

CITY UNIVERSITY OF HONG KONG

Provisional Standing Committee of Convocation

Notes of the 1st Meeting held on 17 January 2007

Present:	<i>Chairman</i>	Mr Andrew FAN
	<i>Vice-Chairman (Communication)</i>	Mr Will MA
	<i>Vice-Chairman (External Affairs)</i>	Mr Weekly WONG
	<i>Vice-Chairman (Internal Affairs)</i>	Mr Patrick LEE
	<i>Vice-Chairman (University Development)</i>	Dr Bryan WONG
	<i>Treasurer</i>	Mr Gyver LAU
	<i>Members</i>	
	Mr Brave CHAN	Mr Steven KWAN
	Ms Clara CHAU	Mr Danny LUK
	Mr Carlos CHEUNG	Ms Sandy WONG
	Mr Danny FOK	Mr Savio WONG
	<i>Secretary cum Director of Secretariat</i>	Ms Kathy CHAN
In Attendance:	<i>Assistant Director of Secretariat</i>	Ms Alice CHAN
Absent with Apologies:	<i>Members</i>	
	Mr Jason CHAN	Mr Paul LO
	Mr David HUI	Dr Wallace MA

WELCOME

ACTION

- M1 **NOTED** that:-
- M2 Mr Andrew Fan, Chairman of the Provisional Standing Committee of Convocation, **WELCOMED** all for joining the first meeting of the PSC.
- M3 i/ 1 January 2007 brought the establishment of the Convocation as well as the appointment of the Organizing Committee to serve as the Provisional Standing Committee (PSC);
- M4 ii/ 16 out of the 18 members (*except Mr Lawrence Yam and Mr Andy Wong*) of the former Organizing Committee continued to serve on the PSC; and
- M5 iii/ updates and related documents of the Convocation, including the Constitution and Rules of Meeting as approved by the Council, had been uploaded to the Convocation web-site.

MATTERS ARISING

1. Notes of the 5th Meeting of the Organizing Committee of Convocation held on 7 November 2006 (OC/M/05)

M6 The Notes were **CONFIRMED** with the following amendment:-

M7 M4: “.....University of Southern California”

2. Focus of the Year 2007 (Paper PSC/01/06)

M8 **RE-CONFIRMED** the work focus of the Committee in year 2007, details as listed in the Paper PSC/01/06:-

M9 i/ Publicity and Public Relations;

M10 ii/ Election (and Annual General Meeting); and

M11 iii/ Council Meetings and Ad-Hoc Matters.

3. Upcoming Events

3.1 Sharing Session with Alumni Associations on 30 January 2007

All

M12 **NOTED** the reminder that the captioned event, co-hosted by DAO and the PSC of Convocation, would be held at 7:30 p.m. on 30 January 2007 at Staff Lounge, City Top, 9/F, Amenities Building.

M13 Invitations were sent to 30 alumni associations and it was expected that around 40 representatives from them would join the function.

3.2 Sharing Session with Students' Union in February 2007

All

M14 **NOTED** that DAO and the PSC of Convocation would co-host the captioned event in February 2007. Both the Council and ExCo of the Students' Union would be invited.

M15 Members were invited to reserve the dates for 31 January, 7 and 8 February (6:30 p.m., Staff Lounge, City Top, 9/F, Amenities Building).

3.3 Inauguration of Convocation cum Alumni Civility Hall Naming on 13 March 2007

All

- M16 **NOTED** that the Event would be held on 13 March 2007 (Reception at around 6:30 p.m. and Ceremony would start at 7:00 p.m.). Further details would be provided to Members in due course. Meanwhile, Members were requested to pencil-mark on:-
- M17 ➤ 12 March, 5:00 p.m. – 7:00 p.m. for the Full Rehearsal (all members were requested to attend); and
- M18 ➤ 13 March, 4:00 p.m. – 5:00 p.m. for the Final Rehearsal (a media session would also be arranged on the day of the Event).

CHAIRMAN'S REPORT

4. Highlights of Core Group Meetings and Other Major Developments

- M19 **NOTED** that:-
- M20 i/ a courtesy visit was arranged to the Council Secretariat;
- M21 ii/ as delegated by the Chairman, Dr Bryan Wong, Vice-Chairman (University Development) would attend the Council meeting in the absence of the Chairman;
- M22 iii/ Mr Weekly Wong, Vice-Chairman (External Affairs), was delegated to act on behalf of the Chairman in his absence in chairing the Provisional Standing Committee meeting, and also acting as the Spokesperson of the Convocation; and
- M23 iv/ the Core Group would invite Members of the Committee to join each of their task forces/sub-committees. Core Group

SUB-COMMITTEES' REPORTS

5. University Development (Paper PSC/01/01)

- M24 **NOTED :-**
- M25 i/ that Mr Paul Lo and Ms Sandy Wong had agreed to join the Sub-Committee of University Development headed by Dr Bryan Wong; and
- M26 ii/ the brief report from Dr Bryan Wong on the recent issues discussed in the Council, including Council Membership Reformation and President Selection.

6. External Relations (Paper PSC/01/02)

- M27 **NOTED** that Mr Weekly Wong would take care of the publicity and media matters, including a media session for the Inauguration of Convocation on 13 March and relationship building with other counterparts. Further plans and details as listed in the Paper PSC/01/02.

