Administrative Staff Network Committee

Meeting #9
Tuesday 11th November 2003
Staff Development Meeting Room

(Tea/Coffee, bickies provided)
1-2pm

Minutes

1. **Attendance and Apologies.**
   
   Attendance: Malcolm Buck, Tatjana Kroll, Diane Montgomerie, Dianne Chamley, Liza Mcnara, Lucy MacNaught, Lin Chin, Salome Apostolopoulos, Meherelyn Jussawalla, Jennifer Till.

   Apologies: Lucy Macnaught, Lin Chin, Cindy Fuller, Grant Walter, Iona Reid

2. **Notes from previous meeting (Meeting #8 2003) and matters arising from minutes**
   
   To be discussed below.

3. **Correspondence In and Out**
   
   Surveys.

4. **Financial Summary (TK)**
   
   $3, 876.15 remaining

   Encumbrances: logo design, Christmas Party, Stationary used by the Network

   2004 budget: Meeting today between TK and JT to discuss this, template to be used (based on TechNet model)

   | Actions: Dianne M to chase up costs of logo. Tatjana to present updated budget to committee at next meeting. Further discussions on budget priorities for 2004 needed – these need to reflect survey results. |

   Discussion on where the budget should be published – on website?
   Decided the budget should be in Minutes (historical record and to be read by those interested – need for transparency on where the money is being spent).
5. **Other Business**

(a) **Marketing Subcommittee report and issues (DM)**

**Logo**
Ideas discussed - examples to date presented to the committee. Possibility of having the words “We Bring Admin people together” on the web.

| Action: DM to request Helana to make logos with these ideas incorporated. |

**Survey Update**
37 received so far. Needs greater distribution - at events and by committee members to their areas.

**Flyer/brochure for 2004**
Template still to be done (JT and IR)

(b) **IT Subcommittee report and issues**

**Email list (JT)**
Being promoted at events. Still minimal use (other than Staff Development info)

**Website (MB)**
Graphs presented with statistics of usage. Peak usage during Tuesdays and Wednesdays. Increase in hits after event on the 27th October recorded.

**Bulletin board (trial period) (JT)**
Trial period continues – small subscription. To be launched 2004? To be decided.

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

**NSS seminar 27th October 2003 DEBRIEF**
Well received - 30 plus staff in attendance. New enrolment procedures coming into place, MyPortal to be launched 2004 [www.my.unsw.edu.au](http://www.my.unsw.edu.au) to streamline the application process. Training being rolled out by Grant Walter now.

**HR in November - 18th November: promotion and how the session will run.**
Meeting to plan this session - to be schedule for Friday. Proposed running sheet presented to the committee by JT.

**Christmas Party in December - 10th December?**
To be confirmed after November event - venue and catering needed ASAP
Salome A signing Medical Sciences/Medicine staff to list and promoting Christmas event.

**List of events 2004 needed - brainstorm on this and compile list (BUDGET 2004 needed)**
Idea proposed by TK: updates on central systems have proved to be useful (based on survey results from such initiatives from Student Admin) - Faculty/School staff appreciates these sections. AdminNet could run a series of these.
Discussion by DC: AdminNet not to solely become a “vehicle for central admin”. Other services – security, salaries, PA, FSD, HR etc. also could have info sessions – these successful at NewSouthQ with regular Wednesday morning sessions.

Action: JT to look at booking training room for these events in 2004 – possibly regular Tuesdays – last Tuesday of each month.

(d) **ATEM update (MB and JT) (exec meeting 31st October report)**

Not reported on this meeting

(e) **Staff Development for Admin Staff (JT)**

2003
- Research Centres planning with senior admin staff (November)
- AGSM and Institute of Administration courses
- Staff Development video sessions
- Career Development Scheme

2004
- Learning Alliance and Scholarships 2004

Not reported on this meeting

9. **Next Meeting - December?**

Tuesday 2nd December 2003, 1-2pm (before Christmas Party)