

MINUTES

MEETING **RSHA Executive and Senior School Administrators**

MEET No. **15, 2013**

DATE/TIME Friday 1 November 2013, 2pm

VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

Open Session: RSHA Executive and Senior School Administrators

ITEM 1. Attendance

Professor Pickering (Chair), Ms Bisshop-Witting, Dr Burton (for Dr Kennedy), Dr Ferris, Ms Ford, Ms Heal, Ms Komidar, Ms Noronha-Barrett, Professor Simpson, Professor Tregear and Mrs Shepherd (Minute Secretary). Dr Ganguly, Dr Kennedy, Ms Knight, and Dr Message were apologies.

ITEM 2. Minutes of Previous Meeting

The minutes were accepted from the previous meeting.

ITEM 3. Matters Arising and Action Items

3.1 College Communications – School meeting arrangements

Professor Pickering thanked everyone for sending through the details for their School meetings. The responses will be collated and sent to the CASS Executive.

3.2 Future Fellowships

Professor Pickering reported which Schools will be putting forward Future Fellowship applications. There will be two from the School of Language Studies, one from the Humanities Research Centre and three from the School of Archaeology and Anthropology. The details have been sent to the CASS Research Office.

3.3 ANU Key Performance indicators

Professor Pickering thanked those people who had sent feedback on the KPI's. Professor Makkai has met with the University Executive about them.

ITEM 4. Director's Report

Professor Pickering, as the new Director, stated that he was keen to work with everyone as part of a team.

4.1 RSHA Restructure Implementation Plan update

Professor Pickering noted that all the working party and sub-committee reports or draft reports have come in. They are constructive and there are no big surprises in them. The establishment of all new Centres approved by the RSHA Change Management Steering Committee will go to University Council. None of the proposed Centres will be AOU's. It was noted that the Vice-Chancellor has approved the restructure package.

4.2 Statements of Expectations

Professor Pickering reported that the CASS Executive had agreed that mid-term reviews could be deferred until January due to the structural changes in the Research School. It was agreed that Schools if they wished could continue to complete mid-term reviews. Professor Pickering will raise this with the CASS Executive.

4.3 Appointment of staff on S grants

Professor Pickering stated that the normal procedures and paperwork must occur when appointing staff on S grants. Verbal contracts for people to work on S grants cannot continue. It was noted that the paperwork for these positions is sometimes not processed quickly enough.

4.4 Vice-Chancellor's announcement

It was noted that the Vice-Chancellor has sent out an announcement regarding the agreement with the NTEU for the Enterprise agreement. We wait to hear the details regarding the package before we can properly assess its impact.

ITEM 5. University Engagement and Outreach Committee

It was agreed that it would be good to nominate a senior academic from our Research School. Professor Tregear and Professor Simpson will discuss who should be nominated.

Action: Professor Tregear and Professor Simpson to discuss and agree as to who should be nominated for the Committee.

ITEM 6. New CASS Visiting Fellows Guidelines

The new guidelines were noted. Professor Pickering stated it would be good to have an all RSHA approach to visitors. Exiting graduate students can be a visitor for one year if they wish.

ITEM 7. Education matters

It was noted that it is the end of the teaching period for this year.

ITEM 8. Research matters

8.1 RSHA External Visitor Support

Professor Pickering thanked the RSHA External Visitor Support Sub-Committee members for their deliberations earlier in relation to the external visitor applications. He reported that \$10,000 of these funds will be set aside to send one RSHA early career research staff member to Indiana University, Bloomington. RSSS has also decided to do this.

8.2 Conference Funding

There was some discussion regarding funding to send RSHA staff to conferences given that there used to be competitive RSHA funding for this purpose but this is no longer the case. The Schools are now expected to fund this; however, not all Schools have funds available to do so. It was agreed that when the budget is discussed perhaps a certain percentage could come off the top of the RSHA budget for this purpose.

ITEM 9. Workplace Health and Safety

Dr Ferris reported that the OHS Committee in the School of Art is working well. A successful audit app has been developed. Workplace Health and Safety issues take a lot of time and resources in the School of Art. Technical officers are affected by the freeze.

ITEM 10. Any other business

10.1 Staffing

Ten per cent of administrative staff are to be cut across the College. The College knows who has expressed an interest in taking packages but does not yet know who has accepted them. Once it is known who is leaving a College wide mapping of administration will need to be done. There was some discussion as to what administration support was needed within the Schools and what functions could be done at the College level. Concern was expressed about the possibility of centralizing HDR administration. Well informed cases will need to be presented as to where the best place is for say higher degree administrative support to be located and so on. Consultation between the Schools and College is vital to make sure administrative support is where it is required.

10.2 RSHA Change Information session

Professor Pickering stated that an information session will be held on Tuesday 3 December at 12.30pm in the Theatrette, Sir Roland Wilson building where he will discuss the final Steering Committee decisions.

ITEM 11. Next meeting: Friday 15 November 2013

This item was noted.

Closed Session: RSHA Executive

ITEM 12. Confidential Items

There were no items discussed.

The meeting closed at 3.10pm.