



ASSOCIATION FOR TERTIARY EDUCATION MANAGEMENT

Minutes of the meeting of the Executive Committee held at Sancta Sophia College on Saturday 28th March 1998 at 10.00am

Present:

Jim McLauchlan	(President)
Maree Conway	(Vice President)
Warwick Nicoll	(Vice President)
Richard Easter	(Honorary Treasurer)
Val Web	(Honorary Secretary)
Bob Brownlie	(Councillor)
Peter Aiken	(Councillor)
Lisa Halverson	(Executive Officer)

1. Apologies

Nil.

2. Minutes of the previous meeting

The minutes of the meeting of the Executive on the 6 December 1997 were endorsed.

3. Business arising from the minutes

No business arising.

4. Reports

4.1 President

The President gave a verbal report that covered;

- the conclusion of the agreement with the University of Newcastle for the Executive Officer position.
- the web site contract still to be finalised at a cost of AUD\$14,000
- visits by the President seeking endorsement of the Association to Professor John Niland and Mr Stuart Hamilton (AVCC), Professor Peter Karmel (Patron) and Mr Steven Sedgwick (Secretary of DEETYA).
- submission of a paper to the AVCC review of its professional development programs
- review of the status of the launch to be carried out in combination with the update to the web site.
- he also sought and received endorsement from the Executive for the purchase of a computer for the Executive Officer

4.2 Honorary Secretary

The Honorary Secretary tabled her report major areas of interest;

- Travel grants to be put on the new web page.
- The Honorary Secretary would not be standing for re election however is willing to act as returning officer for 1998. The Executive accepted this offer.
- after discussion on the issue of electronic voting the Executive resolved:

Resolution: E98/1:

The Honorary Secretary and Executive Officer would provide advice to the Council meeting in September on the issues relating to electronic voting.

4.3 Treasurers Report

4.3.1 Financial Statements

The Treasurer tabled the draft financial statements for the Association for 1997, the operating statement, balance sheet and statement of cash flows.

Resolution E98/2:

The Executive endorsed the operating statement and treasurers statement and recommends that they be sent to the auditor.

4.3.2 Budget Report 1997

The Budget Report for 1997 and ATEM Council 1997 Payments Schedule were endorsed.

4.3.3 1998 Budget

Some areas of the budget have already been exceeded for 1998 including the redevelopment of the web site and the appointment of the Executive Officer. Discussion centred around areas of the budget that could be revised.

Concern was expressed by the President on delays in receiving Branches payments of levies and initiatives to the Association.

Resolution E98/3:

- 1. The Treasurer present a revised budget to the May meeting of Council. Any major revision would be discussed with and agreed to by the Executive.*
- 2. The Branches lack of response to requests and timely payments of levies and initiatives to be considered by Council.*

4.4 ATEM 2000 Group

4.4.1 Fellows and Honorary Fellows

The revised ATEM Fellowships document was discussed and some criteria changes were required for the ATEM Fellowships. The document to be revised and recirculated to the Executive before recommending to Council at its next meeting.

Resolution E98/4:

The amended proposals for ATEM Fellowships be recommended to Council.

4.4.2 Awards and Scholarships

Resolution E98/5:

- 1. The amended proposals for the ATEM Association Awards be recommended to Council.*
- 2. The amended ATEM Study Scholarships proposal be recommended to Council.*
- 3. The proposal for International Travel Grants and Australasian Travel Grants be recommended to Council.*
- 4. To recommend to Council that a single committee be established to determine recipients of Fellowships, Scholarships and Awards as proposed in the amended ATEM Awards Committee: Membership and Terms of Reference.*

5. *The ATEM Awards Committee should also consider nominations for International Conference Delegates (under reciprocal agreements).*

4.4.3 Action Plan

It was noted that further work was required to finalise the Action Plan arising from the Strategic Plan.

Resolution E98/6:

The Action Plan is to be circulated prior to the preparation of recommendations to Council.

4.4.4 Continuing Professional Education Program

Deferred. Discussion paper to be presented by the ATEM 2000 Group to the September meeting of Council.

4.4.5 Research Grant

Resolution E98/7:

1. *The proposal for a Research Grant be considered by Council and included in the Budget discussions at the May Council meeting.*
2. *If approved applications for the Research Grant be added to the terms of reference of the ATEM Awards Committee.*

4.4.6 Conference Manual

Resolution E98/8:

The draft Conference Manual to be forwarded to Council for discussion at the September meeting.

4.4.7 Generic Guidelines - Good Practice Guides

ATEM 2000 group are continuing work on producing a series of generic guidelines based on the Good Practice Guides published by the Association of University Administrators.

4.4.8 Strategic Alliances

The ATEM 2000 group are continuing work preparing a discussion paper on strategic alliances.

4.4.9 ATEM Alumni Chapter

Resolution E98/9:

The Executive noted the proposal and confirmed their interest. Giles Pickford was requested to provide a paper to the Executive on this issue.

4.4.10 Meeting Schedule

The next meeting of the ATEM 2000 Group has been deferred until the Conference in September 1998.

