

THE UNIVERSITY OF MELBOURNE

COUNCIL

Meeting 7/11

MINUTES

A meeting of the Council was held at 4.00pm Monday 6 June 2011 in the Council Chamber, Level 1, Old Quadrangle, The University of Melbourne, Parkville.

PRESENT

Members

Chancellor (Ms Elizabeth Alexander)
Deputy Chancellor (Hon Justice Susan Crennan)
Deputy Chancellor (Mr Robert Johanson)
Vice-Chancellor (Professor Glyn Davis)
President of the Academic Board (Professor Ron Slocombe)
Mr Joshua Anderson Professor Glenn Bowes
Mr Michael Griffith Dr Virginia Mansour
Hon Justice John Middleton Mr Tony Peake
Ms Eda Ritchie Ms Marian Schoen
Dr Frederik Vervaeet Mr John Wilson

Others Attending

Provost (Professor John Dewar)
Deputy Vice-Chancellor (Global Engagement) (Professor Susan Elliott)
Deputy Vice-Chancellor (Research) (Professor Jim McCluskey)
Deputy Vice-Chancellor (University Affairs) (Professor Warren Bebbington)
Deputy Vice-Chancellor (Academic) (Professor Pip Pattison)
Vice-President of the Academic Board (Professor Ruth Fincher)
Senior Vice-Principal (Mr Ian Marshman)
Head of University Services (Ms Lin Martin)
Chief Financial Officer (Mr Allan Tait)
General Counsel (Mr Chris Penman)
Executive Director (Human Resources) (Ms Louise Doyle)
Director, Corporate Affairs (Mr John Dubois)
University Secretary (Dr Christopher Stewardson)
Director, Corporate Affairs (Mr John Dubois)
General Manager, Academic Governance, University Secretary's Department (Ms Penelope Pepperell)
Senior Executive Officer, University Secretary's Department (Ms Karen Roe)
Executive Officer, Council Secretariat, University Secretary's Department (Ms Kathy Menezes)
Executive Officer to the Chancellor (Ms Debbie Maw)
UMSU President (Ms Rachel Lim)
GSA President (Mr Ziauddin Ahmed)

BUSINESS

A. FORMAL BUSINESS

A01 Apologies and Leave of Absence Requests

Council received apologies from the Judge Irene Lawson, Mr Ross McPherson, Mr Martyn Myer and Hon David White.

A02 Returning Officer's Report

Nil.

A03 Previous Meetings

(a) Minutes – Meeting 6/2011

Minutes of Council meeting 6/2011 held on Monday 2 May 2011 were confirmed as an accurate record.

(b) Action Sheet

The action sheet from meeting 6/2011 was received and noted.

A04 (a) DECLARATIONS OF INTEREST

The Chancellor called for any declarations of interest for items on the agenda for the current meeting. No declarations were received.

(b) Starring of Additional Items

Items B02, B03(3-4), B04(3-4) and C02 were starred additionally for discussion.

(c) Motion to Adopt or Receive "Unstarred" Items of Business

Council resolved to adopt unstarred items of business where containing recommendations and to receive unstarred items where containing reports.

B. REPORTS OF SENIOR OFFICERS

B01 Chancellor's Report

Council received an oral report from the Chancellor about her activities since the previous meeting.

The Chancellor reported that Ms Deborah Harman, Principal of Balwyn High School, will be nominated for membership of Council. She will be appointed as a Governor in Council member. Judge Lawson, who will retire from Council on 30 June 2011, was commended for her long and important contribution to the work of Council. Her contribution will be marked at a dinner to be held following a future Council meeting.

B02 Vice-Chancellor's Report

Council received and noted the Vice-Chancellor's written report to Council. The report covered the following:

A. Recommendations

Appendix A to the Vice-Chancellor's report, 'A New Structure for IT Disciplines', outlining changes to the structure of IT disciplines (item 1). Council approved the:

- (a) merger of the Department of Information Systems within the Faculty of Science, and the Department of Computer Science and Software Engineering within the Melbourne School of Engineering, effective from 1 January 2012, to form a new department in the Melbourne School of Engineering.
- (b) naming of the new department as the Department of Computing and Information Systems.
- (c) establishment of a Melbourne School of Information as a graduate school hosted by the Melbourne School of Engineering:
 - to serve as a co-ordinating body of all graduate coursework offerings linked to the IT domain, including those hosted by other faculties; and
 - to assist in marketing and attracting IT interested students to the University of Melbourne.

