



CITY UNIVERSITY OF HONG KONG

The Third Standing Committee of Convocation (2012-2013)

Minutes of the 9th Meeting Held on 11 June 2013

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

**Action
Parties**

Action Status

MATTERS ARISING FROM LAST MEETING

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

(SCIII/M/8: M45–M50)

M1 The Chairman **UPDATED** that Convocation had decided to set aside the motion of putting forward a Council Paper at its upcoming Council Meeting on 18 June.

M2 The Secretariat would review the “Code of Practice” set out by the Council, and check if there was any guideline to state that the Council’s Executive Committee has the discretion to review the paper before presenting to the Council.

Secretariat

In progress

M3 The Chairman **INVITED** Mr Clovis LAU to seek the Council Chairman’s advice on two matters: (1) under what condition would the Council Paper be/not be reviewed by the Council’s Executive Committee, and (2) to reach a consensus with the Council about the timeline for processing the concerns and suggestions of alumni regarding the selection and contract renewal of University presidency.

Clovis LAU

In progress

2. Convocation fund and account procedures

(SCIII/M/8: M53–M66)

M4-
M6 (Confidential information)

M7 **NOTED** that the donation received by the University, unless otherwise specified by the donor, would be allocated to support three areas, namely student bursaries (40%), Convocation activities (40%) and the University’s strategic initiatives for matching grant (20%).

3. Relocation of Convocation Office

(SCIII/M/8: M75–M80)

M8 The Chairman **SUGGESTED** the Secretariat to seek advice from Professor Paul LAM, Vice-President (Student Affairs) who was also the Chairman of the University’s Accommodation Committee on the possibility of extending the decision deadline regarding office relocation. It was desirable to reserve the matter

Secretariat

In progress

for next SC to decide in 2014.

4. **AC3 Opening Ceremony Incidence**
(SCIII/M/8: M89–M93)

M9 The Chairman **UPDATED** the progress of the 3rd Review Group meeting. Interviews with witnesses to collect facts and evidences were in progress.

M10 The Chairman **NOTED** SC that enquiry emails had been received from three alumni after the university announcement was issued by Convocation on 22 May. All the enquiries had been handled accordingly. Chairman Completed

5. **Open Forum on Vet School**

M11 The Chairman **RECAPPED** that the Council Chairman Mr Herman Hu, in the recent meeting with SC, had suggested that Convocation could consider hosting an open forum on Vet School. It was proposed that Dr Howard WONG, currently a staff member of the University and a former Vet specialist working for the Agriculture, Fisheries and Conservation Department of the HKSAR, would serve as speaker.

M12 SC **AGREED** that Convocation would support the idea put forward by the Council Chairman. The Secretariat would look for more details and update SC. Secretariat In progress

6. **Management of electronic platform**
(SCIII/M/8: M67–M74)

M13 The Chairman **RECAPPED** the key issues for discussion at the next meeting: (1) a proposal with budget on e-platform management; (2) workflow on e-platform reply mechanism; (3) decision on whether to open Convocation Facebook for the public to post new topics. Respective rules and regulations for posting new message would be listed out for review. James KONG In progress

7. **Responsibilities of staff members to support Convocation's matters**

M14 The Secretariat **BRIEFED** SC the general duties and responsibilities of the clerical staff who had joined Convocation Secretariat.

M15 **DISCUSSED** the usage of Convocation noticeboard. The Secretariat Take note

Secretariat would continue to follow-up with CDFO regarding Convocation's earlier request for a more prominent location.

M16	Chairman REMARKED that the external glass wall at Convocation Office, once replaced by a concrete wall, could be used for displaying a Convocation noticeboard in addition to the existing one adjacent to the right entrance of canteen at AC1.	Secretariat	Take note
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8. Review of Congregation Booth
(SCIII/M/8: M11–M16)

M17 Mr Cedric CHENG **ENQUIRED** how the student helpers were recruited. The Secretariat **SHARED** that students who had enrolled for the On-campus Service-learning Scheme (OSS) of the Career and Internship Office (CAIO) would be eligible to join the recruitment exercise for student helpers.

M18	Mr Cedric CHENG and Mr Gabriel HO would refer student helpers to the Secretariat for the upcoming round of recruitment exercise.	Cedric CHENG, Gabriel HO	Take note
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9. Meeting with Convocations of HKU, CUHK and HKUST

M19 Chairman **BRIEFED** SC the objectives of proposing a gathering with Convocations of other local universities. It would serve as a learning opportunity for SC to exchange views, and make reference to the Convocations of other local universities on a number of aspects, including Convocation account, arrangement between Convocation with the University, and amendment on Constitution, etc.

