

Association for Tertiary Education Management Inc.
ABN 72 682 233 729

COUNCIL DRAFT MINUTES

Minutes of a meeting of the ATEM Council held on Sunday 28 September 2003 in the Hilton Hotel, Adelaide.

PRESENT:

Maree Conway	ATEM President
Tom Gregg	Vice-President and President Elect
Chris Jeffery	Vice-President and President WA Branch
Margie Cole	Association Secretary
Neil Voyce	Association Treasurer
Michael Werts	President ACT Branch
Kay Hempsall	President NSW Branch
Bob Whalan	President NT Branch
Ginny Ferguson	President NZ Branch
Roger Byrom	President Queensland Branch
Ion Wallace	President SA Branch
Richard Easther	President Tasmanian Branch
Gerard Toohey	President Victorian Branch

Observers: Toni Hodge, Councillor at Large Elect: Jeff Long, NZ Branch
Treasurer:

In attendance: Linda McLain, Chair, Professional Education and Training Group (for Item 3.1.3.1)
Ian Dobson, Joint Editor of the Journal (for Item 9)
David French, Chair 2003 Conference Organizing Committee (for Item 7.2)
Giles Pickford and Peter Scardoni, ATEM Secretariat

1 Welcome and Apologies

The President-Elect welcomed Kay Hempsall, NSW Branch President, to her first meeting of Council. He also welcomed Toni Hodge, Councillor at Large Elect and Jeff Long both of whom were observers at the Council Meeting.

2 Minutes

2.1 RESOLVED 03/16

That the minutes of the Council Meeting held on 24 May be confirmed.

2.2 Council noted that the Minutes of an Executive Committee Teleconference held on 30 July 2003 were confirmed by a meeting of the Executive Committee held on 27 September 2003

3 Business Arising from Council Minutes

3.1 ATEM's Future

Council noted that it had a series of reports on the question of ATEM's future structure and funding at both the May and September meetings in 2002 and the May meeting of 2003. The Executive Committee, at its teleconference on 30 July held preliminary discussions on the matters that Council referred to various officers for report. A summary of these matters follows for consideration.

3.1.1 Membership Group

Council noted that the report from VP Chris Jeffery's the Membership Group had the support of the Executive Committee.

RESOLVED 03/17

That the report be implemented subject to the following provisos:

- (a) that the question of whether to have a flat fee for all categories, or differential fees, be re-considered by the Executive Committee which should recommend changes to Council.
- (b) that the issues surrounding Corporate Members be reviewed by the Executive Committee for review and report.
- (c) that the Job Vacancies Page be moved out of the 'Members Only' section into the open section of the web site.
- (d) that Members of the Emeritus Chapter (Ghosts) be given full voting rights, the right to stand for elected office at the Branch level, and access to the full range of members services.
- (e) that a sub-committee comprising VP Richard Easther, Treasurer Neil Voyce, Jeff Long and Peter Scardoni, review and report on the issues involved in membership renewal.
- (f) that the target date for implementation be set for 1 May 2004, if possible.

BP Roger Byrom requested that his vote against the new category of Associate Fellow be recorded

3.1.2 Local and Regional Coordinators

A report from BP Michael Werts on the further development of the role of Local and Regional Coordinators was discussed. There was some debate about the role of Council and Branches, and the perennial difficulties of translating Association policy (set by Council) into action at the Branch level. It was noted that the discussion paper on the introduction of Local and Regional Coordinators (LARCs) into ATEM left all control of these people in the hands of Branches.

Council was firmly of the view that whereas it was desirable for Branches to control the activities of LARCs, it was not a policy that Branches could choose to opt out of. Council was also of the view that the ATEM Secretariat must be involved in the implementation of the policy and its ongoing operation, and to have an easy communication link with the LARCs.

RESOLVED 03/18

That the report be noted, and:

- (a) that Branch Presidents take steps to recruit LARCs in as many institutions/regions as deemed appropriate by each Branch.
- (b) that the 'job statement' for LARCs is as set out by Jan McAdam in the marketing plan.

- (c) that the incentives given to LARCs be created and paid for by each Branch according to its means.
- (c) that each Branch inform the ATEM Secretariat of the names of all LARCs so that an Association-wide network can be set up and maintained centrally.
- (d) that Branches and the ATEM Secretariat report jointly on the implementation of this policy and its ongoing operations to each Council meeting.
- (e) that the name of 'LARCs' be changed to 'Membership Coordinators'.

3.1.3 Review of ATEM's Organisational Structure and Operations

Council noted that at its September meeting of 2002 it had resolved to seek the views of Branches and Members about the following matters.

3.1.3.1 Association Wide Coordination of Professional Education and Training Activities, and Associated Marketing and Promotion .

The report was introduced by Linda McLain of Edith Cowan University who has accepted the role of Chair of the proposed Professional Education and Training Committee (PETC).

