



CITY UNIVERSITY OF HONG KONG

The Third Standing Committee of Convocation (2012-2013)

Minutes of the 8th Meeting Held on 21 May 2013

Present:	Chairman	Miss Karmen CHAN
	Vice-Chairmen	Mr William KHOO Mr Clovis LAU Mr Robert LUI
	Members	Mr Cedric CHENG Mr Gabriel HO Mr James KONG Mr Bruce LEE Miss Esther YIP
	Convocation Secretary	Ms Alice CHAN
Absent with Apologies:	Members	Ms Wincy HUEN Mr Louis KWOK Mr Eddie LAU Mr Patrick LEE <i>(Last Preceding Chairman)</i> Mr Douglas WONG
		Miss Man LAW
		Ms Pennie LAI
		Miss Joyce SIU
		Alumni Relations Officer, ARO Alumni Relations Officer, ARO

		Action Parties	Action Status
<u>CONFIRMATION OF LAST MINUTES</u>			
M1	Revised Minutes of the last meeting held on 3 November 2012 was CONFIRMED .	Secretariat	Completed
<u>CHAIRMAN’S REPORT</u>			
1.	<u>Council’s endorsement – Renaming the Chinese translation of Convocation</u>		
M2	The Chairman SHARED that the Council had endorsed the recommendation of renaming the Chinese translation of “CityU Convocation” from “香港城市大學評議會 (評議會)” to “香港城市大學校友議會 (校友議會)” at its recent meeting.		
M3	NOTED that the change of the Chinese translation of Convocation would involve the enactment process of the Legislative Council to amend the CityU Ordinance, which might take some time or years.	All	Take note
2.	<u>30th Anniversary Organizing Committee</u>		
M4	The Chairman SHARED that she had been invited to serve on two Sub-Committees under the 30 th Anniversary Organizing Committee – namely the “Student Programmes” and “Fund Raising and Alumni Programmes”.		
M5	The Chairman SHARED that the ideas proposed by Mr William KHOO and Mr Bruce LEE at the brainstorming session for 30 th anniversary alumni events held earlier would be relayed to the “Fund Raising and Alumni Programmes” Sub-Committee.	Chairman	On-going
M6	The Chairman might invite Mr William KHOO or one SC to represent her for the second meeting scheduled in June in case the meeting would clash with the schedule of the AC3 Opening Ceremony Review Group meeting.		
3.	<u>Follow-up actions regarding university matters</u>		
M7	The Chairman RECAPPED that in the recent meeting amongst the Council Chairman Mr Herman Hu and SC, most of the concerns and issues raised by SC about university matters had been briefly addressed to by the Council Chairman.		
M8	SUGGESTED SC to put forward their further views and concerns, as the Chairman would meet the Council Chairman again on 28 May.	Chairman	Completed

4. AC3 Opening Ceremony Review Group

M9 The Chairman **SHARED** that she had been appointed to serve on the AC3 Opening Ceremony Review Group. The 1st meeting had been convened and the first phase of investigation would focus on fact-finding and collection of evidences. Chairman On-going

Others:

M10 The Chairman **SHARED** that, same as previous years, she had been invited to participate in the selection panel for the Alumni Civility Hall (Hall 3) JUMP Scholarships.

MATTERS ARISING FROM LAST MEETING

5. Review of Congregation Booth

M11 Secretariat **REPORTED** that the number of “like” on Convocation Facebook had increased 120 during the 8-day Congregation.

M12 **NOTED** that the student helpers should be more proactive and responsive in managing the booth. Secretariat Take note

M13 **DISCUSSED** if Convocation would set up a booth at 2013 Congregation given the financial implication of recruiting student helpers to manage the booth last year.

M14 **SUGGESTED** to invite the student helpers who would be specifically supporting Convocation projects/events to meet with the SC so as to cultivate a greater sense of belonging to Convocation. Secretariat Take note

M15 **SUGGESTED** SC to join the recruitment exercise of student helpers which would usually take place at the beginning of new school term in October. The Secretariat would update SC the interview schedule nearer the date. Secretariat Take note

M16 **AGREED** to continue setting-up a booth at Congregation this year. It would be an opportunity to promote Convocation. Secretariat In progress

6. Review of BBQ Sharing Session with Alumni Associations

M17 SC **SHARED** the feedback of alumni about the BBQ gathering. Mr William KHOO noted that some participants did not prefer greasy food.