7. Internal Affairs (Paper PSC/01/03)

- M28 **NOTED** that Mr Patrick Lee had participated in the Task Force for the Inauguration of the Convocation, and would also work together with Mr Gyver Lau in planning for the coming Election.

8. Election (Paper PSC/01/04)

- M29 **NOTED** that Mr Gyver Lau would lead the Task Force for Election.
- M30 **AGREED** on the initial plan as proposed in the Paper PSC/01/04, and All
Members were invited to reserve 7 November 2007 for the Annual General Meeting cum Election for the 1st Standing Committee of Convocation.

9. Communication (Paper PSC/01/05)

- M31 **NOTED** the initiatives and plans proposed by Mr Will Ma, details as listed in the Paper PSC/01/05, of which some of them had already been implemented.

ITEM FOR DISCUSSION

10. Future Meeting Arrangement

- M32 **AGREED** that the 2nd and 3rd Meetings of the Committee would be held on All
17 May and 18 September 2007 respectively.

ANY OTHER BUSINESS

11. Nomination for Honorary Award Holders

- M33 Chairman informed Members that nomination for Honorary Award 2007 was called for by the Council Secretariat (on behalf of the Honorary Awards Committee).
- M34 **AGREED** that the Convocation did not have any submission.

12. Space Arrangement

- M35 **NOTED** that the Chairman had submitted a request to the University Accommodation Committee for space allocation for the use of the Convocation, i.e. in addition to the existing provision of a room near the Development and Alumni Relations Office.

(Post-meeting note: Dr Bryan Wong had been invited to make use of a CUPA's room for the Convocation purpose. As agreed by the Chairman of PSC, he would follow up the matter in co-ordination with the Secretariat.)

Dr Bryan
Wong

DATE OF NEXT MEETING

- M36 **Thursday, 17 May 2007 (7:00pm)** at City Top, 9/F, Amenities Building, City University of Hong Kong *(Lifts 19 / 20)*.

All

KC/AC

DAO/AC/Convocation/PSC/1st Meeting 170107/PSC Minutes 01

CITY UNIVERSITY OF HONG KONG

Provisional Standing Committee of Convocation

Brief Notes of the Ad-Hoc Meeting held on 12 March 2007

Present:	<i>Chairman</i>	Mr Andrew FAN
	<i>Vice-Chairman (Communication)</i>	Mr Will MA
	<i>Vice-Chairman (External Affairs)</i>	Mr Weeky WONG
	<i>Vice-Chairman (Internal Affairs)</i>	Mr Patrick LEE
	<i>Vice-Chairman (University Development)</i>	Dr Bryan WONG
	<i>Treasurer</i>	Mr Gyver LAU
<i>Members</i>		Mr Brave CHAN Mr Jason CHAN Mr Carlos CHEUNG Mr Danny FOK Ms Sandy WONG Mr Savio WONG
<i>Secretary cum Director of Secretariat</i>		Ms Kathy CHAN
In Attendance:	<i>Assistant Director of Secretariat</i>	Ms Alice CHAN
Absent with Apologies: <i>Members</i>		Ms Clara CHAU Mr David HUI Mr Steven KWAN Mr Danny LUK Mr Paul LO Dr Wallace MA

1. **BACKGROUND**

NOTED that:-

- i/ the Chairman, Mr Andrew Fan, attended a special meeting of the Council on 8 March 2007 to consider the appointment of the new President for the University as recommended by the Search Committee for the President;
- ii/ the Council could not successfully make an appointment for the new President since neither candidate secured the 75% as required by the University Ordinance;
- iii/ there were different views among the University community on the search process; and

- iv/ thus arrived at this ad-hoc meeting regarding the viewpoint and position of the Convocation as it might be approached by the media to comment on the matter during the Caring Night to be held on the following day.

2. **FURTHER UPDATE**

NOTED that after careful consideration during a meeting among the Chairman, the Vice-Chairman (External Affairs), the Communication Office and DAO, it was decided to call off the Media Session which was originally planned for 13 March 2007 afternoon.

3. **RESOLUTION**

After discussion, it was **AGREED** that:-

- i/ the Chairman, Mr Andrew Fan, would be the single spokesman in dealing with the media on matters relating to the president search;
- ii/ the Convocation should adopt a rational and neutral approach in the matter since it had just established in January and not been participating in the process until this final stage;
- iii/ the Convocation entrusted the University with the determination and capability to re-start the process on the president search, which after all, should be a “selection” process rather than an “election”; and
- iv/ direct and constructive communication with the University be made if the Convocation would express views on the matter.

Along this standpoint, it was also **CLARIFIED** and **NOTED** at the meeting:-

- i/ the following mechanism in the operation of the Convocation, i.e. a balance between “engagement” and “involvement”:-
 - the Chairman be entrusted to make executive decisions on behalf of the Provisional Standing Committee in Council meetings or as deemed necessary; and
 - the Provisional Standing Committee be entrusted to access how much and in what ways the Convocation members be informed and involved in the University matters.
- ii/ that the role of the Convocation was to massage different stakeholders of the University, with the following fundamental spirits:-
 - to be the Best partner of the University;
 - uniting alumni to support University development; and
 - to network, show care and concern for the University.

