



UNIVERSITY MANAGERS' GROUP

MINUTES OF A MEETING OF THE UMG HELD ON THURSDAY 17 APRIL 2008 AT 3.30PM IN THE ECONOMICS AND COMMERCE CONFERENCE ROOM

PRESENT:

Catherine Seton (Chair)	Chris Massey	Helen House
Renu Sharma	Lisa Pavich	Meagan Dilello
Margaret Pryor	Craig Clark	Terry Coe
Annette Black	Mar Hube	Chung Loh
Averil Riley	Campbell Thomson	Desiree Kerr
Brett Tizard	Calreen Ellis	Ralph Kiel
Paula Langley	Scott Logan	Yew-Keng Low
Ray Ryken-Rapp	Susan Henshall	Tommy Rohan

APOLOGIES:

Victoria Anderson	Marina Kallis	Trudi McGlade
Susan Takao	Mohammed Bennamoun	Shelda Debowski
Bob Ginbey		

NEW MEMBERS: A general welcome was given by the Chair to all new members of the UMG.

1.0 MINUTES

The Minutes of the meeting of the University Managers Group held on 27 March 2008 are available at the UMG Website http://www.umg.uwa.edu.au/home/agendas_&_minutes. Members confirmed these Minutes as a true and correct record of that meeting

ITEMS FOR COMMUNICATION

The following items for communication were noted:

- The Launch Of "The First Years Of The Ally Network At UWA"
- Induction Website for New Staff
- 2008 Vacancies Still Available – Project School Manager Position

ITEMS FOR DISCUSSION

2.0 BUSINESS IMPROVEMENT OPPORTUNITIES (BIO) PROGRAMME

A discussion was had regarding the proposal to establish a University Business Improvement Opportunities (BIO) programme that could involve all staff. This discussion followed the last UMG meeting where members were provided with an overview of the Office of Finance and Resources (F&R) Business Improvement Opportunities (BIO) programme.

The aim of a University BIO programme would be to provide staff with the opportunity to take some time out of their busy schedules to think of ideas that may:

- save time
- save money
- improve quality
- or improve service

The following points were raised during discussion in response to the following questions:

1. *What else is already happening on campus?*

- Lots of ideas and problems come out of the School Manager's Food for Talk Forum. If there was an avenue to direct for assessment they could be fed straight in
- Complement with other "innovation" Awards (e.g. BMCS)

- Green Group in Library Ideas include: double sided printing, recycled paper, encourage students to photocopy double sided

2. How might this work?

- Work best at local level, then rewarded at organisational level, and then when proven or successful put forward at University-wide level for University award.
- There should be a "list" of what everyone has suggested (anonymous) so that other sections can implement initiatives
- University BIO Officer or site to log the ideas
- The BIO officer to respond to the idea
- Set up SharePoint sites for all ideas?
- What will be the structure?

3. What is needed?

- More emphasis on cultural improvements
- Problems across university therefore benefit for cross BIO Program (e.g. issues with Research – clear pathways for ideas)
- Making public can sometimes be a disincentive

4. Some initial ideas...

- Extend TRIM access throughout University
- Single personnel files with graded access (i.e. caveats)
- On-line acquittal of credit cards by card holders
- Roll-out of electronic banking – no more cheque payments
- Service Level Agreement (SLA) at IT and preferred suppliers
- Babysitting Buddy system (i.e. part timers to babysit colleagues children when job sharing)
- Aligning childcare fees with Flexible work arrangements
- Mow lawn at Claremont maybe once per month

5. What do we/UMG want to do with this?

- Conduct regular BIO forum at UMG
 - Quarterly brain storm at UMG
 - SharePoint/website for lodging ideas
- BIO Officers in our Schools/Faculty
- Ideas can be big or small
- University-wide BIO campaign
 - Each Faculty/School runs campaign
 - Prizes for categories of ideas
 - Executive Sponsor needed for this
 - Write article in UniNews on Programme and ideas
- Take to local level
- Address 'What's in it for me?'
 - Give some reward
 - Offers some incentive for staff

Members were invited to contact Annette Black (Business Manager, Finance and Resources) if they would like more information about how BIO has been implemented in F&R.

ITEMS FOR INFORMATION

3.0 DEMONSTRATION - AUTOMATING STAFF FINANCIAL ACCOUNTS IN PEOPLESOFT

Staff financial reports can be emailed automatically from PeopleSoft directly to the individual staff member at a preset time (e.g. once a month). Once set up, you will never have to go through the manual sorting/reconciling/printing/distributing of staff financial accounts ever again! This system will save your accounts officer hours or possibly days of work each month. Mr Tommy Rohan (Systems Support, Financial Services) will provide a demonstration of the tool.

4.0 GENERAL BUSINESS

In this section of the agenda, members are invited to provide reports on projects in progress or can ask questions without notice of other members. In addition, replies will be provided for questions that have been previously raised (i.e. questions with notice). Providers of central services are also invited to provide information they would like to communicate to other managers.

4.1. BUSINESS RECOVERY PLANS

An action arising for some areas from half yearly meetings with SDVC is a request for areas in financial difficulty to develop Business Recovery Plans. A new template is available to assist. In response to this, a working group will be coming together to look at how to approach their development. Anyone interested in participating are invited to contact Jenny Stevenson - School Manager, School of Biomedical, Biomolecular and Chemical Sciences (Faculty of Life and Physical Sciences)

Question on Notice from Previous Meeting

5.0 ITEMS FOR FUTURE MEETINGS

The following topics are currently being investigated for future meetings

- UWA OPP 2009 - 2013
- UniverCity
- Review of PDR
- Postgraduate Student experience
- Sustainability

6.0 NEXT MEETING

UMG meetings are held on the 3rd Thursday of each month commencing at 3.30pm in the Economics & Commerce Conference Room.

Meeting	Chair
Thursday 17 July 2008	Renu Sharma
Thursday 21 August 2008	Catherine Seton
Thursday 18 September 2008	Renu Sharma
Thursday 16 October 2008	Catherine Seton
Thursday 20 November 2008	Renu Sharma

FOLLOWED BY NIBBLES & DRINKS AT THE UNIVERSITY CLUB CAFE