

University of Melbourne Student Union

Minutes of the Staffing Sub-Committee

Meeting 01/11

INQUORATE

9 AM, 10-02-2011

Location: Student Resource Room, Level 1, Union House



Agenda

1. Procedural Matters

- 1.1 Election of Chair
- 1.2 Acknowledgement of Indigenous Owners
- 1.3 Attendance
- 1.4 Apologies
- 1.5 Proxies
- 1.6 Membership
- 1.7 Adoption of Agenda

2. Confirmation of Previous Minutes

3. Matters Arising from the Minutes

4. Motions on Notice

- 4.1 Appointments to Student Representative Network

5. General Business (Motions without Notice)

6. Next Meeting

7. Close

Meeting declared inquorate at 9:30 AM by Rachael Lim.

The Staffing Sub-Committee decided to proceed with the meeting, and have any decisions made at this inquorate meeting ratified at the next quorate meeting of the SRN.

Agenda Item 1: Procedural Matters

1.1 Election of Chair

Motion 1: That Rachael Lim chair this meeting.

Moved: Rachael Lim

Seconded: Nick Jarman

CARRIED WITHOUT DISSENT

1.2 Acknowledgement of Indigenous Owners

So acknowledged.

1.3 Attendance

2011 UMSU Office Bearers:

Rachael Lim (President), Dominique Ottobre (Secretary), Mark Kettle (Education Academic), Audrey Irish (Education Public)

2011 Staffing Sub Committee Members:

Liz Errol, Kara Hadgraft, Nick Jarman

Absent

2011 UMSU Office Bearers:

Elliot Wall (Education Public)

2011 Staffing Sub-Committee Members:

Jadon Mintern, Ge Zhang, Richa Deshpande

1.4 Apologies

2011 UMSU Office Bearers:

Elliot Wall (Education Public)

2011 Staffing Sub-Committee Members:

Jadon Mintern

1.5 Proxies

Jadon Mintern to Kara Hadgraft

1.6 Membership

1.7 Adoption of Agenda

Motion 2: That the agenda be adopted.

Moved: Rachael Lim (from the Chair)

CARRIED WITHOUT DISSENT

Agenda Item 2: Confirmation of Previous Minutes

Not applicable.

Agenda Item 3: Matters Arising from the Minutes.

Not applicable.

Agenda Item 4: Motions on Notice

4.1 Appointments to Student Representative Network.

Dominique explained the process behind how the shortlist as per Motion 1 had been reached. All students were given notice of applications for the SRN being open via the UMSU website, and the information was also made known to members in a member email. The applications were then screened, and applicants matched to committees based on their experiences, skills and details provided in their applications. This was done in collaboration with the President and Education Officers.

Dominique also briefed the committee about the appointment of Ross Chapman to the Music Course Standing Committee. Ross had not made an application to the SRN as all other applicants had, but none were received. Upon advice from the University Secretary's department, Dominique was informed that Ross, in his capacity as President of the Music Students' Society, was a member of the Music Course Standing Committee, and the request from the Secretary's department was that Ross also act as the UMSU representative, hence his name being added to the shortlist as per Motion 1.

Mark asked Dominique to check whether or not there was space for an UMSU rep additional to Ross' place as President of the Music Students' Society as it would be a shame to decrease the student representation on the committee accidentally. Dominique responded that she would find out in time for the next meeting of the Staffing Sub-Committee.

Motion 1: That the following appointments to the Student Representative Network be approved en bloc:

