



UNIVERSITY OF <sup>TM</sup>  
KWAZULU-NATAL

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**MINUTES OF A MEETING OF THE INSTITUTIONAL FORUM, HELD AT 13H30  
ON MONDAY, 21 NOVEMBER 2016, IN THE VICE-CHANCELLOR'S  
DININGROOM, ADMINISTRATION BUILDING, WESTVILLE CAMPUS**

**PRESENT**

Professor G Kruger	Chair and Health Sciences Academic Rep.
Ms D Stone	Deputy and CLMS Support Staff Rep.
Mrs F Bulman	Convocation Representative
Dr S Pillay	Health Sciences Support Representative.
Dr A Matthews	CAES Academic Representative
Dr ED Malaza	Management Representative
Mr N Gani	Support Sector Representative (alternate)
Professor B Maharaj	Senate Representative

**APOLOGIES**

Professor M Singh	Council Representative
Professor H Wissink	Senate Representative
Mr T Singarum	Support Sector Representative
Mr A Marimuthu	Union Representative
Mr T Makhanya	Union Representative
Dr F Ruffin	CLMS Academic Representative
Mr S Mokoena	Registrar

**ABSENT WITHOUT APOLOGY**

Dr J Volmink  
Mr L Seshoka  
Mr A Young  
Professor P Morojele  
Dr N Mthiyane Professor  
K Uys  
Mrs S Maharaj  
Professor K Govender

**IN ATTENDANCE**

Ms J Brady

**1. OPENING AND WELCOME**

The Chair welcomed members and declared the meeting open.

**2. APOLOGIES FOR ABSENCE**

The attendance register was circulated and apologies as tendered were noted. Cognisance was taken of the poor attendance, and also of the fact that many members were absent without notification. The Chair requested that the names of members who were absent without apology should be formally reflected in the minutes. He also said that he would write to members and their line managers to encourage them to attend meetings as poor attendance meant that the Forum could not perform its functions effectively.

**Action: Prof G Kruger**

**3. DECLARATION OF CONFLICT OF INTEREST**

There were no declaration/s of conflict of interest.

**4. CONFIRMATION OF THE AGENDA**

The agenda was confirmed as circulated. In view of its perceived importance, Item 8.1 was discussed first, after Item 6.

**5. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 5 SEPTEMBER 2016**

The minutes of the meeting held on 5 September 2016, attached to the agenda as Appendix A, were confirmed subject to the following amendment:

Add Professor Maharaj to the list of apologies.

**6. COMMITTEE CHARTER, STATUTE AND MEMBERSHIP**

The Committee Charter, Statute and Membership, attached to the agenda as Appendix B, was NOTED.

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## **7. MATTERS ARISING FROM THE MINUTES**

Matters arising from the minutes were reflected as follows:

### **7.1 IF Representation on Council**

(23.11.15, Item 7.5)

Professor Kruger reported that he had written to the Chair about direct representation on the Council for the IF and had not yet received a reply. He was cognisant of the fact that the Commission of Enquiry into the Executive had not yet completed its task and that perhaps this process needed to be completed before a decision on IF representation on Council was reached.

The Chair also noted that in his future correspondence with the Chair of Council, he would copy his secretary, as well as the Vice-Chancellor where it was appropriate. It was envisaged that this measure would improve the chances of receiving a response to queries and concerns.

**Action: Prof G Kruger**

### **7.2 IF Response to the Racism allegations made against the ViceChancellor - Sunday Times of 22 November 2015**

(23.11.15, Item 9.2)

Item 7.1 of these minutes refers.

### **7.3 #Feesmustfall Campaign**

(23.11.15, Item 1)

Item 7.1 of these minutes refers.

### **7.4 Task Team on Equity and Transformation Policies**

(6.4.16, Item 8.5.2)

Item 7.1 of these minutes refers.

