

# MINUTES

MEETING      **RSHA Executive and School Managers**

MEET No.      **8, 2016**

DATE/TIME     Friday 12 August 2016, 2pm

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

## ITEM 1.          **Attendance**

Professor Christie (Chair), Dr Bisshop-Witting, Professor Ennis, Ms Knight, Ms Komidar, Professor Smith and Mrs Shepherd (minute officer). Ms Dunn, Associate Professor Ferris, Professor Lampl, Ms McConchie and Professor Travis were apologies.

## ITEM 2.          **Minutes of Previous Meeting**

The minutes for the previous meeting were confirmed.

## ITEM 3.          **Matters Arising and Action Items**

Professor Pickering was welcomed to the meeting. He reported on the following matters.

- The University budget should be finalised next week and then it will go to Council for consideration
- University Strategic plan – all the Working Party reports have now been received. A concise visionary statement will be worked on and sent to Council for consideration.
- Union Court redevelopment – the plans will be out soon. The AD Hope and Beryl Rawson buildings will be affected by the redevelopment as building works will be going on around them. An impact plan will be released soon. The AD Hope building needs to be maintained and there are concerns about the deteriorating laboratories and collections. This could be part of the next central capital CASS bid.
- School of Music – Professor Podger’s final report will be going to the University Senior Management Group soon. Professor Malcolm Gillies will start as acting Head of School in October. The Head of School applications have closed.
- CASS Gender Equity Committee established – Committee members were asked to encourage staff in their Schools to be on the new Committee.

### 3.1      Draft RSHA Strategic Direction statement

Ms Knight has incorporated the feedback received from the Schools in this latest draft. It was noted that it would be good to mention PhD space in the statement. If we could guarantee shared space for first years and a small office space for second and third years that would be good. This would distinguish ANU from other Universities.

Professor Christie will work on the statement further. Some of the final statement may be used for promotional purposes.

**Action:** Ms Knight to forward the word version to Professor Christie to work on.

### 3.2 Academic mentoring

Feedback on the idea of a central academic mentoring program has been sent to the College. The School of Literature, Languages and Linguistics, the School of Archaeology and Anthropology and the School of Art all have informal mentoring programs. The School of Music does not have a mentoring program but a program would be beneficial. The ANU used to have a very structured program.

### 3.3 RSHA prizes and awards event

The idea of a celebratory RSHA prizes and awards event held in May was discussed. It was agreed that Ms Knight would contact Heads of Schools to ask what they think about the idea.

**Action:** Ms Knight to contact Heads of Schools regarding the idea of an RSHA prizes and awards event.

### 3.4 AD Hope building

Professor Pickering had answered questions about the building in his report. Committee members were very concerned about how the AD Hope building will be affected during the Union Court redevelopment. Concerns raised included: access for staff and students to the building, vibrations which could damage the collections, the dust caused by a building site would affect the sterile laboratories. It was noted that CAP is redoing their laboratories and the School of Archaeology and Anthropology may be able to access them in the future.

It was agreed that Ms Knight would contact the Schools asking them how their research and teaching would be affected as a result of the redevelopment going on around them.

**Action:** Ms Knight to contact the Schools about how they will be affected as a result of the building.

## ITEM 4. Confidential items

No confidential items were discussed.

## ITEM 5. Acting Director's Report

Professor Christie stated that he would welcome anyone to come and talk with him now he is acting Director. He will be getting his head around the finances.

## ITEM 6. 2016 CASS Awards and Prizes for Teaching and Innovation in Education

Heads of School were asked to encourage staff to nominate for these awards.

## ITEM 7. Workplace Health and Safety

Professor Christie reported that a person was having allergic reactions in the AD Hope building. Professor Smith reported that she also has had reactions in her office in the AD Hope building in the past. She is asthmatic and allergic to mold. The radiator in Professor Smith's office had leaked and has now been fixed but her room now smells of plastic. The room was steam cleaned after the radiator leaked. There are ongoing issues with fixed radiators leaking in the building and causing problems. It was agreed that the building

should be tested.

Ms Bisshop-Witting reported that there are pigeons in the School of Music roof and that the roof leaks in the Kingsland room. The shed has been cleaned out and the carpets are being steam cleaned.

Ms Komidar reported that when it rains in the Baldessin Precinct building they put buckets under the windows to catch the rain.

The WHS Training Needs Matrix from the Director HR was tabled. It seeks to identify all ANU staff as belonging to one of 29 groups, with appropriate WHS training needs listed for each group. Ms Knight will circulate this to the Schools via the School Managers asking for their feedback which is due by 25 August. There was some concern that all members of the RSHA community are not covered by this matrix.

**Action:** Ms Knight to email Schools requesting feedback on the WHS Training Needs matrix.

#### **ITEM 8. Teaching/research/services percentages across RSHA**

It was agreed that this would be discussed at the next meeting.

#### **ITEM 9. Date for social gathering for Professor Malcolm Gillies**

It was agreed that a social gathering to welcome Professor Gillies would be held at the School of Music on Friday 21 October at 4.30pm. The CASS Executive and RSHA Executive members will be invited to the event. Dr Bisshop-Witting will discuss the venue with Professor Christie.

**Action:** Confirm with Professor Gillies that this time suits him.

**Action:** Dr Bisshop-Witting and Professor Christie to confirm the venue.

**Action:** Send out invitations and confirm in Executive Committee diaries.

#### **ITEM 10. Education matters**

The ANU Education grants, round 1 were noted.

#### **ITEM 11. Research matters**

Professor Christie noted that the Research Development workshops will be starting soon. Next time a call goes out Professor Christie will ask Heads of School to encourage staff to apply.

The RSHA Staff Conference supplementary funding applications close next week. Another round for RSHA External Visitor applications will be held in October for 2017 visitors.

#### **ITEM 12. Next meeting**

The next meeting will be held on Friday 26 August at 2pm.

#### **ITEM 13. Any other business**

No items were discussed.

The meeting closed at 3.20pm.