

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

Council Minutes

Minutes of a meeting of the ATEM Council held on Friday 25 May 2007 at 9.00 am in the Common Room, University House, ANU.

PRESENT

Tom Gregg	ATEM President
Richard Easther	Vice-President
Lucy Schulz	Vice-President
Toni Hodge	Association Secretary
Neil Voyce	Association Treasurer
Maree Conway	Councillor at Large
Chris Pepper	Councillor at Large
Steve Langley	President ACT Branch
Kay Hemsall	President NSW 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
Linda McLain	President WA Branch

Observers

Giles Pickford	ATEM Secretariat
Ian Dobson	ATEM Journal
Jeff Long	NZ Branch Treasurer

1 Welcome and Apologies

Apologies have been received from Scott Snyder, NT Branch President and Peter Scardoni, ATEM Secretariat.

Council was informed that Peter was in Perth for the birth of his grand daughter, Amy Suzanne, and that while he was there he was setting up the Single Accounting System for the WA Branch in collaboration with Murray Wackett, the ATEM Ghost who manages that Branch.

2 Starring of Items

The President invited members to star or unstar items for discussion. He then moved that all unstarred items be resolved in the affirmative. They were all so resolved.

***3 Minutes**

- (a) The Minutes of the meeting held on 27 August in the Hilton Hotel Sydney were confirmed subject to Linda McLain being added to the distribution list.
- (b) The attached Flying Minute of 17 April was noted.

4 Business Arising from Council Minutes

4.1 ATEM Action Sheet

The ATEM Action Sheet was noted. The ATEM Secretariat was requested to check the SA Branch contributions to the Foundation and the ATEM Development Fund as the amounts appeared to be deficient. **ACTION Peter Scardoni**

4.2 ATEM Web Site

Council noted that concept for the new web site had been circulated and approved and that completion is expected in June. It was suggested that we could plan the launch of the new website at the Members forum in September at the TEM conference.

***4.3 UA/ATEM Joint Courses**

C@L Maree Conway reported that because of a problem communicating Universities Australia requirements to Branches it had become too difficult to implement the HEW5-7 program in 2007. It was agreed that Ms Conway should contact Branches to develop a schedule for three years into the future, and that advice should be provided to Universities Australia well before August this year. **ACTION: Branch Presidents, Maree Conway.**

4.4 Percentage of ATEM Members in Australian Universities

Council noted that this work has been subsumed by the ATEM 2010 Group.

4.5 Review of Membership Types

Council noted that this work has been subsumed by the ATEM 2010 Group.

5 President's Report

Council received the President's Report. In speaking to the Report the President added the following three items for discussion.

5.1 Collaboration with the L H Martin Institute

The President reported on conversation with Professor Vin Massaro who is involved in the new \$10 million L H Martin Institute at the University of Melbourne. The DEST-funded Institute will provide training for senior management staff around Australia, and ATEM's involvement was proposed. Council received these proposals positively and authorised the President to take these ideas forward.

5.2 The ATEM Emeritus Chapter

The President reported that the Emeritus Chapter (The ATEM Ghosts) were becoming increasingly important because of its support for the ATEM Foundation. The Chapter is currently the third largest contributor to the Foundation, and with its bequest program, it potentially could be the largest.

Council looked at the Charter for the Emeritus Chapter and noted that the Convenor of Ghosts is elected annually by the members attending the Ghosts' Lunch. It was agreed that the Convenor of Ghosts should become a Council appointment in future.

It was agreed that the Ghosts should be consulted during the 2007 Lunch about changing the Charter so that expressions of interest would be called for the position of Convenor for a five

year term; that these expressions of interest be submitted to the ATEM Executive Committee; and that a recommendation for an appointment be submitted to Council in May 2008 and every five years after that.

5.3 New Branch in the South Pacific

The President reported that there was now a strong possibility that a new Branch of ATEM might be formed in the South Pacific, based in Fiji. Council agreed that if this came to pass, that the 2013 TEM Conference be held in Suva, subject to the agreement of TEFMA.

