



CITY UNIVERSITY OF HONG KONG

The Fourth Standing Committee of Convocation (2014-2015)

Minutes of the 1st Meeting Held on 26 January 2014

Present:	Chairman	Mr Clovis LAU
	Vice-Chairmen	Mr Cedric CHENG Mr William KHOO Mr Joseph TSOI
	Members	Miss Karmen CHAN <i>(Immediate Past Chairman)</i> Mr Gabriel HO Mr Aaron HUI Mr James KONG Miss Vera KONG Mr Bruce LEE Miss Flora LEUNG Mr Billy LI Ms Connie POON Mr Douglas WONG Miss Ywing YEUNG
	Convocation Secretary	Ms Alice CHAN
Absent with Apology:	Vice-Chairman	Mr Robert LUI
In Attendance:	Convocation Secretary, designated cum Alumni Relations Manager, ARO	Mr Xavier WONG
	Alumni Relations Officer, ARO	Ms Pennie LAI

CONFIRMATION OF LAST MINUTES

M1 The Immediate Past Chairman Miss Karmen CHAN **INVITED** further comments from SC on the last minutes, if any, and **SHARED** that she had no other concerns except that she needed to verify some points with Mr Robert LUI on the accounting parts in particular on M31 and M32.

M2- (Confidential information)
M3

CHAIRMAN'S REPORT

1. Updates on University engagements

1.1. Teaching Excellence Awards (TEA) Selection Panel 2013/14
(SCIII/M/10:M7)

M4 Miss Karmen CHAN and Mr Billy LI **ATTENDED** the 3rd and 4th panel meetings on behalf of Convocation on 15 and 22 January respectively.

M5 Mr Billy LI **SHARED** that the entire selection process had been duly completed at its final meeting on 22 January. Two Awardees of this year's TEA had been selected for nomination to the UGC Teaching Award.

1.2. Congregation Organising Committee
(SCIII/M/10:M14-M15)

M6 Secretariat **UPDATED** that at its evaluation meeting held on 16 January, the Convocation reported to the Organising Committee that same as the previous year, a Convocation booth was set up at the Covered Terrace during the Congregation period from 12 – 22 November 2013 with the aim to promote Convocation to the fresh graduates.

M7 This year, complimentary photo-taking service (with a printed photo on the spot) was offered to fresh graduates as a new gimmick together with specially-designed backdrop and props such as graduation bear, thematic slogans for photo-taking.

M8 The Organising Committee **NOTED** that the Convocation booth at Congregation was well-received by fresh alumni. Around 500 photos had been offered during the 9-day Congregation period. Due to the overwhelming response, the service hours had also been extended to cover lunch hours.

- M9 Secretariat **RECAPPED** that the number of “Likes” on Convocation Facebook had increased by 500, almost doubling the figure after the Congregation period.
- M10 Mr Cedric CHENG **SHARED** that student helpers were deployed to manage the Convocation booth on roaster basis. He also **THANKED** Mr Gabriel HO for his support for coordinating this project with him.
- M11 Secretariat **UPDATED** SC the new arrangement as reported by the Organising Committee that the University would organise a separate congregation session for Honorary Awards together with the higher degrees in future. All Take note
- 1.3. 30th Anniversary Kick-off Ceremony**
- M12 Secretariat **REPORTED** that Mr Robert LUI joined the 30th Anniversary Kick-off Ceremony on behalf of the Convocation, the first university-wide celebration activity on 22 January, and presided at the birthday cake-cutting ceremony with other officiating guests.
- M13 **SHARED** that one of the highlights of the kick-off celebration centred on a procession on stage comprising 10 teams of the University including alumni, students, Ambassadors, etc.
- 1.4 CityU Delegation for Standard Chartered Marathon**
- M14 **SHARED** that Mr Joseph TSOI would represent the Convocation to attend the Flag Presentation Ceremony on 7 February. Mr James KONG would also represent SC to show support from the Convocation. Joseph TSOI Completed
- M15 Secretariat **UPDATED** that the location of CityU booth at race day on 16 February would no longer be available at Moreton Terrace this year. A tent/small booth would be arranged near the finishing point instead.
- M16 SC **NOTED** that their roles as alumni volunteers to cheer up runners and provide on-site support (e.g. distribution of souvenirs). Mr James KONG **SUGGESTED** SC to explore other possible ways to show support from Convocation.
- M17 Making reference of the photo-taking gimmick at Convocation booth at Congregation, Mr James KONG **SUGGESTED** preparing foamboards with cheering slogans for runners to take photos at finishing point.
- M18 Miss Flora LEUNG **SHARED** her observations on how the cheering team supported runners in last year’s Marathon.

