

THE UNIVERSITY OF MELBOURNE
COMMITTEE OF CONVOCATION

MEETING 2/08

MINUTES

A Meeting of the Committee of Convocation was held on Wednesday 16 April 2008 at 5.30pm in the Council Chambers, University of Melbourne.

Present

Ms L Boston (Chair), Ms A Ada, Mr E Bellchambers, Dr C Close, Ms C Cummins, Mr BFB Dance, Mr B Fitt, Dr Mr D Ford, Mr A Gibbs, Dr T Gould, Dr JK Harcourt, Mr G Israel, Mr F Lees, Mr R McGauran, Dr R McMillan, Dr V McRae, Mr J Meehan, Dr J Nelson, Dr DG Parbery, Dr B-A Rodan, Mr L Rowe, Dr L Simpson, Mr G Thomas, Mr M Warwick and Ms MA Weston,

In Attendance

Mr J Green (Deputy University Secretary), Mr S Halliwell (Minute Secretary)

SECTION 1

1 Welcome, Apologies and Leave of Absence

Apologies were received from Mr A Abbott, Mr M Corrigan, Mr P Davies, Ms H Fitzpatrick, Dr J Flesch, Dr I Rechtman and Mr B Southern.

No leave of absence requests were received.

Ms Boston welcomed members to the meeting, noting that there were two important submissions to be considered at the meeting and directing those who intended to speak to any resolutions to the chairs with microphones. The minute secretary circulated an attendance sheet on which members were asked to indicate their attendance and their intention to attend the Annual Ordinary Meeting on 30 April.

New members were formally introduced as follows:

Ms Clare Cummins was introduced by Mr John Meehan.
Mr Martin Warwick was introduced by Mr Barry Dance.

Ms Boston welcomed the Deputy University secretary Mr John Green to the meeting, deputising for the University Secretary.

2 Returning Officer's Report

Mr Green reported that no nominations for casual vacancies for representatives of Science graduates had been received at close of nominations on 2 April 2008. Ms Boston declared that the 21 May meeting will incorporate a special meeting for the purpose of electing members to these outstanding casual vacancies. The minute secretary will send out a formal call for nominations as required by the Standing Orders.

3 Starring of Additional Items

The following items were starred: 6.2, 9.1 and 9.2.

4 Receipt of Unstarred Items

The Committee received the unstarred items.

5 Minutes of Meeting 1/08 (19 March 2008)

The minutes were approved.

6 Matters Arising

6.1 Action Sheet 1/08

6.1.1 Organise meeting for new members

The meeting took place at 4-45pm before the main Committee meeting.

6.1.2 Provide a summary of enrolments

This is to be arranged when the data are available.

6.1.3 Call for nominations for Science representatives

Nominations were called in accordance with Standing Orders.

6.1.4 *The Age* election lift-out

Mr Pat Freeland-Small has been invited to the May meeting. The President will also raise the matter at the May meeting of Council.

6.1.5 Invitation to the Dean of Arts

Professor Mark Considine has been invited to the June meeting.

6.1.6 Letter to student re carbon neutrality

The letter has been sent.

6.1.7 Invite SIFE students

This matter is on hold and for review. The students are likely to have graduated and left the University. Also, various deans have been invited to the June, July and August meetings.

6.1.8 Circulate PAG minutes

These were circulated with the papers for this meeting.

6.1.9 Strategic Plan – develop recommendations

This matter is in progress by the Strategic Plan sub-committee.

6.1.10 Libraries sub-committee terms of reference

These will be presented to the May meeting.

6.2 Grainger Chronology

As foreshadowed at the March meeting, Dr McMillan spoke briefly to this item. She advised that there had been further developments that meant that the situation might not be as dire as previously thought. She will report in more detail at the May meeting.

7 President's Report

Ms Boston drew members' attention to the protocols for sub-committee reports and the proposal for revised meeting times as printed on the meeting agenda. These proposals were endorsed by the Committee and, at the suggestion of the minute secretary, will be added to Standing Orders. Ms Boston advised that the Foundation Plaque is now firmly fixed to the wall of the Old Quad. She advised that she had attended a colloquium on the evening of 15 April for the retiring DVC (Research), Professor John McKenzie.

