

**THE UNIVERSITY OF MELBOURNE**  
**COMMITTEE OF CONVOCATION**

**MEETING 3/08**

**MINUTES**

A Meeting of the Committee of Convocation was held on Wednesday 21 May 2008 at 5.30pm in the Council Chambers, University of Melbourne.

**Present**

Ms L Boston (Chair), Ms A Ada, Mr A Abbott, Mr E Bellchambers, Dr C Close, Mr M Corrigan, Ms Clare Cummins, Mr BFB Dance, Mr P Davies, Mr B Fitt, Dr Ms H Fitzpatrick, Dr J Flesch, Mr D Ford, Mr A Gibbs, Dr T Gould, Dr JK Harcourt, Mr G Israel, Mr F Lees, Dr R McMillan, Dr V McRae, Mr J Meehan, Dr J Nelson, Dr I Rechtman, Dr B-A Rodan, Mr L Rowe, Dr J Stillman, Mr G Thomas, Mr M Warwick and Ms MA Weston, Mr N Whiting

**In Attendance**

Mr J Green (Deputy University Secretary), Ms Leonie Boxtel (General Manager, Alumni Relations), Mr S Halliwell (Minute Secretary)

This being a Special meeting for election to casual vacancies, the President declared Ms Irene Jablonka elected unopposed to a vacant four-year position representing graduates in Science, hers having been the only nomination received.

**SECTION 1**

**1 Welcome, Apologies and Leave of Absence**

Apologies were received from Mr P Hirst, Mr R McGauran Dr L Simpson and Ms M Weston.

Leave of absence requests were received for the June meeting from Ms H Fitzpatrick and Dr I Rechtman.

Ms Boston welcomed members to the meeting and advised that Induction Folders had been prepared for all members. She thanked Mr Abbott for all his work on this project. She also advised that there were copies of 'A Short History of the University' available for those members who had joined the committee since 2003 and who had not received a copy previously.

Ms Boston welcomed Ms Leonie Boxtel – General Manager, Alumni Relations – and also the Deputy University Secretary Mr John Green, deputising for the University Secretary.

**2 Returning Officer's Report**

Mr Green reported that only one nomination had been received for the vacant Science position (see above). Ms Boston proposed, and the committee accepted, that the practice of declaring meetings Special Meetings for casual elections would not continue. Members were advised that if there were expressions of interest in the remaining four-year and two-year vacancies, they should contact the minute secretary who would set up an appropriate process in accordance with Standing Orders.

### **3 Starring of Additional Items**

The following item was starred: 9.1.

### **4 Receipt of Unstarred Items**

The Committee received the unstarred items.

### **5 Minutes of Meeting 2/08 (16 April 2008)**

The minutes were approved.

### **6 Matters Arising**

#### **6.1 Grainger Chronology**

Dr McMillan spoke to the paper as circulated being a detailed chronology of events and decisions related to the Grainger Museum and a recommendation for endorsement by the Committee. She highlighted the events of 1943, 1970, 1995 and 2003 as being key points in the chronology. Dr McMillan also explained in detail the events of March 2008 noting that her letter (see March 10) had received an excellent response from people in Australia and overseas and that this seemed initially to stimulate an appropriate response. But given the lack of detailed timeline and the lack of further action, the recommendation was put for endorsement by the committee.

Mr Ford advised that at Finance Committee on 21 May, \$1.8 had been approved for the Grainger Museum project, bringing the total committed to \$2.7m.

Ms Boston advised that Mr McGauran had sent in his support for the recommendations.

**The Committee passed** the following resolution:

*The Committee of Convocation congratulates the University on its decision to preserve the Grainger Museum as a dedicated museum when the building is reopened. To this end it requests that:*

- 1. Council prepares a time-line for the completion of the Museum's refurbishment, including a specific date for the reopening.*
- 2. Council confirms that sufficient funds have been designated to cover all direct and indirect costs associated with the reopening, including exhibition design and installation, gallery fit-out and the additional staff salaries and on-costs required to*

*operate the Museum.*

[Note: The recommendation differs from that in the original paper as the word 'University' has been replaced by 'Council' in the two requests].

## **6.1 Action Sheet 2/08**

### **6.1.1 Call for Science nominations**

Complete. See returning Officer's report above.

### **6.1.2 Provide a summary of enrolments**

This is to be arranged when the data are available.

### **6.1.3 Include meeting protocols in Standing Orders**

Standing Orders will be amended and presented to the next meeting.

### **6.1.4 Representatives on committees and other University bodies**

Recommendations were made to Council on 12 May, and other relevant committee secretaries have been informed.

### **6.1.5 Sub-committees**

Names of volunteers have been passed to conveners.

### **6.1.6 Dinner arrangements**

This matter was discussed under Item 8.1.

### **6.1.7 Submission to Information Futures Commission**

This matter was discussed under Item 9.1.

### **6.1.8 Submission to State Government review**

This matter was discussed under Item 9.2.

## **7 President's Report (and Item 9.2 Submission to State Government Review)**

Ms Boston drew members' attention to the minutes of the President's Advisory Group meeting of 5 May, and to the papers circulated under Item 9.2 concerning the Committee's proposed and the University's actual submissions to the State Government review of University Acts.

Ms Boston asked members to consider the matter of the potential name change from 'Convocation' to 'Convocation of Graduates'. She advised that this name had been used in the draft submission presented to the University's Council Nominations and Governance Committee ('CNGC') (see paper 9.2 (a)). She further advised that there had been emails from some members expressing disquiet about the proposed name change. Mr Meehan pointed out that minute 9.2 of the minutes of meeting 2/08 records that a proposal was put to that meeting for the name change and was accepted. The Committee discussed the issues around this matter, including the historical resonance of the word 'Convocation' and, conversely, its apparent lack of meaning for current graduates. **The Committee resolved** to recommend the name change to 'Convocation of Graduates'.

Ms Boston reported on the developments and meetings following the committee's approval of the draft submission at its April meeting 2/08 as follows:

21 April – meeting of the working group, the President and the Deputy President with the Chancellor at which Mr Renard indicated his personal support for the principle of at least 25% of members of Council to be University of Melbourne graduates. Mr Renard did not support, nor did he think the University would support, the proposal for a Committee of Convocation seat on Council as of right.

24 April – meeting of CNGC attended by the President at which the Committee's submission, unchanged following the meeting with the Chancellor, was discussed. CNGC did not support the proposal for a Committee seat on Council, neither did it support the Chancellor's proposition that at least 25% of members of University Council be graduates.

Following the CNGC meeting, the President requested that, in the absence of the working group convener – Mr Meehan – Mr Abbott prepare a revised submission. This was prepared in consultation with members of the working group and the President and Deputy President and was circulated to members on 28 April with a covering note from the President (see paper 9.2 (b) and (c)). It proposed that **at that stage**, no separate submission be sent and that the Committee support the University's submission (see paper 9.2 (d)).

Members discussed in detail various issues around the possibility of a separate submission to the review, including:

- The need to strategically withdraw following the CNGC's lack of support for the seat on Council proposal;
- The chance that Council will be reduced in total number in the final versions of University legislation thus making the seat on Council for particular representative groups even less likely;
- The apparent willingness of the University to enshrine in internal legislation the attendance and speaking rights of the President;
- The fact that it is a matter of legal principle that people elected to bodies as representatives of particular groups cannot actually be directed by those groups to act, speak or vote in a particular way [Note: section 13 of the Act already precludes this].

In conclusion, **the Committee resolved** to make a submission to the State Government Review supporting the position that at least 25% of members of University Council be graduates of the University of Melbourne. The Committee was also strongly of the view that a member of Council should be invited to a meeting of the Committee to explain to members the rationale for not supporting the proposal for a seat on Council for the Committee. Mr Halliwell advised that he had spoken to Mr Larry Isaac – a contact named in the Government's original discussion paper (see meeting 1/08 paper 10.1 (b)) – and had been advised that further submissions would be accepted up to Friday 23 May. Given the deadline, **the Committee resolved** to leave the matter of drafting the submission to the President and Mr Meehan. (Note: the submission was sent via email (at 4-37pm) and via Express Post on Friday 23 May).

## 8 Arrangements for 2008

### 8.1 Meeting and Dinner Arrangements

The Committee received a paper from the University Secretary containing proposals for expenditure on and arrangements for post-dinner meetings and speakers. The

proposals as accepted by the Committee were:

- 1 Dinners will be subsidised at \$20 per head until the end of the year.
- 2 A sub-committee will meet to discuss proposals regarding dinner organisation.
- 3 One member of the Secretariat will attend each dinner
- 4 The Committee will review its Standing Orders with regard to advertising and resolve to find cheaper options for reaching its constituency in 2009 that may also be more effective (e.g. *Voice Magazine*).
- 5 These arrangements will need to be reviewed for 2009.

Members expressed concern over the lack of detail of the budget. Mr Halliwell explained that there is no Committee budget per se. Rather there is a single line in the General University Costs budget which allocates an annual figure to Committee costs. Details of costs to date will be presented to the June meeting. As advertising costs represent the largest single item of expenditure (taken over a two-year period), **the Committee resolved** that both its Standing Orders and the relevant Chapter 3 Statutes be reviewed with respect to the prescriptions for advertising. Mr Green advised that the Secretary's Department would undertake the review and report back to the Committee.

## 8.2 Business Cards

Mr Dance spoke to the paper as circulated. He advised that there were essentially two issues: the first a policy issue about issuing business cards to all members; the second a question of the funding of the cards. **The Committee adopted** the in-principle position that business cards be issued to all members. The matter was referred to the membership sub-committee for further discussion, including discussion of the University Secretary's proposal that faculties be asked to fund the cards.

## 9 Recommendations from Sub-committees and Working Groups

### 9.1 Libraries

Mr Israel advised that the Committee's submission had been sent to the Information Futures Commission (IFC) and that it was now on the IFC web site at <http://www.informationfutures.unimelb.edu.au/> For some reason, the submission was described as being from the sub-committee rather than from the full committee and this matter will be followed up. The sub-committee will take the opportunity of highlighting for the Academic Board the main points of the submission.

Work has begun on drawing up the terms of reference for the Libraries and Information Access sub-committee. **The Committee ratified** Dr Juliet Flesch's membership of the sub-committee.

### 9.2 Review of University Acts

This matter was covered under Item 7.

## 10 Unsupported Participant in the Beijing Olympics

The Committee discussed the paper from Dr Parbery as circulated being details of Ms Amber Parkinson: a member of Convocation who has been selected for the Beijing

Olympics but who is wholly self-supported. Mr Ford advised that the Finance Committee meeting of 21 May had discussed issues related to the Cultural and Community Relations Advisory Group (CCRAG). This group provides funds for various events including support for elite athletes. The Committee resolved that Ms Parkinson be advised to make a submission directly to CCRAG.

## **12 Vice-Chancellor's Report to 12 May Council**

Ms Boston reported on various matters covered in the Vice-Chancellor's report. She also reported that in relation to the proposed integration of the faculties of Music and the VCA, a petition had been received from the faculty of Music raising some concerns over the name and the fact that a detailed business plan had not been presented. Council resolved:

1. To receive a Petition from the staff of the Faculty of Music;
2. To approve the integration of the Faculty of the Victorian College of the Arts and the Faculty of Music by endorsing the recommendation from the Review of Music in October 2007 that "The organisational structure in which the new School of Music is located should be a newly-constituted Faculty encompassing the University's programs in music, visual and performing arts";
3. That the name of the newly-constituted faculty, encompassing the University's programs in music and the visual and performing arts should be "The Faculty of the VCA and Music", with provision for a fully consultative review of the name at a later date;
4. The newly constituted faculty should include the following three schools:
  - School of Art
  - School of Music
  - School of Performing Art
5. That the Vice-Chancellor provide to Council in November 2008 a business plan for the proposed School of Music followed by a further analysis in March 2009 that addresses the financial viability of the newly-constituted Faculty.

Ms Boston also reported that a student petition from Arts had been presented to Council raising concerns of Arts students about faculty matters. The Dean of Arts will speak to the next Council meeting. In response to a question, Ms Boston reported that the matter of the 'Rudd Revolution' newspaper insert had been raised and that the Vice-Chancellor had advised that as several UoM academics had been invited to write opinion pieces, it had been appropriate to reference the University. Any errors of fact had been those of *The Age* and not the University. Ms Boston advised that Mr Pat Freeland Small – Vice-Principal, Marketing and Communication – had been invited to the June meeting of the Committee.

## **13 Legislation and Trusts Report to 12 May Council**

The report was noted.

## **14 Building and Estates Report to 12 May Council**

The report was noted.

## 16 Guest Speaker

Ms Leonie Boxtel, General Manager Alumni Relations, thanked members for the invitation to speak about Alumni matters. She advised that she would outline key features of the Alumni Relations program and then relevant matters could be discussed over dinner following the meeting. Ms Boxtel reported that there are approximately 220,000 Alumni world-wide, with approximately 140,000 in Australia. Alumni Relations has viable addresses for approximately 170,000 and viable email addresses for approximately 48,000. She advised that a lot of work in relation to Alumni takes place in faculties where there are 11.9 EFT staff working on Alumni matters.

The Alumni Relations program objectives are:

- To increase engagement with and between alumni
- To increase the number of email addresses (target of 80K at the end of 2008)
- To communicate strategically with alumni
- To expand local alumni groups
- To encourage volunteering
- To increase the professional development work of staff working in Alumni Relations

Ms Boxtel noted that contributions from the Committee of Convocation are very much part of reaching alumni.

Meeting closed at 7-30pm.