### **7.5 UKZN Task Teams**

Report on Progress of the following matters:

*a) Performance Management Task Team (Professor Kruger)*

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This matter deals with research productivity and performance management at UKZN. The Chair said that he had written to Professor Abdool Karim (Acting DVC: Research) about the IF's concerns about the research productivity requirements. Professor Abdool Karim had proposed a "quickfix" solution at a Senate meeting, that was designed to bring the University closer to departmental requirements but was still working on a long-term final solution. It was agreed that this matter would remain on the agenda until it was resolved.

It was further noted that Professor Abdool Karim's term of office ended on 30 October 2016, and that the process of electing a new DVC: Research would prolong finalisation of this matter.

*b) Task Team on Senior Appointments Committee (SAC) Guidelines  
(Professor Kruger)*

The Chair noted that at a previous IF meeting, it had been proposed that it should be included in the SAC Guidelines, that in the case where one's line manager was a member of the SAC, then he/she should recuse him or herself from the Committee if they had served as a referee for the candidate. The Chair thought that the SAC generally functioned in this manner but promised to bring this matter to the attention of the ED: HR and the Chair of the SAC for future resolution. He would work with Mrs Bulman to ensure that this would happen

**Action: Prof G Kruger/Mrs F Bulman**

*c) Retirement Task Team (Professor Kruger)*

Professor Kruger reported that Council had referred the matter of extending the University retirement age to 65, back to the University for further consideration, before resubmission to Council for discussion and action. It was agreed that this matter would remain on the agenda until there was an outcome.

*d) Transformation Task Team (Professor Morojele)*

It was noted that the Task Team had not yet met and that a report was expected at the first meeting of 2017.

**Action: Prof P Morojele**

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**7.6 Provision for Submission of Resolutions by any group of 20 Senators**  
(Item 8.1)

This matter is pending. The Vice-Chancellor welcomed a resubmission after the finalisation of the Commission of Enquiry into the Executive.

**7.7 Provision for all Full Professors and Research Chairs to be Members of Senate**  
(Item 8.2)

This matter is pending. The Vice-Chancellor welcomed a resubmission after the finalisation of the Commission of Enquiry into the Executive.

**7.8 Election of CAES Representatives**

It was noted that the College Management Committee had elected the following CAES representatives onto the IF:

- 2 academic members, Dr Vincent Nyamori and Professor Francesco Petruccione
- 1 academic alternative, Professor Anne Stark
- 1 support staff member, Ms Shelley Barnsley
- 1 support staff alternate, Ms Usha Bellbudder

The Committee supported the Chair in thanking Dr Alan Matthews, whose term of office came to an end on 31 December 2016, for his valuable contribution over the years.

**7.9 Staff Morale at UKZN**

This matter is about the Institutional Climate survey and the role of the IF therein. It was noted that this matter would be submitted to the next Council meeting on 5 December 2016.

**Prof G Kruger**

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**7.10 Salary Scale Adjustment: 2004, 2006 and 2010 Conditions Of Service**

The Unions made a submission on staff salaries. The IF supported the submission that staff who were not on 2012 Conditions of Service (CoS), would be adjusted to the equivalent of the 75<sup>th</sup> percentile for academics and the 50<sup>th</sup> percentile for support/professional staff. This submission will be forwarded to the next Council meeting.

**Prof G Kruger**

**7.11 Student Representation on the IF**

It was noted that the matter would be resolved once the SRC elections for 2017 had been completed. It had been agreed that Dr Malaza would meet with student representatives and impress on them the importance of their engagement with the Institutional Forum

**Action: Dr D Malaza**

**8. NEW MATTERS****8.1 Fostering an Institutional Climate  
(Mrs Bulman)**

The submission from Convex, with regard to fostering an institutional climate, attached to the agenda as Appendix C1, was NOTED.

The submission from Convex (Appendix C1) and the VC's Communique on the recent student protests (Appendix C2) were NOTED.

