Administration Network Committee

MINUTES
Administration Network Committee
Meeting #4
Friday 13th June 2003
Ed Tech Training Room

1. Attendance and Apologies

Attendance: Salome Apostolopoulos, Malcom Buck, Nora Chee, Meherlyn Jussawalla, Tajana Kroll, Lucy Macnaught, Douglas McKeough, Dianne Montogomerie, Fiona Regan, Bonnie Dawson, Jennifer Till, Iona Reid.

Apologies: Penny Swan, Linda Christie, Dianne Charnley, Julie Vivas, Guylaine Lackmy, Socrates Mantabala,

2. Amendments/ matters arising from the last minutes.
   (a) Adjustments to the attendance list of last meeting: Salome Apostolopoulos and Lucy Macnaught were absent.
   
   (b) Terms of Reference.
   1.4 It was agreed that participants in the AdminNet would not include causal staff.
   2.2 “Liaison with similar groups in other situation and any other activity”
   3.1-3.6 With regards to the length of office it was agreed that office bearers would hold a two year tenure.
   4.1-4.5 The decisive language of these points was discussed. To avoid vague and ambiguous language no changes were made.

   ACTION: The Terms of Reference were passed, this final version shall be put on the website and used as a guiding document.

   (c) Survey
   • Avenues for marketing the AdminNet were explored. It was agreed that along with an explanatory phone call, hard copies of our flyers would be sent to Administration Officers in each faculty. We would then ask the Admin Officers to pass on the information via email lists.
   • It was noted that clinical schools often miss out on information and every effort should be made to include them (and hopefully get a representative from the clinical school on the committee)
   • Obtaining access to HR lists is something that the marketing committee will explore further.
   • Options for expanding the survey were discussed: training needs and access to training were concerns that committee members vocalised. Bonnie Dawson from Staff Development offered suggestions as to how to explore this concern in the survey.
• Malcolm Buck clarified that one role of the committee was to liaise with the Union to promote the profile of staff training but that training related grievances should be directed to HR and the Union.
• A question was raised as to how many members were actually viable.

ACTION: By the next meeting, the marketing sub-committee would aim to have the survey ready for distribution and the web.

(d) IT Committee Update
• The website is up and running.

3. Correspondence In and Out
• Malcolm Buck reported one email enquiry.
• August 7th is the next staff orientation: an AdminNet committee member will attend.

4. Financial Summary
• No change from last month, current balance: $4,516.
• Tatjana and Jenny met to discuss the finance procedures – Tatjana to keep a record of all transactions specific to AdminNet.

5. Other Business
(a) Promotion of the Bulletin Board
• Have committee members signed up? www.staffdev.unsw.edu.au
• Aim to put a link on the AdmiNet website www.adminnet.unsw.edu.au

(b) AdminNet Function
• Dianne presented the idea of a “launch” to be held in week 3 or 4 of semester 2.

(c) ATEM (Association for Tertiary Education Management)
• Malclom distributed pages from the ATEM website www.atem.org.au and noted the lack of an NSW branch and very low NSW membership ($121).
• He suggested that the scheduled 2006 conference could be something that UNSW could consider hosting.

6. Next meeting: July 11th, 2003