8 Arrangements for 2008

8.1 Committee Representatives on University Bodies

Nominations received comprise the following:

Committee	Representative
Faculty of Architecture, Building & Planning	Mr Peter Hirst
Faculty of Arts	Dr Juliet Flesch
Faculty of Economics & Commerce	Mr John Meehan
Faculty of Education	Dr John Nelson
Faculty of Engineering	Mr Alan Abbott
Faculty of Land & Food Resources	Ms Anne Ada
Faculty of Law	
Faculty of Medicine, Dentistry & Health Sciences:	
Representative of medical graduates	Dr Laurence Simpson
Representative of dental science graduates	Dr John Harcourt
School of Dental Science Advisory Board	Dr Beverley-Anne Rodan
Faculty of Music	Dr Ros McMillan
Faculty of Science	Mr Barry Southern
Faculty of Veterinary Science	Dr Jenny Stillman
Alumni Relations Committee ¹	Ms Anne Ada Mr John Meehan
Audit and Risk Committee	Mr Martin Warwick
Buildings & Estates Committee	Mr Rob McGauran

¹ The minute secretary will confirm whether this committee does in fact exist

Finance Committee	Mr David Ford
Honours Committee	Ms Lesley Boston
Landscape Sub-Committee	Ms Helen Fitzpatrick
Legislation and Trusts Committee	Mr John Meehan
Libraries Committee Liaison Representative	Dr Cecily Close
Remuneration & Employment Conditions Committee	Mr Phillip Davies
Theatre Board	Dr Cecily Close

Representation on Associated Body

Australian University Alumni Council	Mr John Meehan
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The Committee recommended that in future, the meeting dates and times be publicised. The President will need to discuss with the Chancellor the nomination for Remuneration and Employment Conditions Committee. The minute secretary will email the two Law representatives directly about the nominee on Melbourne Law School. Mr McGauran suggested that it would be useful to have terms of reference for the various bodies. The minute secretary undertook to provide these but advised that there are no terms of reference for what are colloquially known as the “faculty boards”. They are simply established by Regulation 5.1.R1. The minute secretary advised that under Statute 5.1, the nominees are appointed by Council on the recommendation of the Committee. The recommendations will be in the report to May Council.

8.2 Sub-committees

The following sub-committees were formally established (conveners in brackets):

Strategic Plan Implementation (Ms Helen Fitzpatrick)
 Library and Information Access (Mr Gary Israel)
 Membership (Mr Barry Dance)
 Melbourne Model Implementation (Dr Laurence Simpson)

Ms Boston advised that members were expected to be on at least one sub-committee but members should feel free to volunteer for more than one. Members are to send expressions of interest to the minute secretary who will forward details to the conveners. Mr Dance foreshadowed a paper for a future meeting proposing longer meeting time for the sub-committees.

8.3 Meeting and Dinner Arrangements and proposals for Speakers

Ms Boston advised that the “cocktail package” was being trialled after the meeting at a cost of \$35-50 per head. She requested that names of suggested dinner speakers be forwarded to the minute secretary. The Committee discussed the removal of the subsidy for the post-meeting dinners (except for the first and last meeting of the year for which full subsidy is proposed). The “budget” for the Committee is \$20,000 for 2008, and the “normal” subsidy of meals in the Karagheusian Room would amount to approximately \$7,500 based on an average attendance of 25 and average beverage consumption. The other major cost appears to be the advertising required by Statute and by Standing Orders in respect of elections and the Annual Ordinary Meeting (AOM). Mr Green advised that the funds available are better seen as an allocation

than a budget per se as they are not the result of the framing of a budget but are an allocation from the General University Costs item of the University's budget. Mr Green undertook to provide a breakdown of expenditure over the past few years.

Several members spoke of the value of the dinners for networking and for the proper functioning of the Committee.

The following resolution was passed unanimously:

“That the University reconsider the [Committee of Convocation post-meeting] dinner arrangements as the dinners are a valuable means of carrying out the Committee's role in relation to the governance of the University.”

Ms Boston advised that the Standing Order requirements for advertising of the AOM would be reviewed.