**City University of Hong Kong
Provisional Standing Committee of Convocation**

Paper for : **Information**
Subject : **Result of Convocation Survey 2007**
Presenter : **Mr Will Ma, Vice-Chairman (Communication), Provisional Standing Committee**

1. Background

A survey has recently been conducted to help the Convocation have a good grasp of the needs and expectations of CityU alumni. Survey forms were sent to 74,000 alumni together with the Inaugural Newsletter of the Convocation in mid-March 2007. As at the closing date of the survey, i.e. 30 April 2007, a total of 286 responses were received. Valuable feedbacks have been collected from respondents, which would facilitate the Convocation to plan ahead.

2. Analysis on Survey Result

8 structured questions focusing on different working scopes of the Convocation have been set in the survey. The result of each question is analyzed below for your reference:-

Working Scope of Convocation

Enhancing members' communication and organizing activities for members have been recognized by respondents as the most important tasks for the Convocation. The Convocation may co-organize alumni activities regularly with the Development and Alumni Relations Office (DAO).

Liaison Activities

Liaisons with CityU's alumni associations, industrial and professional associations have been rated by respondents as the most important liaison activities. The Convocation may consider from time to time to meet with alumni associations to reinforce the communication and explore collaboration opportunities. It may also organize activities enabling exchange with industrial and professional associations.

Channels of Communication

Majority of respondents regarded email as their most preferred channel to receive information and news of the Convocation. The Convocation may fully utilize "eAlumNet", the monthly electronic alumni magazine issued by DAO, to keep members posted of their news and activities. A periodical Chairman's report to members via email may also be considered.

Areas of Interest

Information related to employment and career development is of interest to alumni most. On the other hand, almost the same number of respondents has shown their strongest interest in information related to continuing education opportunities. Given this finding, the Convocation may organize seminars on career development or establish an online bulletin in the Convocation website for posting job referrals and sharing of career stories.

Alumni Program Interested

Majority of the respondents have expressed that special offers and group discounts programs were of their interest most. The Convocation may develop their networks with external companies for soliciting privileges for members.

Attendance in Annual General Meeting

25% of the respondents have indicated their interests to attend the Annual General Meeting in which the election for the first Standing Committee would be conducted. This figure serves as a reference for planning for the AGM & election.

Promoting Successful Alumni Stories

84% of the respondents strongly agree/agree that promoting successful alumni stories can ensure University achievements being recognized by the public so as to promote the University image. The Convocation may join DAO to further strengthen efforts and widen sources for more stories.

Membership of Convocation Chairman in the University Council

77% of the respondents strongly agree/agree the membership of Convocation Chairman in the University Council. This indicates that the presence of alumni representative in the University Council to serve as a bridge between the University and alumni is appreciated.

3. Recommendation

The Standing Committee of the Convocation may use the survey result as reference for formulating its upcoming strategies or activities with details listed under item 2 above. However, due to the low response rate as expected in opinion surveys and the fact that the respondents are specially enthusiastic alumni, the result may not be able to represent general alumni views and should not be over-generalized.

Convocation Secretariat
15 May 2007



FINE ART GALLERY

Chinese
PaintingsWestern
Paintings

Photos

Powered by
rform.com

Main Menu



Explorer



My Documents



Profile



Search



Logout

[Home -> Summary](#)

Welcome! dao

Questionnaire Name - Convocation Survey 2007

[Questionnaire Details](#)[Download data\(Format 1\)](#)[Download data\(Format 2\)](#)Showing
1-13 of
13

- 1 Your Name
(English name as printed on HKID Card, surname first)

[Summary](#) [Download this question](#) [Download data\(Format 1\)](#) [Download data\(Format 2\)](#)

- 2 Previous CityU Student ID No. or
First 4 digits of HKID No.

[Summary](#) [Download this question](#) [Download data\(Format 1\)](#) [Download data\(Format 2\)](#)

- 3 Graduation Year

[Summary](#) [Download this question](#) [Download data\(Format 1\)](#) [Download data\(Format 2\)](#)

- 4 Award Granted

[Summary](#) [Download this question](#) [Download data\(Format 1\)](#) [Download data\(Format 2\)](#)

- 5 Which working scope of Convocation is the most important?

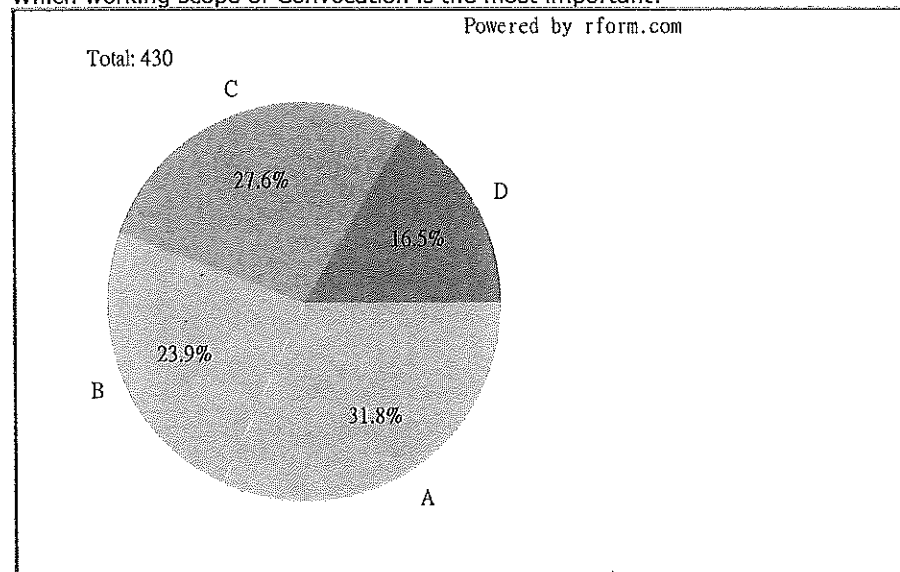


Chart Type Display ☒ Sort

- A- Enhancing members' communication and organizing activities for members (137)
 B- Enhancing University's Image (103)
 C- Strengthening the communication between the Convocation members and the University (119)
 D- Supporting University development by providing advice and resources required (71)