M18 The Chairman **REMINDED** that it was inappropriate to Secretariat Take note

involve alumni for on-site support. Convocation could offer manpower resources with advance notice from ARO.

- M19 Mr Clovis LAU **SHARED** a positive feedback from some alumni that they preferred BBQ gathering rather than a sit-down dinner.
- M20 The Chairman **INVITED** SC to consider if the gathering with Alumni Associations would be continued this year. The format of gathering would be further explored. All In progress
- M21 Mr Robert LUI **SUGGESTED** to invite student helpers to join BBQ next time in order to offer assistance and also network with SC and alumni. Secretariat Take note

7. **Convocation news at eAlumNet**
(SCIII/M/7: M2–M5)

- M22 **NOTED** that the Secretariat should have had reminded the Chairman to write article for “Convo’s Talk” if no other SC was able to contribute articles.
- M23 Ms Esther YIP **SHARED** that she had no specific plan to write article for “Convo’s Talk” at the moment.
- M24 The Chairman **INVITED** SC to propose a new column title for “Convo’s Talk” which was **AGREED** to be resumed for another six months. A new name of the column is to be discussed later. All In progress

8. **Postgraduate course registration**
(SCIII/M/7: M6–M17)

- M25 A meeting with Professor Horace IP, Acting Vice-President (Research & Technology) and Acting Dean of School of Graduate Studies (SGS) had been arranged to discuss the questions and concerns raised by SC in last two meetings. Chairman, Clovis LAU, Bruce LEE, Secretariat Completed
- M26- (Confidential information)
M44

9. **Submission of Council Paper – Concerns of alumni regarding the selection and contract renewal of University presidency**

- M45 The Chairman **RECAPPED** that an alumnus had raised concerns at 2012 Annual General Meeting of Convocation about the contract renewal of University presidency in March 2012.

- M46 A Council Paper with alumni’s suggestions to engage alumni representatives in the selection and contract renewal process of University presidency would be put forward to the Council for discussion at its upcoming meeting on 18 June.
- M47 The Chairman **SHARED** that she learnt from a past President of the Students' Union that the President of the Students' Union was only accepted by the Council as Observer of the Search Committee of University Presidency in 2006. It means he had no voting right in the process.
- M48 **STATED** that the Convocation had fulfilled its duty to document the request of alumni to the Council. It would be Council’s discretion to respond to alumni’s request.
- M49 The draft Council Paper was tabled for SCs’ comments. The Chairman would edit the draft, if necessary, for submission to the Council. Chairman In progress
- M50 **REMINDED** the Secretariat to bring forth the issue to the attention of the Chairman of next Standing Committee for further follow-up as deem appropriate. Secretariat Take note

10. Endorsement and circulation items

- M51 Secretariat circulated the record listing the endorsement and circulation items to SC. Secretariat Ongoing
- M52 **RECAPPED** that the proposal to invite the Convocation as supporting unit for City-Youth Empowerment Project – Career Workshop for Ethnic Minority held on 2 March was endorsed via email. All Completed

ITEMS FOR DISCUSSION/DECISION

11. Convocation fund and account procedures
(SCIII/M/7: M27–M28)

- M53 Mr Robert LUI **SHARED** that he had a meeting with Mr Simon TANG, Director of Finance Office to discuss about the Convocation fund and account procedures for drafting the financial guidelines for Convocation. Meeting highlights as follows: Robert LUI, On-going Secretariat

Interpretation

- M54 1. Convocation was not a separate legal entity. Donation income to Convocation would lodge in University’s official bank account under the name

of “City University of Hong Kong”.

M55 2. The donation/sponsorship income would be recorded and displayed as a breakdown item in the accounting system under the category of “Convocation Fund”.

M56 3. (Confidential information)

Convocation Fund - reimbursement procedures

M57 4. All expenditure including the reimbursement forms for expenses should be approved by the Convocation Chairperson with his/her authorized signature.

M58 5. After the approval from Chairperson was obtained, the Secretariat of the Convocation would ensure that the relevant supporting documents and/or invoices were properly attached to the claim forms.

M59 6. Adhering to internal procedures of the University, the claim forms should be co-signed by an authorized signature of the University.

M60 7. The University was abided by a strict set of financial guidelines and procedures. The financial statement of Convocation would also be recorded in the University’s annual report for audit.