M20	SC PROPOSED a casual way to study/collect references from Convocations of other local universities via SCs' own network. SC would share the result of their studies in upcoming SC meetings.	All	In progress
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10. Date of Convocation AGM 2013 cum Election
(SCIII/M/8: M81–M82)

M21	Chairman REMINDED the Secretariat to prepare a time schedule for the election, and mark the diaries of the Election Board.	Secretariat	In progress
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M22	Chairman would review with Secretariat the election procedures with an aim to provide clearer instruction to alumni.	Chairman, Secretariat	In progress
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M23	Secretariat would start to re-run the computer system for	Secretariat	In progress
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election and other necessary preparation.

M24	SC NOTED that it was unlikely to launch the e-voting system for the 2013 election. Secretariat would continue to follow-up with Enterprise Solutions Unit (ESU) and study the feasible timeline for launching the e-voting system.	Secretariat	Take note
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11. Postgraduate course registration
(SCIII/M/8: M25–M44)

M25	The Secretariat had already followed-up with SGS regarding data collection and the School agreed to provide relevant figures annually.	Secretariat	On-going
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12. Convocation news at eAlumNet
(SCIII/M/8: M22–M24)

M26	The Chairman PROPOSED “Convo’s Poll” and SC AGREED that it would replace “Convo’s Talk” on eAlumNet commencing June 2013.	All	On-going
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M27	CONFIRMED the 1 st topic as suggested by Mr Bruce LEE - “Have you ever come back to CityU after graduation?”	All	Completed
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M28	SC BRAINSTORMED other possible topics:-		
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- 1) Do you know what is the CityU Convocation?
- 2) Have you ever participated in activities organised by the CityU Convocation?
- 3) Are you proud of being a member of CityU?
- 4) What is your happy index of being a CityU alumna/alumnus?
- 5) Does it help being a member of the CityU community?
- 6) Do you know the CityU motto?

M29	REMARKED to provide links for further information (e.g. redirect participants to Convocation’s homepage, CityU research article on happy index, etc.)	Secretariat	Take note
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M30	AGREED that further on, the Secretariat would follow the same practice to invite SC to propose a new topic for each upcoming issue (via email if not at SC meeting), and seek SC’s endorsement on the proposed topic by email circulation.	Secretariat	On-going
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M31	Mr Robert LUI SUGGESTED the result of polling would be announced in the next issue of eAlumNet.	Secretariat	On-going
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ANY OTHER BUSINESS

13. Presentation on University ranking

M32 Chairman **REMINDED** SC the suggestion of Council Chairman of arranging an expert to give a presentation to SC on University ranking.

M33 Secretariat would check with Dr Kevin Downing, Director, Knowledge Enterprise Analysis and Office of the Vice-President (Research & Technology) on the estimated time required for his presentation. It would be considered an agenda item for the next SC meeting. Secretariat In progress

14. Convocation signature event

M34 SC exchanged views on the types of Convocation signature events to be organised.

M35 **DISCUSSED** the possible topics for the 2013 Career Navigator series.

M36 Chairman **SUGGESTED** SC to make reference to the results of a career survey conducted by Convocation earlier when devising plan for upcoming career talks. The top three career fields opted by alumni are: (1) Business; (2) Social & personal services; and (3) Public relations.

M37 Besides the forum on Vet School, SC **SUGGESTED** inviting below speakers for other two proposed forums. The theme, topic and schedule to be advised and discussed with speakers:-

(1) Dr MA Ka-fai (馬家輝博士)
Assistant Director, Chinese Civilisation Centre of CityU

(2) Dr Raymond CHOY (蔡漢成博士)
Creative Director of “Qee” collection, and
Founder & President of Toy2R

M38 Chairman would check the schedule of Dr MA first. Mr Clovis LAU would then proceed to invite Dr CHOY. Chairman, Clovis LAU In progress

15. Occupy Central Forum

M39 Chairman **SHARED** that she had been invited by the Hong

Kong Association of Young Commentators (香港青年時事評論員協會) to co-host an Occupy Central Forum with Convocation on 21 July.

M40 **DECIDED** to decline the invitation upon consensus by SC. All Completed

DATE OF NEXT MEETING

M41 7:30pm, 6 August 2013 (Tuesday)

~ END ~

Prepared by the Secretariat