No Selection (1)

Select 1 item (184)

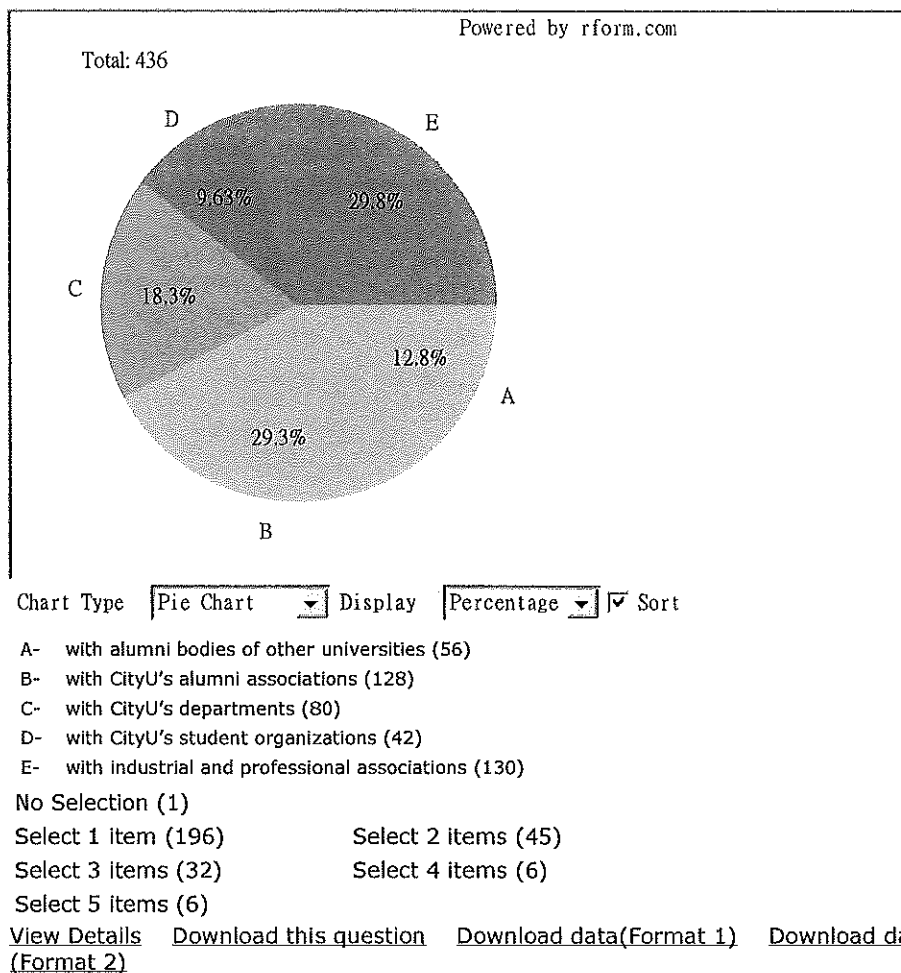
Select 2 items (71)

Select 3 items (16)

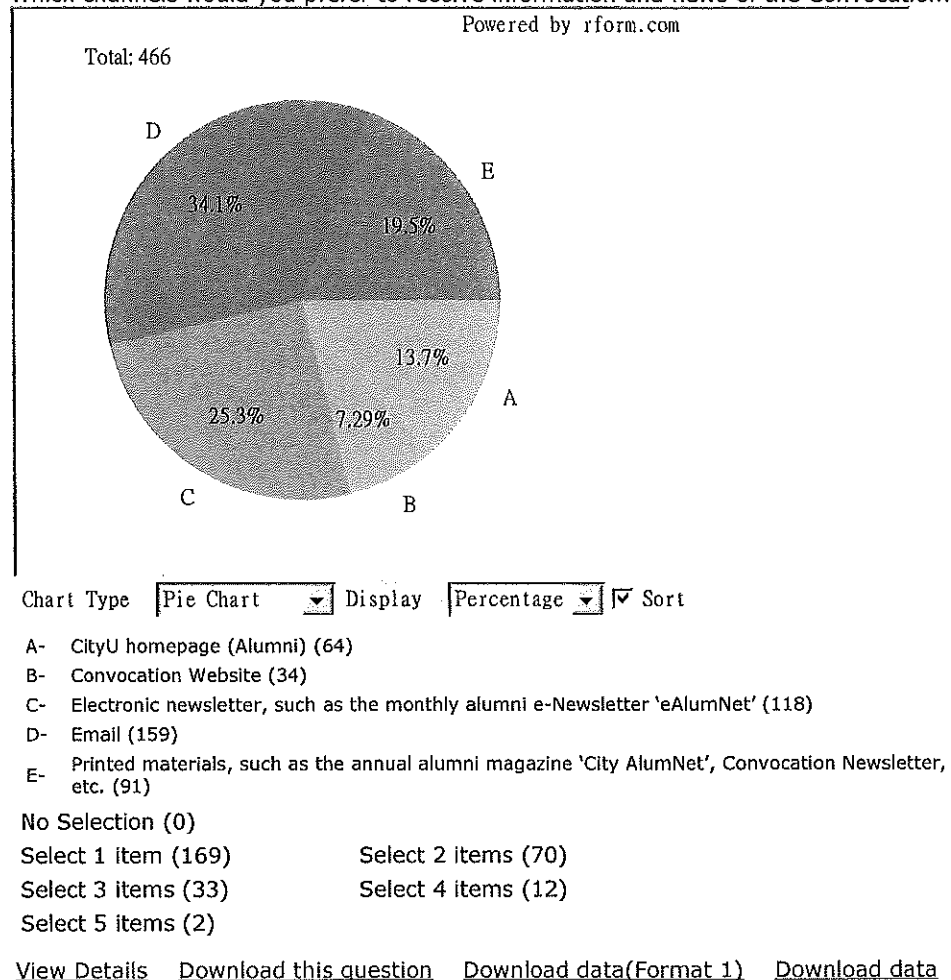
Select 4 items (14)