Council approved also a further five-year term of appointment for Professor Rick Roush as Dean of the Melbourne School of Land and Environment commencing from 1 December 2011 (item 2).

B. Major/ Strategic Developments

The major/ strategic developments section of the Vice-Chancellor's report (items 3-4).

C. Research and Research Training

The research and research training section of the Vice-Chancellor's report which included appendix B, being the research report from the Deputy Vice-Chancellor (Research) (item 5). A paper-based process for Research Higher Degrees has been reintroduced as an interim measure due to problems with electronic lodgment of student applications on ISIS, the student management system (item 6). The Deputy Vice-Chancellor (Research) was requested to provide a progress report to the October meeting.

D. Learning and Teaching

Under cover of the learning and teaching section of his report (items 7-10), the Vice-Chancellor tabled a media release dated 6 June 2011, 'Australia's Universities Condemn Attacks on Intellectual Inquiry'. Council members expressed support for those members of University staff under attack for their input to public policy debate. The Vice-Chancellor undertook to work with the University Secretary on the appropriate wording of a message of support from Council to University staff reaffirming the principle of academic freedom, the value of independent research and the role of the University in contributing to public debate.

The Senior Vice-Principal reported orally that government funding of the Victorian College of the Arts (item 7) is expected to commence in 2012 and continue annually. The funding package will include additional support for the establishment of an arts foundation and will allow the University to participate in discussions for a shared vision for arts activities which are currently on Southbank and which would include the Faculty of the VCA and Music at Southbank (refer to minute item B04(1)). The business plan for the Faculty of Music and the VCA will be reviewed in light of these developments.

E. Engagement

The engagement section of the Vice-Chancellor's report (item 11).

F. Senior Appointments

The senior appointments section of the Vice-Chancellor's report (item 12). It was noted the Vice-Principal Advancement, Ms Sue Cunningham, will commence work at the University in July 2011.

G. Infrastructure and Management

The infrastructure and management section of the Vice-Chancellor's report (items 13-15) which included appendix C, being a memorandum dated 12 May 2010 entitled 'Trusts Compliance Reports for Year Ending 31 December 2010', and appendix D, being a report on the 'University Compliance Program'.

B03 Provost's Report

Council received and noted the Provost's written report to Council. The report covered the following:

1. Senior Appointments and Promotions Committee Confidential

Confidential appendix A to the Provost's report, being a table of the appointments and promotions of University staff which were approved by the Senior Appointments and Promotions Committee during 2010.

2. Student Services Review and Change Proposal

An update in relation to the Student Services Review and Change Proposal as set out in the Provost's report. Consultation on the final Change Management Plan was completed. The feedback provided resulted in a number of changes to the position descriptions, as well as amendments to the risk assessment for the proposal, resulting in a more robust outcome going forward. Following this consultation, the final Change Management Plan was endorsed by the Senior Executive on 18 May 2011. A transition plan, formal consultation feedback table, revised risk assessment and finalised position descriptions were made available on the staff-only Provost Office Service Review website. Directly affected staff have been invited to express interest in vacant positions by 30 May 2011 and final transition to the new structure will occur on 1 August 2011.

3. Graduations Review and Recommendations Report

An update in relation to the Graduations Services Review and Recommendations Report as set out in the Provost's report. Following consideration of the report at the previous meeting of Council, the Academic Board is reviewing the work-around for unfinished results and is considering options for amending the academic calendar to allow more time to process results. The Senior Executive is considering other areas of the report which are outside Council and Board remit and Council will be kept abreast of any developments.

4. ISIS Connect Project

An update in relation to the ISIS Connect Project, which is a second phase implementation of the student management system for the University of Melbourne, as set out in the Provost's report. Council noted that issues had arisen in the implementation of ISIS with significant ramifications for student enrolments and requested the Provost make a presentation to the next meeting of Council on the issues arising from the implementation of ISIS, including timeframes and privacy protection.

5. Contact Centre Update

A briefing on a benchmarking exercise for student service delivery among 28 Australian tertiary institutions as set out in the Provost's report. The exercise occurred between 31 January-30 March 2011 and included measurement of the service provided via telephone and email by the Contact Centre of the University of Melbourne. Overall, the University is in the top quartile for service delivery performance at the Contact Centre. Focus and energy will continue to be invested in moving our performance from above sector average to best in sector as well as continuing to address the challenges of enquiry volume and resourcing which resulted in below sector average performance specific to connect time for phone

enquiries and response time for email enquiries. Attention needs to be given to the Student Centres to ensure that the high level of service reflected by the survey is reflected at this level.

