

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

Council Minutes

Minutes of a meeting of the ATEM Council on Sunday 27 August 2006 at 1.00 pm in Room 5/6, Level 1, Hilton Hotel, Sydney

PRESENT

Tom Gregg	ATEM President
Margie Cole	Vice-President
Toni Hodge	Association Secretary
Neil Voyce	Association Treasurer
Ion Wallace	Councillor at Large
Chris Pepper	Councillor at Large
Steve Langley	President ACT Branch
Kay Hemsall	President NSW Branch
Scott Snyder	President NT Branch
Ali Hughes	President NZ Branch
John Swinton	President Qld Branch
Judy Szekeres	President SA Branch
Angela Boyes	President Tasmanian Branch
Joanne Austin	President Victorian Branch
Chris Pepper	Representing the President WA Branch

Observers

Lucy Schulz	Vice-President Elect
Giles Pickford	ATEM Secretariat
Peter Scardoni	ATEM Secretariat
Ian Dobson	ATEM Journal

1 Welcome and Apologies

Apologies were received from VP Richard Easter and BP Linda McLain (represented by C@L Chris Pepper).

The President welcomed newly elected Branch Presidents Ali Hughes (NZ), Judy Szekeres (SA) and Angela Boyes (Tas). He also welcomed the Joint Editor of the ATEM Journal Ian Dobson. He congratulated Lucy Schulz on her election to the position of Vice-President. Finally he recorded ATEM's deep appreciation to retiring Vice-President Margie Cole and retiring C@L Ion Wallace for the work they had done for ATEM over many years.

2 Starring of Items

The President invited members to star or unstar items for discussion.

3 Minutes

The Minutes of the meeting held on 19 May at the Australian National University were confirmed.

4 Business Arising from Council Minutes

4.1 ATEM Action Sheet

Council noted the ATEM Action Sheet and some items were updated.

4.2 ATEM Web Site Review

VP Margie Cole spoke to a paper submitted by the Web Developer where the logic behind the revised ATEM web site was discussed and the site map was laid out.

RESOLVED 15/06

That the new plan be adopted and Mack Nevill of evolution7 be congratulated on his work.

4.3 AVCC/ATEM Joint Courses

VP Elect, Lucy Schulz, reported on the latest of the jointly badged AVCC/ATEM Courses held in Adelaide in early August which had been a great success. She said that a final report would be circulated when the feedback from the 42 participants had been analysed. She remarked that one important spin-off from these courses is the opportunity it gives ATEM to garner support from the HR Officers involved. The report was received and Council noted that the next course will be held in Perth at the end of September and that 37 registrations had been received so far

4.4 Appointment of a Councillor at Large

Council noted that Ion Wallace's term will expire at the 2006 AGM. Branch Presidents had been asked to nominate a suitable person to the President, but none had been received. Council discussed the possibilities and a previous Branch President's name was selected. The President will discuss the appointment with that person and in the meantime C@L Ion Wallace will continue to hold his post until a new appointment had been made.

5 President's Report

RESOLVED 16/06

That the President's Report for the last six months be received.

6. Membership Matters

6.1 The Membership Levels

Council noted that the sub-committee it had appointed in May to recommend on promotions to a higher grade of membership had been unable to function due to people retiring from ex officio posts or being overseas. It agreed that a new Committee structured in a different way should be appointed. It also noted that the two policy documents previously adopted for the launch of the new membership grades had become out of date and that a draft for a new policy had been submitted by the ATEM Secretariat.

RESOLVED 17/06

(a) That the following committee be appointed to act under delegated authority on all applications for the grade of Fellow: The President, the two Vice-Presidents, and Secretary (plus an ATEM Fellow should none of the office-holders be a Fellow. The Fellow is to be selected keeping in mind gender equity and representation issues).

(b) That the draft policy document be scrutinised by the President and VP Margie Cole before being circulated for adoption by Flying Minute.

(c) That Dr Katy Gillette, Manager of the Research School of Pacific Studies at ANU, and a member of the ACT Branch Committee, be made an ATEM Fellow.

