

Human Resources

Subject:	UCC TAFE 4/14		
Chair:	Andrew Cleary, Manager, Workplace Relations		
Present:	Julie-Anne Noble, John Francis, Carl Trotta, Lisa West, Erich Sinkis (AEU)		
Apologies:	Nil		
Venue:	Room T208, Mt Helen Campus	Date:	Tuesday, 17 June 2014
Meeting opened:	3:15pm	Meeting closed:	4:15pm

Welcome

Andrew introduced Lisa West, Team Leader, HR Operations to the UCC Committee.

Carl outlined that Lisa will be dealing with HR operations related to both the VET and Higher Ed sector and could be required to attend specific future meetings that may involve VET HR operational matters.

Minutes of Previous Meeting

Minutes from the previous meeting were accepted as circulated.

Actions Arising From the Previous Report

Excess Teaching Duty Hours (ETDHs) Consultation Form

Andrew reported back on changes made to the Draft ETDHs Consultation Form, discussion occurred with some further changes suggested by the Committee.

ACTION: Andrew agreed to make the suggested changes to the form and circulate to all UCC Committee members for their final approval prior to the next UCC Committee meeting.

Review of Academic & Administrative Organisational Structures

Andrew updated the Committee on the Review and indicated that it is intended the structures will be in place the end of July. Andrew also outlined that VRPs would cease to proceed due to a dispute with the NTEU that has not been able to be resolved. Carl indicated that this did not mean that on-going targeted redundancies would not continue in the VET sector of the University. Carl further explained that reviews in the VET sectors would continue based on identified decreases in student numbers in programs/courses and the on-going financial viability of various programs/courses.

Enterprise Bargaining

Andrew outlined that some meetings have been planned for July and Michele Le Noury will be organising dates for these Bargaining Committee meetings with Greg Barclay. Andrew further explained that Greg Barclay has advised that the AEU would not be seeking to include staff teaching in the applied/associate degree programs to be covered by a new agreement for the VET sector.

ACTION: Andrew to report back on progress at the next UCC meeting

General Business

Review of Program Co-ordinator PDs at the Industry Skills Centre (ISC)

Carl outlined that the Program Co-ordinators at the ISC are currently reviewing their position descriptions (PD) as they believe they are working at the SE2 level and have assumed responsibilities for duties that were once those of the defunct Head of Department level. The Program Co-ordinators at the ISC including some Associate Directors have formed a 'working group' and have submitted a draft position description to be reclassified. Human Resources is currently seeking more information from the Group and it is then intended that the Director, HR will meet and discuss the revised PD with both the Executive Director, ISC and the Deputy Vice-Chancellor (Academic)

ACTION: Carl to report back on progress at the next UCC meeting

Work Plan Calculation of Hours

Julie-Anne outlined that some of the formulas related to 'hours' in the Work Plans do not seem to be calculating properly. Carl indicated that he would investigate to rectify the problem

ACTION: Carl to investigate and rectify the problem and report back outcome at the next UCC meeting

Other Business

Work Plans for Assessment Based Teaching

Julie-Anne outlined that in the course of dealing with a matter involving workplace assessment in industry, it has been identified that annual Work Plans have not been completed for the teachers involved.

Discussion occurred and it was agreed by Committee members that the current format of the Work Plan and possible definition and allocation of duties was not ideally suited to teachers where teaching revolved solely around workplace assessments out in industry.

Julie-Anne agreed that as part of her involvement in this matter, she would provide a draft Work Plan with possible scheduled and unscheduled duties that could be used for teachers in this situation, for the UCC Committee to consider.

ACTION: Julie-Anne to present a draft Work Plan with possible scheduled and unscheduled duties at the next UCC meeting.

Date of Next Meeting

The next meeting will be held on **Tuesday, 29 July 2014 at 3:15pm** in the Business Development Meeting Room (A016), SMB Campus.