

Association for Tertiary Education Management Inc

Executive Committee Teleconference

Minutes of a Teleconference of the Executive Committee held on Wednesday 11 December 2002 at the following times:

3.00 pm to 4.30 pm New Zealand Summer Time
1.00 pm to 2.30 pm Eastern Australian Summer Time
10.00 am to 11.30 am Western Australian Time

PRESENT: Maree Conway (President), VP Tom Gregg, VP Chris Jeffery, Margie Cole (Association Secretary), Neil Voyce (Association Treasurer), C@L Jan McAdam, C@L Carol Poulter, Giles Pickford and Peter Scardoni (Association Secretariat).

1 Apologies and Welcome

The President welcomed Carol Poulter to her first meeting of the Executive Committee.

2 Minutes and Starred Items

The minutes of the Council meeting held on 29 September 2002 were noted.

3 Business Arising from the Executive Committee Minutes Not in Item 4

3.1 ATEM Accommodation

The Secretariat reported that new and satisfactory office accommodation had been found at ANU and that it would result in some savings for the budget.

4 Business Arising from Council Minutes

4.1 ATEM's Future

4.1.1 Items referred to the Executive Committee include:

- 4.1.1 Use of the term 'Professional';
- 4.1.2 A need to address the perceived low level of support from Senior Officers
- 4.1.3 The need to target HR directors about the low level of advertising in the 'Job Vacancies' page
- 4.1.4 The need to review the role of VP in charge of Conferences.
- 4.1.5 Consider definitions, the structure of ATEM and resource models which would include reviewing the existing budget principles.

The Committee discussed the last of these items for some time and the President agreed to prepare a paper for discussion at the February Meeting in 2003.

4.1.2 Items referred to the Membership Group include:

- 4.1.2.1 The need to define the role of Institutional Coordinators.
- 4.1.2.2 The need to be flexible in how Institutional Coordinators are appointed (eg. they might be regional coordinators in New Zealand).
- 4.1.2.3 The need to target certain organisational groups such as Dean and Directors
- 4.1.2.4 A review of the Job Vacancies Page.

The Membership Group Minutes and an Executive Summary were noted. The Committee discussed the report in detail. It noted that the Membership Group would hold a teleconference on implementation strategies in February and that a final report would be ready for the May Council meeting. Members were asked to send any comments or suggestions directly to Chris Jeffery.

4.2 Finances

The Committee noted that the Treasurer had e-mailed all members detailing our finances and budget scenarios.

The Treasurer recommended that before drafting new budget principles, the Committee needed to look at the scenarios presented in the budget papers. When the Committee had chosen its preferred scenario it could then draft new Budget Principles for adoption in May 2003.

It was agreed that issues associated with corporate membership would be fully developed in a paper to be prepared by the Treasurer and President for the next teleconference, including Association and Branch responsibilities associated with corporate membership.

RESOLVED:

- (a) That the paper on corporate membership be revised by the Treasurer and President, and then circulated to Branches to keep them up-to-date;
- (b) That the schedule showing the impact of the increased membership levies and their distribution between Council and Branches be noted;
- (c) That the payments schedule be approved.
- (d) That the re-drafted budget be sent out to Branch Treasurers so that feedback can be presented to the February Teleconference.

4.3 PDF Committee Terms of Reference

Council has referred to the Executive Committee the further development of the PDF including Terms of Reference. The President agreed to send a draft paper out to members prior to the February Teleconference.

4.4 Marketing Campaign

C@L Jan McAdam reported that the further roll out of the campaign to include stationery, awards certificates and a power point presentation, had been held back due to lack of time.

The web site was discussed and the improvements applauded. Stage two, which covers the back end of the site, is being costed and will proceed with the approval of the Treasurer.

The Committee agreed that there was an urgent need to get the renewal and application forms back up on the web, and that this should not be held up by the stage two work in progress. The forms would not be secure and therefore fees would need to be paid by cheque or by faxed credit card details.

The Committee noted a new policy document on Membership Recruitment which had been drafted by the Secretariat. It was agreed that the document should go to Council for adoption at the May meeting

4.5 International and Other Affiliations - Policy

A paper from VP Tom Gregg was noted.

RESOLVED

It was agreed to recommend to Council as follows:

- (a) The link with AUA should be a prime focus for ATEM and be furthered and encouraged.
- (b) The current links with AAUA should be continued for one more year, and reviewed again in 2003.
- (c) AACRAO and SCUP links should be finalised with an aim of reviewing them in 2006 to confirm each ongoing link.
- (e) A link with ACHEA in the Caribbean should be explored. This group will need support to develop professional standards for their managers. AUA is providing some such support and ATEM would do well to look at joining AUA as a partner in that process.

4.6 ATEM Foundation

The Committee noted that Council had referred the following matters to the Executive Committee:

- 4.6.1 There is a disparity between the 'Objectives' in Australia and New Zealand. (NOTE: The two 'Objectives' were attached to the Agenda and they appeared to be identical).
- 4.6.2 There is a need to develop protocols on issues such as exclusivity, conflicts of interest and privacy.
- 4.6.3 The Foundation needs a business plan
- 4.6.4 The Foundation needs a timeline and a program of activities
- 4.6.5 The Foundation needs to review its structure and also to set a term of office for its Directors.
- 4.6.6 The Foundation is to open two bank accounts

The Committee noted that there had been little progress with signing up Foundation Partners, which is probably related to the way they perceive the deliverables. However, the vehicle of the Foundation is still useful as a way of seeking project sponsorship and also for bequests.

