

MINUTES

MEETING **RSHA Executive and School Managers**
MEET No. **6, 2017**
DATE/TIME Friday 21 April 2017, 2pm
VENUE Lady Wilson Seminar Room, Sir Roland Wilson Building (120)

Open Session: RSHA Executive and School Managers

ITEM 1. Attendance

Professor Christie (Chair), Dr Bisshop-Witting, Professor Ferris, Ms Knight, Ms Komidar, Professor Lampl, Ms McConchie, Dr Mitchell, Professor Smith, and Mrs Shepherd (Minute Secretary). Ms Dunn was an apology.

ITEM 2. Minutes of previous meeting

The minutes were approved.

ITEM 3. Matters arising and action items

RSHA Summer Research Funding Scheme

Mrs Shepherd included the compiled reports as an item on the agenda.

Vice-Chancellor's early career academic funding

Mrs Shepherd resent Ms Knight's email about the Vice-Chancellor's early career academic funding email to Heads of School.

Global Challenges

Professor Christie encouraged Committee members to start thinking about developing a one- or two-page submission in anticipation of a call for expressions of interest mid-year.

Academic Promotions

It was agreed that it would be good to organise mock interviews for all those applying for promotion this year just prior to the interview on the day. Two staff members would do the mock interview. One would be a senior staff member who has experience with promotions from the relevant School and the other would be from outside the School. Professor Christie asked Heads of School to think about who would be good senior staff members to be involved in the mock interviews.

ACTION: Heads of School to think about who would be the best people in their Schools to join panels for mock interviews with staff going for promotion.

ITEM 4. Interim Director's report

Professor Christie reported that the original two-page bid for a new AD Hope building had now expanded. The final document is currently with the College for them to add data to before going on to the DVC-A and SMG. He will ask for an update on the document.

ACTION: Professor Christie to ask the College for an update on the AD Hope building bid document.

Professor Christie noted that the:

- RSHA Staff Conference Sub-Committee met prior to this meeting to assess the funding applications;
- RSHA External Visitor funding applications are due.

ITEM 5. ANU matters

5.1 Concur Expense Management Announcement

Committee members noted that it was good that the receipts for purchase cards could now be digitally uploaded, but expressed concern the lack of administrative oversight of purchase card use with the new system and the likelihood of its creating another administrative burden for Heads of School. Some supervisors will need to know the details of up to sixty accounts. The Committee noted the new system and acknowledged the general distress and concern.

ITEM 6. School Manager Reports

Ms Sharon Komidar, School of Literature, Languages and Linguistics report

AD Hope building

Ms Komidar reported that it was noisy in the AD Hope building due to the Union Court redevelopment occurring next to the building and that ear muffs had been bought for some staff. Professor Smith reported that two staff members in her School are consistently distressed due to the noise. Ms Knight noted that a fund had been set up to help staff with the transition, but air conditioners could not be bought out of this fund as the air flows problem in the AD Hope building are a pre-existing problem. Professor Smith reported that there is air conditioning in the building but it was not connected properly. It is now working but the cold air is only directed into one staff member's office and they have had to cover the outlet. Dr Mitchell noted that the School had been offered offices elsewhere but that this was not practical, especially for teaching staff.

Australian National Dictionary Centre

Ms Komidar reported that the demountable that the Australian National Dictionary Centre has been relocated in has a leaking roof, mould, and ventilation problems, which Dr Laugesen has reported as WHS issues. Dr Mitchell also noted that it is a great shame that the demountable they were in adjacent to the AD Hope Building was demolished when it was in such good condition.

Dr Kate Bisshop-Witting, School of Music report

Dr Bisshop-Witting reported that the practice rooms in the School are being refurbished and that the School had not initiated this. The ANU said it would fund the refurbishment but the costs have blown out now from the amount originally expected and that they would like the School or College

to fund the difference of about \$65,000- \$100,000. It was agreed that Dr Bisshop-Witting would follow this up and then let Professor Christie know the outcome.

Ms Barbara McConchie, School of Art and Design report

Ms McConchie reported that she had had a positive, useful meeting with the new trauma timetabler. There are lots of rooms across ANU that are managed locally and there is more functionality in the new timetabling system. She also reported that the IT costs for the School of Art and Design were \$75,000 this year.

Review

A School of Art and Design review meeting will be held next Wednesday morning. Mrs Shepherd was asked to remove the original meeting scheduled for the afternoon from people's diaries. Professor Ferris has sounded out the external people to be members of the review panel and has heard back from some of them. The names of those people who agree to be on the panel are being forwarded to Ms Rita Coopman in Professor Hughes-Warrington's office, who will then send formal invitations to each of them. The final terms of reference have now been agreed on.

ACTION: Mrs Shepherd to remove the review meeting on the Wednesday afternoon from people's diaries.