[View Details](#) [Download this question](#) [Download data\(Format 1\)](#) [Download data\(Format 2\)](#)

- 6 Which kind of liaison activities is the most important?



7 Which channels would you prefer to receive information and news of the Convocation?



(Format 2)

8 What types of information may be of interest to you most?

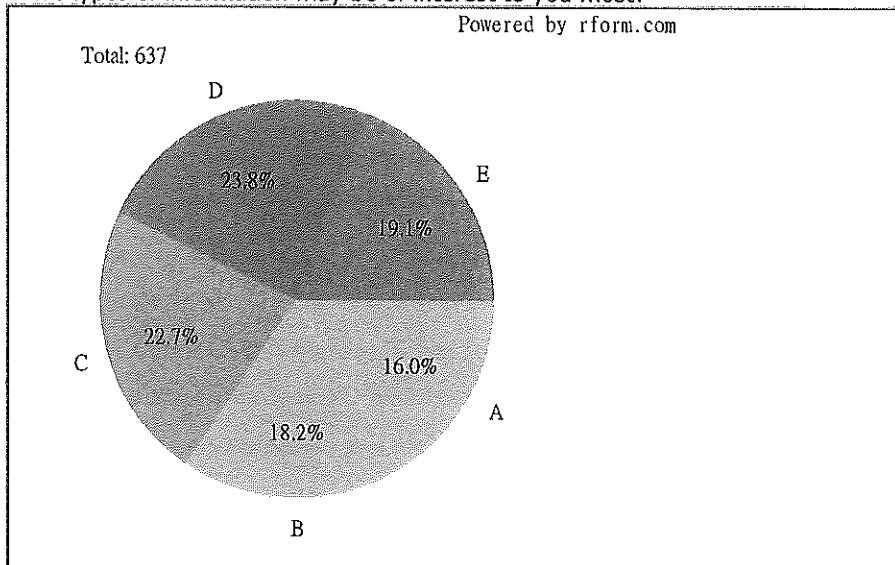


Chart Type Display ☒ Sort

- A- Alumni events (102)
- B- Alumni news and stories (116)
- C- Continuing education opportunities (145)
- D- Employment and career development (152)
- E- University news (122)

No Selection (2)

Select 1 item (107)

Select 2 items (75)

Select 3 items (52)

Select 4 items (26)

Select 5 items (24)

[View Details](#) [Download this question](#) [Download data\(Format 1\)](#) [Download data \(Format 2\)](#)

9 Which types of alumni program may be of interest to you most?

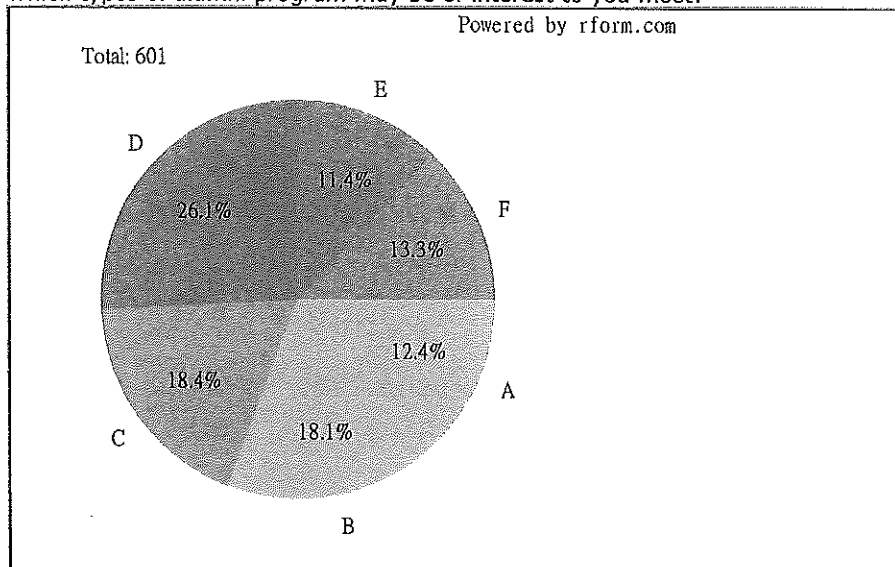


Chart Type Display ☒ Sort

- A- Indoor reunion functions (75)
- B- Outdoor activities, such as hiking, sports, orienteering, BBQ, etc. (109)
- C- Seminar / happy hour talk (111)
- D- Special offers and group discounts (157)
- E- Voluntary services for CityU (69)
- F- Voluntary services for the community (80)

No Selection (0)

Select 1 item (127)

Select 2 items (71)

Select 3 items (47)

Select 4 items (22)

Select 5 items (11)

Select 6 items (8)

[View Details](#)

[Download this question](#)

[Download data\(Format 1\)](#)

[Download data](#)

(Format 2)

- 10 Are you interested in attending the Annual General Meeting in which the election for the 1st Standing Committee will be conducted?

