



minutes

Staff Team Advisory Ropu

Wednesday, 05 June 2019
Mt Albert Campus, Building 115 Room 1007

Present

Meenakshi Singh (Chair)	Babar Mahmood	Brad Kruger	Neil Laing
Julie McGregor	Maryam Mirzaei	Roger Birchmore	Yo Heta Larsen
Craig Robertson	Anaru Parangi	Elizabeth Morris	

Apologies

Blair Sorenson	Lusa Tuleasca	Rob Gambolati
Toni Rewiri	Tracey Lomas-Heavey	Shar Lewin
Sarah Sommerville	Peter Matthewson (W)	Daniel Weinholz
Sarah Hardman		

In Attendance

Lynnette Brown (Minutes)	Mary Johnston	
Simon Nash – Director – Ako	Simon Tries – Manager – Te Korowai Kahurangi	

Absent

Linda Kestle		
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- Karakia**
The meeting was opened with a Karakia
- Apologies & Welcome**
The Committee noted the apologies and welcomed Simon Nash and Simon Tries to the meeting.
- STAR FOCUS AREAS**
Simon Tries addressed the meeting and gave a brief presentation which will be made available to STAR Ropu. He explained that the process of merging the two Academic Administrators and Academic Quality Administrators together was still in progress with interviews not yet commenced for the 18 FTE's (AAQs).

The proposal is aimed at creating a shared approach to academic administrative support which is not reliant on one person in each area and will mitigate risk and improve support.

Communications will be provided to the Heads of Schools and Academic Leaders once the HR process has been concluded.

It was acknowledged that there is inherent risks arising from the changes particularly where appointees may be new to Unitec – noting that the positions have been advertised both internally and externally. The transitioning of Academic Leaders to Academic Programme Managers is also recognised as a risk to continuity and service. TKK asks that early engagement with members of his team is critical to mitigating these risks. They are keen to learn of any inconsistencies and issues that staff may see which may not be captured in the planning and implementation phase and Simon Tries encourages direct contact with him.

The Group raised their concern with the generic email address that has been set up as they have no idea from whom they can expect a response.

It was noted that there is some work being done in collecting information from across the institute around programmes and enrolments, however, specific queries relating to enrolments should be directed to Dan Brady.

In summary the Academic Support Area is in the early stage of transitioning from a model which worked well in some respects and not in others, to a more shared risk services and partnership model. The Academic Service Centre is happy to be challenged with the work that is being done and that which needs to be done. Once the new structure is in place a survey will be circulated for feedback.

The Group also raised the lack of consistency in the use of the H:drive and conventions. This has been noted as something requiring attention and further investigation.

Action 1: H:Drive inconsistencies in structure and usage.

4. Minutes of the Meeting held 23 May 2019

- 4.1. The minutes of the previous meeting were accepted as a true and correct record.

Moved: Babar Mahmood

Seconded: Brad Kruger

MOTION CARRIED

4.2. **Matters Arising**

There were no matters arising.

4.3. **Action List**

The Committee noted the action list.

5. STAR Focus Areas

The Committee noted the focus areas.

6. Membership

6.1. **Map**

The Committee noted the membership.

7. Any Other Business

Mary Johnston provided an update to the group on B108 and referred to her recent Poutukutuku. She spoke of the engagement with staff and students in the planning of

the redevelopment which will eventually house the Schools of Architecture and Creative Industries. These schools require specialist spaces and staff and student ideas will be considered in the final design. Architecture students' designs are on display in B202-1010.

Steps are being taken to determine the cost of the works which will be predominantly funded by the \$10m retained by the Crown from the land sale, with a total estimated budget of \$12m.

To the question of "lessons learned" from previous building activities on campus, Mary advised that she is continuing to engage with staff who teach and learn in places like Mataaho and those who will eventually be housed in B108.

Further communications will be provided to staff as the planning progresses.

8. The meeting was closed with a Karakia

9. Next meeting
20 June 2019