

**RECORD OF A MEETING OF THE
AUSTRALIAN CATHOLIC UNIVERSITY STAFF CONSULTATIVE COMMITTEE HELD ON
20 OCTOBER 2008 VIA TELECONFERENCE**

Present:

Mr John Cameron (Chair)	Professor Gabrielle McMullen
Ms Diana Chegwidden	Professor Gail Crossley
Mr David Keegan	Associate Professor Marea Nicholson
Dr Tony Stokes	
Ms Anne Szadura	

In Attendance:

Ms Sybilla Wells (Note taker)

Apologies:

Mr Chris Sheargold	Ms Glenis Davey
Mr Geoff Woodward	Mr Peter May
Mr Jeremy Gauder	Professor Marie Emmitt
Ms Robin Fisher	

The meeting commenced at 3:30pm.

The Chair, Mr John Cameron welcomed all committee members to the ACUSCC meeting. The Chair took attendance and asked that apologies be noted.

1. MATTERS ARISING:

1.1 NOTES OF THE PREVIOUS MEETING

The Chair, called for any comments regarding the notes of the previous ACUSCC meeting. There were no comments and the notes were received by the committee.

1.2 ACTION ITEMS FROM THE PREVIOUS MEETING

There was one action item from the 25 September ACUSCC meeting for the feedback regarding the Interim Academic Workloads policy to be sent to the six Associate Deans. Professor McMullen confirmed the feedback had been provided to the Associate Deans. The Associate Deans met on the Friday prior to this meeting and forwarded their consideration of the feedback to Professor McMullen over the weekend. There were number of

points where modification would help with the interpretation of the Academic Workloads Policy. Professor McMullen informed the committee she would be meeting with the Deans next week to discuss the Associate Deans review of the feedback and indicated that this feedback would come back to the November meeting or the next meeting. Professor McMullen thanked the Associate Deans for their timely review of the feedback.

Associate Professor Nicholson asked about members of the committee being included in the discussion of the feedback as raised at the last meeting. Professor McMullen responded that this was recorded at the last meeting and discussed. It was felt that the Associate Deans were the best people to review the feedback given the amount of feedback received, particularly given that a significant amount of feedback appeared to be misinterpretation/s of the Policy. Associate Professor Nicholson stated that the offer was to help resolve this with staff involvement. Professor McMullen responded that it is feasible to submit feedback to the committee and for the committee to then be advised.

Dr Stokes commented that the workload policy had industrial relations implications that had to be considered. Professor McMullen responded that they are taking good advice in relation to this. The Chair said he would talk to Professor McMullen regarding this matter.

Professor McMullen asked what the quorum was for the ACUSCC. Ms Diana Chegwidgen responded it was eleven members. The Chair counted only eight members present and asked that the committee agree and confirm this meeting as a legitimate ACUSCC meeting.

Associate Professor Nicholson stated that four staff representatives were present and there was coverage to make up for those missing. Professor McMullen responded that management representatives were even with the staff representatives.

The Chair asked it be noted that only eight members were present and the quorum is eleven. Ms Chegwidgen suggested that members of the ACUSCC be reminded that the quorum is eleven and members should attend.

2. CHANGE CONSULTATION DOCUMENT – PROPOSAL FOR IMPLEMENTING THE NATIONAL SCHOOL OF BUSINESS

The Chair asked if there were any comments regarding the Proposal for implementing the National School of Business. There were no comments regarding this change management proposal and the report was received.

3. CHANGE CONSULTATION DOCUMENT – PROPOSAL FOR IMPLEMENTING A NEW INITIATIVE WITHIN AUSTRALIAN CATHOLIC UNIVERSITY RELATING TO “THEOLOGICAL AND MINISTERIAL EDUCATION IN QUEENSLAND”

Professor McMullen informed the committee that the change management consultation process had concluded and was in part considered moving to implementation in January 2009.

The Chair asked if there were any comments regarding the Proposal for implementing a new initiative within Australian Catholic University relating to “Theological and Ministerial Education in Queensland” There were no comments regarding this change management proposal and the report was received.

4. ACU MANAGEMENT RESTRUCTURE – CHANGE MANAGEMENT

Ms Chegwidden stated that the report was to inform the committee of the status of the ACU Management Restructure. The restructure implementation process has been approved by Senate and progress is being made by the working parties. Positions associated with the ACU Management Restructure are being advertised.

