MINUTES
Administration Network Committee
Meeting #3
Friday 9th May 2003
Staff Development Training Room

1. Attendance and Apologies
Attendance: Salome Apostolopoulos, Malcolm Buck, Guylaine Lackmy, Socrates Mantalaba, Lucy Macnaught, Dianne Montgomerie, Fiona Regan, Julie Vivas, Leanne Anderson, Jennifer Till, Robyn Alexander, Penelope Swan, Linda Christie,

Apologies received before the meeting: Tatjana Kroll, Karenne Irvine, Kathryn Whittingham, Meherlyn Jussawalla, Doug McKeough, Dianne Charnley, Lin Chin, Cindy Fuller

2. Minutes from previous meeting (Meeting number 2 - April 2003) and matters arising from the minutes.
Malcolm: Any corrections?
Guylaine: Tatijana would like the title of the Committee to be changed
Malcolm: We should leave this to be discussed in agenda point 5, the Terms of Reference
Leanne: We should check this in the good practice guides
Jenny: Adrianne will be getting this done for us
Malcolm: No corrections for the minutes?
Malcolm: Motion for acceptance?
Everyone: Agreed (Linda officially passed motion for acceptance)

Malcolm then gave a brief background on his experience as being Chairperson at other meetings such as being the Chairman of the NSW Justice association. He indicated that the general procedure was for the chairman not to move motions but rather only directs motions.

3. Correspondence In and Out
Malcolm: Any correspondence?
All: None

4. Financial Summary
Jenny gave a summary of our financial status:
We started at $5000 and spent $483.99 on catering at the last meetings, and now have a balance of $4516.01
Malcolm: Motion for acceptance?
All: All in favour of acceptance

5. Terms of Reference Subcommittee update
Malcolm: Next meeting the Terms of Reference will be adopted.
Administration Network Committee

Leanne: Will check with Adrianne about Tech Nets Terms of Reference

Malcolm:
- We will have staff development oversee the terms of reference so that we comply with regulations.
- The current name of the committee (UNSW Administrative Staff Support and Development Network Committee) is conflicting and confusing and would be more appropriate to be called the ‘Administrative Network Committee’ (‘Admin Net Committee’ for short) instead.
- Motion for Yes?

All: yes all in favour

Malcolm: Will revise the document

Malcolm: Is there any one we have left out in the Terms of Reference participant’s job titles of staff to be included?

Guylaine: (On behalf of Tatiana) We should include the job title “Executive Assistant”

Leanne: Will see if she can get a general job title listing from Human Resources. Participation should be open, so that we do not leave anyone out.

Guylaine: Listing Titles may be problematic as many similar jobs may have different titles.

Malcolm: Research Assistants are classified as general staff, should we include them on the committee?

Guylaine: But they have different needs though

Malcolm: Yes they do more academic research

Fiona: But they do a lot of purchase orders

Leanne: We should just include a qualifying statement to give the committee authority to consider other participants from other job titles as appropriate

Guylaine: (on behalf of Tatiana) In the Terms of Reference, we should:
- Change the instances of ‘Chairman’ to ‘Chairperson’
- Correct any spelling mistakes or grammatical errors (which were then listed)
- Correct any formatting errors to create consistency through out the document, such as occurrences where some words are used with uppercase letters and in other cases with lower case letters

Malcolm: Will update document

Malcolm: Any other suggestions?

Leanne:
- IT officer should liaise with Adrienne Harris regarding the maintenance of the Bulletin board
- Marketing Officer should establish and maintain a relationship with the UNSW Marketing Reference Group
- The changes to the Terms of Reference will be made and then distributed by email to the Admin explode list and the Admin Network email list

Linda: The Terms of Reference should have more reference points so as to more easily specify or refer to parts of the document for example: 4.2A, 4.2B or 4.21, 4.22 etc

Malcolm: Yes, I will amend it to be like that

Guylaine: (on behalf of Tatjana) Is each line or point supposed to be referred to as an ‘item’?

