UNIVERSITY STAFF CONSULTATIVE COMMITTEE (USCC)
DRAFT MINUTES

Tuesday 24th March 2015
Ross Hohnen meeting room, Chancelry 10

1. **Present:** Dr Nadine White, Jeremy Weinman, Phillip Tweedie, Tegan Donald, Marion Mapham, Christina Parker, Anne Zelnik, Kevin Mahoney, Fiona Nelson Campbell and Rana Ganguly

   **By Invitation:** Mr Chris Grange and Dr Michael Nelson

   **Absent:**

   **Apologies:** Susan Murray

2. **Announcements:**

   2.1 ANU Environment Management System and Workspace project to be discussed in a future USCC meeting

   2.2 SIG forums next week

3. **Minutes:** It was confirmed that the minutes held on 20 November 2014 were true and correct

4. **Presentations:**

   4.1 **Dr Michael Nelson, Director Service Improvement Group**

   Dr Michael Nelson was appointed Director of SIG in January this year. In collaboration with other areas within the ANU Dr Nelson is working on some of the following projects.
   - Intelledox
   - Electricity Reduction
   - ERMS
   - Uni Forum
   - WHS long term reform

   4.2 **Mr Chris Grange, Executive Director (Administration and Planning)**

   **Vice Chancellor Recruitment:** The Position has been advertised and will close in April. There has been a high volume of interest in the position and it is anticipated the 8 committee members will appoint the new VC following interviews in June.

   **Strategic Plans (National Institutes Grant):** An annual report will be provided to the Federal Minister advising of grant details. Historically this report has not been requested but will be a new responsibility of the ANU and other Universities each year. In similar lines to this report the allocation of grants will be shifting towards a revised criteria. The draft is being reviewed in May with the final report scheduled for completion in July.

   **Strategic Plans (Accommodation):** Currently the ANU is not satisfying the demand for bedding accommodation with 1,600 students being deferred this year. Plans for 500 new beds may be available in 2017. This is currently in the feasibility stages.
5. LACC Reports:

5.1 **CMBE – Robertson - Jeremy Weinman**
- Travel Approval process concerns

5.2 **CECS – Phillip Tweedie**
- Travel Approval process concerns
- VOICE presentation completed (meetings being organised)

5.3 **OVC/Chancelry – Tegan Donald**
- Outlook 365 issues
- Parking enquiries
- New EA’s: Rita Coopman DVC(A) & PVC(SE) & Jackie Watkins DVC(R) & PVC(RRT)

5.4 **Marketing Office – Marion Maphan**
- Smoking concerns (Advised of ANU smoke free plans)
- ANU shop location – safety hazards
- Encouragement of good health and suggestions for more showers

5.5 **SIS – Fiona Nelson Campbell**
- Fiona Nelson Campbell is the new LACC representative for SIS
- Trials for 24hour access to library & Sunday openings
- 2014 Statistics achievements

5.6 **CPMS – RSPE – Rana Ganguly**
- New document required for travellers visiting Europe
- Leave balances for area improving
- Legacy Issues: Old transformers & oil / Nuclear Accelerator

5.7 **CMBE – Fenner –Kevin Mahoney**
- Last meeting as LACC representative
- Travel approval process concerns
- Parking enquiries

5.8 **F&BS – Anne Zelnik**
- Website upgrade (Jun-July)
- Plans to centralise finance services
- PC and desk (sit-stand) upgrades in progress
- AP workflow – Training to be implemented

5.9 **HRD – Christina Parker on behalf of Susan Murray**
- No report due to time
6. **Other Business:**
   6.1 Next meeting 9 July 2015

7. **Action Items:**

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Action</th>
<th>Status</th>
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<tbody>
<tr>
<td>July 2014</td>
<td>Consider a presentation at future meetings for:</td>
<td></td>
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<tr>
<td></td>
<td>• ANU Environment Management System</td>
<td>To be scheduled</td>
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<tr>
<td></td>
<td>• Workspace project</td>
<td>To be scheduled</td>
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<tr>
<td>April 2014</td>
<td>Discussion with Christine Allard regarding ANU shop and safety improvements (ACT GOV to be engaged)</td>
<td>To be scheduled upon Nadine’s return</td>
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