



## CITY UNIVERSITY OF HONG KONG

### The Fourth Standing Committee of Convocation (2014-2015)

#### Minutes of the 4<sup>th</sup> Meeting Held on 29 May 2014

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

**CONFIRMATION OF LAST MINUTES**

M1	Minutes of the 3 <sup>rd</sup> SC meeting was <b>CONFIRMED</b> .	Secretariat	Completed
M2	The Chairman <b>INVITED</b> Mr William KHOO to lead discussion of e-voting system at the next SC meeting.	William KHOO	In progress
M3	<b>REQUESTED</b> the Secretariat to list out possible key questions in relation to development of e-voting system to facilitate discussion at the next SC meeting.	Secretariat	In progress
M4	<b>SUGGESTED</b> the Secretariat to provide a recap on the action items as recorded in the minutes to facilitate follow-up/report by respective parties.	Secretariat	Take note

**CHAIRMAN’S REPORT**

**1. Updates on University engagements**

**1.1 2014 Selection Panel for the JUMP Scholarships of Alumni Civility Hall**

M5 The Chairman **SHARED** that he was invited to serve on the 2014 selection panel for the Alumni Civility Hall JUMP Scholarships chaired by its Residence Master Dr Ma Ka-fai on 25 April. The scholarships were designed to recognise students who have achieved excellent academic performance and demonstrated outstanding contribution to the Hall.

M6 **UPDATED** that the entry requirement of GPA in 2014 has been adjusted from 3.4 to 3.1 with the aim to encourage more students of diverse calibre to apply. The Scholarships were awarded to 6 students out of a total of 8 shortlisted candidates in 2014.

**1.2 EMBA Association Annual Dinner**

M7 The Chairman **SHARED** that he represented the Convocation to attend the CityU EMBA Association Annual Dinner in the company of Mr Joseph TSOI on 26 April. They treasured the opportunity to meet over 120 EMBA alumni, students, University colleagues and guests.

M8 The Chairman **SPONSORED** a lucky draw gift in name of Convocation and Mr Joseph TSOI presented it to the winner.

### 1.3 Advisory Committee for Graduate Employment

M9- (Confidential information)  
M10

### 1.4 Community Relations Committee

M11 (Confidential information)

### 1.5 Beijing Liaison Office Opening Ceremony and CityU 30<sup>th</sup> Anniversary Alumni Reunion @ Beijing

M12 The Chairman **ATTENDED** the opening ceremony of the Beijing Liaison Office on 17 May. He noted SC that CityU's networks have been developing steadily in the mainland China with ARO effort and following the establishment of two Liaison Offices in Shanghai and Beijing.

M13 He also **REPRESENTED** Convocation to attend the CityU 30<sup>th</sup> Anniversary Alumni Reunion Dinner @ Beijing following the Ceremony. Convocation was Event Partner of the Dinner and he delivered a speech to encourage alumni to connect with their alma mater and strengthen ties with the University.

M14 **UPDATED** SC that the CityU Beijing Alumni Association was officially established on the same occasion with alumnus Mr Wilson Chung as Convenor.

### 1.6 Visit to CityU College of Business

M15 The Chairman received updates from different stakeholders during a visit to College of Business arranged by the University Council on 19 May. His observation was **RECAPPED** for SC's information:

- (1) The two types of University rankings - research ranking and University's overall ranking.
- (2) The ratio of CityU students' participation in overseas exchange programmes was the highest amongst the eight local universities.
- (3) (Confidential information)
- (4) The Convocation would explore ways to support alumni for continuing education who have outstanding academic results but in financial difficulties.
- (5) Promoting College of Business would be influential to long term development of the University.

All

Take note

## 1.7 30<sup>th</sup> Anniversary Sub-committee on Student Programmes

- M16 The Chairman **THANKED** Mr Billy LI for representing him to attend the meeting on 28 May. Billy LI Completed
- M17 (Confidential information)

### MATTERS ARISING FROM LAST MEETING

## 2. Convocation's hiking activity (SCIV/M/3:M50-M52)

- M18 Miss Flora LEUNG **REPORTED** that 20 participants, including mainland alumni residing in Hong Kong, joined the hiking activity on 27 April.
- M19 **THANKED** SC members Mr Joseph TSOI and Mr Billy LI, and the Secretariat for providing on-site support. Special thanks also went to alumni Miss Llicia CHANG and Mr Savio WONG who volunteered to serve as hiking leaders.
- M20 SC **DECIDED** that hiking activity would be continued and scheduled for September and November 2014. Walking path with similar level of difficulty would be considered. All Take note
- M21 The Chairman **AGREED** to arrange procurement of insurance for participants, if needed, via Finance Office of the University for upcoming Convocation activities. All Take note
- M22 The Chairman **ADVISED** that the Convocation may support or co-organise similar hiking activities initiated by alumni. All Take note