6. Establishment of a Graduate Directors Forum

A briefing on the Graduate Directors Forum as set out in the Provost's report. At its May meeting, Senior Executive approved the establishment of the Forum. It will be attended by Directors of Graduate Schools and will provide an opportunity to share best practice and to discuss possible University-wide collaborations and strategies in relation to areas including portfolio approaches to program profiles, opportunities for cross-University collaboration in program development, approaches to new product development, funding and regulatory issues and marketing. The Forum will meet quarterly and will be supported by the Office of the Provost.

7. Melbourne University Sport Board Student Member

An appointment made by the Provost to the Melbourne University Sport Board. Ms Marieke Guehrer replaced Ms Genevieve Grant as the student member for a term of one year from February 2011 to February 2012.

B04 Senior Vice-Principal's Report

Council received and noted the Senior Vice-Principal's written report to Council. The report covered the following:

1. Arts Precinct

Appendix A to the Senior Vice-Principal's report, 'Southbank Arts Precinct', being a draft record of a meeting convened at Government House on 7 May 2011 with 16 key arts organisations, the City of Melbourne and State government representatives to discuss a shared vision for the area around the Faculty of the VCA and Music at Southbank. Those present at the Government House meeting agreed to collaborate on a strategic study as a next step. Importantly they recognised the important role that could be played by the Faculty of the VCA and Music in the immediate term in fostering a greater level of interaction with other organisations in relation to training and educational program delivery. A sub-group of seven arts industry leaders, including the Vice-Chancellor, was formed to oversee the strategic study, with the power to co-opt others and responsibility to report back to the plenary on a timely basis.

2. Major Projects

An update in relation to University major projects as set out in the Senior Vice-Principal's report (appendix B).

3. Victorian Auditor-General's Performance Audits

An update in relation to the Victorian Auditor-General's Performance Audits of the Victorian Life Sciences Computation Initiative and the performance of biotechnology and the Victorian Public Sector (including the Bio21 Institute) as set out in the Senior Vice-Principal's report (appendix B). The Senior Vice-Principal will work with the Deputy Vice-Chancellor (University Affairs) and the Director of Corporate Affairs to manage the University response to any media coverage resulting from the tabling of the Victorian Auditor-General's report in Parliament in late June 2011.

4. Funding Outlook and Strategy

Appendix C to the Senior Vice-Principal's report, 'Preparing for Fiscal Uncertainty', being the first of the regular reports, as requested by Council, describing the funding outlook faced by the University and the contingency planning in train to deal with any significant adverse deterioration in revenue. The Chief Financial

Officer is commissioning external advisers to assist in preparing a longer term financing strategy for the University of which the major projects portfolio would be an important component.

5. Trusts Administration

Appendix D to the Senior Vice-Principal's report, 'Delegations – Approval of Trust Expenditure', which was provided in response to concerns raised at the previous meeting of Council about the powers delegated to deans and appropriate reporting taken by deans in relation to trusts administration. The guide was approved at the April meeting of the Legislation and Trusts Committee and widely circulated amongst those charged with trusts related responsibilities.

6. U21 2011 Annual General Meeting

Appendix E to the Senior Vice-Principal's report, 'Universitas 21 - 2011 Annual Meeting', being a summary of outcomes of the annual meeting of the Universitas 21 Consortium hosted by the University of New South Wales in the week beginning 16 May 2011.

Council received and noted the tabled documents, 'Enabler Strategy: Building Infrastructure 2011-2014', 'Enabler Strategy: Human Resources 2011-2014' and 'Enabler Strategy: Information Technology Infrastructure 2011-2014'.

C. REPORTS OF COUNCIL COMMITTEES AND OTHER GOVERNING BODIES

C01 Finance Committee

Confidential

Council received and noted the written report from meeting 4/2011 of the Finance Committee held on 23 May 2011 which included confidential appendix A, 'Financial Performance Report for the Period Ended 30 April 2011' and confidential appendix B, 'Cash Flow Projections'. Council discussed the acquisition strategy behind, and optimal utilisation of, properties purchased by the University.

C02 Academic Board

Confidential

Council received and noted the written report from meeting 3/2011 of the Academic Board held on 19 May 2011. Council approved the award of an honorary degree of Doctor of Laws to the individual whose confidential citation was tabled at the meeting.