RESOLVED 1/07

That the President's Report be adopted. **ACTION: ATEM President**

6. Report of the ATEM 2010 Group

VP Lucy Schulz introduced the report of the ATEM 2010 Group. The Report proposed reforms to ATEM which will fundamentally change the way ATEM is structured and managed.

Regions to replace Branches

The changes create the following new Regions which will replace the old Branch Structure:

- Western Australia
- South and Central Australia up to the Tropic of Capricorn
- A Tropical Region covering three institutions: Central Queensland University (Rockhampton) Charles Darwin University (Darwin) and James Cook University (Townsville and Cairns)
- An Eastern Region incorporating all Queensland south of the Tropic of Capricorn and including Southern Cross University in Lismore
- A second Eastern Region incorporating the rest of NSW and the ACT
- A Southern Region incorporating Victoria and Tasmania
- One New Zealand Region which will be called Aotearoa

It was noted that some regions may be changed slightly depending on the location of institutions (eg. Queensland). Further advice will be sought from Branch Presidents and relevant corporate members.

The Regions will be focussed entirely on the provision of professional education and training, funded by three-year rolling budgets approved by the ATEM Council, which in future will meet quarterly to review budgets and programs.

Each region will be invited to submit a name for itself to the ATEM Council although consideration may be given to either a competition of members for regional names or to involving a consulting/ marketing organisation to assist with this and the broader long term branding issues. New Zealand has already chosen its name: Aotearoa.

Our Core Business: Professional Education and Training

Each region will be managed by a Professional Education Committee. There will be a Chair and a minimum of five members on the committee (some of whom should come from the pool of Institutional Coordinators) half of whom are to be elected annually by the region for a two-year term). It was also suggested that regions consider nominating a Deputy Chair to

ensure continuity and back up in the Chair's absence. The size of the Committee is to be flexible and determined by each Region according to its needs.

To assist the Regions in their core work ATEM will appoint a full-time Professional Development Coordinator who will be contracted to run PD Programs ATEM-wide, including the HEW 5-7 Programs of Universities Australia, and other major high-demand programs which should be road-showed across the Association.

All PD Programs will be marketed across the whole Association and members will be encouraged to do a lot more border-crossing than is currently the case. The Victorian Branch has already promised a \$25,000 grant to support an Association-wide Marketing and Branding Campaign. It was agreed that the use of this grant should be discussed further with the Victorian Branch after priorities had been set.

ATEM will develop a set of Core Capabilities which will inform all professional development programs across the Association.

ATEM will contract with a Consultant to provide a comprehensive report outlining the gaps and deficiencies in professional education and development of general staff in Australia and New Zealand.

New Financial Structure

In future ATEM will have one budget, one set of accounts, and one Auditor. The Regions will have petty cash accounts for sundry needs, but all major expenditure items will be provided for in the ATEM budget. Also ATEM will have one investment policy managed by FMAC and the ATEM Secretariat. It will make its investments in Australia and New Zealand as appropriate.

In future ATEM's Membership Coordinators will be called Institutional Coordinators. They will be provided with free membership of ATEM provided there are at least five ATEM members in his or her institution. ATEM will aim to have one Institutional Coordinator in each institution in Australia. In New Zealand we will attempt to have one in each major institution who will also cover smaller neighbouring institutions of which there are many, as ATEM NZ has a big component of private providers in its constituency.

ATEM will adopt a January to December financial year with an Annual General Meeting being held by e-mail or web-cast at a date not later than April in the following year. It will continue to hold the ATEM Awards Breakfast and Members' Forum at the time of the annual TEM Conference.

The ATEM Council is currently composed of 9 Branch Presidents and 7 Executive Committee members. The new Council will include the Chairs of the seven Regions and the composition of the Executive Committee will be unchanged

Implementation

The following Implementation Groups have been appointed to take all these reforms forward to the next Annual General Meeting on 25 September 2007. This will be managed as a formal Project, with the President as Project Sponsor and VP Lucy Schulz as Project Manager. The Project will be coordinated by the Overview Group under the leadership of the Project Manager, and make recommendations to the President, as the Project Sponsor.