RESOLVED

That the item be deferred for more work by the Working Party in January (see item 9.3 below) and the Teleconference in February.

4.7 ATEM Patron

There was a general discussion about the timing and nature of the appointment of the 3rd Parton. The Committee agreed to seek written ideas from its members for discussion at the February Teleconference.

4.8 AVCC

A Letter from the President to the President of the AVCC, seeking an opportunity to address the AVCC Board and the Senior Staff Conference was noted

4.9 Web Guide for New Officer Bearers

The final draft of this document was adopted for implementation.

5 ATEM Conferences

5.1 ATEM/aappa Memorandum of Understanding

The Committee ratified the MOU with AAPP, noting that AAPP had done likewise. It agreed to consult AAPP over venues for the long term, noting that ATEM's 30th Anniversary is in 2006, and that it is to be in Sydney, and ATEM would like to Chair the Conference in that year.

5.2 2003 Conference

The Committee discussed the current program for the 2003 Conference as published on the web, together with a progress report from the organiser David French.

There was much discussion about the following points:

- (a) AAIR may be involved, but if so it would not be on a cost splitting basis;
- (b) The arrangement of concurrent sessions and keynote addresses needed fine-tuning. A suggestion that the keynotes should be clustered around the last half day and some working groups scheduled for the second day met with approval as it would lessen the potential for people to leave at the end of the second day;
- (c) the dates in the Prospectus were queried.

RESOLVED

That the President and VP Tom Gregg consult with the Organiser David French to convey these ideas to the South Australian Organising Committee.

5.3 Conference Manual

The Committee discussed the new draft Conference Protocols, incorporating the new relationship with AAPP, and recommended member send comments to Margie Cole urgently, so that the revised manual can be implemented in 2003.

One change was to the name of the Conference, which in future will be known as 'The Tertiary Education Management Conference'.

The Committee agreed that the second option for the composition of the Steering Group was preferred.

5.4 AFR Higher Education Summit

President reported that this conference was shaping up well and that ATEM would receive some prominence from it.

6 Business Referred by Branches

The Committee noted that the Secretariat had circulated Branch Presidents seeking items, but there were no items to discuss.

7 The Journal of Higher Education Policy and Management

No issues have been raised.

8 International Affiliates

The Committee noted the following update on our reciprocal arrangements with international affiliates. A discussion was held on the expressions of interest received from members and the following were selected.

AUA: Annual Conference 14-16 April at Derby. Margaret West, Dean of the Faculty of Business and Tourism, University of Dunedin.

AAUA: Annual Conference 18-22 June at San Francisco: Linda McLain, Manager of the Professional Development Centre, Edith Cowan University.

AACRAO's next Conference will be held from 6 to 9 April 2003 in Washington DC. AACRAO has asked ATEM to nominate a senior person who can give a paper there. Marilyn van Dyke, Manager, Organisational Development and Change, University of Central Queensland (subject to availability).

9 Other Business

9.1 Our 30th Anniversary

The Committee discussed the following ideas submitted by the President.

- (a) history consolidated and brought up to date;
- (b) anecdotes about significant milestones and turning points for ATEM (members can give us these);
- (c) invitation to all past Presidents to the Conference and the dinner (and all past office bearers if we can track them down);
- (d) press coverage at the time.
- (e) try and get members impressions about ATEM, why they joined and why they stayed a member in order to make little cameos that we video and show at the dinner;
- (f) a bust of the Founder of ATEM, Maurie Blank, is being commissioned from the Sculptor Emeritus at the ANU and it should be ready for 2006.

RESOLVED

that the President, the two Councillors at Large, and the ATEM Secretariat work on recommendations to the May Council meeting.

9.2 Executive Committee Targets

It was agreed to review the Association's Strategic Directions Statement and set 2003 targets for the Executive Committee at the February Teleconference.

9.3 January Workshop

The Committee agreed that as many members as possible, who could attend at no cost to ATEM, should attend a working group session in mid-January to work through much of the Committee business backlog and help to start the year on the front foot.

10 Schedule of Meetings in 2003

19 February - Executive Teleconference

23 May, 4.00 pm – ATEM Foundation Board

24 May, 8.30 am – Executive Committee

24 May, 10.00 am – ATEM Council Meeting, Sydney

23 July – Executive Teleconference

27 September, 2.30 pm – ATEM Foundation

27 September, 4.00 pm – Executive Committee

28 September, 9.00 am – ATEM Council Meeting

Date to be set – ATEM Annual General Meeting

29 September, 7.00 pm – Ghosts' Annual Dinner

10 December – Executive Teleconference

GP 14/12/02

Distribution

Maree Conway, President

Tom Gregg, Vice-President

Chris Jeffery, Vice President

Neil Voyce, Association Treasurer

Margie Cole, Association Secretary

Carol Poulter, Councillor at Large

Jan McAdam, Councillor at Large

Giles Pickford and Peter Scardoni, Association Secretariat