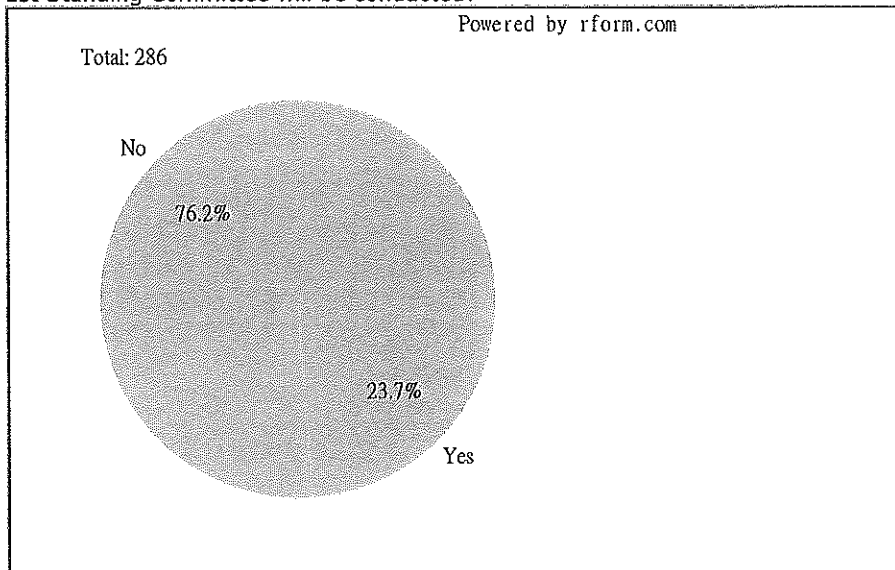


Chart Type: ☒ Sort

[View Details](#)

[Download this question](#)

[Download data\(Format 1\)](#)

[Download data](#)

(Format 2)

- 11 Promoting successful alumni stories can ensure University achievements being recognized by the public so as to promote the University image.

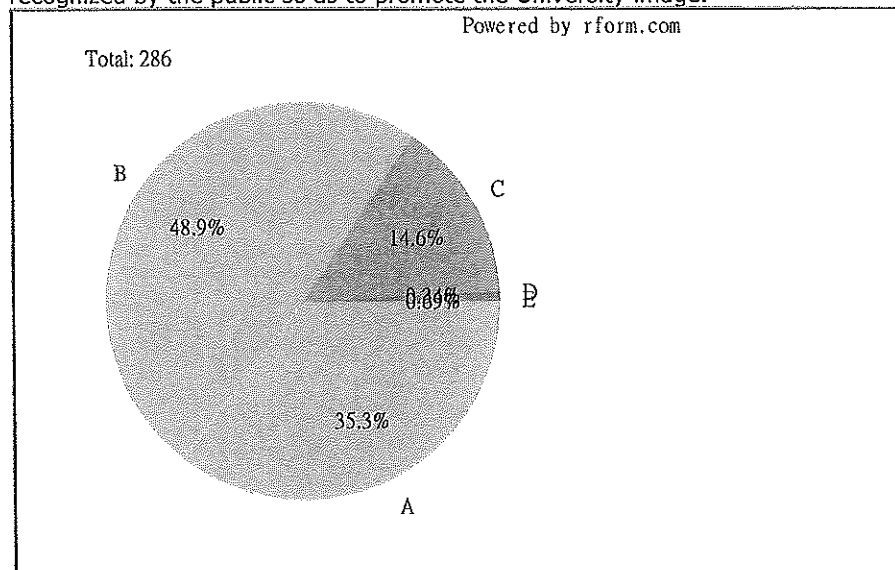


Chart Type: ☒ Sort

A- Strongly Agree (101)

B- Agree (140)

C- Neutral (42)

D- Disagree (1)

E- Strongly Disagree (2)

[View Details](#)

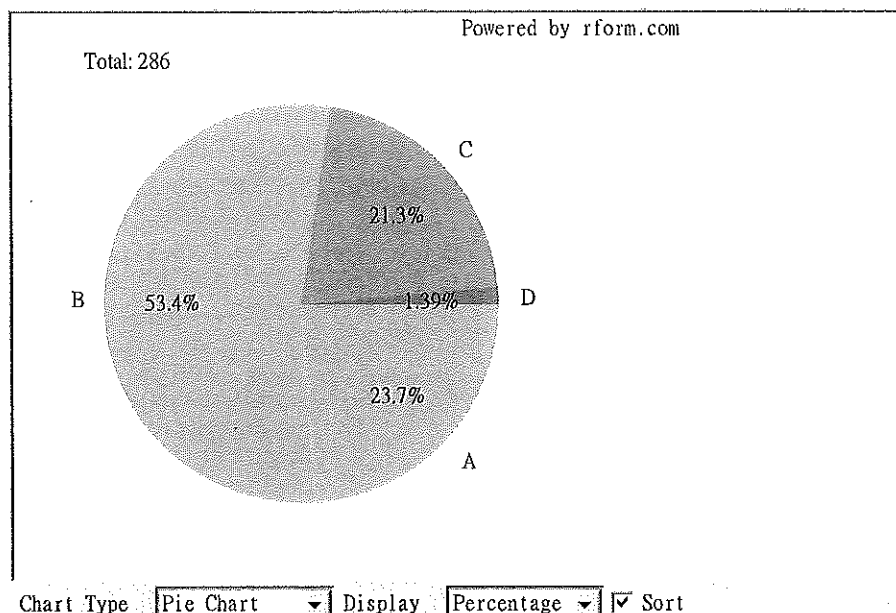
[Download this question](#)