M19	SC AGREED that two pieces of foamboards would be prepared at finishing point whereas another two for passing to the CityU cheering team. SC would suggest slogans to the Secretariat by 30 January 2014.	All	Completed
M20	Mr William KHOO INVITED SC to join the volunteer team. SC indicated their availabilities on two slots: 1) 1 st shift at 4am to 8am – William, Gabriel & James (till 7am) 2) 2 nd shift at 8am to 12pm – Aaron, Ywing, Flora, Billy	SC, Secretariat	In progress
M21	Mr William KHOO SUGGESTED inviting CityU runners to “Like” Convocation facebook after taking photo, if space is feasible.	Secretariat	Take note
M22	Secretariat would update SC for further information once available.	Secretariat	In progress
1.5	<u>Welcome dinner hosted by the Council Chairman and the President</u>		
M23	REMIND ED that the welcome dinner would take place on 24 February at 9/F Staff Lounge on campus.	All	Take note
M24	The arrangement of taking group-photo for SC prior to the dinner on same day would not be proceeded as agreed by SC.		
1.6	<u>Advisory Committee for Graduate Employment (ACGE)</u>		
M25	Secretariat UPDATED that Mr Clovis LAU would delegate one SC to attend the upcoming meeting on his behalf.		
M26	Secretariat BRIEFED that ACGE would offer advice on matters relating to student/graduate employment, career counselling and promoting employment opportunities for CityU graduates. Two meetings would be held annually.		
M27	Miss Karmen CHAN offered support to join this meeting in case no SC would be available.		
M28	Mr Billy LI volunteered to join and the Secretariat would further follow-up with him.	Billy LI	In progress

MATTERS ARISING FROM LAST MEETING

2. Endorsement and circulation items

M29	Secretariat circulated the record listing the endorsement and circulation items to SC.		
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| M30 | HIGHLIGHTED the two proposals of inviting the Convocation as supporting organization which were endorsed via email. | | |
| M31 | The first endorsement item referred to an invitation by NU SKIN to the Convocation as a supporting organization of its Master Forum held on 9 December 2013. A total of 50 free tickets were offered to alumni and overwhelming response was received shortly after the email invitation was issued. | Secretariat | Completed |
| M32 | Secretariat SHARED that the participants who had successfully enrolled for the forum were reminded to notify the Secretariat in case they could not attend. Secretariat received a few notifications and the seats were then allocated to the alumni on the waiting list. | | |
| M33 | The second endorsement item referred to a request from the CityU Hong Kong Social Work Alumni Association (CityUSWAA) to invite Convocation as a supporting organization for its two workshops featuring CityU alumni as speakers – namely “死亡別狂傲” and “Shape 出使命人生” on 22 February and 29 March respectively. Convocation promoted the workshops by posting the details onto Convocation’s homepage. | Secretariat | Completed |
| M34 | A limited number of free/complimentary tickets (about 1-3 seats for each workshop, subject to further confirmation) would be given to the Convocation. SC AGREED that the free seats would be offered to the alumni on a first-come, first served basis. The Secretariat would arrange the issue of invitation to alumni. | Secretariat | In progress |
| M35 | To secure the turn-out rate of alumni who had registered for upcoming workshop/forum, Miss Karmen CHAN SUGGESTED putting up a remark for those “no-show” participants on the alumni record. Such information might serve as a good reference for future complimentary offer to alumni. | Secretariat | Take note |

ITEMS FOR DISCUSSION/DECISION

3. “City-Youth Empowerment Project” – Career Workshop for Ethnic Minority

- M36 **RECEIVED** an invitation from CityU’s Department of Applied Social Studies to partner with Convocation for its social service programme – “City-Youth Empowerment Project” – Career Workshop for Ethnic Minority scheduled on either 1 or 2 March.