ITEM 7. Workplace Health and Safety

Ms Komidar stated that she would forward the emails about the Australian National Dictionary Centre to Ms Knight to be tabled at the RSHA WHS meeting next week.

RSHA WHS Committee update

Three more staff members will be trained as Health and Safety representatives (HSRs) – Dr Rebecca Clode, Dr Ashley Carruthers, and Ms Lindsay Brown – so that the Committee will have four HSRs in total on it. Mr Jason O'Brien has agreed to be on both the RSHA and HASS WHS Committees, until the HASS WHS train another HSR representative. It was agreed that Professor Christie would invite Dr Ashley Carruthers (School of Archaeology and Anthropology) to be on the Committee. Ms Knight will send a call out for agenda items for the meeting to be held next week.

ACTION: Professor Christie to invite Dr Carruthers to be on the Committee.

ACTION: Ms Knight to send out a call for agenda items for the next RSHA WHS Committee meeting next week.

School of Music building

Dr Bisshop-Witting reported that students are sitting on the stairs in the building and this is causing safety issues. There was an instance recently of someone carrying something heavy down the stairs and the students did not get out of the way. Signs have now been placed on the stairs but this does not necessarily solve the problem. This will be even more of an issue during exam time and in second semester.

The lift in the building is currently out of action, which is a problem for people with mobility issues. A new lift will be put in and may be ready in August. Hopefully the new lift will be ready for Open Day.

ITEM 8. International Partnerships

Professor Christie tabled a document with all the current agreements for RSHA extracted from the College list. Committee members went through the document to check to see if there were any agreements missing. Professor Ferris reported that her School is currently working on a new agreement. Professor Smith thought that the School of Archaeology and Anthropology probably has some more agreements that are not listed and will check this with Ms Dunn.

Professor Christie was surprised that there were not more agreements with other Universities of the calibre of the ANU. Perhaps we need to think more strategically as a Research School who we should enter agreements with in the future. Current ANU level agreements are not necessarily appropriate for our disciplines.

ACTION: Professor Smith to go through the list with Ms Dunn to check to see if any agreements are missing.

ITEM 9. Education matters

No items were discussed.

ITEM 10. Research matters

10.1 ARC Research Opportunity and Performance Evidence

There was no feedback about this ARC program.

10.2 RSHA Summer Research Funding Scheme 2016 – Reports

Professor Christie noted that this funding scheme was unanimously and enthusiastically welcomed and that it would continue. The only problem that arose was processing payment for everything prior to the end of the year when staff wanted to hire Research Assistants in January. Two ways to overcome this problem would be, firstly, to gain permission to carry forward the funds from one year to the next and, secondly, to advertise the scheme earlier in the year. Professor Christie will ask if it is possible to carry forward funds from one year to the next.

ACTION: Professor Christie to find out if it is possible to carry forward funds from one year to the next.

10.3 Entrepreneurial Professors

Professor Christie stated that he is very keen for the Research School to nominate some Entrepreneurial Professors. We can approach people we think of and they can always say no. Professor Ferris suggested someone. There are no selection criteria available for these positions but Professor Christie noted that they need to be famous, a mediating figure between the ANU and the external world and have a distinguished life outside the ANU. He encouraged members to continue to think about people to nominate so we do not miss out.

ACTION: Committee members to think further about people to nominate as Entrepreneurial Professors.

10.4 Global Research Challenges

Professor Christie said the planning committee would be meeting again soon and calls for expressions of interest were likely to go out around the middle of the year – other than that, at this stage there was nothing further to report.

10.5 ANU Futures Scheme

This item was not discussed.

ITEM 11. Any Other Business

Publications

Ms Knight reported that Ms Macdonald had identified a problem with publications which had been entered in ARIES but were not showing up on the researchers profile page. Ms Knight followed this up with Ms Davern who stated that the ANU Research Office is short staffed and they do not have anyone to work on Non Traditional Research Outputs. Ms Komidar said that each researcher needs to go into their researcher's page and check the tick box and then all the publications come up. Ms Knight asked Committee members to ask their staff to check their researcher's profiles are up to date.

ACTION: Committee members to ask their staff to check that their researchers profile page is up to date.

RSSS Cross-College Grant Scheme

Ms Knight noted that RSHA wished to offer something similar to the RSSS Cross-College Grant Scheme. Ms Knight and Professor Christie will draft something for RSHA and put it on the next agenda for discussion.

ACTION: Ms Knight and Professor Christie to draft an RSHA scheme for discussion at the next meeting.

ITEM 12. Next Meeting

The next meeting is scheduled for Friday 5 May 2017.

Closed Session: RSHA Executive

ITEM 13. Confidential items

No items were discussed.

Meeting closed at 3.35pm.