[Download data\(Format 1\)](#)

[Download data](#)

(Format 2)

- 12 The membership of Convocation Chairman in the University Council facilitates the communication between the Convocation and the University.



- A- Strongly Agree (68)
B- Agree (153)
C- Neutral (61)
D- Disagree (4)
E- Strongly Disagree (0)

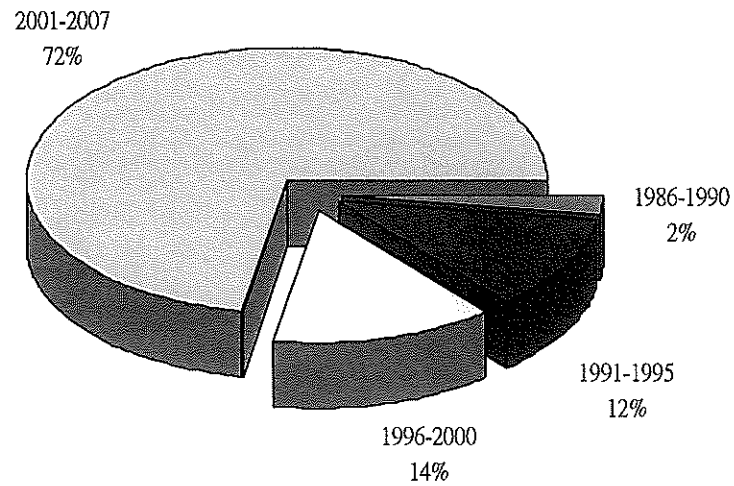
[View Details](#) [Download this question](#) [Download data\(Format 1\)](#) [Download data \(Format 2\)](#)

13 Other comments and suggestions

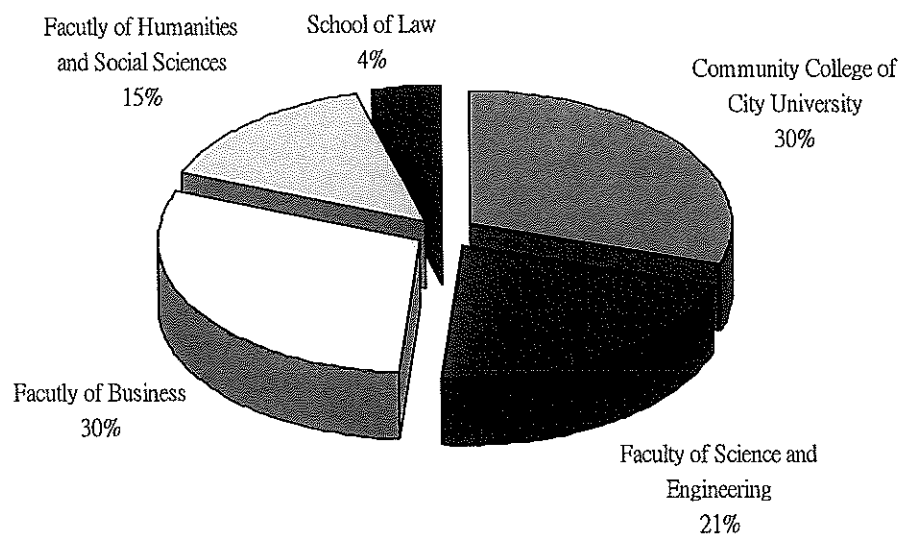
[Summary](#) [Download this question](#) [Download data\(Format 1\)](#) [Download data \(Format 2\)](#)

English, Chinese(Trad), Chinese(Simp), Japanese, Korean | FAQ | ©2000
Rformation 21st Limited All rights reserved.

Graduation Year Distribution of Respondents



Faculty Distribution of Respondents



City University of Hong Kong

Provisional Standing Committee of University Convocation

Paper for : Decision
Subject : Establishment of Communication Sub-Committee
Presenter : Mr Will Ma, Vice-Chairman (Communication), Provisional Standing Committee

1. Background

In accordance with the Constitution of the University Convocation (Section 24.6), the Standing Committee may appoint committees and approve the terms of reference and membership. Given promoting effective communication among Convocation members is one of the missions of Convocation, a sub-committee on communication to be convened by Mr Will Ma and comprising experienced alumni with expertise in the application of information technology is now proposed for the endorsement of Members.