- M37 Secretariat **RECAPPED** that in last year, 11 alumni volunteers who were recruited by the Convocation exclusively for the event, joined by SC members Mr William KHOO, Mr Gabriel HO and Mr Bruce LEE in providing hands-on training and conducting mock interviews to the ethnic youth. Miss Karmen CHAN delivered a speech and presented certificates at the workshop.
- M38 Secretariat **NOTED** SC that the organiser welcomed other mode of collaboration with the Convocation. SC **DISCUSSED** the two major approaches: (1) Convocation as a “Partner” with greater involvement in the project and (2) Convocation as a “Supporting Unit”, the same approach as of last year.
- M39 Considering its timeline, SC unanimously **AGREED** that Convocation would continue to serve as a “Supporting Unit”. Mr Cedric CHENG **INVITED** SC to identify alumni to serve as mentor. All Take note
- M40 Mr Billy LI **SUGGESTED** inviting alumni of ethnic minority to serve as mentor. SC **OPINED** that individual invitation would be extended to them by SC as the alumni database had no indication on their nationalities. All Take note
- M41 Mr Gabriel HO volunteered to follow-up on the project. Gabriel HO In progress
- 4. Homepage revamp project**
(SCIII/M/10: M36–M47)
- M42 Mr James KONG **RECAPPED** the latest decision of 3rd SC for revamping the Convocation homepage, after reviewing the limitations of the existing web structure such as inflexibility in content management and site administration.
- M43 (Confidential information)
- M44 **HIGHLIGHTED** the major service scopes of web revamp proposals of both Plans A and B. In gist, Plan A would involve the website re-design and restructure of entire website including migration, whereas Plan B would focus on webpage layout re-design.
- M45 (Confidential information)
- M46 SC **OPTED** for Plan A as it would be the ultimate solution, and **NOTED** that the e-platform, with improved new web structure and enhanced features after revamping, would sustain for the coming years. All Take note

- M47- (Confidential information)
M53
- M54 **SUGGESTED** SC who would be involved in the project to follow FO procedure to declare conflict of interests. All Take note
- M55 Mr Aaron HUI **ENQUIRED** the level of SC's involvement, their contribution on contents and the approval mechanism. Mr James KONG **SHARED** that the web structure would be ready first in order to facilitate content update by SC and Secretariat via CMS system. Details of SC's involvement to be decided.
- M56 Miss Karmen CHAN **SUGGESTED** that the system to include the feature of enabling online registration for Convocation activities. Mr James KONG would further explore with the vendor to include this feature. James KONG In progress
- M57 Mr Joseph TSOI **SHARED** his experience about the importance of seeking a fundamental structural web change rather than simple interface upgrade to maintain a sustainable and long-term web development.
- M58 Mr James KONG **ADDED** that the revised system would aim to minimize the use of machine code and the entire website to be run by CMS.
- M59- (Confidential information)
M60

5. Convocation year plan

Presentation of year plan and budget by Sub-committees

- M61 Mr William KHOO **REMINDED** SC the suggestion of Mr Clovis LAU of forming six Sub-committees to spearhead the various initiatives put forward by the 4th SC. Each Sub-committee **PRESENTED** the year plan at the meeting.
- M62 SC **DISCUSSED** the membership of the six Sub-committee and **CONFIRMED** its composition according to SC's consensus: All Take note
- 1) Alumni Liaison (校友聯繫組)
 - 1.1 體育 (Convenor: Flora; Members: Cedric and William) 及興趣 (Convenor: Gabriel; Member: Billy)
 - 1.2 校友組織支援 (Convenor: Connie; Members: Gabriel, Bruce, Ywing and Cedric)

- 2) University Matters and Concerns (校政關注組)
(Convenor: Joseph; Members: Billy and Aaron)
- 3) Constitutional Development (憲章發展組)
(Convenor: William; Member: Cedric)
- 4) Finance and Administration (財政及行政組)
(Convenor: Robert; Member: Joseph)
- 5) Alumni Knowledge and Exchange (校友知識交流組)
(Convenor: Douglas; Members: Vera and Ywing)
- 6) Publication and Communications (傳訊組)
(Convenor: Aaron; Members: Vera, James and Ywing)

M63 Mr Billy LI **ASKED** if the formation of Sub-committees be documented in the Constitution of the Convocation.

M64 Mr Clovis LAU **EXPLAINED** the objective of setting up Sub-committees (or a “working group” approach) was to facilitate allocation of work. The new arrangement could run for the first year for further review.

M65 Miss Karmen CHAN **SHARED** that to allow flexibility suggested not putting it officially at the moment as it would hinder future development.