RESOLVED 03/19

- (a) that the report be accepted and its policy implemented.
- (b) that each Branch nominate its representative on the PETC to the ATEM Secretariat, which will service the Committee.
- (c) that the PETC proceed with further development of the PET program, based on the Professional Development Framework.
- (d) that the PETC develop a budget in consultation with the Association Treasurer.

3.1.3.2 Arrangements for running the conference, particularly with respect to centralising sponsorship responsibilities and coordination with AAPP/TEFMA.

RESOLVED 03/20

That the report be noted and that President Elect Tom Gregg and Joe Hollander, incoming TEFMA President, report to the next Council Meeting on the development of three-year rolling sponsorships.

3.1.3.3 promoting the Association, developing links with institutions, and with government and associated groups.

RESOLVED 03/21

That the report be noted and that the Executive Committee investigate ways in which the ideas that came from the members, in response to the request for feedback, can be put into action.

3.1.3.4 Marketing the Association locally, nationally and internationally.

RESOLVED 03/22

- (a) that the report be noted.
- (b) that funding for the final Web Site developments in the vicinity of \$15,000 be approved.
- (c) that Jan McAdam be thanked for the work she had done for the ATEM Marketing Plan. (carried with acclamation)

- 3.1.3.5** The recommendation to move to a full-time Secretariat, with an Executive Director or similar position.

Council discussed the options given in the report and agreed that the concept of a full-time Executive Director was a long term goal which should be implemented as soon as funds permitted. It was agreed that this should be possible when ATEM membership had risen to around 3,500 members which is about double the present figure. In the meantime, it will be possible to negotiate an acceptable extension to the current Secretariat contracts.

- 3.1.3.6** Whether there is a need to re-define the membership of Council to focus more on functional roles such as conference coordination; professional education coordination; international affiliations; marketing; and local and regional coordination. Also to review the Councillor-at-Large concept, and consider ways of breaking down the 'them and us' divide in Council.

Council discussed the report and agreed that the basic assumptions of which it was based were correct.

RESOLVED 03/23

- (a) that Branches be given flexibility on the issue of having either one or two Vice-Presidents.
- (b) that the President, two Vice-Presidents, Secretary and Treasurer be elected by the membership as at present.
- (c) that the President should take on the external relations role and the two Vice-Presidents should oversee two specific roles determined by the President in discussion with the Executive Committee.
- (d) that the two Councillors at Large should be changed to Council appointments and that Council should appoint Council members to these positions who have the skills to undertake roles as required.
- (e) that the Association Secretary prepare a report on the impact of these proposed changes with respect to the ATEM Constitution and Guidelines.

- 3.1.3.7** How ATEM's financial arrangements need to be structured to support the Association in the future.

RESOLVED 03/24

- (a) that there be no differential fees in Branches, but if Branches want to 'return a dividend' to their members, then this can be done by offering travel subsidies to the Conference, giving vouchers to PD Programs, subsidising various Branch activities and any form of financial support other than a refund of fees.
- (b) that the Branch and Council portions of the membership fee be set at the September meeting of Council and based on the Census of 30 April in the same year from 2005.
- (c) that the standard Corporate Membership fee across ATEM be set by Council at the September meeting each year to apply from 1 May in the following year, and that \$200 of each fee be returned to Branches, with retrospective effect from 1 May 2002.
- (d) that the Executive Committee assess the level of reserve funds that Council may hold in its accounts, and draft changes to the Budget Principles to reflect this policy.
- (e) that at least one month prior to any Council meeting background papers on financial issues that are up for discussion be sent to Branch Presidents to allow consultation at Branch level.
- (f) that immediately after all Council meetings, the financial decisions are communicated to Branch Treasurers and the appropriate manuals and other ATEM documents updated to reflect any changes.

(g) that the improvement in communication between the Secretariat, Association Treasurer and Branch Treasurers over financial issues, as evidenced by the recent Treasurers Teleconference, is applauded.

- 3.1.3.8** The existing federated structure of ATEM, its strengths and weaknesses, and how it can be further improved. This report was tabled at the meeting.

Council noted the report.

4 Financial Reports

4.2.1 Matters Outstanding from Previous Meetings

Council noted that the Executive Committee was to draw up a three-year business plan for the Association. It further noted that this has been deferred pending the outcome of Council's resolutions on various matters raised in item 3 above.

4.2.2 1 May 2002- 30 April 2003 Audited Statements

RESOLVED 03/25

That Council recommends the Annual Accounts for 2002-2003 to the Annual General Meeting for adoption.

4.2.3 Membership Fees and Allocations 2004-2005

RESOLVED 03/26

(a) to approve membership fees and allocations for the 2004-2005 budget period , there being no increase in fees for individual, corporate or emeritus members, and recommend the 2004-2005 Budget to the Annual General Meeting for adoption.

