

BOARD OF TRUSTEES

Minutes of meeting 06/1 of the Board of Trustees of the University of Western Sydney, held at 9.00 am on **Wednesday 15 February 2006**, in the Boardroom, Building AD, Werrington North.

Present:

- Mr John Phillips AO (Chancellor)
- Professor Janice Reid AM (Vice-Chancellor)
- Ms Linda Burney
- Hon Jan Burnswoods
- Professor Anne Cusick
- Ms Mary Foley
- Mr Luke Fomiatti
- Mr John Heath
- Ms Genevieve Kelly AM
- Mr Roy Medich OAM
- Mr Geoffrey Roberson
- Ms Tanya Rubin
- Mr Glen Sanford
- Ms Elfriede Sangkuhl
- Hon Kim Yeadon

In Attendance:

- Mr Sasha Alexander
- Ms Suzi Blair
- Professor Rob Coombes
- Mr Paul Cooper
- Mr Mark Croucher
- Mr Tony Geange
- Ms Rhonda Hawkins (Secretary to the Board)
- Mr Greg Holland
- Mr Jason Markwick
- Mr John McGuire
- Ms Sharon Rigney
- Mr Mick Serena
- Ms Edith Taylor
- Mr Mike Webster
- Mr Paul Woloch
- Professor Chung-Tong Wu
- Ms Marian Alleyn
- Ms Anne Forbes (Minutes secretary)

1 OPENING AND PROCEDURAL MATTERS

1.1 Welcome

The Chancellor welcomed those present. He noted that it was the first meeting as members of the Board for Genevieve Kelly, Tanya Rubin and Luke Fomiatti.

The Chancellor advised the Board that the Minister had appointed Jan Burnswoods, Kim Yeadon, Roy Medich and Glen Sanford for a further four year term. He congratulated them, and thanked them for agreeing to continue as members of the Board.

The Chancellor introduced Greg Holland, the new Chief Financial Officer, to the Board.

1.2 Apologies

Apologies were received from Ms Gabrielle Kibble AO.

1.3 Starring of Items

The following items were starred: 1.1, 1.2, 1.3, 1.4, 2, 3.1, 3.2, 3.3.1, 3.3.2, 3.3.3, 3.3.4, 3.3.6, 3.4, 3.6, 4.1, 4.2, 4.3, 4.4, 6.1, 6.2, 6.3, 6.4, 7.1.

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 2, 3.3.1 and 3.6.

1.5 Confirmation of Minutes

It was resolved:

that the Minutes and Confidential Minutes of the meeting of the Board of Trustees, held on 30 November 2005, be confirmed.

2 BUSINESS ARISING

This matter was addressed in the closed session of the meeting.

3 NEW GENERAL BUSINESS & MATTERS FOR DISCUSSION / DECISION

3.1 Vice-Chancellor's Report

The Vice-Chancellor spoke to this report, mentioning specifically the University's end financial year position, commending to the Board the extraordinary efforts of the Colleges and Divisions to achieve a small operating surplus in 2005 instead of the planned deficit.

In response to a request, the Vice-Chancellor agreed to include in the agenda for the next meeting some planning information on the development of the School of Medicine and the intended schedule for appointing staff.

3.2 Student Demand and Projected Enrolments 2006

The Deputy Vice-Chancellor (Corporate Services) gave a presentation, describing the admissions process, and the relationship between enrolments and government funding. Complexities include:

- the importance of achieving a balance between student load and actual enrolment by discipline cluster;
- cluster enrolments are based on units taken (rather than courses to which students were admitted), so that the discipline mix of an individual student can change from semester to semester, and between clusters, as they move through their course;
- DEST targets are set with minimal regard to UWS' priorities or student demand;
- there are several scenarios that can result in serious financial penalty;

Action being taken by the University includes complex modelling of pipeline effect in many courses, and a student retention project.

There will be further information on this item at the Board Strategy Day.

The Board noted the report.

3.3 University Governance

3.3.1 Board Membership – Ministerial appointees

This matter was discussed in the closed session.

3.3.2 Board Meeting Protocols

In a brief discussion, Board members were assured that a report from the Board was placed on the University's webpage soon after each meeting, identifying all issues discussed and giving a summary of outcomes, including decisions made. The full official Minutes remain confidential to Board members until they are confirmed at the next meeting.

