

SC/06/01
(25 Nov 2008)

Paper Endorsed: Team Building and Leader Training Refreshment

Workshop – Alumni Development Sharing

Proposed by: Dr Bryan Wong, Vice-Chairman (University Development)

Decision Made: The 6th Standing Committee Meeting held on 25 November 2008

Participants

Standing Committee members (SC) of CityU Convocation

Programme

First Session

Presentation by a speaker specializing in team-building, leader-training or coaching and sharing by a consultant on alumni affairs from non-local University

Second Session

Debriefing among SC members

Budget

To be confirmed. (May invite professional on team-building from Student Development Services/ consultant on alumni affairs from non-local University)

Date and Time

To be confirmed

- End -

Paper Endorsed: “New Communication Measures”

Proposed by: Mr Will Ma, Vice-Chairman (Communication)

Decision Made: The 6th Standing Committee Meeting held on 25 November 2008

Preamble: Communication is very important to both within Standing Committee (SC) and to over 100,000 alumni members. There should be a continuous evaluation of communication means and the effectiveness of present communication status.

Objectives:

1. To strengthen the internal link within SC and;
2. To project clearer image of Convocation to over 100,000 alumni members.

Action: Newly Measures Suggested and To Be Enforced by Communication VC

I. Within SC:

1. Statistics: To prepare weekly report of all activities for SC members in order to tightly hold all SC members together, and to project a clearer picture to the team as basis for better planning and implementation.
 - A. Weekly Report by VC (Communication):
 - i. Send out every Friday;
 - ii. Include upcoming activities organized / jointly organized by Convocation in the coming week;
 - iii. Include past activities in the week;
 - iv. Activities include meetings, events, ceremonies, etc.;
 - v. Include any circulating documentations for decision with results.

II. To All Alumni Members:

2. Convocation Identity: To standardize all publicity in order to give a clearer and distinctive image to the public.
 - A. Letterhead: To include a designed letterhead for all outgoing mail, email, SC meeting papers and documents. Letterhead should include the

Convocation Logo and CityU Logo; the mailing address; telephone; fax; website; and email;

- B. Name card: For re-print name card, include Convocation Logo and CityU Logo;
3. Alumni Video Stories: To prepare one-minute video story for individual alumnus in order to engage over 100,000 alumni members in our community.
- A. Inform well interviewee of the details and interviewing questions;
 - B. Inform well interviewee the posting of the video clips on alumni websites including Convocation alumni community;
 - C. On two occasions: Alumni stories – video taken at any place at any time; Participants feedback – video participants attending Convocation activities.

- End -

Paper Endorsed: Vision, Mission and Core Values of the Convocation

Proposed by: Mr Joseph Tsoi, Vice-Chairman (External Affairs)

Decision Made: The 6th Standing Committee Meeting held on 25 November 2008

(Draft Paper)

Introduction

Since the Convocation of City University of Hong Kong (“The Convocation” hereafter) has been formed in accordance with the City University of Hong Kong Ordinance; the Convocation is constantly developing to support the University’s development.

In May 2008, Prof. Way Kuo, had assumed the position as the President of the City University of Hong Kong (“CityU” hereafter), and started to lead a new phase in the CityU development, with several task forces set up. This paper is hence proposed to achieve the following objectives.

Objectives

- To better align the Vision and Mission of The Convocation to the CityU’s new management directions.
- To clearly state what Core Values stand behind the Standing Committee of The Convocation, for its imperative roles of “Uniting CityU alumni in One”.

Period

With effect from the December 1st, 2008, and is subject to the Standing Committee’s approval by simple majority.

Vision of CityU Convocation

- Let every Citian be Proud of CityU
- 令城大人「以城大為榮」

Mission of Standing Committee of CityU Convocation

- To unite CityU alumni in One to support CityU development;
- To create bonding in the growing alumni family;
- To promote the caring culture in the University community;
- To establish effective communication between The Convocation and the CityU management; and
- To develop good relations between the CityU and the general public

Core Values of Standing Committee of CityU Convocation

These core values govern all decisions made by the Standing Committee of CityU Convocation

- Caring 關愛
- Transparency 透明而公開
- Representation 具代表性
- Social-responsibility 社會責任