Academic Board:(President and one Education Officer): Rachael Lim and Mark Kettle
 Academic Programs Committee (Pres or nom, and one nom): Mark Kettle and John Harris
 Libraries and Academic Resources Committee (Pres or Nom): Louis Gregory
 Melbourne College of Divinity (Pres or Nom): Joshua Anderson
 Selection Procedures Committee (Pres or Nom, and one nom): Audrey Irish and Mark Kettle
 Teaching and Learning Development Committee (Pres or nom): Rachael Lim
 Teaching and Learning Quality Assurance Committee (2 noms): Mark Kettle and Audrey Irish
 Finance Committee (1 nom): Joshua Anderson
 Buildings and Estates Committee (Pres or nom): Dominique Ottobre
 ITSAG (Pres or nom): Tim Keen
 Theatre Board (Arts Officers and 2 noms): David Haidon
 Coursework Examinations Sub Committee (Education Officer): Mark Kettle
 Lorna Stirling Estate Committee (4 noms): Jesse Overton Skinner and Louis Gregory
 Knowledge Transfer and Partnerships Advisory Group (Pres or nom): Dominique Ottobre
 Melbourne Experience Advisory Group (Pres): Rachael Lim
 Scholarly Information Group (Pres or Nom): John Harris
 Student and Staff Equity Group (Pres or Nom): Liam Hedge
 International Programs Advisory Group (Pres or Nom): Vickie Zhang
 Child Care Advisory Committee (Pres or Nom): Noni Sproule
 Child Care Management Advisory Committee (Pres or Nom): Noni Sproule
 Occupational Health and Safety Committee (Pres or Nom): Elliot Wall
 Student Loans Fund and Bursaries Committee (1 nom): Rohan Mathai
 Legislation and Trusts Committee (1 nom): Rachael Lim
 Mental Health Strategy Working Group (1 nom): Rachael Lim
 Transition Forum (1 nom): David Clark
 LIVE (1 nom): Rachael Lim
 Arts Faculty Board (1 nom): Noni Sproule
 Business and Economics Faculty Board (1 nom): Kevin Vuong
 Science Faculty Board (1 nom): Missy Henderson
 Bachelor of Arts Course Standing Committee (1 nom): John Harris
 Bachelor of Commerce Course Standing Committee (1 nom): Kevin Vuong
 Bachelor of Environments Course Standing Committee (1 nom): -
 Bachelor of Music Course Standing Committee (1 nom): Ross Chapman
 Bachelor of Biomedicine and Science Course Standing Committee (1 nom): Audrey Irish

Moved: Dominique Ottobre

Seconded: Rachael Lim

CARRIED WITHOUT DISSENT

Motion 2: That the UMSU Secretary be responsible for informing the relevant University secretaries of the appointments to the SRN on behalf of UMSU.

That the UMSU Education Academic Affairs Officer be responsible for contacting the successful and unsuccessful candidates, and organise and oversee appropriate training sessions for the newly appointed student representatives.

Moved: Dominique Ottobre

Seconded: Mark Kettle

Rachael requested Motion 2 be amended to include the line *in consultation with the UMSU President* so that the President would be involved in the training process. This was amenable to the mover and seconder.

Motion 2: That the UMSU Secretary be responsible for informing the relevant University secretaries of the appointments to the SRN on behalf of UMSU.
That the UMSU Education Academic Affairs Officer, in consultation with the UMSU President, be responsible for contacting the successful and unsuccessful candidates, and organise and oversee appropriate training sessions for the newly appointed student representatives.

Moved: Dominique Ottobre
CARRIED WITHOUT DISSENT

Seconded: Mark Kettle

Motion 3: That in the event of further positions being made available for representatives of UMSU to relevant University committees, the application process for the SRN be reopened for a period of one week, and the Staffing Sub-Committee reconvene to consider these new applications. Applications are to be reopened at the direction of the Education Academic Affairs Officer as they are made aware of such positions, and must be made known to members via email, the UMSU website and the Education Collective.

Moved: Dominique Ottobre

Seconded: Mark Kettle

Audrey had some concerns that the reopening of applications for a period of one week in the event of subsequent appointments being needed to be made was not sufficient, and requested that Motion 3 be amended so that applications would open for two weeks, instead of one. This was acceptable to the mover and seconder.

Motion 3: That in the event of further positions being made available for representatives of UMSU to relevant University committees, the application process for the SRN be reopened for a period of two weeks, and the Staffing Sub-Committee reconvene to consider these new applications. Applications are to be reopened at the direction of the Education Academic Affairs Officer as they are made aware of such positions, and must be made known to members via email, the UMSU website and the Education Collective.

Moved: Dominique Ottobre
CARRIED WITHOUT DISSENT

Seconded: Mark Kettle

Agenda Item 9: Next Meeting

The next meeting will be at 9:15am on Monday the 21st of February.

Next meeting on: Monday 21 February, at 9:15 AM.

Agenda Item 10: Close

Certified by Chair:

Signed:

Dated: