



BOARD OF TRUSTEES

Minutes of meeting 04/04 of the Board of Trustees of the University of Western Sydney, held at 9.00 am on **Wednesday 25 August 2004**, in the Boardroom, Frogmore House, Werrington North.

Present:

- Mr John Phillips AO (Chancellor)
- Professor Janice Reid AM (Vice-Chancellor)
- Mr Barry Baillie
- Dr Anne Benjamin
- Ms Linda Burney
- Professor Anne Cusick
- Ms Mary Foley
- Ms Gabrielle Kibble AO
- Mr Angelo Kourtis
- Mr Colin La Flamme
- Associate Professor Valentina McInerney
- Mr Geoffrey Roberson
- Hon Kim Yeadon

Apologies:

- Hon Jan Burnswoods
- Ms Meg Oates
- Mr Glen Sanford
- Mr Malcolm Wood

In Attendance:

- Professor Robert Coombes
- Ms Belinda Giblin
- Ms Rhonda Hawkins (Secretary to the Board)
- Mr Willie Herold
- Mr Mehul Patel
- Professor Steven Riley
- Professor Chung-Tong Wu
- Ms Erica MacPhail (Minute secretary)

1 OPENING AND PROCEDURAL MATTERS

1.1 Welcome

Members were welcomed to the meeting.

1.2 Apologies

The apologies as listed were noted.

1.3 Starring of Items

The following items were starred: 2.1, 3.1, 3.2, 3.4, 3.5, 4 and 6.1.

1.4 Arrangement of Business

The following items were discussed in Closed Session: 3.2 and 3.1.

1.5 Confirmation of Minutes

It was resolved:

**that the Minutes and Confidential Minutes of the meeting of the Board of Trustees, held on 23 June 2004, be confirmed;
and
that the Minutes of the Special meeting of the Board of Trustees, held on 12 August 2004, be confirmed.**

2 BUSINESS ARISING

2.1 Structure of the Student Associations

The Chair of the Taskforce advised that an alternative to the UWSSA, the Community of UWS Students' Associations (CUWSSA) had been formed from five of the eight student associations. A concern had been expressed that the consultations were taking longer than required. The Taskforce had met once since the June Board meeting but expected to meet again in the next few weeks pending progress on mediation. uwsconnect had employed 200 staff on 6 campuses including some, but not all, catering and function staff who had transferred from PPSA. The stress levels of staff were increasing and the NTEU and CPSU had raised concerns.

Issues yet to be resolved were:

- the nature and form of the unified student association
- realistic and appropriate business plans, particularly for PAUWS
- the transfer of staff to the emerging entities after 2004
- tenancy and use of university facilities for the emerging entities

2.1.1 Student Organisation Fee Committee Report

The paper provides information on the fee quantum request, with information on the UWSSA, CUWSSA, PAUWS and uwsconnect submissions. An analysis by uwsconnect of fees charged at other NSW universities was also provided. The Interim Fee Committee included six students, two from the Board, two from the SSC and two representing uwsconnect. It was of concern to PAUWS that they were not represented on the Committee.

The student association and services fee proposed was \$365, a 15% increase on the current fee, but less than most other universities in NSW. The Interim Fee Committee had received very different submissions from UWSSA (seeking \$5.28M) and CUWSSA (seeking \$3.87M). PAUWS wanted no increase in the student fee charged, but had requested a considerable increase in the proportion allocated to them, including 12.5% or \$100K for office bearers, stipends and other benefits.

Representatives from both groups, and PAUWS had been invited to speak to the Board. Belinda Giblin from UWSSA and Mehul Patel

from PAUWS made presentations to the Board raising the particular concerns of the groups they represented. Unfortunately, due to particular circumstances no representative was available to make a presentation on behalf of CUWSSA.

Lengthy discussion followed including distribution of the fee between the emerging entities.

It was resolved:

That a total student association and services fee of \$365 (approximately), based on estimated student numbers and budget projections for the emerging entities be approved for 2005;

and

That the University seek a ruling from the Australian Taxation Office for GST exemption status for both fees.

It was also resolved:

That appropriate representation from PAUWS be added to the Interim Fee Committee. The Chancellor would make the decision on this representation.

and

That in the event that there is no agreement on the distribution of fees the Board Executive be authorised to arbitrate on student association and services matters on behalf of the Board.

2.2 National Governance Protocols and Amendments to UWS Act

Information on the progress of UWS compliance with the Protocols was **noted**, along with the Protocols and details of the assessment criteria and documentary evidence required. Board members will need to complete a Register of Interests as well as declare if they have a conflict of interest at meetings. This will also apply to members of Board committees.

The letters from the State and Federal Ministers, and the Deputy Director-General of Strategic Planning and Regulation concerning the amendments to the UWS Act were also noted. The University Legislation Amendment Bill 2004 is expected to be submitted to the NSW Parliament in the session commencing in September 2004.