6.2 Review of Membership Types

At the last meeting Council had agreed to refer to the Branches a new idea about membership types. Responses were received from Tasmania, Victoria and Western Australia. There was a broad discuss of issues which surround the static ATEM membership which hovers around 1,400 at the moment.

Various ideas were proposed including:

- Salary Sacrificing (in Australia only) where the member's institution could agree to make deductions from the pay packet
- Two year memberships at a discount to the normal fee
- Associate membership at a reduced fee for any member who needed to belong to more than one professional organisation such as AAIR, ARM, CAUL, TEFMA etc.

Council agreed that the membership issue should be a priority over the next few years and VP Lucy Schulz agreed to take this on as an urgent matter in her portfolio.

6.3 Percentage of ATEM Members in Australian Universities

Council noted a table showing the percentage of staff in Australian universities who are ATEM members. It agreed that more analytical work needed to be done on the table so that it eliminated classes of general staff who would not be eligible for or interested in ATEM Membership. The ATEM Secretariat will undertake this work and bring a new table to the next meeting.

6.4 Corporate Members Campaign

Council noted report from the ATEM Secretariat on the corporate members' campaign which has now reached a point where there are only two universities which are yet to join.

7. Affiliations

7.1 International Affiliations

Council noted the current allocation of delegates to international conferences:

(a) AACRAO: There is no AACRAO delegate to TEM 2006. The AACRAO Conference was at San Diego on 17-20 April 2006. Our delegate was **BP Lucy Schulz**.

(b) AUA: **Sue Holmes** is the AUA delegate to TEM 2006. The AUA Conference was at Belfast in April 2006 and ATEM was represented by **the President**.

(c) AAUA: There was no ATEM delegate to the AAUA Conference on 22 – 24 June 2006 in Vancouver. AAUA has not nominated a delegate to the TEM 2006 Conference.

(d) ACHEA: The 2006 Conference was held on 6-9 July in the Tobago Hilton, Trinidad and Tobago. Our delegate was **C@L Ion Wallace**. ACHEA has nominated Dr **Kofi K. Nkrumah-Young** Vice President, Finance and Business Services, University of Technology, Jamaica to attend TEM 2006.

It was agreed that the ATEM Secretariat should circulate the 2007 Conferences as soon as possible and call for expressions of interest from Council.

7.2 Local Affiliations

Council has agreed that the two priorities that should now be followed up for the establishment of closer relations with ATEM are the Australian Department of Education, Science and Training and the NZ Vice-Chancellors Committee. The President reported on the early stages of these approaches.

8 Reports

8.1 Conferences

8.1.1 2006 TEM Conference

BP Kay Hemsall spoke to her report and noted that 582 delegates had joined the 2006 TEM Conference, the sponsorship campaign had been a great success, and Leishman and Associates had provided excellent service throughout. Council congratulated Kay on the work that her Branch had done to make the Conference so successful.

8.1.2 Refereed Papers for TEMC

Council invited Ian Dobson, Joint Editor of the Journal to speak about the idea that there should be a refereed stream of papers in the TEMC, noting that this might involve say around 20 papers per annum and that a longer lead time would be needed compared to the deadlines for practitioner papers.

Ian Dobson pointed out that the existence of a refereed stream would broaden the appeal of TEMC to academic educational practitioners because of the DEST funding linked to refereed papers. This would create a new type of member at the Conference which would flow on to such people being more likely to become ATEM members. He also said that there is a lot of work involved and that this work would have to be paid for as a cost upon the Conference. He said that he would be able to do this work using the ATEM Journal's existing network of reviewers.

RESOLVED 18/06

That refereed papers be investigated for TEMC starting from the 2008 Conference in Christchurch, and that Ian Dobson be appointed to manage the refereeing of papers submitted for that stream, at a fee to be negotiated.

8.1.3 Future Conferences

Council noted that future Conferences will be **Canberra** 23-26 September 2007 at the Hyatt Hotel which has a maximum capacity of 400, **Christchurch** 28 September - 1 October 2008, **Darwin** August 2009, **Melbourne** 2010, **Brisbane** 2011 and **Adelaide** 2012

It noted that AAIR had raised the possibility of being involved in the 2008 Conference in Christchurch and the ATEM Secretariat was asked to follow though on that issue.