(b) to abandon the discounted Conference fee for the nominated Corporate Member.

4.2.4 2003-2004 Budget Report

RESOLVED 03/27

(a) to note the budget report for 2003-2004.

(a) to endorse the 2004-2005 budget for recommendation to the Annual General Meeting for adoption.

(b) to approve the payment schedule to date.

5 Awards and Grants

5.3.1 2003 Awards and Grants

Council noted VP Chris Jeffery's report containing recommendations for awards and grants in 2003. It also noted that the Executive Committee supported the recommendations and, in accordance with agreed policy, has informed the nominees and applicants so that they are able to be present at the Conference to accept their awards.

The following awards and grants were noted:

Honorary Fellow

Fay Gale (SA)

Peter Karmel International Travel Grant
Maurie Blank Study Scholarship
Meritorious Service Awards

Chris Jeffery (WA)
Karen Hill (ACT)
Jenny Coggins (ACT)
Russell Hillbrich (Vic)
Lorraine Parker (NZ)

5.3.2 Policy Documents

Council noted that after the May meeting of Council in 2003 it had become apparent that the policy documents which inform the Awards and Grants program, would all need to be revised. The revision had been made in time for the 2003 round and approve by the President and the Chair of the Awards and Grants Committee.

RESOLVED 03/28

That the revised documents be adopted.

6 Business Referred by the Executive Committee

6.1 Marketing Campaign

6.1.1 Stationery Templates

Council noted that C@L Jan McAdam will be producing stationery templates using the ATEM Brand and that these will be posted on the ATEM Web Site. Council agreed that the templates should include a Pocket Folder for PD Programs.

6.1.2 ATEM Membership Colour Brochure

Council noted that a recent enquiry to Branches had revealed that some had run out of the Membership Brochure, while others have not really made good use of it and have excess stock. Four Branches did not reply to the enquiry. Council noted that the Brochure is now out of date and a new one must be printed. It is budgeted for at \$6,000.

RESOLVED 03/29

(a) that Chris Jeffery and Ginny Ferguson investigate how to make optimum use of the Brochure, involving the new Membership Coordinators, HR Directors and other channels, and report back to the Executive Committee.

(b) that a new Brochure be printed when the number needed had been established by the above investigation

6.2 International Activity

6.2.1 Joint Event with AUA

The President reported that the Association of University Administrators in the UK has approached ATEM to sponsor or support a joint event on 28-29 January 2004. The event would also involved AACRAO and would be budget neutral. All publicity for the event will be handled by the ATEM Secretariat in the usual way.

6.2.3 2004 Conference Attendance

Council noted a summary of expressions of interest by Council members in attending overseas affiliates' conferences.

RESOLVED 03/30

That the following delegates be approved:

- (a) AACRAO: 19-20 April 2004 at Las Vegas. President Elect Tom Gregg
- (b) AUA: 19-21 April at Keele. VP Chris Jeffery .
- (c) AAUA: 24-27 June at Chicago. VP Richard Easter.

6.3 Strategic Directions Statement

Council noted that the current Strategic Directions Statement has not been fully implemented. It will need to be re-written after the current discussions on ATEM's future have reached finality.

RESOLVED 03/31

That the first re-draft of the Strategic Directions Statement and the Executive Targets for 2004-2006 be undertaken by the Executive Committee and that it be placed high on the Agenda paper for the next meeting.

6.4 President's Overview

The President reported on various outstanding matters still awaiting resolution.

RESOLVED 03/32

- (a) that a costed proposal to up-date the 'Reading List of the Classics in Tertiary Education Management' be submitted to the Executive Committee for inclusion in a future budget.
- (b) that the Guide for New Office Bearers continue to be a web-based resource and that new office bearers in the Branches continue to be advised of its availability by Branch Presidents.
- (c) that the installation of the bust of Maurie Blank in the Caulfield Campus of Monash University be conducted at a ceremony during the Victorian Branch Conference in May 2004.
- (d) that there be no change to the structure of the web-based Membership Directory.
- (e) that the series of articles on the back page of 'Campus Review', which was initiated by Maree Conway and which has been a major profile-raiser for ATEM, be continued as a collaboration between the President and the ATEM Secretariat.

7 Conferences

7.1 2002 Conference

Council noted the final report on the 2002 Conference.

7.2 2003 Tertiary Education Management Conference

David French, Chair of the 2003 Conference Organising Committee, reported on progress.

RESOLVED 03/33

That the South Australian Branch be congratulated on the organisation of the 2003 Conference and that the registration of 584 full and partial registrations is an ATEM record.

7.3 2004 TEM Conference in Hobart

BP Richard Easter outlined arrangements for the 2004 Conference in Hobart. Council noted the high level of communication between the Tasmanian Conference Committee and the ATEM Executive and Secretariat.

