crossing will be built across Ellery Crescent connecting the School of Art and the Coombs building.
- A whole of College safety audit is underway with a focus on personal workspace. A roll-out of a more sit/stand desks is in progress

4.9. CMBE – RSB – Matthew King
- Matthew advised that he represents the ANU Council not RSB

**Action Item:** Review Mathew King’s role on the Committee.

4.10. CASS – Andrew Heath
- CASS is in the process of forming one or more LACCs
- A number of initiatives are underway to improve communication within the College

4.11. CMBE/CPMS – JAG – Adam Thompson
- JAG is now located in four hubs: Huxley, JCSMR, Robinson and Birch and Adam is currently representing all areas
- Previously the LACCs and OHS committees have been combined. This arrangement is being reviewed, together with the terms of reference, and hopefully one representative will be nominated from each area.
- Work stations are being reviewed and hopefully sit/stand desks can become a standard item. The aim is to standardize workstation so staff can move easily between all four areas.

4.12. OVC – Geoffrey Parsons
- Are forming a LACC

4.13. HRD – Susan Murray
- The main issue of concern is the air-conditioning which is a work in progress.
- Can LACC terms of reference be made available from the USCC web page as a resource?

**Action Item:** Investigate if LACC Terms of Reference can be added to web page.
5. **Other business:**
   - Members were asked to review their LACC arrangements to ensure they are meeting the area staff requirements
   - **Meetings for 2014:**
     - Three per year – March, July, November
     - Keep the same day and time: Thursday 9:30-10:30am
   - Speaker for the 1st meeting in 2014: EDAP on budget solutions

Meeting closed at 10:30 am

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Action</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Carried forward from 4 July 2014</td>
<td>Refer request to F&amp;S re increased safety concerns re traffic on Ellery Crescent.</td>
<td>Closed</td>
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<tr>
<td>Carried forward from 4 July 2013</td>
<td>Organize a speaker for a future meeting to talk about bicycle safety issues. (Nadine)</td>
<td>Review at first 2014 meeting and schedule if required</td>
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<tr>
<td>3</td>
<td>ERMS: distribute the change proposal to the Committee (Susan)</td>
<td>Complete (email 11-nov-13)</td>
</tr>
<tr>
<td>4.5</td>
<td>Is it possible to suspend parking fees for the summer months for staff who wish to walk or ride bikes to work and NOT lose your parking permit and not pay fees? (Nadine)</td>
<td>Raise with EDAP</td>
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<td>4.7</td>
<td>Review Mathew King’s role on the Committee. (Nadine)</td>
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<td>4.13</td>
<td>Load any current LACC terms of reference on the USCC web page as a resource areas reviewing/forming LACC (Susan)</td>
<td>In-progress: Email with HRD LACC (11-nov-13)</td>
</tr>
<tr>
<td>5</td>
<td>Contact EDAP to speak on budget solutions. Arrange for 1st meeting in 2014 (Nadine)</td>
<td>Complete (email 11-nov-13)</td>
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<tr>
<td>5</td>
<td>Organise meeting dates for 2014 (Susan)</td>
<td>Complete (email 11-nov-13)</td>
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