The President will shortly be discussing with TEFMA the proposal to hold the 2012 Conference in Adelaide.

8.2 The Journal of Higher Education Policy and Management

Council received the report Ian Dobson's report on the ATEM Journal and agreed to raise the honorarium to \$750 per issue per editor.

8.3 Report of the Awards and Grants Committee

C@L Ion Wallace reported on the deliberations of the ATEM Awards and Grants. Council noted that the following Awards and Grants would be made at the ATEM Awards Breakfast.

Peter Karmel International Travel Grant	Prue Bedford (WA)
Honorary Fellow	Grant Harman (NSW)
Meritorious Service Award	Joanne Austin (Vic)
Certificate of Appreciation	Terry Healy (Vic)
	Jacqueline Perdriau (Vic)

(Note: The following additional awards were made at the Awards Breakfast:

<i>Honorary Fellow</i>	<i>Tom Gregg</i>
<i>President's Award</i>	<i>Ion Wallace)</i>

Council also noted that there had been no application for the Maurie Blank Study Scholarship and agreed that the criteria and quantum of the grant should be reviewed by the Executive Committee after a discussion about this award at the 2006 Members' Forum.

8.4 Elections 2006

Council noted that an electronic election had been held in July-August. Nominations had been received from Prue Bedford and Lucy Schulz for the Vice-President and from Toni Hodge for Association Secretary. The Returning Officer reported that Toni Hodge had been declared elected unopposed and that Lucy Schulz had won the contested position of Vice-President in an electronic ballot.

8.5 FMAC

Acting Chair Neil Voyce reported on the FMAC meeting that had been held in the morning of 27 August 2006.

Council noted that:

- There had been a 100% response rate to the Compliance Spreadsheet.
- That the three-year rolling budget was not yet complete as some Branches had not yet submitted their budgets. The Treasurer stated that he would be consulting with Branches showing persistent deficits in order to see if it is possible to reconstruct their budgets.
- That Victoria, Tasmania and South Australia had committed to the ATEM Development Fund and that WA was on the point of making a similar decision.
- That, subsequent to advice from Moore Stephens about ATEM self-declaring as a public educational institution, a Special General Meeting would be held at the end of the AGM in order to change the Constitution of the Australian body so that it would comply with the ATO guidelines.
- That the single accounting system was presently being rolled out and had either been adopted or was in the process of being adopted in nearly all Branches, with completion of the process expected by year end.
- That the recommended investment policies for ATEM's three investment funds are as follows:
 - (a) **ATEM Foundation:** diversified equities with a reasonable yield and good growth prospects with a ten year horizon where capital is retained and only dividends disbursed
 - (b) **ATEM Development Fund:** on-call and short term deposits to fund priority projects selected by Council for the further development of ATEM.
 - (c) **ATEM Pooled Investment Fund:** A fund in which Branches could pool funds which are not needed to be at call. There should be a spread on investments eventually, but the first would be in Halcyon Securities which is a capital guaranteed listed security in which the capital

value of \$100 per unit is underwritten by the Westpac Bank and has a current yield of 9.59% paid quarterly.

RESOLVED 19/06

1. That the three-year rolling budget be approved subject to the addition of the WA budgets.
2. That Branches which have contributed or are considering contributing to the ATEM Development Fund be provided with the agreed list of priority projects for which the fund will be used.
3. The Peter Scardoni be congratulated on the roll-out of the single accounting system.
4. That the investment Policies for the three ATEM Investment Funds be approved.
5. That a decision on the Council Contribution rate for 2007-8 be deferred pending an FMAC teleconference which must include Jeff Long, who had been absent from FMAC's morning meeting. After the teleconference the Schedule would be submitted for approval by Flying Minute.

8.6 Financial Reports

8.6.1 Council Draft Budget 2007 – 2009

RESOLVED 20/06

That the draft Council budget for 2007-9 be adopted and forwarded to the Annual General Meeting.