It was resolved

that the Board adopt the Board Meeting Protocols.

3.3.3 National Governance Protocols

The Chancellor spoke to this item, informing the Board of the importance of meeting *all* requirements, in order to receive an additional 5% of government funding. The requirements for 2006 have been met, but UWS needs to meet these requirements every year.

The Board discussed the timing of a review of its own performance. Considering several factors, including the need for newer members to have some Board experience before the review;

it was resolved:

that the Board review its performance in the latter half of 2006.

The Board noted the requirement for acknowledgement by members of the Board's role and their own individual responsibilities.

It was resolved:

that 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.

The Board noted the declaration attached to this item, and members (other than those who had recently participated in an induction program) were encouraged to sign the declaration.

The Chair of the Strategy and Resources Committee informed the Board that the process for oversight of the related entities was working well. The risk management of related entities, performed by the Audit and Risk Management Committee had been helpful, and its Chair confirmed that these processes were also working well.

In response to a question, the Chancellor confirmed that Board members may access independent legal advice, having sought the agreement of the Chancellor, within a context where this agreement would not unreasonably be withheld.

3.3.4 Board Committees - Membership of the Strategy and Resources Committee

The two staff members recommended that Tanya Rubin be the staff member on the Strategy and Resources Committee.

It was resolved:

that the Board appoint Elfriede Sangkuhl to be the student member on the Strategy and Resources Committee for a term of office ending on 30 June 2007, and Tanya Rubin to be the staff member on the Strategy and Resources Committee for a term of office ending on 31 December 2007.

The Chancellor reminded Board members that if they had an interest in serving on any of the Board's committees, they should make their interest known.

3.3.5 University Governance Professional Development

The Board noted the information provided.

3.3.6 Strategy Day – 3 March 2006

The Vice-Chancellor invited Board members to inform her of matters they would like discussed on the day.

The Chancellor advised that the first part of the day would be spent in discussing the Board's participation in the AUQA review. Board members were given a list of questions that had been asked of Board members of other universities as part of their AUQA review: the Chancellor asked that they reflect on these questions, and ensure that they felt comfortable with being able to provide an answer.

3.4 Voluntary Student Unionism (VSU)

The Deputy Vice-Chancellor (Corporate Services) spoke to the paper, noting that 2006 will be a transition year for the University and all three student associations. The Board will receive more information on this matter at the April meeting, and it was intended that this discussion provide them with some information on the services provided by the student associations and the potential impact of VSU on the associations, and on UWS students.

John McGuire (PAUWS), Edith Taylor (UWSSA) and Tony Geange (uwsconnect) made presentations to the Board on the services they provide, their plans for 2006, and the potential impact of VSU.

The Chancellor thanked the presenters for the information they had provided. He informed the Board that it would need to decide, by its next meeting, which services were essential, which were highly desirable, which services might be self-funding, and which ones UWS might decide to fund.

Discussion included the following points:

- the equity implications of invoicing continuing students for the second half of their annual fee
- the timing of the invoicing for the second half of the fee (June in previous years, intended for May this year)
- the importance of providing the maximum possible fee support for the associations this year, to give them the best chance of building a funds base for future years
- the potential for significant workload on many parts of the university if usual fee default sanctions are applied
- potential for job losses in the student associations as a result of VSU
- the possible impact on student retention if collection of the second half of the annual fee is seen as different from the decisions of other universities.

[Hon Jan Burnswoods left the meeting at 12noon.]

The Vice-Chancellor acknowledged that there would be several decision points throughout the year about which fee default sanctions might be applied.

The Board supported the decision, implicit in the paper, to collect the second half of the annual fee from continuing students before 1 July 2006.

3.5 Uses of the University Seal

It was resolved:

that the uses of the University Seal since 30 November 2005 be approved.

3.6 Cases Under Management

This matter was discussed in the closed session.

4 REPORTS AND RECOMMENDATIONS FROM BOARD COMMITTEES

4.1 Strategy and Resources Committee Report

Mary Foley, Chair of the Strategy and Resources Committee, spoke to the paper. The turnaround from an expected deficit of \$6.5m to an operating surplus of \$2.0m, represents a significant achievement for the University. It is important that, as much as possible, the University avoid any unexpected drain on the present balanced budget.