## 3. Meeting with CityU Library

- M23 Mr Joseph TSOI and Billy LI **RECAPPED** major discussion at a meeting with the CityU Library (the "library") on 30 April. Joseph TSOI/  
Billy LI Completed
- M24 (Confidential information)
- M25 Suggestions to the library: (1) The library to add a tag onto its homepage to promote library service to alumni (2) The Convocation to help promote library talks to alumni, and (3) The Convocation to introduce library service to alumni via its communication platforms such as Convo's Poll. Secretariat On-going

## 4. Convocation's voluntary services

- M26 Mr Gabriel HO **UPDATED** SC that a voluntary service at an Gabriel HO In progress

elderly centre in Shek Kip Mei would take place in the afternoon of 31 May.

M27	<b>BRIEFED</b> SC the programme rundown. The Secretariat <b>REPORTED</b> the number of registered participants.		
M28	<b>ACKNOWLEDGED</b> the Chairman for his generous support in sponsoring gifts for the elderly.	All	Take note
<b>5. <u>Fundraising initiative for CityU 30<sup>th</sup> Anniversary</u></b> (SCIV/M/3:M7-M17)			
M29	SC <b>REPORTED</b> their trial efforts on soliciting alumni support for Convocation's fundraising initiative under the theme of 30 <sup>th</sup> anniversary of the University.	All	Completed
M30	(Confidential information)		
M31	The Chairman <b>ENDORSED</b> SC's suggestion to promote the University's "Pearl Anniversary Sponsor" donation programme via their alumni networks and <b>SUGGESTED</b> a review after two months. The Secretariat would prepare a special donation form which would facilitate compilation of donation made via the Convocation. The form would be sent to SC and uploaded onto Convocation's homepage.	All	On-going
M32	Mr William KHOO <b>SUGGESTED</b> acknowledging alumni who have donated via the Convocation on the Convocation website.	Secretariat	On-going
M33	The Secretariat <b>UPDATED</b> SC other channels of acknowledgement for alumni offered by the University (e.g. Alumni Giving Club).	All	Take note
M34	SC <b>AGREED</b> that tree acknowledgement at the Chinese Garden be given to alumni donors instead of Convocation.	All	Take note
M35	SC <b>NOTED</b> the principles and guidelines of the current Convocation Bursary as <b>RECAPPED</b> by the Secretariat.	All	Take note
M36	Mr Joseph TSOI <b>BRIEFED</b> SC the background of setting up Convocation Bursary during the 1 <sup>st</sup> Standing Committee.	All	Take note
M37	The Chairman <b>REQUESTED</b> the Secretariat to explore the possibility of setting up a fund exclusively for alumni.	Secretariat	In process
<b>6. <u>Endorsement and circulation items</u></b>			
M38	The Secretariat <b>CIRCULATED</b> the record listing the endorsement and circulation items to SC.	Secretariat	Completed

## 7. Monthly administrative report and the financial reports

### Monthly administrative report

M39	The Secretariat <b>CIRCULATED</b> a record listing incoming messages received via Convocation's email and Facebook accounts in April to SC.	Secretariat	On-going
M40	The Chairman <b>ASKED</b> the Secretariat to include a chart recording the number of visits and likes of the Convocation Facebook.	Secretariat	On-going

### Financial report – Convocation Bursary

M41	SC <b>NOTED</b> that one of the financial reports on Convocation Bursary was updated once every academic year. As <b>AGREED</b> by SC, the Secretariat would only share it when new updates were available.	Secretariat	On-going
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## **ITEMS FOR DISCUSSION/DECISION**

## 8. Inauguration ceremony cum dinner (SCIV/M/3:M37-M48)

### Programme rundown

M42	SC <b>DISCUSSED</b> the draft programme rundown prepared by the Secretariat.	Secretariat	Completed
M43	The Secretariat would further update the programme rundown subject to SC's inputs and suggestions as follows:  (1) The Chairman <b>SUGGESTED</b> inviting the Immediate Past Chairman to give a welcome opening at the beginning of the Ceremony.  (2) The Chairman <b>INVITED</b> all SC to follow him reading the oath while pledging. The Secretariat would prepare cue cards for SC.	Secretariat	In progress
M44	The Chairman <b>INVITED</b> Vice-Chairmen be seated with him and other key University representatives for group photo. The Secretariat would prepare a seating plan for Chairman's review.	Secretariat	In progress
M45	SC <b>AGREED</b> to buy a real tree as a prop for the gimmick and the tree be <b>GIVEN</b> to the University as a gift after the	Secretariat	In progress

### Gimmick

Ceremony. A small foamboard written with “CityU 30<sup>th</sup> Anniversary” will be prepared.