8.6.2 Branch Contributions to Council

Deferred (see resolution 10/06 (5)) above.

8.6.3 Payments Schedule

RESOLVED 21/06

That the Payments Schedule be noted.

8.6.4 Audited Annual Accounts

RESOLVED 22/06

That the Audited Annual Accounts be adopted and forwarded to the Annual General Meeting.

8.7 Annual Report 2004 - 2005

RESOLVED 23/06

That the Annual Report 2004-5 be adopted and forwarded to the Annual General Meeting.

9 Business Referred by Branches

There had been no business referred by Branches.

10 Other Business

10.1 Members Forum

Council noted that a Flyer on the Members' Forum prepared by C@L Ion Wallace and C@L Chris Pepper had been inserted in the Conference Satchels.

10.2 DEST Consultation on the Bologna Process

Council noted that ATEM had been given an opportunity by DEST to join the consultation on the Bologna Process. ATEM's nominee was a Senior Corporate Member of ATEM, Mr Ian Marshman. He is a Senior Vice-Principal at the University of Melbourne.

10.3 Report from Bruce McCallum on IQPC Conference

Council noted a critical report from Bruce McCallum on the IQPC Conference.

10.4 Annual General Meeting of the ATEM Foundation''

Council reconvened itself as the Annual General Meeting of the ATEM Foundation in order to receive the Directors' Report and Elect Directors.

RESOLVED

1. That the Directors' Report and the Annual Accounts for 2005-6 be received and adopted.
2. That the Foundation Investment of \$60,040.40 in listed equities be approved.
3. That the contributions from the Victorian, New South Wales and Tasmania Branches and the ATEM Emeritus Chapter be noted with appreciation
4. That the following Directors be reappointed: Richard Easther (Tas) (Chair), Tom Gregg (NZ), Neil Voyce (NZ), Peter Scardoni (ACT) (Company Secretary)
5. That Margie Cole's retirement from the Board be accepted and that she be replaced by Mr Ian Marshman (Vic). The AGM thanked Margie Cole for her contribution to the ATEM Foundation in its formation period.

11 2007 Meetings Calendar

Council adopted the following meeting schedule for 2007

May Meetings in Canberra

Year 2007	Meeting
Thu 24 May 2007 at 12.30 pm	Foundation Board, Stanner Room, University House ANU
Thu 24 May 2007 at 2.00 pm	FMAC, Stanner Room, University House ANU
Thu 24 May 2007 at 3.30 pm	Executive Committee, Stanner Room, University House, ANU
Thu 24 May 2007 at 6.30 pm	Council Dinner, Scarth Room, University House ANU
Fri 25 May 2007 at 9.30 am	ATEM Council, Scarth Room, University House ANU

September Meetings in Canberra

Year 2007	Meeting
Sat 22- September-07 at 12.30 pm	ATEM Executive (with lunch)
Sat 22-September-07 at 2.30 pm	FMAC
Sun 23-September-07 at 10.00 am	ATEM Council (With Morning Tea and Lunch)
Tue 25-September-07 at 8.00 am	ATEM Awards Breakfast and Members' Forum
Tue 25-September-07 at 9.00 am	ATEM Annual General Meeting
Tue 25-September-07 at 12.00 noon	ATEM Ghosts' Lunch at Lanyon Homestead

GP 27/8/06

Distribution

Tom Gregg
Richard Easther
Margie Cole
Toni Hodge
Neil Voyce
Ion Wallace
Chris Pepper
Steve Langley
Kay Hemsall
Scott Snyder
Ali Hughes
John Swinton
Judy Szekeres
Angela Boyes
Joanne Austin

Lucy Schulz
Giles Pickford
Peter Scardoni
Ian Dobson

ATEM President
Vice-President
Vice-President
Association Secretary
Association Treasurer
Councillor at Large
Councillor at Large
President ACT Branch
President NSW Branch
President NT Branch
President NZ Branch
President Qld Branch
President SA Branch
President Tasmanian Branch
President Victorian Branch

Vice-President-Elect
ATEM Secretariat
ATEM Secretariat
ATEM Journal