Malcolm: Yes that is the appropriate terminology

Leanne: Thank you to the Terms of Reference Committee for drafting the document

Malcolm: Any suggestions or revisions will be included in the updated document ready for next months meeting
6. **Marketing Subcommittee update and brainstorm on marketing events that the committee could be represented at and how we can promote the committee effectively at wider community events**

Julie:
- We found the time to get together and swap ideas around but could not attend the Orientation to UNSW tour.
- We would like to do a survey to existing Admin staff asking what they would like to see come out of a committee like the Admin Network Committee

Malcolm:
- Yes, we will let the Marketing Committee organise the questionnaire
- Robyn, could you please write an article in FOCUS or the UNIKEN?

Robyn: Sure

Guylaine: What about advertising in the comments field on HR pay slips?

Julie:
- We would not like to conflict with HR comments.
- How about mentoring for new staff?

Leanne: Staff Development will be trying to organize staff training on mentoring

Julie: Like following up new staff with a phone call

Linda: The idea of messages on pay slips is good because I have no time to read newsletters like the UNIKEN

Robyn: We could put the messages on the web Bulletin Board and get supervisors to spread the word to their work units.

Malcolm: We should put an article in FOCUS, (Marketing Committee to organize)

Julie: We are considering organising a Calendar of Events for session 2 including social activities and monthly meetings with guest speakers

Leanne: It would be good to get an idea of which guest speakers to use from the staff surveyed to also work with staff development on this

Robyn: Tech Net has set times/dates for its meetings and has half of their meetings on lower and half on upper campus. It would be best to start small (Admin-Net events) in Session 2 and make it bigger next year. We would have to make venue bookings well in advance.

Leanne: Monthly meeting dates should be advertised on the web well before hand

Julie: What about financial support?

Robyn I will look at the budget and am happy to put a pledge in for support money, but will need more details to lobby for financial support for the next budget. There is also the issue of funding for training to support EEO and AA principles to be put into practice in schools/faculties

Julie: How about a type of recognition award, chosen by peers? Such as a book voucher, movie voucher or certificate?

Adrianne: Tech Net has the Technician of the Month award and places a profile of the person on their web site

Malcolm: How do they qualify for that? Perhaps we could have a quarterly one?

Julie: How about social activities, such as a celebration at the end of a busy part of session or a Christmas party?

Dianne.M: We could look at what the WINU committee has organized

Malcolm then read out excerpts of an email from an anonymous person expressing their interest in attending the Admin-Net meetings but unfortunately is not able to attend because of work
commitments. Malcolm then suggested that the marketing committee should try to implement ways to keep participation and attendance as high as possible.

Dianne.M: Which social event should we hold for next session? 
Leanne: We should find out the prioritization/preferences from the staff survey 
Dianne: How should we conduct the survey? 
Jenny: Through the staff development explode list? 
Robyn: I have a few good explode lists 
Leanne: Tracey Beck has some other good explode lists 
Robyn: If the Marketing Committee creates the survey, I can send it out 
Julie: We will bring a draft of the survey to the next meeting 
Leanne: For 2004 we could hold a luncheon to celebrate the Admin Staff week

7. a) IT Subcommittee Update 
Malcolm: Lin has been too busy to do anything. I have got the application for registering the web site. The site will be free up to 25 mega bytes, but we will still need to use an account (will use the staff development account no). The front page of the website will be put up soon.

b) Brainstorm on Bulletin Board – how it can be used, categories it should be divided into 
This meeting has gone overtime so we will discuss this point in the next meeting.

Adrianne distributed two handouts on the bulletin board, which can be viewed at: 
http://www.staffdev.unsw.edu.au/adminnetwork/adminnetworkhome.htm 
http://www.staffdev.unsw.edu.au/phpbb2/

The official website address is: www.adminnet.unsw.edu.au

8. Other Business
- Leanne informed us that this would be her last meeting before going on leave and introduced 
  Bonny Dawson as her maternity leave replacement for the next 12 months 
- Robyn thanked Leanne and Jenny for their great work in establishing the Admin-Network Committee.

a. Agenda Items for next Meeting

Was not discussed as we ran overtime

9. Next Meeting

Meeting is to be held on the 2nd Friday of the following Month - Friday the 13th of June.

* Suggestion that we should advertise that there will be tea, coffee, biscuits and lollies available during the meeting, rather than just saying ‘bring your own lunch’.

Minutes taken by Penelope Swan, CSE