

BOARD OF TRUSTEES

Minutes of meeting 05/4 of the Board of Trustees of the University of Western Sydney, held at 9.00 am on **Wednesday 10 August 2005**, in the Boardroom, Building AD, Werrington North.

Present:

- Mr John Phillips AO (Chancellor)
- Professor Janice Reid AM (Vice-Chancellor)
- Dr Anne Benjamin
- Ms Linda Burney
- Hon Jan Burnswoods
- Professor Anne Cusick
- Ms Mary Foley
- Mr John Heath
- Ms Gabrielle Kibble AO
- Mr Angelo Kourtis
- Associate Professor Valentina McInerney
- Mr Roy Medich OAM
- Ms Meg Oates
- Mr Geoffrey Roberson
- Ms Elfriede Sangkuhl
- Hon Kim Yeadon

In Attendance:

- Professor Nigel Bond
- Professor Robert Coombes
- Mr Mark Croucher
- Mr Andrew Evans
- Ms Rhonda Hawkins (Secretary to the Board)
- Mr Mikael Kjaerbye
- Mr Jim Micsko
- Ms Jenny Purcell
- Mr Tim Wills
- Mr Paul Woloch
- Professor Chung-Tong Wu
- Professor Neville Yeomans
- Ms Jo Maguire (Minutes secretary)
- Ms Marian Alleyn

1 OPENING AND PROCEDURAL MATTERS

1.1 Welcome

The Chancellor welcomed Ms Sangkuhl and Mr Heath to their first official Board meeting, and welcomed all others present.

1.2 Apologies

An apology was received from Mr Glen Sanford.

1.3 Starring of Items

The following items were starred: 1.1, 1.2, 1.3, 1.4, 2.2, 2.3, 2.5, 3.1, 3.5, 3.7, 4, 6.1, 6.2.3, 6.2.4, 7.1, 7.4, 7.5.

It was resolved:

that all unstarred items be taken as considered and all recommendations in the attachments for them as adopted.

1.4 Arrangement of Business

Items listed for discussion in the Closed Session were 3.7, 4.1, 4.2, 6.2.3.

1.5 Confirmation of Minutes

It was resolved:

that the Minutes and Confidential Minutes of the meeting of the Board of Trustees, held on 22 June 2005, be confirmed.

2 BUSINESS ARISING

2.1 Leasing of Photocopiers

This report was **noted**.

2.2 New Teaching Building at Parramatta Campus

The question was raised as to whether there is sufficient flexibility in the building design to accommodate any changing needs over time. Professor Wu advised that the new teaching building is likely to be the first of other teaching buildings on Parramatta campus, of which the Board would be advised in due course.

It was noted that the most efficient option for postgraduate teaching would be for appropriate spaces to be available on the Parramatta campus and timetabling arranged to give priority for these classes. However, the proposal for a Parramatta CBD presence was being reviewed by a working group led by Professor Wu. This group will consider the business case for a CBD location. The point was stressed that facilities would need to be well utilised throughout the day, with the University receiving market rates for them.

This report was **noted**.

2.3 Academic Program Review

The Vice-Chancellor advised that advisers are available in all Colleges to students and all affected students' programs have been personally tailored. This system is reported to be working well.

This report was **noted**.

2.4 Teaching of Science

A report will be provided to the next Board meeting.

2.5 Voluntary Student Union Legislation

In speaking to the report before the Board, the Vice-Chancellor also referred to a tabled article from The Australian newspaper and a letter received from the Minister for Education, Science and Training.

The probable implications of VSU were discussed, including:

- the impact on students of a reduction in services and facilities currently provided by student organisations;
- financial impacts such as the University possibly funding some essential services it does not currently provide;
- there is a potential shortfall in fees collected in 2005, possibly because students believe the VSU is a fait accompli;
- the University will need to assess the priorities of the various services, with welfare services, food and shelter being high priorities – uwsconnect and the student associations need to do likewise;
- a worst case scenario could involve the closure of campuses due to the inability to provide adequate services across six disparate sites.

A report will be provided to the next Strategy & Resources Committee meeting and the Board will have more detailed discussions on the impact of VSU at its October meeting.

2.6 UWS Entities: Governance and Management Framework

This item is addressed within items 3.5 and 4.6.

3 NEW GENERAL BUSINESS & MATTERS FOR DISCUSSION / DECISION

3.1 Vice-Chancellor's Report

The Vice-Chancellor spoke to her report. In particular:

3.1.1 Voluntary Student Unionism

As discussed at item 2.5

3.1.2 UWS Medical School

As discussed at item 6.2.3, the Medical School has received approval from the Australian Medical Council of its first stage submission. The University must meet further accreditation assessments next year and a final decision is expected in November 2006. The UWS community has been advised of this via the University's web site and an e-mail from the Vice-Chancellor to staff.

3.1.3 Chief Financial Officer

A Chief Financial Officer will be appointed by the end of 2005.