M61- (Confidential information)
M63

M64 Mr Cedric CHENG **NOTED** SC that according to Constitution, the Convocation was established under the Council.

M65 (Confidential information)

M66 The Chairman **RECAPPED** that the guidelines would be in compliance with the established rules and policies of the University.

12. Management of electronic platform

M67 Mr James KONG **RECAPPED** the discussion at recent SC meetings that whether Convocation would consider opening the Facebook to the public to post new topics. At present, the public could give comments on a topic posted by administrator.

- M68 (Confidential information)
- M69 Mr James KONG **REMARKED** that for new posting, those who had “liked” Convocation Facebook would receive a notification (but not for reply message). He **SUGGESTED** an alternative mechanism that the public should send the message to Convocation for screening and approval before posting.
- M70 (Confidential information)
- M71 Miss Esther YIP **SUGGESTED** posting useful tips/friendly messages on Convocation Facebook.
- M72 The Secretariat would brief the new staff about the duty on e-platform management, such as to monitor Facebook messages. Secretariat Take note
- M73 (Confidential information)
- M74 Mr James KONG would prepare a proposal for further discussion. The Chairman **INVITED** SC to submit their comments to Mr James KONG for his consolidation. James KONG In progress
- 13. Relocation of Convocation Office**
(SCIII/M/7: M34–M37)
- M75 **RECAPPED** that a site-visit had been arranged for SC earlier and that Convocation would make a decision by June. Secretariat Completed
- M76 SC **ENQUIRED** about the accessibility of AC3 after normal working hours. Secretariat shared that security measures would follow the existing practices for AC1 and AC2, that registration be required for access to AC3 after 11:00pm.
- M77 **NOTED** that the existing Convocation Office had the locational advantage of staying close to the CityU community.
- M78-
M80 (Confidential information)
- 14. Date of Convocation AGM 2013 cum Election**
- M81 Secretariat **UPDATED** the three possible dates: 17 Dec (Tue), 18 Dec (Wed) or 19 Dec (Thu).
- M82 **CONFIRMED** that the 2013 AGM cum Election would be held on 17 December (Tuesday, 7:30pm at the Wei Hing All Take note

Theatre, CityU).

15. Recent news reports regarding CityU

Issue 1: Selection and contract renewal of University presidency – two other applicants were persuaded to withdraw their application

- M83 **NOTED** that the Chairman, also as a Council member, had followed up with the Council to request for statutory documents to proof that the Chairman of the Search Committee had the authority to exercise his power and was legally governed.
- M84 Mr William KHOO **QUESTIONED** about how the Council managed and learnt matters of the University including contract renewal of University presidency and appointment of professor. The Chairman **SHARED** that some of the issues were only at administrative level which were not passed in the Council.
- M85 The Chairman **SHARED** that it was difficult to collect evidence and take further action if related documents did not prove the existing fault.
- M86 Convocation would strive for a seat as panel member on the Search Committee instead of as observer regarding the selection and contract renewal of University presidency.

Issue 2: Retirement at age 60 and contract renewal

- M87 The Chairman **SHARED** that the issue was under the University's administration decision.

Issue 3: Resurrection of a terminated student

- M88 The Chairman **SHARED** that the issue would be further discussed once she had collected more facts and evidences.

16. AC3 Opening Ceremony Incidence

- M89 The Chairman **UPDATED** that the 1st meeting of the AC3 Opening Ceremony Review Group (the "Review Group") was held. The first phase would focus on collecting facts and evidences. In the second phase, the Review Group would invite concerned parties for interview to further examine the facts. Chairman On-going
- M90 The Review Group would identify areas for improvement, and make recommendations to the President by end of June.

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|-----|--|------------------------------|-----------|
| M91 | Mr Cedric CHENG SUGGESTED the witnesses to make declaration. The Chairman would put forward the recommendation to the Review Group. | | |
| M92 | An announcement with the objective to note alumni the appointment of Convocation Chairperson as panel member of the Review Group and the objectives would be issued to all alumni by email on 22 May. Secretariat would also arrange posting onto Convocation homepage and Facebook. | Secretariat | Completed |
| M93 | Mr William KHOO would help coordinate comments from SC and help revise for Chairman's clearance. | William KHOO,
Secretariat | Completed |

DATE OF NEXT MEETING

- M94 7:30pm, 11 June 2013 (Tuesday)

~ END ~

Prepared by the Secretariat