The Constitutional Change Group

This group will recommend the necessary changes to the constitutions of ATEM Inc. and ATEM NZ Association Secretary Toni Hodge (Chair)

Angela Boyse, BP Tasmania
C@L Chris Pepper

The Professional Education and Training Group

C@L Maree Conway (Chair)
Kay Hemsall, BP New South Wales
Ali Hughes, BP New Zealand
John Swinton, BP Queensland
Joanne Austin, BP Victoria
Linda McLain, BP Western Australia

The Financial Management Group

VP Richard Easter (Chair)
Association Treasurer Neil Voyce

The Overview Group

ATEM President Tom Gregg – Project Sponsor
VP Lucy Schulz (Chair) – Project Manager
VP Richard Easter
C@L Maree Conway
Association Secretary Toni Hodge

RESOLVED 2/07

That the ATEM 2010 Group Report be adopted and the implementation phase (from May to the AGM) begin. **ACTION: Toni Hodge, Maree Conway, Richard Easter, Lucy Schulz**

7. Membership Matters

7.1 Membership Census

Council noted the ATEM Census of April 2007 and an analysis of membership trends from 2000-2006.

7.2 Corporate Members Campaign

Council noted a report on the Corporate Members Campaign which showed that the Corporate Members were renewing at a good rate.

7.3 Membership Upgrade to Fellow

Council considered an upgrade to the level of Fellow which requested that the 2-year period as Associate Fellow be waived. The application had been dealt with under delegated authority and had been refused.

8. Affiliations

8.1 International Affiliations

Council noted the current allocation of delegates to international conferences as shown below.

<u>Affiliate</u>	<u>ATEM delegate</u>	<u>Affiliate's Delegate to TEMC</u>
ACCRAO March 2007	BP Ali Hughes NZ	N/A
AUA April 2007	BP Judy Szekeres SA	Maureen Skinner

AAUA June 2007	Joanne Austin	N/A
ACHEA July 2007	Peter Scardoni	N/A

It also noted a report from Ali Hughes on the ACCRAO Conference and a report from Judy Szekeres about the AUA Conference.

8.2 Local Affiliations

Council noted that the President had opened discussions with Dr Barry Cameron about closer relations with the Australian Department of Education, Science and Training. He reported that the NZ Vice-Chancellors Committee was in a period of transition and that he would open discussion with that organisation after the appointment of its new CEO. BP Ali Hughes suggested that ATEM should also talk to The Board of the Institutes of Technology and Polytechnics NZ along the same lines and this was agreed. **ACTION: ATEM President**

9 Reports

9.1 Conferences

9.1.1 Final Report 2006 TEM Conference

Council received the report from the PCO and agreed that the Sydney Conference had been a great success.

9.1.2 2007 TEM Conference

BP Steve Langley reported that the 2007 Conference had received 77 abstracts of which about 20 were nominated for the refereed stream. With a maximum enrolment of 500 the Conference should make a profit of \$61,000 excluding sponsorship. The chief sponsorship of \$25,000 had been secured from Campus Living Villages, a Corporate Member of ATEM.

9.1.3 Refereed Papers for TEMC 2008

Toni Hodge reported that the refereed stream for the 2008 TEM Conference was being implemented well.

9.1.4 Extension of Contract with Leishman and Associates

Council noted that the Joint TEMC Committee (ATEM & TEFMA) had extended the contract for the PCO to take in the 2009 Conference in Darwin.

9.1.5 Future Conferences

Council noted that future Conferences will be **Christchurch** 28 September - 1 October 2008, **Darwin** 16-19 August 2009, **Melbourne** 2010, **Brisbane** 2011 and **Adelaide** 2012. **Fiji** has been suggested for 2013 and the President will discuss this with TEFMA. **ACTION ATEM President**

9.2 The Journal of Higher Education Policy and Management

Council received Dr Ian Dobson's report on the ATEM Journal. It noted that the Journal was attracting a big increase in articles, which was creating a back log. There are currently 102 on the list and about 20-25 can be published in a year.

