

Human Resources

Subject:	UCC TAFE 3/14		
Chair:	Andrew Cleary, Manager, Workplace Relations		
Present:	Julie-Anne Noble, Carl Trotta, Erich Sinkis (AEU).		
Apologies:	John Francis		
Venue:	VCO Meeting Room T106, Mt Helen Campus	Date:	Tuesday, 25 March 2014
Meeting opened:	3:15pm	Meeting closed:	4:00pm

Minutes of Previous Meeting

Minutes from the previous meeting were accepted as circulated.

Actions Arising From the Previous Report

Replacement UCC Employee Representative

Andrew advised that John Francis from Automotive at the Industry Skills Centre is the new UCC employee representative and will be welcomed at the next meeting on 6 May 2014

Excess Teaching Duty Hours (ETDHs) - Industry Skills Centre

Erich advised that staff have expressed concerns as to how ETDHs are being implemented at the Industry Skills Centre, what is the process being used and how is the need for ETDHs been determined. Erich outlined that all teacher's normal teaching loads need to be confirmed and Work Plans agreed prior to determining ETDHs. After some discussion it was agreed that a requirement to perform ETDHs by teachers should be requested and responded to in writing similarly to what occurs at Kangan TAFE.

ACTION: The UCC will determine a process and accompanying form to be used in negotiating ETDHs with teachers. Andrew agreed to draft a form and email to UCC members for comment prior to the next meeting.

Erich further enquired if the ETDHs were superable. Carl and Andrew both outlined that if the ETDHs were packaged up and annualised with a teachers standard hours, they should be superable.

ACTION: Carl to confirm with Payroll if that is the case.

Assessment/Casual Pay Rates

Carl requested the name of the teacher in order to investigate the matter of the casual teacher located at the Wimmera Campus conducting assessments for 3 hours but only being paid for 2 hours (as each hourly rate is inclusive of prep and correction). The reasoning was that this would assist to better maintain confidentiality during the investigation of the matter.

ACTION: Julie-Anne to check with the teacher if they are OK for her to provide Carl with their name.

Advance & Gipps TAFE

Andrew informed the UCC that there is still no decision on what is happening with Advance & Gipps TAFE in relation to amalgamating with Federation University however, negotiations are continuing.

General Business

Review of Academic & Administrative Organisational Structures

Andrew outlined that there is a Federation website dedicated to this Review which also includes information on the Voluntary Redundancy Packages (VRP) currently on offer to all University staff. Erich questioned why the University was offering VRPs when the Review had not been completed and therefore 'required positions' under the new structure is unknown. Carl explained that there were some areas of the University where it is already known that very little work exists eg. at Gippsland Campus where some staff were doing work mainly for Monash central which is now no longer needed. He further explained that there is a process in place to ensure that 'required positions' will not be approved for VRP's. Erich raised concern if VRPs would further cut back TAFE positions. Carl outlined that if the VET programs/course were viable and teachers were needed for those programs/courses then it would be very unlikely that the related VRPs would be approved for those required TAFE teaching positions.

Enterprise Bargaining

Andrew advised that the University was in the process of organising the notice of employees representation rights and will advise the Committee on the progress and outcome for information.

Other Business

Nil

Date of Next Meeting

The next meeting will be held on **Tuesday, 6 May 2014** at 3:15pm in the Business Development Meeting Room (A016), SMB Campus.