2.2.1 Conflict of Interest Declaration Procedure

As part of the Protocols a Declaration of Conflict of Interest procedure has been developed by the Chancellor (item 2.2.1 Attachment 1).

It was resolved:

That the Conflict of Interest Procedure be approved.

2.3 Academic Program Project

The Board **noted** without discussion the report detailing the implementation of the Academic Program Project (APP). It also noted the strategies in place to deal quickly with the concerns of staff and students and to ensure course changes are in place for prospective students, and that current students are assisted with any affect the APP might have on their course.

3 NEW GENERAL BUSINESS – MATTERS FOR DISCUSSION / DECISION

3.1 Review of the Office of the Academic Registrar

This item was considered in closed session.

3.2 UWS Financial Position and Planning

The first part of this item was considered in closed session.

3.2.1 Fee paying places

The paper had been revised from the version at the Special meeting on 12 August. The options remained the same: 1) no additional fee-paying places in 2005 and 2) a limited pilot program for a limited number of fee-paying places.

Discussion focused on the possibility of a policy change following the Federal election; the likelihood of only a small number of students taking up fee-paying places; the difficulty of promoting it for 2005 since Open Day has passed; and the disinclination to increase the debt of students.

It was resolved:

That UWS would not change its existing policy with respect to undergraduate fee-paying places which allows for fees to be charged for certain specific and limited circumstances, noting that any such instance would be brought to the Board for approval.

3.2.2 Parking permits

The Board was advised that UWS was the only university in the metropolitan area that did not charge fees for parking.

If the proposal was approved, students would be notified and provided with information advising about resources available through the Dean of Students or Social Justice for instances of hardship or for students with disabilities.

The Board noted that there was a considerable amount of land available on some campuses and parts of it should be improved by providing multi-storey car parks to ease the lack of parking. It was suggested that the fees collected should be used for improving and increasing the amount of on campus parking, or providing alternatives such as cycle-ways or bike sheds.

It was resolved:

1. That the introduction of parking/access fees (general parking) and an increase in the fee for daily parking on 5 campuses (not including Blacktown) be approved;
2. That the Deputy Vice Chancellor (Development & International) investigate an access/parking fee for UWS students and staff at Blacktown campus in consultation with the partners on that campus;
3. That the recommended level of parking fee for yellow permits be \$45 per year plus GST for students and \$90 per year plus GST for staff; and that the charges for blue (general reserved) and red (individual reserved) increase to \$120 (blue) and \$300 (red) per annum plus GST respectively;
4. That an increase in meter charges for visitor and one-day parking to \$1 per hour to a maximum of \$4 per day be approved;
5. That the fee be non-refundable;
and
6. That the new and increased charges apply from 1 January 2005.

3.3 UWS Medical School

The Board **noted** without discussion the report on progress on the UWS Medical School, with internal communications and meetings of external and internal groups and committees. The Vice-Chancellor made an announcement about the Foundation Dean at item 6.1.6.

3.4 Sydney West International College

The Board **noted** the proposal to advance the interests of the University in SWIC, and the decision taken by the Board Executive when the matter was commercial-in-confidence.

It was resolved:

That the decision of the Board of Trustee's Executive to purchase the 49% shareholding in SWIC owned by a/c for a purchase price of \$2 million be noted.

3.5 Commercial Guidelines

The Board **noted** the details of the commercial guidelines developed to guide interactions with commercial entities based on advice received from the Minister. The changes to the Guidelines in **red** show those recommended to cover issues raised by the Minister.

As there are potential difficulties regarding submitting commercial proposals within the timing of Board meetings, an alternative is proposed with responsibility delegated to the Board Executive as annotated in **blue** in the Guidelines.

A declaration of interests will need to be completed by Board members and staff on appointment to relevant positions. The Register

of Interests is to be maintained confidentially by the Board Secretariat (i.e. the Office of the University Secretary).

It was resolved:

1. **That amendments to the UWS Commercial Guidelines based on the advice received from the Minister on the draft Guidelines submitted by UWS be approved:**
 - i. **noting that they are aimed at increasing the University's responsiveness to commercial opportunities and activities; and**
 - ii. **aimed at maintaining confidentiality of commercial in confidence negotiations.**

and

2. **That the document associated with the Register of Interests for the declaration of interests by Board members and relevant University staff be approved.**

3.6 Research Review Report

The Board **noted** without discussion the summary of the external report *Research Concentrations Review 2004: Themes in the Landscape: Research at UWS 2005-2008*.

3.7 Uses of the University Seal

The Board **noted** without discussion the summary report of uses of the University Seal since the previous meeting of the Board.

It was resolved:

That the uses of the University Seal since 3 June 2004, as detailed in the attached paper, be approved.

***4 REPORTS AND RECOMMENDATIONS FROM BOARD COMMITTEES AND COUNCILS**

4.1 Strategy and Resources Committee

The Board **noted** the extract from the report of the 29 July 2004 meeting provided at item 3.5.