Concerns were raised about the safety of pedestrians in view of bicycle traffic across campus and the increased dependence upon gate 10 as the main entry to campus for both vehicles and pedestrians using the intersection on Grattan Street. The Vice-Chancellor agreed to take these comments on board. The University has enacted a policy and commenced road works across campus to restrict vehicles on the main campus. Unsuccessful petitions have been made to the Melbourne City Council for traffic management along Grattan Street.

C03 Audit and Risk Committee

No meeting was held.

C04 Buildings and Estates Committee

Council received and noted the written report from meeting 2/2011 of the Buildings and Estates Committee held on 12 March 2011 and resolved to adopt the recommendations contained therein.

1. Naming Proposal – Melbourne Brain Centre and Howard Florey Institute Building

Council approved the:

- (a) building housing the Melbourne Brain Centre be named the Kenneth Myer Building in honour of the contribution of Kenneth Myer to the field of scientific research; and
- (b) Howard Florey Institute Building which currently carries the name Howard Florey Laboratories of Experimental Physiology and Medicine be renamed the Howard Florey Laboratories in response to a request from the Board of the Florey Neurosciences Institute.

2. Recognition of Donors in Permanent and Physical Form

Council approved:

- (a) the recognition of Donors in permanent and physical form by incised bluestone pavers that form a horizontal margin to the existing brick walkway on the South Lawn directly opposite the Reflection Pool; and
- (b) maintaining the horizontal quality of the landscaping, both ends of the margin will have engraved explanatory text describing the reasons for honouring this particular group of people.

C05 Council Nominations and Governance Committee

Council received an oral report from the Chancellor as Chair of the Council Nominations and Governance Committee and a tabled memorandum from the Deputy Vice-Chancellor (University Affairs) dated 22 May 2011. The following bodies are currently constituted within the University of Melbourne and it was resolved to approve the following list as recognised alumni bodies of the University of Melbourne:

- Alumni Association of the University of Melbourne in UK
- Brisbane Alumni Association
- Business and Economics Alumni Council
- Committee of Convocation
- Faculty of Medicine, Dentistry and Health Sciences Alumni
- Melbourne University Veterinary Society
- Social Work Alumni Association
- Sydney Alumni Association
- The Alumni Association of the University of Melbourne in China
- The Alumni Association of the University of Melbourne (AAUM) Hong Kong
- The University of Melbourne Alumni Association (UMAA) Malaysia
- Toronto Alumni Network
- University of Melbourne Actuarial Alumni Group (UMAA)
- University of Melbourne Alumni in Japan (UMAJ)
- University of Melbourne Alumni Association (UMAAS) Singapore
- University of Melbourne Indonesian Alumni Association (UMIAA)
- University of Melbourne Medical Society (UMMS)
- Western Australia Alumni Association

Council members expressed anticipation that other alumni bodies will be formed, thus expanding the above initial list.

C06 Honours Committee

No meeting was held.

C07 Remuneration and Employment Conditions Committee

Council received and noted the written report from meeting 2/2011 of the Remuneration and Employment Conditions Committee held on 2 May 2011.

C08 Legislation and Trusts Committee

No meeting was held.

C09 Indigenous Affairs Advisory Committee

Council received and noted the written report from meeting 1/2011 of the Indigenous Affairs Advisory Committee held on 19 April 2011.

D. REPORTS FROM SEMI-AUTONOMOUS BODIES' BOARDS OF MANAGEMENT

D01 Melbourne Theatre Company Board of Management

Council received and noted the written report from meeting 3/2011 of the Melbourne Theatre Company Board of Management held on 15 April 2011.

D02 Ian Potter Museum of Art

No meeting was held.

E. REPORTS OF MATTERS DEALT WITH BY THE VICE-CHANCELLOR ON BEHALF OF COUNCIL

E01 Approval of Changes to Regulations under Authority of Statute

Nil.

E02 Sealed Documents Report

Confidential

Council received a tabled report summarising the documents approved on behalf of Council by the Vice-Chancellor both under University seal and not under University seal.

E03 Appointments Report

Confidential

Council received a tabled report summarising the appointments approved on behalf of Council.

E04 Other Matters Report

Confidential

Council received a tabled report summarising the other matters approved on behalf of Council.

F. OTHER BUSINESS

F01 Any Other Business

Nil.

F02 Forthcoming Meetings

Council noted that forthcoming meetings this year are scheduled for 4.00pm Monday 11 July, 8 August, 12 September, 10 October, 7 November and 5 December 2011 in the Council Chamber, level 1, Old Quadrangle, The University of Melbourne, Parkville.

The meeting closed at 5.15pm.