5.1 Alumni Liaison (校友聯繫組)

5.1.1 Quarterly voluntary services by alumni

M66 To recruit around 20 alumni to provide volunteer services to 30 participants for each programme, four times a year. Proposed to explore collaboration opportunity with the City-Youth Empowerment Project. Alumni volunteers could register the hours of their voluntary service with the Agency for Volunteer Service.

5.1.2 Sports activity

M67 To organise hiking activity targeted for 30 alumni, three times a year.

M68 Miss Karmen CHAN **SHARED** that the Secretariat once suggested SC to outsource the coordination work when similar hiking activity was initiated in the past.

M69 Mr Joseph TSOI **SUGGESTED** the alumni participants to sign a letter of indemnity/disclaimer to cover specific loss or

damage arising from joining the activity to minimize risk.

- M70 Mr Joseph TSOI **SHARED** that an outing was arranged by the 1st SC to the Hong Kong Wet Land Park. It served as an alumni privilege as the route was specifically designed. SC would consider arranging similar urban cultural trip for alumni.
- M71 **PREFERRED** a supporting role to co-organise similar hiking activity with other alumni associations.
- M72 Mr Bruce LEE **SHARED** his experience of organising hiking activities for the CityU Postgraduate Association, and **SUGGESTED** setting the level of difficulties for walking path and stating what targets would be suitable to join, and requested participants to sign declaration.
- M73 Miss Flora LEUNG **SUGGESTED** that if SC would consider proceeding the hiking activity, she would further explore the possible areas of enhancing protection to participants, such as to cover their insurance for joining the activity to minimize liability. Flora LEUNG In progress
- M74 Mr Clovis LAU **ADVISED** to prepare an execution plan for further discussion. Flora LEUNG In progress

5.1.3 Alumni relay race at CityU Sports Day

- M75 Mr Clovis LAU **SUGGESTED** exploring the opportunity to include alumni's participation in various CityU sports tournaments, such as basketball, badminton, table-tennis, swimming teams.
- M76 Secretariat to arrange a meeting with Mrs Dorothy DAVIES of Student Development Services in March or April to explore collaboration opportunities. Secretariat In progress

5.1.4 CityU 30th Charity Run

- M77 To organise a local fund-raising "Charity Run" in September or October for 100 alumni participants, in collaboration with the City-Youth Empowerment Project, to raise fund for children in need of education.
- M78 Mr Clovis LAU **SUPPORTED** the approach of putting this fund-raising initiative under the 30th anniversary event to showcase Convocation's support to the University. Miss Flora LEUNG **NOTED** SC that there was no such similar activity under the year plan of 30th anniversary celebration programmes.

- M79 Miss Flora LEUNG **SUGGESTED** inviting alumni runners to steer the project and conduct coach training similar to “Urban Run”.
- M80 Secretariat **UPDATED** SC that Convocation Chairman would be the Deputy Convenor of the Organising Committee for CityU Homecoming Gala 2014 to be held on 30 November. Convocation would continue to play an important role in this year’s programme.
- M81 Secretariat **RECAPPED** that children workshop and Convocation booth were arranged in the 2012 Homecoming Gala. Mr Clovis LAU **ADVISED** the Alumni Liaison Sub-committee to take a lead to devise plan for the programme. Alumni Liaison Sub-Committee In progress
- M82 Mr Clovis LAU **INVITED** SC to evaluate the effectiveness of enhancing alumni’s understanding of the Convocation via organising children workshop and arranging booth at Homecoming Gala.
- M83 Mr Clovis LAU **SUGGESTED** the recruitment of alumni volunteer team to encourage alumni’s greater involvement and support to the University.

5.1.5 Gathering with Alumni Associations

- M84 To organise a BBQ gathering with alumni associations in September. It would target for 60 participants. All Take note
- M85 Mr Clovis LAU **SHARED** his mission to meet with Chairperson/leader of the 30 some alumni associations with the aims to build a closer tie and explore collaboration opportunities.
- M86 Secretariat would line-up the meetings with each of the alumni association by September. About two to three SC would be invited to join each of the informal gathering to mingle and exchange views with alumni. Secretariat In progress

5.2 University Matters and Concerns (校政關注組)

- M87 **PROPOSED** the following two directions: (1) to conduct a survey to collect alumni’s views on alumni benefits (e.g. the use of on-campus facilities and services for alumni) for further review, and (2) to follow-up on alumni’s concerns on University matters.
- M88 Mr Clovis LAU **SHARED** that the major objectives of the Sub-committee were to channel alumni’s concerns on University matters and to discuss any matter relating to the

development of the University.

