



September Newsletter

AMC – an institute of UTAS

NEWSFLASH - LEGISLATION IS PASSED

Advice has been received that the Commonwealth Parliament has approved the legislation to repeal the AMC Act enabling AMC to be established as an institute of UTAS from 1 January 2008. Congratulations to everyone for working so hard to bring this to fruition. We look forward to an exciting future and taking advantage of the substantial opportunities that integration will bring to both AMC and UTAS.

Project Office Staffing

We have farewelled Kelli Roach from the Unity team. Kelli has taken up the role of Executive Officer in the School of Nursing at UTAS. We thank her for her efforts over the past six months on the Unity Project and wish her well in her new role. We welcome Sally McKenzie as the new Unity Project Officer. Sally worked for the AMC some years ago but more recently has been working with the United Nations in various postings throughout the world.

Web Site Refresh

The Unity Website has been refreshed with a bright new look and a number of new links to keep everyone updated with integration progress. It will be released shortly.

National Centre

A meeting attended by representatives of UTAS and AMC took place on Wed 15 August to discuss proposals in the marine space. The meeting was chaired by the Vice-Chancellor, and common ground was found in the following areas:

- The increase in critical mass obtained by combination of staff from UTAS and AMC into one entity would significantly boost the research activity and sustainability of teaching programs in Launceston.
- The combined entity would be located as a Centre within the AMC.
- The combined research activity would add extra value to TAFI, and was welcomed by the TAFI Board.
- Teaching programs in Launceston could be developed that enhance science and related programs in Launceston in a way that complements related activities in Hobart. A Working Party comprising Professors Chad Hewitt, Chris Carter and Colin Buxton has been formed and work on developing progress in this area would commence immediately.

Staffing/HR

A number of matters are in progress on the staffing front. Proposed terms of translation of staff onto UTAS salary rates and conditions of employment from the date of Integration are being discussed with AMC staff representatives and will be discussed in a staff forum to be scheduled shortly. These terms are premised on the termination of AMC workplace agreements immediately prior to the date of Integration and seek to ensure that AMC staff are not disadvantaged by the translation process. Discussions are also taking place with AMC non-academic staff who will be employed in roles outside the post-Integration AMC institute in terms of identifying the area of UTAS in which they will be employed and the job-role that they will be undertaking following Integration. This is also entailing discussion with various UTAS managers to determine their staffing needs for servicing the increased post-Integration student and staff population, and is occurring in the context of the commitment by UTAS that there will be no forced redundancies as a direct result of the Integration of UTAS and the AMC. Projects have also commenced in relation to the transfer of current and historical AMC staffing data onto the UTAS HR system and development of the UTAS HR system to accommodate electronic leave processing in a seamless manner.

Student Services

Excellent progress has been made recently with the integration of student services. The transfer of AMC student data from SAILS to the USRS has been completed and is being maintained through nightly updates. The focus is

now on re-enrolment arrangements through the USRS. All AMC students will be on the USRS within a couple of weeks and 2007 UTAS student cards can then be issued. Initially these will be the current UTAS student cards. Branding issues for student cards need to be addressed for 2008 and these will be appropriately accommodated. Branding of testamers presented by AMC following integration is currently being addressed. Fees issues are being addressed with recommendations to go to AMC Council in September. Work on the recoding and transferring of AMC unit data to the course and unit database is proceeding.

Academic and Related Services

Alignment of policies impacting on students is a key area of current focus.

Student Accommodation

The Accommodation Working Group was established to investigate issues and develop processes for the effective integration of UTAS Accommodation Services and the AMC Residences. The Steering Group has undertaken a systematic review of the current practices, opportunities and barriers to the integration of the two services. In order to progress integration, the Steering Group developed a Transitional Plan that has been progressing the integration process during 2007 in preparation for full, formal integration by 1 January 2008. The Transitional Plan has enabled both UTAS Accommodation Services and AMC Residences to better prepare, not only in terms of infrastructure but operationally for the transition to an integrated accommodation provider. The plan outlines a number of coordinated projects aimed at the integration of specific business or other activities undertaken by the two organisations.

Specific projects due for completion by 1 January 2008:

- tendering for a statewide cleaning contract is completed and drafting of the specifications for the catering contract for 2008 for circulation will be completed by the end of the month;
- integrating IT and telephone infrastructure;
- a draft pastoral care model was developed by (Tania Harvey – UTAS and Dave Tresise – AMC) the model is sensitive to all residents (UTAS and AMC) and takes into account all the nuances that surround the different groups at all locations (Newnham, City and Beauty Point); and will be available for circulation before the end of September;
- establishment of the Single Point Access Project for prospective student residents;
- integrated marketing for AMC and UTAS students;
- UTAS and AMC are working towards resolution of the management structure in preparation for integration; (working party - Jacinta Young and David Crockett)
- a comprehensive capital and rolling maintenance plans has been drafted and will be available for circulation before the end of September ; and
- a review of the security arrangements at all sites will be undertaken before integration, it is proposed that the steering committee submit a paper for circulation before the end of September for consideration.

Finance

AMC Finance staff have physically relocated to UTAS this week.

Library

Now that AMC staff have UTAS "identities" AMC staff can access library services and resources as any other UTAS staff member. UTAS email usernames and passwords can be used to access library electronic resources – electronic databases (<http://www.utas.edu.au/library/info/dbase/index.html>), ejournals (<http://www.utas.edu.au/library/info/ej/index.html>) and our federated search tool CrossSearch (<http://www.utas.edu.au/library/info/crosssearch/crosssearch.html>). If you have any difficulty using your UTAS usernames and passwords, please contact Brian Stanley at AMC IT. For information on how to use electronic resources, please contact information services staff at the Launceston Campus Library.

Planning for integration is advancing for the libraries, and work has begun on rationalising journal subscriptions. Book ordering for AMC will be done from UTAS as from 17 September 2007. It is hoped that an integrated catalogue will be available around the end of October. Once this integration happens, other standard library services will follow fairly quickly.

AMS

The AMC Property Services team have integrated with the University's Asset Management Services team. Until accommodation issues have been resolved, Mike Bird and his Newnham based team can be found in Building 26 on the Newnham campus.

Until the end of the year, all AMC maintenance requests should be forwarded in the usual way to Mike Bird and Gary Dadson. However, from 1 January, 2008, the University's procedures will apply. Details of the University's processes can be found on the AMS website at www.ams.edu.au.

The AMC's space data collection project is almost complete. The data has been collected and is being up-loaded into Archibus, which is the system that is used by AMS to manage its space information. Joan Rodrigues, Mike Bird and the AMC are currently in discussions about the special requirements for the 2008 programmes.

Gary Dadson is currently undertaking a stocktake of the AMC's equipment and once this has been completed this data, together with the data on maintainable assets, which has already been collected will be transferred into Pinnacle. AMS uses Pinnacle to manage the University Asset Register and its maintenance programs.

Budget Issues

A draft 2008 AMC budget is in the process of being finalised.

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September 2007