

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

Council Minutes

Minutes of a meeting of the ATEM Council held on Sunday 23 September 2007 at 10.00 am in the Mount Ainslie Room, Hyatt Hotel, Canberra.

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
Peter Garrigan	Vice-President NT Branch
Jennifer Till	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
Giles Pickford	ATEM Secretariat
Peter Scardoni	ATEM Secretariat

1 Welcome and Apologies

The President welcomed BP Jenny Till (NSW) and VBP Peter Garrigan (NT) to their first meeting.

2 Starring of Items

The President will invited members to star or unstar items for discussion. He then moved that all unstarred items be resolved in the affirmative. The motion was carried.

3 Minutes

- (a) The Minutes of the meeting held in Canberra on 25 May 2007 at ANU were confirmed.
- (b) The attached Flying Minute of 18 June 2007 was noted

4 Business Arising from Council Minutes

4.1 ATEM Action Sheet

The ATEM Action Sheet as at 23 September 2007 was noted.

4.2 ATEM Web Site

There was a demonstration of the new ATEM Web Site. Council agreed that it was excellent. Giles Pickford asked Councillors to inform him of any things they would like to change.

4.3 UA/ATEM Joint Courses

C@L Maree Conway reported that she had spoken to Susan Scott of Universities Australia about jointly badged courses in 2008. She had stated that the whole question of UA education and training programs was under review and that at this stage she could not make a commitment to plan and mount jointly badged programs this year.

4.4 Collaboration with the L H Martin Institute

Council noted a paper from the L H Martin Institute outlining their proposed programs and *modus operandi*. The President stated that the Institute was interested in collaborating with ATEM in two areas:

- (a) Becoming an equal partner with ATEM in the *Journal of Higher Education Policy and Management*, and
- (b) In accrediting certain ATEM Courses as counting towards the Masters Degree in Higher Education Management which the Institute would be offering.

Council applauded these developments, agreeing that they would greatly improve the offerings that ATEM provides to its members.

5 President's Report

The President spoke to his report. The report was adopted.

6. Report of the ATEM 2010 Implementation Group

Lucy Schulz reported on the implementation of Council's decisions of May 2007. Her report generated a wide-ranging discussion about the transition arrangements as they impacted on ATEM finances, the provision of PD programs, and a proposed survey of tertiary management courses across Australia and New Zealand.

Resolved 7/07

- (a) That the report be adopted.
- (b) That Maree Conway be appointed as the ATEM Professional Development Coordinator; that her program of work be supervised by the following group: VP Lucy Schulz, BP Linda McLain, and BP John Swinton; and that the terms of her appointment be negotiated by the President working together with the group.
- (c) That Maree Conway and the above group take carriage of the closed tender process for choosing a Consultant, and negotiate with Massaro Consulting, and other selected possible external consultants, in order to allow that group to discuss the best option with the President and to select a consultant to conduct the survey of the Australasian tertiary education management sector, on delegation from Council.
- (d) That the Treasurer and Peter Scardoni produce a detailed plan of transition in all matters to do with ATEM Finances.
- (e) That Branches/Regions should continue to plan their 2008 PD programs, making sure in the case of Victoria/Tasmania and NSW/ACT, that there is consultation and collaboration.

7. Membership Matters

7.1 Corporate Members Campaign

Council noted a report from the ATM Secretariat on a greater involvement of the Corporate Members in ATEM affairs. There was a discussion about how to achieve a greater degree of involvement of the Corporate Members. The relationship with the Corporate Members varies from great interest and active involvement by some Corporate Members, through to the opposite extreme where any communication from ATEM is regarded as "irritating spam". Council agreed that another important objective was to work closely with the HR Managers, whose work is often closely related to the interests of ATEM. Making sure that this happens is a role for the Institutional Coordinators.

8. Affiliations

8.1 International Affiliations

Council noted the current allocation of delegates to international conferences as shown below. Giles Pickford undertook to circulate the dates and places of the AAUA and ACHEA Conferences as soon as possible, and if there were no expressions of interest from Councillors then the broad membership should be invited to self-nominate if interested.

<u>Affiliate</u>	<u>ATEM delegate</u>	<u>Affiliate's Delegate to TEMC</u>
ACCRAO March 2007	BP Ali Hughes NZ	Janie Barnett
ACCRAO 2008	Lucy Schulz SA	N/A
AUA April 2007	BP Judy Szekeres SA	Maureen Skinner
AUA April 2008	BP Linda McLain	N/A
AAUA June 2007	Joanne Austin	N/A
AAUA June 2008	Vacant	
ACHEA July 2007	Peter Scardoni	N/A
ACHEA 2008	Vacant	

8.2 Local Affiliations

(a) The President reported that there had been no further progress in the attempt to create closer relations with the Australian Department of Education, Science and Training. He reported that the NZ Vice-Chancellors Committee had appointed Dr Penny Fenwick as its new CEO. Penny is a long-standing ATEM Member and a member of the Editorial Board of the Journal. He said that he would be talking to her after she had settled into her new job. BP ALI Hughes noted that she had written to Penny on behalf of ATEM NZ to congratulate her on her appointment. Penny has responded and is looking forward to connecting and discussing ATEM/NZVCC links for the future.