RESOLVED 03/34

- (a) that the arrangements for the 2004 Conference are entirely satisfactory and that the Organising Committee be congratulated on the progress made.
- (b) that members of Council assist in the operation by supplying Richard Easter with the names and addresses of brilliant key-note speakers who are known to them.

7.4 Future Conferences

Forthcoming Conferences are scheduled for Perth 2005, Sydney 2006, Darwin 2007, New Zealand 2008, Canberra 2009. Council noted that this schedule has the agreement of TEFMA.

8 Business Referred by Branches

8.1 Dealing with Problems in a Branch Committee

RESOLVED 03/35

That the following Guideline be adopted.

Guideline for the Removal of an Elected Officer who has failed to Meet Statutory Obligations

Disciplinary Powers are accorded to the ATEM Council under paragraph 6.2 of the ATEM Constitution.

This Guideline outlines examples of those breaches of duty and statutory obligations which may give rise to the President of ATEM being authorised to send a letter to the person alleged to have breached the rules, seeking an explanation as to why the Officer should not be removed from Office.

1. Failure of an Officer Bearer to appropriately discharge duties of their office as determined by the Council following an issue being drawn to Council's attention by a Branch or Council itself.
2. Failure to issue invoices for goods or services within a month of the goods or services being delivered.
3. Failure to bank cheques within a month.
4. Failure to pay invoices that are not in dispute within a month.
5. Failure to prepare and submit statements required by the Australian Taxation Office or the New Zealand Department of Inland Revenue in a timely manner.
6. Failure to present the accounts of the Council or Branch to an Annual General Meeting.

7. Failure to report adequately on other programs of the Council or Branch at an Annual General Meeting.

8.2 New Zealand Branch Paper on Membership System

The New Zealand Branch had prepared a paper dealing with recommended changes to the way in which membership fees are collected and renewed. The issues which had given rise to the paper had been resolved during the Treasurers' Teleconference and the paper was withdrawn at the request of the authors.

9 The Journal of Higher Education Policy and Management

Council noted a report from Ian Dobson and Angel Calderon, Joint Editors of the Journal.

RESOLVED 03/36

- (a) That the report be received and that the Editors be congratulated on the standard of the publication.
- (b) that more effort be made in promoting the Journal to new and prospective members.

10 Other Business

10.1 2003 Elections

Council noted the Returning Officer's report on the 2003 Council Election.

10.2 Annual Report

Council approved the Association's 2003 Annual Report.

11 Other Business

11.1 Future Relationship with TEFMA

Council noted a letter from TEFMA concerning future relations between ATEM and TEFMA.

11.2 Refereeing of Conference Papers to meet DEST Requirements in Australia.

Council considered the proposal that a system should be put in place to ensure that all papers submitted to the Tertiary Education Management Conference meet the DEST requirements for refereed publications in Australia. It noted that advice should be sought about whether there are similar requirements in New Zealand.

The DEST requirements are published at the following URL:
<http://www.dest.gov.au/highered/research/herdc.htm>

This proposal allows conference papers presented by academic staff to count towards the 'research index' used to calculate research funding allocations in Australian universities. Refereeing would require the conferences organisers to ensure that each paper was refereed either before or after the conference, for publication in the Conference Proceedings.

This may result in the currently archived conference websites which have all papers presented regardless of refereed status, plus the production of an additional "Conference Proceedings".

Ensuring that conference papers meet these standards may attract more academic staff to become involved in the conference.

RESOLVED 03/37

That the idea that TEM Conferences have refereed streams and non-refereed streams (so that presenters could decide to which stream they wished to present their papers) is agreed in principle, and that the Executive Committee investigate and report on implementation strategies.

11.3 2004 Meetings Calendar

Council noted the following Meetings Calendar for 2004.

- 18 February – Executive Teleconference
- 21 May, 4.00 pm – Executive Committee meeting
- 22 May, 10.00 am – ATEM Council Meeting**
- 28 July – Executive Teleconference
- 25 September, 3.30 pm – ATEM Foundation Board meeting
- 25 September, 4.00 pm – Executive Committee meeting
- 26 September, 9.00 am – ATEM Council Meeting**
- 27 September, 8.00 am – ATEM Awards Breakfast and Members' Forum
- 27 or 28 September, 9.00 am – ATEM Annual General Meeting
- 29 September, 12.00 noon – ATEM Ghosts' Lunch

11.4 Farewells

In closing President Elect Tom Gregg thanked outgoing President Maree Conway for her energy, time and brain power which she had devoted to ATEM for so many years. He wished her well in her future studies and her career. His comments about Maree Conway's extensive contribution to ATEM was endorsed by acclamation.

He also bade farewell to Jan McAdam and reiterated the thanks that Council had given previously.

GP 30/9/03