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|-----|---|-------------|-------------|
| M46 | The Secretariat would coordinate with the Campus Development and Facilities Office for the above arrangement and prepare the gardening tools (e.g. watering can, scissors, shovels, hoe, etc.) for SC to do gimmicks on the tree. | Secretariat | In progress |
| M47 | Greeting messages/mission statements provided by SC would be projected on the screen (PPT slide) while SC performing the gimmick.   | All         | In progress |

Guest list & invitation

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|-----|--|-------------|-------------|
| M48 | The Chairman <b>SUGGESTED</b> adding Convocations of other local universities to the guest list.   | Secretariat | Completed   |
| M49 | SC <b>REVIEWED</b> and <b>ENDORSED</b> the guest list as proposed by the Secretariat.  | All         | Take note   |
| M50 | The Chairman <b>INVITED</b> SC to provide their guest list to the Secretariat, if any. The Secretariat would help issue invitations in their names.        | All         | In progress |
| M51 | The Secretariat <b>SHARED</b> that a simplified e-card (e.g. with image only) would be prepared to facilitate SC to send mobile invitation as appropriate. | All         | Take note   |
| M52 | SC <b>NOTED</b> that the invitation would be sent in around mid-June, approximately one month in advance of the Ceremony.                                  | All         | Take note   |

Dinner

- |     |   |     |           |
|-----|---|-----|-----------|
| M53 | The Chairman <b>CONFIRMED</b> that the 4 <sup>th</sup> SC would be invited to join the dinner, after the Ceremony, hosted by Council Chairman and President. Key University representatives and Convocation Secretariat would also join the dinner. | All | Take note |
|-----|---|-----|-----------|

**9. Homepage revamp and web-page development**  
(SCIV/M/3:M53-M71)

- |     |   |            |          |
|-----|---|------------|----------|
| M54 | Mr James KONG <b>REPORTED</b> that the website would be scheduled for partial launch by late June.  | James KONG | On-going |
| M55 | Mr Aaron HUI <b>BRIEFED</b> SC the progress of calling for quotations for glass wall decoration at the Convocation Office. The Chairman <b>REMINDED</b> that the production, with design upon reviewed by SC, should be completed before the inauguration ceremony. | Aaron HUI  | On-going |

**10. Workshop/Career Navigator**

M56 The Chairman **ENDORSED** SC's suggestion to reschedule the Career Navigator to October 2014. All Take note

**11. 30<sup>th</sup> Anniversary Homecoming Gala**  
(SCIV/M/3:M72-M73)

M57 The Chairman **INVITED** the Alumni Liaison Sub-committee to devise a proposal for Convocation's engagement in the 30<sup>th</sup> Anniversary Homecoming Gala for SC's further discussion. Alumni Liaison Sub-committee In progress

M58 The Secretariat **RECAPPED** two major activities: (1) Convocation booth and (2) fun-learning workshop for kids at the Convocation Office.

**12. Date of 2014 AGM**

M59 SC **CONFIRMED** that the 2014 AGM would be held on 12 December (Friday, 7:30pm at the Alumni Function Room, 11/F, AC3, CityU). All Take note

**ANY OTHER BUSINESS**

**13. Financial Guideline**

M60 The Chairman **INVITED** Mr Robert LUI to update SC the progress on preparing the financial guideline at the next meeting. Robert LUI In progress

**14. Constitutional Review**

M61 The Chairman **INVITED** Mr Cedric CHENG to follow-up the progress of Constitutional Review and for reporting at 2014 AGM, if change was necessary. Cedric CHENG In progress

M62 The Secretariat would follow-up with the Council Secretariat the progress of renaming the Chinese translation of the CityU Convocation. Secretariat On-going

**15. SC Group Photo-taking**

M63 SC **CONFIRMED** the group photo-taking be arranged on the same day of inauguration ceremony on 18 July. All Take note



**16. A Dialogue with the President**

M64 The Secretariat would check SC's availabilities on either 16 or 17 September (the two dates that the Chairman would be available) by email. Secretariat In progress

**DATE OF NEXT MEETING**

M65 7:30pm – 10:30pm, 3 or 4 July (tbc)

~ END ~

**Prepared by the Secretariat**