Discussion noted that UWS is still below the sector norm in attracting non-government income, but above the sector norm in salaries as a percentage of expenditure. More information will come back to the Board on benchmarking of staff costs.

The Board noted that the present reporting format does not facilitate the identification of the expenditure of income generated from Campus Development initiatives. The Chancellor advised that this issue was being addressed by the Campus Development Committee, which had still not determined the best method of giving this information to the Board.

4.4.1 December 2005 Financial reports

The Board noted the draft Financial Reports and the Key Performance Indicators for the year ended December 2005.

4.4.2 2006 Budget

The Board noted the updated budget, incorporating the final end year operating position into the 2006 – 2008 projections.

4.2 Audit and Risk Management Committee Report

The Board noted the report of the 1 February 2006 meeting of the Audit and Risk Management Committee.

4.3 Campus Development Committee Report

The Board noted the report. The Hon Kim Yeadon advised that the company Campus Living Villages Pty Limited is to be granted the opportunity to refine their proposal for student accommodation on the Parramatta campus.

4.4 Academic Senate

The report of the 9 December 2005 meeting of the Academic Senate was noted.

Professor Anne Cusick informed that Board that, in addition to the new members on Academic Senate, many student positions on Senate Standing Committees had also been filled.

The Board noted the approval of courses in the Television and Medicine areas.

5 REPORTS FROM OTHER UNIVERSITY BODIES

5.1 UWS Business and Industry Advisory Panel

The Board noted the report.

6 OTHER REPORTS

6.1 Occupational Health and Safety

The Board was advised that the UWS Occupational Health and Safety Committee has asked for more detail behind the figures for 2004 and 2005 days in lost-time injuries.

The Board noted the report.

6.2 Staffing Matters

This report was noted.

6.3 Recent Developments on Callista

The Vice-Chancellor informed the Board that the Vice-Chancellor of Deakin University, and now the Callista Consortium, had agreed that UWS could have its desired letter accompanying the Callista Services Agreement, to reduce some of the risks associated with the arrangement.

There was some discussion about alternatives available to the University. Professor Anne Cusick advised the Board that some concerns with Callista were the result of inappropriate expectations. She also noted that, when government requirements last year required major updates of Callista, these changes were successful due to outstanding effort by staff in the Office of the Academic Registrar.

There has been a suggestion that the Board establish an Information Technology Strategy Committee, to provide strategic oversight and planning for the suite of IT systems and structures that support the University.

6.4 Construction of Teaching Buildings

Professor Tong Wu spoke to this paper, and reminded Board members that they were invited to a Topping Up ceremony for the Parramatta Building. He noted that this building is on time and within budget.

Professor Wu advised that there has been a change in the budget for the School of Medicine building on the Campbelltown campus, not in

the total, but in the way it needs to be allocated over the stages of construction.

The Board asked that the Strategy and Resources Committee review the budget for this building and resolved:

That, subject to review by the Strategy and Resources Committee, the Board approve a construction budget for the new School of Medicine Building of \$32.55m plus a \$1.35m construction contingency.

6.5 University Research Group Designation

This report was noted.

7 MATTERS TO BE RAISED BY BOARD MEMBERS

7.1 Report by the Postgraduate Student Member

Elfriede Sangkuhl asked that the Board discuss on the Strategy Day possible options for increasing Board members' understanding of University operations, and ways to make Board actions and deliberations more transparent to the UWS community.

The Chancellor offered some comments on the matters raised, including the reason for dealing with some items in closed session of the Board, and suggested the issues be discussed in more detail at a future meeting.

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

There was no report from the Academic Staff Member.

7.5 Report from Graduate Member

There was no report from the Graduate Member.

8 NEXT MEETING AND CLOSURE

The next meeting of the Board of Trustees will be the Strategy Day on 3 March. The next ordinary meeting of the Board is scheduled to be held at 9.00am on Wednesday 12 April 2006, in the Boardroom, Building AD, Werrington North Campus.

There being no further business, the meeting closed at 1.05pm.

Confirmed by:

Chair

Date