MINUTES

MEETING RSHA Change Management Steering Committee

MEET No. 2/2013
DATE/TIME Monday 29 July 2013 / 8.00 - 9.00am
VENUE CASS Meeting Room 2, Beryl Rawson Building (13)

Part 1. Procedural Matters

ITEM 1. Opening/Attendance:

Dr Nadine White (Chair)
Professor Toni Makkai
Professor Howard Morphy
Ms Linda Addison
Associate Professor Kylie Message
Professor Jane Simpson

Apologies:

No apologies

In attendance:

Ms Suzanne Knight (Project Officer)

The meeting opened at 8.00am.

ITEM 2. Minutes of previous meeting:

Minutes were accepted without changes.

ITEM 3. Matters arising and action items:

3.1. Frequently Asked Questions- draft

“Frequently Asked Questions” (FAQ) are useful documents for managing key communication points, especially if any issues arise as the process proceeds. The committee agreed that two sets of FAQ’s be developed; one for staff and one for students. It was noted that the CASS Student Forum held on Tuesday 23 July was positive.

Action: The Project Officer to develop two sets of FAQ, which once approved are to be placed on the RSHA Change website.
3.2. Summary log of submissions and questions received

The log contains a combination of questions from forums and responses to emails received so far. It will be a useful document for tracking submissions and comments during the consultation period. It is not necessary to list the names of the staff making the submission and instead their School or Centre should be noted. We should however differentiate whether the submission has been made by a staff and student. All submissions and comments should receive a response so that they know their submission has been received.

The text contained in the consultation meeting notes should be aligned with the text on the FAQ documents and in the summary log.

Action: The Project Officer to remove individual staff names from the summary log and replace with generic location of School or Centre.
Action: The Project Officer to edit and align text from consultation meetings to produce the same form of words on FAQ and summary log, so that across all three forms of documentation the answers are standardized.

3.3. Establishment of an Alliance site

The Alliance site has been set up and all members of the Steering Committee have access to it.

ITEM 4. Confidential items:

Alternate meeting times were discussed however it was agreed to keep the current meeting schedule and if members are away they could participate in the meeting by phone if necessary.

Part 2. Matters for noting

ITEM 5. Report from the Chair

As this was the first meeting of the Chair, there were no reports.

ITEM 6. Other reports:

6.1 RSHA Change proposal- staff briefing 22 July 2013, draft meeting notes
6.2. RSHA Change proposal- CASS student forum 23 July 2013, draft meeting notes
6.3. RSHA Change proposal- staff discussion 24 July 2013, draft meeting notes

Once the text from the meeting notes, FAQ and summary log is aligned, all three meeting notes and the two FAQ documents can be placed onto the RSHA Change website. The content of the meeting notes was accepted with one small amendment relating to details of the ANU financial support for the SOA, which should be removed as it is not relevant.

Action: Project Officer to complete editorial work on the meeting notes and FAQ and once approved organise for these to go onto the RSHA Change website.
Part 3. Other Business

ITEM 7. Other business and questions:

It was noted that the Project Officer will be on leave next week and arrangements need to be put in place to manage this absence. The Project Officer will collate all submissions received after the closing date and distribute these to the committee over the weekend. She will also circulate a list of submissions received by Thursday so that the committee can begin to consider the main issues being raised and how these may be addressed.

Action: Project Officer to distribute a collation of submissions received by COB Thursday 1 August, before completing a final collation of submissions to be distributed over the weekend.

Professor Morphy reported that the main feedback he had received so far related to matters of implementation, for example questions relating to how budgets will operate; and issues related to workload, however these were also broader CASS concerns and are not only restricted to this change process. In any case these are matters for the implementation period and can only be noted in the consultative period. Local areas are conducting their own discussion meetings in order to plan their submissions.

While it was noted that professional staff are engaged in this process, any uncertainty on their part may be related to the recent Chancery announcements. There are parallel processes underway to streamline administrative structures in the College. The professional staff of IHUG are anxious as their School is to be disestablished and they are unsure what this might mean for their future roles and responsibilities.

Action: CASS General Manager to contact all IHUG administrative professional staff to offer a meeting to discuss the change process.

Professor Morphy will be overseas for the next meeting and will telephone to participate.

Action: The Project Officer to organise a Polycom telephone with CASS IT and inform Professor Morphy of the number to call.

ITEM 8. Next meeting:

It was noted that the next meeting will be held on Monday 5 August 2013, in Meeting Room 3 (BRB).

Meeting closed at 8.30am.