(b) BP Ali Hughes reported on her talks to The Board of the Institutes of Technology and Polytechnics NZ about collaborative projects with ATEM. She was also talking to Private Providers and would be attending an Educational Leaders Forum soon at which even more opportunities may emerge.

(c). VP Lucy Schulz called for discussions with TAFE Directors Australia, noting that they had arranged their own Conference for the same dates as the ATEM Conference. It was agreed that there is an overlap between the membership of both ATEM and TDA and that an effort should be made to consult more closely about programming.

9 Reports

9.1 Conferences

9.1.1 2007 TEM Conference

BP Steve Langley's presented his report on the 2007 Conference, noting that there were 452 delegates and that the estimated surplus from the Conference would be \$50,000. His report was adopted with acclamation

9.1.2 2008 TEM Conference

Toni Hodge's report on the 2008 Conferences was adopted.

9.1.3 2009 TEM Conference

Peter Garrigan presented the report on the 2009 Conference in Darwin. Council agreed that the TEMC should be held in Darwin over three days between 12 and 16 September. There was some concern over the proposed theme where Council members felt that the proposed theme was only one of two or more excellent streams for the Conference. Council members were asked to forward any ideas on an over-arching theme to Peter Garrigan at CDU.

9.1.4 Future Conferences

Council noted that future Conferences will be **Christchurch** 28 September - 1 October 2008, **Darwin** 12-16 September 2009, **Melbourne** 2010, **Brisbane** 2011 and **Adelaide** 2012. **Fiji** has been

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suggested for 2013 and the President reported that he is currently talking to the Registrar of the University of the South Pacific about the proposal.

9.1.5 ATEM Vice-President Overseeing TEMC

Council appointed VP Chris Pepper to take over from Richard Easter as ATEM Council's representative on all TEMC Organising Committees. He was asked to investigate the idea of a central component to work with the regional group in organising the TEMC, and report back to the Executive Committee before the December meeting.

9.2 Report of the ATEM Awards and Grants Committee

Council adopted the report of the Awards and Grants Committee.

VP Chris Pepper spoke about the need to look at the whole grant program as Branches currently make many grants themselves and Regions may have similar plans. He suggested that a number of Vice-Chancellors' Awards could be made which might consist of subsidised attendance at the TEMC. Council was interested in the idea and asked VP Chris Pepper to produce a paper on it.

9.3 The Journal of Higher Education Policy and Management

Council noted Dr Ian Dobson's report. It noted that there would be a need in the future to also talk with the Martin Institute about succession planning and about the objectives of the Journal.

9.4 Elections 2007

The Returning Officer reported that the following elected positions were declared elected on 21 June 2007: President Tom Gregg, Vice-President Chris Pepper, and Treasurer Neil Voyce.

There is vacancy left by Chris Pepper as Councillor at Large. Branch Presidents had been circulated with a request for nominations on 2 August 2007. The Executive Committee recommended that BP Linda McLain replace VP Chris Pepper and this recommendation was approved.

9.5 FMAC

VP Richard Easter tabled a report from the meeting of FMAC held on 22 September 2007. He asked the Neil Voyce to speak to his paper on progress to the new structure. This provoked a wide-ranging discussion on the transition period, funding for PD in early 2008, and progress made by FMAC to this stage.

Resolved 8/07

- (a) That the transition arrangements, including the interim contributions from Branches, be approved and further developed by the Treasurer and Peter Scardoni.
- (b) That the report on Pooled investments be noted.
- (c) That it be noted that the Single Accounting System would soon be rolled out to the last two Branches: Queensland and New Zealand.
- (d) That the President should advise Council on replacing Richard Easter as Chair. Consequent to the President's division of responsibilities among the Vice-Presidents, VP Lucy Schulz will Chair FMAC.

9.6 Financial Reports

Council considered the audited accounts and other financial documents

Resolved 9/07

- (a) That the Audited Accounts be accepted
- (b) That the Rolling Triennial Budget 2007-2009 be approved
- (c) That the Payments Schedule be approved.

9.7 Report of the ATEM Foundation

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Council noted that the Auditor had approved the accounts of the ATEM Foundation and that the AGM of the Foundation will be held by teleconference shortly. Council also noted that the Foundation's investments had grown from the original \$84,861 invested to a total of \$140,684 as at the close of the Stock Exchange on 19 September 2007.

10 Other Business

10.1 TEFMA

The President reported that TEFMA was considering the creation of a Secretariat and was in discussion with him about a shared Secretariat between ATEM and TEFMA.

10.2 Collaboration with other Associations

C@L Maree Conway reported that Kay Hemsall was replacing her as the ATEM Representative on the Australian Universities Quality Forum Joint Steering Committee. She also said that ATEM, AAIR and HERDSA had organised a meeting with other higher education associations to discuss possible collaborations and sharing of professional development.

11 2008 Meetings Calendar

The schedule of meetings has been circulated separately.

GP 23/9/07

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