4.5 Executive Officer

The Executive Officer tabled a report outlining activities so far, including, the web development, ATEM Launch, Register of Resolutions and Higher Education statistics.

Resolution E98/10:

1. *The Executive recorded a vote of thanks for the work of the Executive Officer to date.*
2. *The generic membership application form be approved subject to a fee schedule being included.*
3. *Approved the corporate membership form and the copy for the ATEM Brochure.*
4. *The Register of Resolutions be updated regularly and be circulated to members of the Executive and Council as a reference document.*

5. ATEM Launch

Resolution E98/11:

1. *An advertisement be placed in The Australian Higher Education Supplement on the 1 April 1998 to support the launch together with an article on ATEM.*
2. *The Executive expressed its thanks to the Canberra Branch for its efforts in making the launch a success.*

6. World Wide Web

The Executive Officer and President reported on the progress of the web redevelopment. It was anticipated that the web site would be operational from 22 April 1998 and fully developed by July 1998.

7. ATEM Promotional Activities

The Executive discussed ways of soliciting sponsorship for ATEM activities. The problems associated with approaching "Branch Sponsors" were identified and it was suggested that a professional organisation be employed to solicit sponsorship on our behalf.

Resolution E98/12:

1. *The Executive authorises the Treasurer and Executive Officer to progress arrangements for access to Ansett benefits.*
2. *The President, Treasurer and Executive Officer to work on AVIS Benefits for members.*
3. *To recommend to Council the development of promotional activities and sponsorship arrangements.*
4. *Further discussion to take place on Business/Credit Cards at the May Council meeting.*

8. West Review

The President advised that a draft response to the West Review would be circulated to the Council by Tuesday 31 March 1998. This response would also be sent to Jane Richardson of The Australian for inclusion in the proposed ATEM profile on the 1 April 1998.

9. Professional and Graduate Education (PAGE)

Deferred. No further progress since the last meeting. Maree Conway to followup with the Victorian Branch and forward advice to the Executive Officer.

10. 1997 Conference Report

The NSW Branch are still awaiting the audited financial reports before submitting the Conference Report for 1997.

Resolution E98/13:

The conference report be circulated to the Executive and Council when it is received.

11. ATEM Fellowships and Awards

Discussion took place regarding the composition of the ATEM Awards Committee. The Honorary Secretary agreed to work with Vice President Conway and the Executive Officer to advertise the scholarships. It was agreed that correspondence would have to be sent by the President to the Branches to start the nomination process.

Resolution E98/14:

Up to and including the date of the referendum on renaming AITEA all fellowships should have the postnominal FAITEA thereafter the postnominal would be Fellow of the Association for Tertiary Education Management (FATEM).

13. Travel Grants - promotion and use

Deferred. Louise Elliott to provide a report.

14. Association Journal and Carfax

Further to Council discussion in September and the Executive in December it was agreed that there was a need to review the contractual arrangements between ATEM and Carfax. It was noted that the terms of the agreement with Carfax for the publication of the Association Journal are:

- to publish two editions per year
- @ \$13 per copy per member
- annual cost AUD\$26,000
- that the contract runs for five years commencing January 1995 and expires on the 1 January 2000.
- one years notice required to terminate the contract

Resolution E98/15:

- *The President to write to the business manager and editors of the Journal advising that we are undertaking a review of our publications in light of the web development and the changed direction of ATEM and, to invite one of the above to attend the next meeting of the Council in May.*
- *Issues to be considered in the review of the publication are 1. cost and the proportion of the budget taken up by the publication of the Journal, 2. the range of publication/s required by our members, 3. the role of the newsletter/bulletin in providing regular, relevant and interesting material.*

14. Other Business

14.1 Nominations to American Association of University Administrators (AAUA) Assembly

Resolution E98/16:

1. *There be two Association delegates nominated to attend the AAUA Assembly. In the first instance the President and Vice President Conway. If problems arise concerning attendance of either of these two nominees then the substitute will be Ms Margie Cole from the Northern Territory Branch and a member of the ATEM 2000 Group.*
2. *The Treasurer is to advise if the Association will fund any costs in relation to attendance at the AAUA Assembly.*

3. *The Treasurer and Executive Officer to prepare a recommendation to Council regarding the Association's contribution to funding international conference delegates (under reciprocal agreements).*

14.2 Nominations for Key Note Speakers for the New Zealand Conference in 1999

Discussion took place regarding suitable Australian speakers to run the first plenary session and to close the conference. Several suggestions were made including, John Hay, Allan Gilbert, Fay Gale and Eleanor Ramsey.

Resolution E98/17:

To add this item to the May Council meeting agenda for consideration and advice.

14.3 Honorary Secretary

The Honorary Secretary advised in her report to the Executive that she would not be standing for re-election this year.

Resolution E98/18:

To recommend to Council that:

1. *The role of the Honorary Secretary should be reviewed now that a full time Executive Officer has been employed.*
2. *The President and Executive Officer to provide advice on specific duties for the Honorary Secretary position.*

Next Meeting

Saturday 30 May 1998