3.1.4 Financial Performance

As discussed at item 4.1, the University's operating budget and spending are being tightly managed. The mid-year intake should improve the end of year result.

3.1.5 Higher Education Workplace Relations Requirement

In order to receive increased Commonwealth Grant Scheme funding of 5% in 2005 and 7.5% in 2007, the University is required to offer Australian Workplace Agreements (AWA's) to all new staff members (including casuals employed for more than one month) and to revise its policies and procedures to meet HEWRR guidelines by November 2005.

Other issues contained in the Vice-Chancellor's report were **noted**.

3.2 Update on the Realignment of the Colleges and Schools

This report was **noted**.

3.3 Update from Board Strategy Day

This report was **noted**.

3.4 Postgraduate Coursework Offerings

This report was **noted**.

3.5 National Governance Protocols

3.5.1 University of Western Sydney By-Law 2005

Ms Hawkins spoke briefly to this item, outlining the changes to the UWS By-Law.

It was resolved:

That the Board approves the University of Western Sydney By-law 2005 and authorises the affixing of the University's seal.

3.5.2 National Governance Protocols Return

In order to receive 5% Commonwealth Grant Scheme funding increase in 2006, the University must comply with the National Governance Protocols by 30 November 2005. DEST have advised that the University is compliant, with the exception of two minor issues under Protocol 4. The Chancellor thanked Mr Paul Woloch for his work on this matter.

It was resolved:

- (a) that as part of the Board's annual consideration of governance matters, the Board members acknowledge and affirm the Board's mandated role, functions and powers as well as the role, duties and responsibilities of individual members; and**
- (b) that in the future, new members, following induction, formally acknowledge their understanding of their role, duties and responsibilities as members of the Board; and**
- (c) that at the annual governance meeting the Board review compliance with the National Governance Protocols and that this review also be incorporated**

with the Board's regular performance assessment process.

3.6 Uses of the University Seal

It was resolved:

That the uses of the University Seal since 6 June 2005 be approved.

3.7 Cases Under Management

This matter was discussed in the closed session.

4 REPORTS AND RECOMMENDATIONS FROM BOARD COMMITTEES

4.1 Strategy and Resources Committee

This matter was discussed in the closed session

4.1.1 Performance Against Budget – May/June 2005

This matter was discussed in the closed session.

4.1.2 Offshore Income

This matter was discussed in the closed session.

4.2 Audit and Risk Management Committee

This matter was discussed in the closed session.

4.3 Campus Development Committee

The Chair of the Committee, Ms Kibble, spoke to this report and highlighted that:

- in due course, University representatives should meet with the new NSW Minister for Planning;
- development of Westmead campus is a priority;
- the Minister for Education & Training has not changed portfolios and has been briefed and is comfortable about the University's campus development plans.

Other matters contained in this report were **noted**.

4.3.1 Student Accommodation Development

In discussing this report, it was noted that:

- The provision of student accommodation at the Parramatta and Penrith campuses should include the provision of pastoral care;
- The lease period will be for a considerable time, that is, more than five-ten years;
- There was considerable work and expense involved for those tendering proposals, so the University needed to accept that the receipt of acceptable proposals would carry the presumption that it would proceed with the development. It was not just an exercise in "testing the water".

- In approving the recommendations, it is agreed that a final decision will need to come before the Board.

It was resolved:

- (i) **That the Board of Trustees authorises the Campus Development Committee to call for detailed proposals for the provision of student accommodation at the Parramatta and Penrith campuses; and**
- (ii) **authorises the Campus Development Committee to assess and negotiate the most beneficial project including appropriate terms and conditions of any leasing of UWS land subject to final approval by the Board of Trustees and, as necessary, Minister for Education and Training.**

4.4 Report from the Chair of Academic Senate

The Chair of Academic Senate spoke to this report. In addition to her 2.5 days per week allocated to Academic Senate, Professor Cusick has been appointed by the Vice-Chancellor to work 1.5 days per week on the following aspects of the Australian University Quality Audit project:

- Plagiarism and academic honesty;
- On-line course approvals;
- Effective uptake of academic policies.

The Board noted the need to extend the terms of office of the College-elected members of the Academic Senate.

It was resolved:

That the Board of Trustees rescinds the resolution it passed at its February meeting:

“that the Board of Trustees approve that the 2005 elections of new members to serve on the Academic Senate and College Boards of Studies from 1 May be postponed to a time which will allow the new members to serve for a twenty month term, from 1 September 2005 until 30 April 2007”

That the Board of Trustees approves:

that the current terms of office of the College-elected members of the Academic Senate are extended to 31 December 2005, and college elections be conducted in November and December 2005 to fill positions on the Academic Senate for two-year terms beginning on 1 January 2006.

4.5 Remuneration and Nominations Committee

The Chancellor spoke to this report, providing background to the following resolutions.

