



minutes

Staff Teams Advisory Rōpū

Tuesday 23 October 2018, 12-1pm

Building 110 Room 1030

Chair – Neil Laing

1. **Karakia** Julie McGregor

2. **Apologies**

Charlene Griggs, Sean Rundle, Yo Heta-Lensen, Glen McKay

Present

Merran Davis, David Glover, Mary Johnson, Neil Laing, Shar Lewin, Craig Robertson, Toni Rewiri, Maryam Mirzaei, Roger Birchmore, Robert Gambolati, Daniel Weinholz, Blair Sorensen, Sarah Sommerville, Brad Kruger, Elizabeth Morris, Meenakshi Singh, Julie McGregor, Babar Mahmood, Kylie Connell

3 **Open Meeting**

4 **Introduction**

4.1 Round the table members' introduction

Address by ELT (Merran/David/Mary) advise that feedback on staff has been excellent on financial and other issues surrounding the Renewal Plan.

Address by Neil

4.2 Establishing of Ground Rules: -

Behaviour

- When you speak you have the floor – no interruptions
- Phones must be off
- Issues that aren't complete or you want to share in future – send to Glenn/Neil
- People need to feel free to talk about anything, but respect confidentiality
"Chatham House Rules"
- Play the ball and not the player
 - No personal issues
 - No arguing or accusations
 - Remain on topic
- Some issues may cause anger but we must remain respectful. Validate each individual
- The chair will manage the conversation or if the speaker is demonstrating emotion we will take a break so that we are able to discuss when we all are calm
- Your comments will not bring retribution, be honest and accept we may get emotional. Self-monitor as a group. Transparency as a whole.

Preparation

- Come prepared – read all information prior

- Define a solutions paradigm, this is not just for bringing problems, bring solutions as well
- Bring team observations
- Method around brainstorming – no questioning or justifying just write it down.

Confidentiality

- Unless it is said that an item is confidential, everything that happens at the Hui is to be shared with everyone.

5 **Brainstorming Session**

Prior to the meeting Neil had circulated the following questions to the Group to review and solicit feedback from colleagues for sharing with the Group: -

- What are the **Good** things experienced at Unitec on a daily, monthly and/or yearly basis?
- What are the **Challenges** experienced at Unitec on a daily, monthly and/or yearly basis?
- What are the **Opportunities** identified where Unitec can increase in quality and / or in quantity?

The Group identified that overall Good and Opportunities outweighed the Challenges

Items for discussion fall into all categories

Kylie to collate all tabled information (attached below)

6 **Development of Strategic Drivers**

To follow through at the next meeting.

7 **Planning of Next Meeting**

Next meeting: 12pm, Wednesday 14 November

8 **Other Matters**

Murray Strong has set up an advisory group – there is a place for a staff representative – will come and present that to our team.

9 **Closing Karakia** Blair Sorensen

10 **Meeting Closed**

BRAINSTORMING SESSION NOTES

GOOD

- Supportive Staff
- Transparency top down
- Interactions between staff and students
- Staff go the extra mile
- The capabilities and expertise of staff
- New building to campus grounds
- ? can do attitude
- Overall intentions
- Varied activities
- Diversity
- Variety ?
- Resilience of our people
- Great teaching ?
- Organisational asset, capabilities knowledge
- Excellent technology
- Investment in SEATs
- Supporting programmes with data
- Flexibility of time for staff
- Commitment to cause
- Te Noho Kotahitanga – intentions
- Preparing students for challenging careers
- Community engagement
- Shift back to being student centred
- Graduation
- Industry links professional bodies
- Te Puna support staff
- Authenticity of our people (keep it real)
- Free car parking
- Walking through the new building, atmosphere, student interaction, sense of place
- Access to great teaching spaces
- The Nest
- Student Awards events
- Orientation
- Colleagues have your back
- Good comms from ELT
- The members of our team and the department unity
- Our student success
- External collaborator relationships and success
- Research support and attendance of conferences

CHALLENGES

- Transfer of administrative tasks to academics
- Managing the boundary between aiding students study but developing dependent learners
- Institutional initiatives and projects that consume unquantified amounts of academic time
- Loss of admin support to produce data to help management Quality proactively and reactively
- Workload
 - Equity
 - Hours in model vs actual hours check
- Constant change

- Managing change to be less revolutionary more evolutionary
- Reduce turnaround
 - Review and identify opportunities
- Improve staff resilience and pride
- Course QA Processes – Departments left to manage bespoke system
 - Lack of support or training
 - Lack of robust centralized systems
 - Modernised systems to move away from paper based
- Organisational Development
 - Building capacity of existing staff
 - Utilised on projects
 - Strategic capacity building into academic units
- IT architecture – no real strategy for IT direction. Trialling too many things at once at cost to organization. Lack of advice around risks and priorities of IT initiatives. Need to chart long and short term IT goals, how they will be achieved and what training is required.
- Unitec systems
- Lack of academic administrator within departments.
- The level of complication required to get any simple job completed in an administration context.
- The inability to develop new programmes which are being constantly highlighted in industry due to the situation at Unitec – missed opportunities.
- The general dismal morale in the institute
- Having to defend our performance to industry with such bad press.
- Poor marketing strategies for our programmes
- IT response when facilities break down too slow to respond when teaching
- Seats is just another job for staff to complete
- Peoplesoft
- Subjective decisions not based on data
- Uptake of Matauranga Maori across campus
- Keep focusing on slicker processes technology????
- Administrative support for academic staff
- Communication in the middle between ELT and student interface
- Baggage
- Institutional initiatives that consume unquantified amounts of academic time
- Presenting a TVC story outside of Unitec
- Low awareness of org-academic operation policies
- EER preparation
- Academic and student issues to be understood by management team
- Motivation
- Competing priorities
- Timetabling
- Lack of clear processes around general administration
- Lack of service mentality by support services e.g. finance
- Concentrix – problems with both IT and student services giving bad information or lack of support
- No cohesive management of issues i.e. where to go when processes don't work at 'ground' level

OPPORTUNITIES

- Academic administrators in departments not centralised
- Academic and administration systems – simplify the processes
- Teaching facilities and IT equipment
- Enforcement of academic quality control processes across the institute.
- Marketing of programmes, not the brand
- Networking

- Return to Cat 1
- Convert back to industry and community
- Getting the ? right
- Promotion that Unitec programmes are still strong
- Necessity can creative innovation
- Use of Cat 1 records and behavior of best practice
- Meaningful and institute wide implementation of Maori Success Strategy
- Short courses for industries
- The right people at the helm
- To 'lead' the sector
- Provision of information guidance to prospective and existing students
- EER knowing what is not working testing and applying what does
- Collection of our student 'voice' adding more voices
- Become discipline leaders
- Realise the value of staff
- Increase celebrating student success
- Course QA – processes standardized and modernized
- Organisational Development
 - PD
 - OJL
 - Project Participation
- ELT based in Waitakere
- Reinforce recognition of the value of academic admin staff
- Focus promotion on programmes or discipline not institution
- Student Awards events
- Orientation