8.4 Annual Ordinary Meeting 2008

The minute secretary advised that the AOM, to be held at 6-30pm on Wednesday 30 April at Graduate House, had been advertised in the 9 April editions of *The Herald Sun* and *The Age* as required by Standing Orders. In response to the advertisements, no items of business had been received. Advertisements will be placed in the 23 April editions of the two papers. The AOM has also been advertised in GradNet, in the University Voice (now a monthly supplement with *The Age*) and on the Events web page of the University. The Annual Report has been prepared and is with Marketing and Communications for lay-out and printing.

9 Recommendations from Sub-committees and Working Groups

9.1 Libraries

Ms Boston thanked the members of the Libraries sub-committee for all their work in preparing the draft submission to the Information Futures Commission. The convener of the sub-committee, Mr Israel, echoed the President's thanks, particularly to Dr Cecily Close for the detailed preparation of the submission.

The draft submission was endorsed by the Committee, with amendments to the recommendations as detailed below. Dr Close and Mr Israel will work on a re-draft of the submission and forward it to the minute secretary who will arrange for it to be submitted to the Information Futures Commission with a covering note from the President.

Recommendation 1

Remove the last 3 words.

Recommendation 2

Replace 'minimal' with 'minimum' in the second sentence.

Add 'There should also be increased provision of suitable space made for valuable books, special collections and archives which form part of the library.'

Recommendation 3

Remove the sentence '(Such a facility existed in the 1960's)'.

Recommendation 4

Insert the word 'major' before the word 'repository'.

Recommendation 5

Insert 'space occupied by the' before 'Book Room' in the second sentence.

Recommendation 6

The recommendation is to read 'that the University consider ways of increasing the size of the Baillieu Library.'

Dr Close will expand the last paragraph on page 1 of the draft submission.

Mr McGauran undertook to make relevant recommendations known to the Building and Estates Committee.

In respect of the Libraries sub-committee, Mr Israel advised that the new name was to be the Library and Information Access sub-committee. New terms of reference will be available for the May meeting.

9.2 Review of University Acts

Mr Meehan, the convener of the working group that has been preparing the draft submission, spoke to the paper as circulated. He advised that the matter is much more complicated than initially envisaged. The University has a clear wish (see the paper from Council headed 'Item 9.2') to remove from the Act large amounts of procedural detail related to Convocation and its Committee. There is also likely to be a push from the State Government to remove such details as they are keen to standardise the University Acts where practicable. If details are removed from the Act, Convocation and its Committee can still be as established by the internal Statutes and Regulations of the University.

Members discussed the proposals in the draft submission which essentially are:

- That reference to Convocation and its Committee be retained in the Act
- That Convocation should have a seat as of right on the Council of the University
- That the Committee support the University's proposal to remove from the Act procedural details relating to Convocation and its Committee

Dr Simpson proposed that the name be changed to "Convocation of Graduates" and this was accepted by the meeting.

There was discussion about whether the submission would be part of the University's submission or whether it would be a separate submission on behalf of the Committee of Convocation only. Mr Green advised that the University's submission would be the main item of business for the Council Nominations and Governance Committee (CNGC) meeting on 24 April. The Committee endorsed Mr Green's advising the Chancellor at his meeting with him on 17 April of the general thrust of the Committee's submission. Mr Meehan advised that there was to be a meeting of the working group and the President and Deputy President with the Chancellor (Chair of CNGC) on Monday 21 April.

It is hoped that the University will support the Committee's submission. In the event that it does not, the submission will be sent directly from the Committee in accordance with the details in the Minister's Discussion Paper (see the paper headed 'Item 10.1(b)' circulated for the March 2008 meeting). The submission will be reduced, if possible, to a single page for maximum impact, and will have attached a copy of the Annual Report and the relevant organisational chart to demonstrate the role and work of the Committee in relation to University governance.

It being 7-40pm, Ms Boston closed the meeting. She advised that if there were questions in relation to later agenda items, they be directed to herself or the University Secretary, or to Mr Robert McGauran if they concerned the Building and Estates report. She advised that the graduate enquiry in relation to energy saving proposals by the University would be responded to by the minute secretary.

10 Next Meeting

The next Committee meeting will be on Wednesday 21 May at 5-30pm in the Council Chambers.

Meeting closed at 7-40pm.