Associate Professor Nicholson asked if there had been a decision in regards to the location of Units. The Chair responded that the Vice-Chancellor has said that all senior positions will be in the Vice-Chancellery and asked for an example from Associate Professor Nicholson.

Associate Professor Nicholson asked if the Indigenous Education Units and IATL will be under Students, Learning and Teaching. Professor McMullen responded that the indigenous leaders have made approaches to have their Units moved under Academic this is being considered. IATL will be under Students, Learning and Teaching as well.

Ms Chegwidden stated that staff would be notified by the Vice-Chancellor of these changes. Associate Professor Nicholson asked what would be the option for staff to comment. The Chair responded that affected staff would get a chance to comment.

Ms Anne Szadura asked when general staff affected would be notified as will fall under change management. Ms Chegwidden responded that this will occur after we are through the process of advertising and filling the positions associated with the management restructure. Ms Anne Szadura commented that people were scared. Ms Chegwidden said we could speak to the Vice-Chancellor about a communication to staff.

Professor Gail Crossley stated that careers at ACU in PREO Matters could list the positions in the email. Ms Chegwidden responded that PREOD would consider this feedback.

5. HUMAN RESOURCE MANAGEMENT AND RELATED POLICIES

The Chair called for any comments on the list of human resource management and related policies. There are two policies that have been recommended for determination.

Associate Professor Nicholson asked with regard to the Post Retirement Contract Policy if there is an option to exit before the end of the contract. Ms Chegwidden responded that as the University tops up the superannuation account, the staff member has taken a benefit that has not finished if there is an option to exit before the end of the contract and this would be a breach of contract. Professor McMullen informed the committee that this was part of the Pre-Retirement Contracts not Post-Retirement Contracts.

Ms Chegwidden stated that the reason for the requirement in the Pre-Retirement Contracts was to assist staff planning for retirement and also the work areas' planning capacity. The University will consider this feedback and look at the Pre-Retirement Contracts policy to assess if there are any other options.

The Chair asked if there were any further comments. There were no more comments regarding the two policies recommended for determination so they can now be finally determined.

Some general comments were received regarding the critical incident policy. Associate Professor Nicholson commented that this policy does not meet the needs of the campus and tends to fall into units having to work in haphazard fashion. New models are needed that are campus based with templates and steps for consideration. This was in regards to an incident involving the Strathfield campus the week prior to the meeting.

Ms Chegwiddden responded that the implementation of this policy was still being rolled out and that responding to incidents such as last week would fall to the AVCs in future. A campus roll out case study around the events would assist.

Professor McMullen mentioned having been involved in the recovery plan, which has wide membership with mock up plans which will be helpful moving forward. AVCs and Campus Deans will be responsible for handling critical incident/s in the future. The Chair said that the lessons of this incident will not be lost in the process.

Professor Crossley indicated that Dr Stokes was involved in responding to this incident and could identify the issues and the shortfall. Perhaps Dr Stokes and Associate Professor Nicholson could provide a one page reflection?

Associate Professor Nicholson said that lots of people were heavily involved, and didn't know what the first steps were in these circumstances, including providing pastoral support and counselling for students. Ms Chegwiddden said that this was good feedback that could be taken on board. If Dr Stokes and Associate Professor Nicholson could provide a reflection it would be helpful and could assist in the development of an interim plan.

Associate Professor Nicholson said that Dr Stokes and his staff should be commended for their handling of the incident. Dr Stokes responded that Mission Engagement had great involvement and should also be commended for the caring and support they provided.

4. OTHER ITEMS OF BUSINESS:

Dr Stokes mentioned changes in the School of Nursing and a possible reduction of staff in Sciences. He said that staff were worried. Professor Crossley responded that she had spoken with staff and would liaise with Dr Stokes.

Professor McMullen mentioned a review was going on at this moment. No changes were happening as yet and that an outcome should not be preempted.

The Chair introduced another item of business – the ACUSCC dates for next year. The Chair advised that suggested dates for 2009 will be brought to the next committee meeting. Professor McMullen indicated that the University Senate meeting was now scheduled for Thursdays and another day for ACUSCC meetings may need to be considered.

The meeting concluded at 4:35 pm.

5. NEXT MEETING:

The next meeting is scheduled for 27 November 2008.

6. ACTION ITEMS

Actions	Completed
The Chair committed to bringing suggested dates for ACUSCC meetings in 2009 to the next committee meeting.	The future availability of ACUSCC members was sought and suggested dates will be brought to the next meeting.