RESOLVED 3/07

That Council agrees in principle to four editions per annum and requests the Editor to negotiate this increase with the Publisher. **ACTION Ian Dobson**

9.3 Elections 2006

Council noted that the following elected positions fall vacant in 2007: President Tom Gregg, Vice-President Richard Easter, and Treasurer Neil Voyce: and that all incumbents will re-nominate for 2008-9. It also noted that C@L Chris Pepper's post is up for reappointment by Council in September 2007.

The election schedule will be as follows:

Friday 1 June	Call for Nomination
Thursday 21 June	Nominations close
Thursday 28 June	Ballot opens
Wednesday 1 August	Ballot closes

The Association Secretary has appointed Giles Pickford as Returning Officer. **ACTION Giles Pickford**

9.4 FMAC

VP Richard Easter introduced the Report of the FMAC meeting held the previous day.

RESOLVED 4/07

- (a) That VP Lucy Schulz be replaced by VP Angela Boyse as the Branch President on FMAC
- (b) That the move of the public liability policy from Marsh to Unimutual be approved
- (c) That the 3-year rolling budgets be updated and have a 2009-10 page added.
- (d) FMAC will calculate the cost of implementing the ATEM 2010 proposals and Branches will be asked to commit appropriate funds to the ATEM Development Fund in order to meet the costs of implementing the ATEM 2010 reforms.
- (e) That the ATEM Pooled Investments Policy be approved and extended to include Macquarie Income Securities, Publishing and Broadcasting Securities and ANZ Bank StEPS.
- (f) That progress with the single accounting system is noted and Tony Wynack, ACT Branch Treasurer, be invited to be trained as back-up to Peter Scardoni and Neil Voyce.
- (g) That a January to December Financial Year be adopted with effect from the AGM of 2007.
- (h) That the CMS be modified to give members the option of renewing annually or quarterly.
- (i) That the previous policy of automatic rotation of the TEM Conference be abandoned from the 2013 Conference and expressions of interest be called for instead.
- (j) That the Annual Accounts be received; an amount of \$5,000 be written back.
- (l) That Branches be asked to devise ways of drawing the Corporate Members into a more active participation in ATEM and that there be a session devoted to this topic at the September meeting.

ACTION ATEM Secretariat

9.5 Financial Reports

RESOLVED 5/07

- (a) That the draft Council budget for 2007-9 be adopted and extended to 2010.
- (b) That the Payments Schedule be noted and approved.
- (c) That the Unaudited Annual Accounts be adopted and forwarded to the Auditor.

ACTION Peter Scardoni

9.6 Report of the ATEM Foundation

Council noted that the ATEM Foundation had met on the day before Council. The Minutes of that meeting were tabled together with the Report of the Directors of the Foundation Board.

RESOLVED 6/07

(a) That the AGM of the ATEM Foundation Ltd be held by Teleconference after the Accounts had been audited

(b) That in the meantime the Directors of the Board continue to act,

(c) That the ATEM Secretariat be congratulated on the implementation of the Foundation Investment program, noting that funds invested had grown by 40% from \$77,000 to \$103,000 and that these investments were creating a dividend stream of over \$4,000 per annum.

ACTION Company Secretary

10 Business Referred by Branches

Council noted that there was no business referred by Branches.

11 Other Business

There was no other business.

12 2007 Meetings Calendar

Council agreed to the remaining meetings for 2007 shown below below.

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 29/5/2007

Distribution

Tom Gregg	ATEM President
Richard Easther	Vice-President
Lucy Schulz	Vice-President
Toni Hodge	Association Secretary
Neil Voyce	Association Treasurer
Maree Conway	Councillor at Large
Chris Pepper	Councillor at Large
Steve Langley	President ACT Branch
Kay Hempsall	President NSW Branch
Scott Snyder	President NT Branch
Ali Hughes	President NZ Branch
John Swinton	President Qld Branch

Judy Szekeres
Angela Boyes
Joanne Austin
Linda McLain

Giles Pickford
Peter Scardoni
Ian Dobson

President SA Branch
President Tasmanian Branch
President Victorian Branch
President WA Branch

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