- M89 Secretariat **BRIEFED** SC the University Committees with Convocation's presence and involvement, such as the Council, the Community Relations Committee, Advisory Committee for Graduate Employment Committee, Selection Panel of the Teaching Excellence Awards, and the 30th Anniversary Organization Committee and its Sub-committees, etc. In particular, Secretariat **HIGHLIGHTED** that Convocation Chairman was invited to serve on the AC3 Review Group to review issues arising from the opening ceremony held on 6 May.
- M90 Mr Joseph TSOI **ADDED** that the University matters and concerns would mostly be discussed on issue-based.
- M91 Mr Billy LI **DISCUSSED** the possibility of providing free library access to fresh graduates as alumni benefit.
- M92 Secretariat **REMINDED** that the request to pursue greater alumni benefits regarding library services had been thoroughly discussed by the 3rd SC. A comparison table prepared by the Secretariat showing the fees of library access and e-resources for alumni of various local universities were recapped. SC members were satisfied with the current fee and services provided by CityU. No further request on this issue would be pursued. Highlights of current library access fees for information:
- All Take note
- Standard annual fee of CityU's Library Borrower's Card for all graduates was HK\$300 (It costed HK\$1,000 before the review in 2002).
 - Annual fees were charged on a pro-rata basis.
 - Free e-resources services would be available to alumni who either update/confirm their personal data on an annual basis.
- M93 Mr Joseph TSOI **NOTED** SC that the alumni were entitled to a number of on-campus benefits such as library services, sports and parking facilities on discounted offer over the years. **SUGGESTED** justifying the request of alumni and maintain a balance between alumni's benefits with University's resources.
- M94 SC **AGREED** the alumni benefits should be re-promoted, in particular to highlight the availability of e-resources for all alumni. It would enhance the image of the University.
- Secretariat Take note

5.3 Constitutional Development (憲章發展組)

M95 Mr William KHOO **RECAPPED** that the 3rd SC had thoroughly reviewed the electoral system of the Convocation and discussed the needs to seek change, if necessary. It was concluded that SC were satisfied with the existing system and this would not be a priority for constitutional review in 2014.

M96-
M103 (Confidential information)

5.4 Alumni Knowledge and Exchange (校友知識交流組)

M104 (Confidential information)

M105 Recipients of Distinguished Alumni Award should be invited as speakers. Mr Clovis LAU **ADVISED** to make it a seminar series.

M106 Secretariat **ASKED** if SC would consider organising Career Navigator in 2014.

M107 Mr Douglas WONG would assess the effectiveness of organising Career Navigator and update SC for further discussion. Douglas WONG On-going

5.5 Publication and Communications (傳訊組)

M108.
M109 (Confidential information)

M110 Mr Aaron HUI **INVITED** suggestion from SC on upcoming topics for Convo's Poll on eAlumNet – the monthly e-newsletter of the Alumni Relations Office.

M111 Secretariat would send the draft write-up of Convo's News to all members of the Publication and Communications Sub-committee for review. Secretariat Take note

M112 SC **AGREED** to keep the Convo's Poll as initiated by the 3rd SC for continuity sake. All Take note

M113 As **ADVISED** by Mr Clovis LAU, the Secretariat would advance the submission of write-up of Convo's News from mid-of each month to end of previous month. Secretariat Take note

M114 As **ADVISED** by Mr Clovis LAU, the Sub-committee would prepare a summary of readily available alumni benefits for further review by SC. Aaron HUI On-going

ANY OTHER BUSINESS

6.

Enquiries of the CityU Staff Association on recent University matters

M115. (Confidential information)
M116

7.

Discussion on Vet School

M117 Mr Clovis LAU **INVITED** SC to express views and stance on the issue. It would be arranged as a side issue for further discussion by SC via other communication platform.

8.

Spring Dinner for SC

M118 Mr Clovis LAU **INVITED** SC to a Spring Dinner on 22 February at 7pm. Venue to be updated.

DATE OF NEXT MEETING

M119 7:30pm – 10:30pm, 27 February 2014 (Thursday)

~ END ~

Prepared by the Secretariat