2. Establishment of Communication Sub-Committee

Proposed Membership

- Mr Will Ma (*BA(Hons) Business Studies 1990*), currently a senior lecturer of the Department of Journalism and Communication at Hong Kong Shue Yan University, is a vice-chairman of the Provisional Standing Committee (PSC) and a former member of the past Alumni Communication Committee coordinated by the Development and Alumni Relations Office (DAO). He will take up the chairmanship and lead the sub-committee.
- Mr Billy Au (*BA(Hons) Business Studies 1989*), currently a principal trade officer in Trade Department of the HKSAR Government.
- Mr Jackson Kwan (*BA(Hons) Translation and Interpretation 2000, Postgraduate Diploma in English Language Education 2004*), currently a teacher in Caritas.

- Mr Danny Luk (*HD Electronic Engineering 1992*), currently a human resources manager in Schindler Lifts (HK) Limited, is a PSC member and a former member of the past Alumni Communication Committee coordinated by DAO.
- Mr Warren Ng (*MEng in Electronic Engineering with Business Management 1999, BEng(Hons) in Electronic Engineering 1999*), currently a senior solution analyst in PCCW.
- Mr Wilson Yuen (*HD Computer Studies 1996*), currently a lecturer of Hong Kong Polytechnic University, is an Alumni Ambassador of the University. He was a member of the past Alumni Communication Committee coordinated by DAO.
- Mr Andrew Ho, Alumni Relations Officer of DAO, will serve as the secretary of the sub-committee.

Areas of Duties

Major duties of the Communication Sub-Committee are to advise the Standing Committee of the Convocation on the strategies for strengthening the communication among Convocation members, to identify and develop efficient and effective communication means with alumni through the application of advanced information technology.

The Communication Sub-Committee will start operation after the approval of its establishment by PSC. The tenure is proposed to follow that of PSC.

3. Recommendation

PSC is invited to approve the establishment of the Communication Sub-Committee with details listed under item 2 above.

Jointly prepared by:

Mr Will Ma, Vice-Chairman (Communication) of PSC and Convocation Secretariat
15 May 2007

City University of Hong Kong

Provisional Standing Committee of Convocation

Paper for : Endorsement
Subject : Report and Recommendations from Election Board for the
Election of the First Standing Committee of Convocation
Presenter : Mr Steven Kwan, Chairman of the Election Board

1. Background

The Provisional Standing Committee (PSC) of Convocation endorsed the establishment of an election board for planning and monitoring election matters. Members of the Election Board include Mr Steven Kwan (Chairman), Mr Raymond Cheng, Mrs Rose Chang, Ms Kathy Chan and Mr Andrew Ho.

2. Recommendations for PSC's Endorsement

The Election Board held its first meeting on 14 May 2007 to plan for the election. Recommendations and work plan have been prepared for PSC's endorsement.

Pre-registration

In order to facilitate the arrangement for conducting the election such as the election venue and manpower, pre-registration for attending the Annual General Meeting (AGM) via mail, fax or electronic means will be requested though not compulsory. The Secretariat, via the notice of AGM and the mail for sending agenda and papers, will advise Convocation members to pre-register their attendance.

Nomination

Each candidate standing for the election should only accept nomination for one category of offices.

Appointment of Proxy

Proxy forms duly signed by the appointor should be sent by mail and reach the Secretariat 48 hours before the AGM. An appointor shall take the responsibility to give his/her instruction to the proxy.

A proxy shall not be restricted to voting for one candidate for each office and should vote in accordance with the instructions of his/her appointor(s).

Registration

Either HKID/Passport or the certificate of award granted by the University will be valid documents for verification of identity. If a member cannot or is unwilling to show any of the aforesaid documents but able to provide adequate details to prove his/her identity, he/she may also be accepted for entrance and joining the election subject to the decision of the Election Board.

A member, who has appointed proxy but finally attends the AGM in person, shall notify the Secretariat during registration.

Election Format

The election shall be conducted separately for different offices. However, candidates may conduct promotion in the form of a cabinet.

According to section 23 of the Rules of Meeting, election of all elected offices of the Convocation shall take place by secret ballot. Members will complete the ballot paper at areas with reasonable secrecy. Mrs Rose Chang will assist the Secretariat in studying the feasibility of electronic voting and recommendations will be made to the Election Board for endorsement.

Counting of Votes

In case electronic voting is adopted, votes will be counted automatically by computer program. Otherwise, votes will be counted manually by staff members appointed by the Returning Officer of the election. In this case, members should be allowed to observe the complete counting process.

Casting Vote

According to section 42 of the Rules of Meeting, if two or more candidates receive the same number of votes for an office, the Chairman shall have a second or casting vote.

The Election Board will clarify the interpretation of "Chairman" of this section in the rules of election. The second or casting vote of the Chairman may be made at an adjourned meeting and section 11 of the Rules of Meeting will apply.

Announcement of Result

The Election Board has agreed on a provisional view that the AGM will end after the casting of votes. The election result may be announced at the AGM or by written notice via newspaper, mail/email or internet afterward.

3. Work Plan

Mr Raymond Cheng will draft the rules of election by mid-June following the principles stated in this paper subject to PSC's endorsement of the paper. The Election Board will finalize the rules of election and proceed with detailed planning for the election. The second meeting of the Election Board is scheduled for mid/late July.

The Constitution and Rules of Meeting of Convocation should be reviewed in preparation for the second election to be held in 2009. The Election Board would make recommendations to PSC.

4. Recommendation

PSC is invited to approve the above recommendations and delegate the responsibility and authority to the Election Board for issuing rules of election and conducting election.

Remarks: This report also serves as the Notes of Meeting for the First Meeting of Election Board.

Convocation Secretariat
15 May 2007