It was resolved:

- (a) that the membership of the Remuneration and Nominations Committee be as now provided for in the By-law as follows:

**Chancellor
Deputy Chancellors
Vice-Chancellor
One or more members of the Board who are external persons (within the meaning of section 12(10) of the Act); and**

- (b) that Mary Foley be confirmed as the nominated external member of the Board in that category to maintain the status quo;
- (c) that the “Remuneration” component of the Committee’s terms of reference be amended to:

Remuneration

- Approving the remuneration of the UWS Executive in conjunction with performance appraisal;
- Approving general across the board increments for senior staff not covered by Enterprise Agreements; and
- Monitoring the remuneration of the Executive in conjunction with sector and other related standards and performance appraisal.

4.6 Board Standing Committee

The Board noted that the recommended changes to this Committee’s terms of reference will bring them into line with the Remuneration and Nominations Committee.

It was resolved:

- (a) the membership of the Board Standing Committee be revised to be the same as that described for the Remuneration and Nominations Committee; and
- (b) Mary Foley be confirmed as the nominated external member of the Board on the Committee.

5 REPORTS FROM OTHER UNIVERSITY BODIES

5.1 UWS Indigenous Advisory Council

The Indigenous Advisory Council is scheduled to meet two weeks after the Board meeting. The University is still awaiting the Anti-

Discrimination Board's approval to identify the Director's position as an identified Indigenous position. This is delaying recruitment of the Director's and any other positions arising from the UWS Indigenous Education Review . Due to the urgency of this matter, Ms Burney sought the Board's assistance.

It was agreed that the criteria could be amended to 'desirable' rather than 'essential', or to similar wording, to allow for immediate progress on recruitment.

5.2 UWS Regional Council

5.2.1 Business and Industry Advisory Panel

These bodies did not meet since the last Board meeting.

5.3 UWS Foundation

This report was noted.

6 OTHER REPORTS

6.1 Strategic Planning Day – 2006

Board members should advise if they are unavailable to attend a Strategic Planning Day on Friday 10 March 2006.

6.2 University Reports

6.2.1 Occupational Health and Safety

This report was **noted**.

6.2.2 Staffing Matters

This report was **noted**.

6.2.3 Fee Paying Places for Australian Medical Students

This matter was discussed in the closed session.

6.2.4 UWS Library Report on Nationally Benchmarked Survey

The Chair of Academic Senate commended the Library on recording an overall score of 765 points (77%), which brings it into the top quartile in comparison with other Council of Australian University Libraries.

7 MATTERS TO BE RAISED BY BOARD MEMBERS

7.1 Report from Postgraduate Student Member

Ms Sangkuhl raised the following matters:

- She has received a report that representatives of the Department of Immigration and Multicultural and Indigenous Affairs had 'snatched' three Sudanese students from campus. Ms Sangkuhl asked what the University's protocol is in these situations.
- Student safety at Parramatta campus - the removal of the bus service from that campus has resulted in students waiting on Victoria Road for the bus, some of whom have been attacked. Ms

Sangkuhl asked whether it would be possible for a shuttle bus to be provided on Parramatta campus.

- The impact on students from the introduction of VSU (this matter is also recorded at item 2.5 of these minutes).

These matters were **noted** and will be referred to the appropriate University officers for consideration.

7.2 Report from the Undergraduate Student Member

There was no report from the undergraduate student member.

7.3 Report from the General Staff Member

There was no report from the general staff member.

7.4 Report from Academic Staff Member

Associate Professor McInerney raised issues of staff and student safety on Bankstown campus, on behalf of the Al Amanah College, and sought assurance that Security staff are appropriately trained to manage urgent issues.

The Board noted that the University is dealing with misconduct issues discretely, with the involvement of the Campus Provost. Student Services staff report regularly on matters and a Muslim Harmony Project group has been established following a Regional Council grant. Several projects with specific focus on Islamic issues and creating awareness and support for Muslim students on campuses are in the planning phase.

7.5 Report from the Graduate Member

Mr Heath advised that he had recently attended a meeting of the Alumni Development Advisory Committee, the main focus of which was the production of the Graduate Life publication. The committee reviewed content, circulation and costing and is considering sponsorship.

8 OTHER BUSINESS

The Chancellor advised that graduation ceremonies would be held in Hong Kong and Singapore in the following week. The first meeting of UWS Alumni would be held in Malaysia shortly after the Singapore graduation ceremony.

The Chancellor also drew Board members' attention to the publications contained in their Board folders: University Governance Professional Development Program; details of the National University Governance Conference and the UGPD on-line forum.

9 NEXT MEETING AND CLOSURE

The next meeting of the Board of Trustees is scheduled to be held at 9.00am on Wednesday 12 October 2005, in the Boardroom, Building AD, Werrington North Campus.

There being no further business, the meeting closed at 12.45pm.

Confirmed by:

Chair

Date