4.2 Audit and Risk Management Committee

The Board **noted** the report from the 4 August 2004 meeting of the Audit and Risk Management Committee and the report on upgrades to Callista under the Higher Education Support Act (HESA).

4.3 Capital Planning and Development Committee

The Board **noted** that the Capital Planning and Development Committee had been superseded by the establishment of the Campus Development Taskforce.

It was resolved:

That the Capital Planning and Development Committee be disbanded, and members notified and thanked for their contributions.

4.4 Campus Development Taskforce

The Board **noted** the report of the first meeting of the Campus Development Taskforce, and the additional paper on the Taskforce Delegations.

It was resolved:

That consideration of “land” matters by the Campus Development Taskforce will be in accordance with the process described in the Delegations paper, noting this will satisfy the requirements of the Commercial Guidelines;

and

That formal delegations to the Campus Development Taskforce as outlined in the Delegations paper for incorporation in the UWS Delegations instrument be approved.

4.5 Academic Senate

The Board **noted** the report of the Academic Senate’s meeting on 2 July and 6 August and the address to Academic Senate on 6 August by the new Chair, Anne Cusick.

Concern was expressed at the large number of variations to courses as part of the Academic Program Review (APR). The postgraduate member asked for the Board to be provided with regular updates on the implementation of the APR.

4.6 UWS Regional Council

The UWS Regional Council has not met since the last Board meeting. The next meeting will be held on 26 August 2004.

4.7 UWS Indigenous Advisory Council

As the UWS Indigenous Advisory Council meeting of 3 August 2004 was inquorate, no report was provided.

5 BOARD MEMBER REPORTS

5.1 Report from the Postgraduate Student Member

There was no report.

5.2 Report from the Undergraduate Student Member

There was no report.

5.3 Report from the General Staff Member

There was no report.

5.4 Report from the Academic Staff Member

The Academic Staff member raised concerns at the stress levels of staff and students affected by the implementation of the Academic Program Review, and advised of the rally to Frogmore House by students, academic and general staff on 26 August.

5.5 Report from Graduate Member

The Graduate member advised that the Alumni Development Advisory Committee had met for the first time on 17 August. Membership

consisted of nine nominees of existing chapters, including representatives from the four Colleges, and four representatives of the active alumni chapters, including the Hong Kong chapter. A report would be provided of the next meeting, scheduled for 12 October.

6 OTHER REPORTS AND ITEMS FOR INFORMATION

6.1 Vice-Chancellor's Report

6.1.1 Occupational Health and Safety

6.1.2 Staffing and Update on Enterprise Bargaining

6.1.3 Vice-Chancellor's activities and other matters

6.1.4 Letters to Jackie Kelly

6.1.5 Open Day Report

The Vice-Chancellor spoke to her report particularly noting the achievements of UWS students and alumni representing Australia at the Olympic Games: Fiona Crawford (softball); Steven Wooldridge (cycling); Rebecca Rippon (waterpolo); Sandy Brondello (basketball); Toni Cronk (hockey); and Morgan Endicott-Davies (judo). Graeme Frauenfelder was also attending the Olympics as a Professional Clown.

The Board also **noted** the appointment of a new Executive Director for the Whitlam Institute; the success of Open Day on 22 August; a masterclass in speechwriting by Professor Freudenberg; a reception for Nobel Prize winning novelist Mr J M Coetzee; and the Senior Management Conference held on 19 and 20 August.

6.1.6 Announcement – Dean of Medical School

The Vice-Chancellor announced the appointment of Professor Neville Yeomans as Foundation Dean of the UWS Medical School. She advised that that Professor Yeomans was Assistant Dean (Undergraduate Studies) and Associate Dean (Academic Programs) in the Faculty of Medicine, Dentistry and Health Sciences at the University of Melbourne. He was a very distinguished clinician and researcher, who had started the Clinical School at Western Hospital in Melbourne, and rewrote the curriculum of the Medical School at the University of Melbourne. Professor Yeomans would be commencing at UWS on 10 October 2004 and would visit staff beforehand.

The Selection Committee was able to choose from an excellent field of applicants which was a positive indication of the regard in which UWS and the new Medical School was held in the community.

6.2 Meeting dates 2005

Members **noted** the confirmation of meeting dates for 2005.

6.3 Items for information

The following items were **noted**.

6.3.1 Australian Universities Community Engagement Alliance Programme (AUCEA)

6.3.2 2004 Sir Ian Turbott Lecture

7 OTHER BUSINESS

There being no further business, the meeting closed at 1.00pm.

8 NEXT MEETING AND CLOSURE

The next meeting of the Board of Trustees is scheduled to be held at 9.00 am on **Wednesday 27 October 2004**, in the Boardroom, Frogmore House, Werrington North Campus.

Confirmed by:

Chair

Date