During discussion the following points were made:

1. In the light of the ongoing student protests around the #feesmustfall campaign and the breakdown of working relationships in the Executive, it was agreed that the Institutional Forum give consideration to its role in, "fostering of an institutional culture which promotes tolerance and respect for fundamental human rights and creating an appropriate culture for teaching, research and learning" (University Statute, Item 1e).

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2. It was noted that the current University climate of one of deep hurt and mistrust amongst both students and staff and that this climate hampered the smooth running of the University.
3. It was also noted that the IF Chair had written a number of communications to the Chair of Council and was yet to receive an answer, which raised the question of how seriously the IF was regarded as a University body. The Forum was concerned that it was not being taken seriously as a supporter and initiator of change and questioned whether the status and rights of Institutional Forums should be brought to the attention of the Minister of Higher Education.
4. Whilst the Forum was in support of University members' right to peaceful protest, they viewed with concern the violence and destruction of property, and the intimidation of students and staff which had accompanied the recent protests.
5. The Forum was of the opinion that whilst the ongoing student funding debate was continuing and other potentially contentious matters were being dealt with, the University should consider instituting a process that was concerned with healing and mending student and staff relationships and improving morale generally.
6. It was further agreed that the IF co-operate with the Vice-Chancellor's Task Team "exploring mechanisms and approaches aimed at achieving mutual understanding and re-establishment of trust and co-operation across the University", (Vice Chancellor's Communique, 4 November 2016) to develop strategies to rebuild an institutional culture of tolerance, respect and collegiality. The idea of the Vice-Chancellor's initiative is to create a regular platform for bridge-building and meaningful engagement across the institution as one of the response to the recent events at the University. To this end, bi-annual town-hall meetings ( a form of University Assembly) on all UKZN campuses would be held where all students, staff and management would engage on matters of mutual interest, with facilitation by external, neutral and experienced facilitators. It was envisaged that the first such meeting would take place early in 2017.
7. It was agreed that the Chair would write to the Vice-Chancellor stating the IF's support of the initiative spelt out in his communique of 4 November 2016. (Item 6 of these minutes refers.) He would also mention the matter of co-operation between the Task Team and the IF.

**Action: Prof G Kruger**

8. It was further proposed that three members of the IF be tasked with proposing ways to "foster an institutional culture which promotes

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tolerance and respect for fundamental human rights and creating an appropriate environment for teaching, research and learning”, and that this matter be placed on the agenda for the first IF meeting of 2017. The Chair would decide which members to approach or request members to volunteer before the first meeting in 2017.

**Action: Prof G Kruger**

### **8.2 Proposal to set aside the disestablishment of undergraduate and Honour modules in Afrikaans, Italian and German (College of Humanities)**

The proposal to set aside the disestablishment of the undergraduate and Honours modules in Afrikaans, Italian and German (Appendix D1 of the agenda) and the Academic Decision Flow Document (Appendix D2 of the agenda) were NOTED.

The detailed motivation to set aside the disestablishment of the above modules stated the following:

1. It appears that the disestablishment of modules did not proceed through the appropriate academic channels.
2. It was not passed by the Board of the School of Arts
3. It served only belatedly at the College Academic Affairs Board in October 2015, when the discontinuation was already a fait accompli.
4. The discontinuation of these modules had reduced the number of language offerings in the College from 6 to 3.
5. Three permanent staff members who had been employed to teach Afrikaans and Italian had had to be redeployed.

After discussion of the appropriate place to refer this matter to the Committee agreed that it should be referred to the Vice-Chancellor and the Registrar for resolution/advice or onward recommendation to the appropriate body.

**Action: Prof G Kruger**

## **9. GENERAL**

There were no matters under General.

**10. CLOSURE**

There being no further matters the meeting ended at 15h30.

**11. MEETING DATES: 2017**

Members will be advised of meeting dates for 2017 once the year planner has been finalised.

**CHAIRPERSON.....DATE.....**