Administrative Staff Network Committee

Meeting #8
Friday 10 October 2003
Staff Development Meeting Room

( Tea/Coffee, bickies provided )

Minutes

1. Attendance and Apologies.
   Attendance: Malcolm Buck, Diane Montgomerie, Lucy MacNaught, Lin Chin, Salome Apostolopoulos, Jennifer Till, Iona Reid,
   Apologies: Diane Charnley, Grant Walter, Tatjana Kroll, Cindy Fuller, Meherelyn Jussawalla, Socrates Matabala,

2. Notes from previous meeting (Meeting #7 2003) and matters arising from minutes To be discussed in business below.

3. Correspondence In and Out
   None

4. Financial Summary
   No transactions.
   Budget to be coordinated between Jennifer and Tatjana

Action: Budget 2004 to be on agenda for Meeting 9 in November. Events/priorities for 2004 to be reflected in this.

5. Other Business
   (a) Marketing Subcommittee report and issues (DM)
      Logo
      Discussion on ideas presented by PAD – spiderweb idea preferred over images of people.

Action: Iona to use image software to redesign the designs (eg. Full spiderweb with lettering and possibly a spider in the middle

Survey
Lucy has devised a template on Excel for survey results.
Email sent by Jen to adminnet email list last Friday
**Action:** Jen to send this to Tracey Beck (Marketing Reference Group) to distribute to her members. Iona to distribute to faculties when holding sessions for the Career Development Scheme.

**Flyer/brochure**
Adminnet Representatives in each Faculty/some schools/departments to be chosen - surveys to be sent to these.

**Actions:** Jen and Iona to mock up a potential brochure for 2004 to present to the committee. Adminnet contacts to be confirmed. Names to be on Adminnet brochure for 2004 as the contacts (together with the committee). Calendar of events needed for brochure and key admin dates.

<table>
<thead>
<tr>
<th>Faculties</th>
<th>Adminnet Representatives</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Arts</td>
<td>Lucy MacNaught</td>
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<tr>
<td>Built Environment</td>
<td>Doug Nairn (HR rep) (?)ASK</td>
<td>Claudia Maroun (FBE)</td>
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<tr>
<td>COFA</td>
<td>Doug McKeough (?)ASK</td>
<td>Sioe-Gek Chen (?)ASK</td>
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<tr>
<td>Commerce &amp; Economics</td>
<td>Julie Vivas (?)ASK</td>
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<tr>
<td>Engineering</td>
<td>Meredith Low (?)ASK</td>
<td>Penny Swan CSE (?)ASK</td>
</tr>
<tr>
<td>Law</td>
<td>Libby Couch (?)ASK</td>
<td>Cindy Fuller – Electrical Eng (?)ASK</td>
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<tr>
<td>Medicine (not hospitals)</td>
<td>Dianne Montgomerie</td>
<td></td>
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<tr>
<td>Science</td>
<td>Malcolm Buck</td>
<td></td>
</tr>
<tr>
<td>Central Admin</td>
<td>Di Charnley (?)ASK</td>
<td>Kathryn Whittingham (?)ASK</td>
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<tr>
<td>Research office</td>
<td>Dianne Montgomerie</td>
<td>Pamela O’Hara (?)ASK</td>
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<tr>
<td>International Office</td>
<td>Guylaine Lackmy (?)ASK</td>
<td>Socrates Mantabla (?)ASK</td>
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<tr>
<td>Hospital</td>
<td>Iona Reid</td>
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<tr>
<td>Staff Development, EdTec, RMU, Equity and Diversity, HR</td>
<td>Jennifer Till</td>
<td>Iona Reid</td>
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<tr>
<td>ADFA?</td>
<td>ETU? Other off-campus sites?</td>
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(b)  
**Email list (JT)**
Effectiveness of email list discussed.

**Action:** Jen to talk to Adrianne about putting all adminnet emails automatically on staffdev email list to prevent doubling up of staff development related emails.

**Website (MB)**
Updates to be sent to Malcolm to put on the web. Lin to assist.

**Action:** Jen to send agendas and minutes to Malcolm to be put on the web.
  
**Bulletin board (trial period) (JT)**
Action: Jen to liaise with Adrianne as to what should be presented at the 27th October on the Bulletin Board.

(c) Events Subcommittee (DM, LM, IR and JT)

NSS seminar 27th October 2003

Action: Jen to confirm details of session with Grant Walter and send email to the Adminnet email list by Monday. Meeting by events subcommittee before the 27th to discuss the Adminnet Information session section of this event (running sheet needed)

HR in November

Tuesday 18th November discussed as potential date

Action: Malcolm to coordinate panel (HR, Staff Union etc) and room for this.

Christmas Party in December

Wednesday 10th December discussed as potential date

Action: Christmas Party subcommittee Lin, Diane M, Iona, Jen and Lucy. Salome to research catering options.

List of events 2004 (needed)

Action: Events 2004 brainstorm to form part of next meetings - these to reflect results of Adminnet survey.

(d) ATEM update (MB and JT)

Orientation session will happen in Armidale (University of New England) - this will soon be promoted. General brochure to be distributed when available.

(e) Staff Development for Admin Staff (JT)

Heads of School Review (October)

Admin staff focus group on Friday 17th October involving some committee members.

Research Centres planning with senior admin staff (November)

AGSM and Institute of Administration

Staff Development video sessions

Career Development workshops

Iona's role discussed. Will take survey with her to briefing sessions. Adding people to the email list as she has contact with them.

Learning Alliance and Scholarships 2004

Action: Jen to chase up Learning Alliance and scholarships 2004 to be promoted through Adminnet (possible session in November - part of HR session?)

9. Next Meeting - Change of day of the week to be trialled

Tuesday 11th November 2003 - 1-2pm