



UNIVERSITY OF TM
KWAZULU-NATAL

**INYUVESI
YAKWAZULU-NATALI**

**MINUTES OF A MEETING OF THE INSTITUTIONAL FORUM HELD AT 13H30
ON WEDNESDAY, 22 JUNE 2016, IN THE COUNCIL CHAMBER, MW
MAKGOBA ADMINISTRATION BUILDING, WESTVILLE CAMPUS**

PRESENT

Professor G Kruger	Academic Representative, CHS and Chair
Dr E Malaza	Management Representative
Professor H Wissink	Senate Representative
Mrs F Bulman	Convocation Representative
Mr N Gani	Support Sector Representative (Alternate)
Mr A Marinuthu	Union Representative
Mr T Makhanya	Union Representative
Dr A Matthews	Academic Representative, CAES
Dr R Govinden	Academic Representative , CAES (alternate)
Mr S Maharaj	Support Staff Representative, CLMS (alternate)
Dr S Pillay	Support Staff Representative , CHS
Mr S Khanyile	Student Representative

APOLOGIES

Mrs D Stone	Support Staff Representative, CLMS & Deputy Chair
Mr S Mokoena	Registrar (<i>in attendance</i>)
Professor M Singh	Council Representative
Mr T Singarum	Support Sector Representative
Professor K Uys	Academic Representative, CHS
Dr F Ruffin	Academic Representative, CLMS

IN ATTENDANCE

Mr N Zuma	Registrar's Representative
Mrs J Brady	Committee Officer

1. OPENING AND WELCOME

22 June 2016

The Chair welcomed members and declared the meeting open. Members were afforded an opportunity to introduce themselves, in order to refresh their memories, as this was only the second meeting of the year.

The Chair welcomed new members, Dr ED Malaza and Mr L Seshoka (in absentia).

2. APOLOGIES FOR ABSENCE

The attendance register was circulated and apologies as tendered were NOTED.

3. DECLARATION OF CONFLICT OF INTEREST

The meeting was duly constituted and there were no declarations of conflict of interest.

4. CONFIRMATION OF THE AGENDA

The agenda was confirmed as circulated.

5. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 6 APRIL 2016

The minutes of the meeting held on minutes attached to the agenda as Appendix A, were confirmed subject to the following amendments:

Page 2, Item 4, 1st paragraph, 1st line, Change “Maharaj” to “Hansraj”

Page 4, Item 8.4, 3rd paragraph “Remove the sentence “The suggestion goes against the devolved model at UKZN”.

6. COMMITTEE CHARTER, STATUTE AND MEMBERSHIP

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

7. MATTERS ARISING FROM THE MINUTES

The action list attached to the agenda as Appendix C, was NOTED and matters arising were recorded as follows:

7.5 IF Representation on Council

23.11.15, Item 7.5

22 June 2016

It was noted that this matter had served at a previous Council meeting but no resolution had been made as to whether IF could have representation on Council.

It was agreed that the matter be referred back to Council with a specific request for a decision.

Action: Prof Kruger

7.2 IF Response to allegations of Racism allegations against the Vice-Chancellor – expressed in the Sunday Times of 22 November 2015

23.11.15, Item 9.2

It was noted that the previous Chair had not written to the Chair of Council expressing IF's support of the Vice-Chancellor in response to the allegations of racism in the Sunday Times, as his term of office had expired.

It was agreed that the Professor Kruger would follow up on this matter.

Action: Prof Kruger

7.3 #Feesmustfall

23.11.15, Item 9.1

After discussion the Chair was mandated to write to the Chair of Council and request a decision on symbols of apartheid.

Action: Prof Kruger

7.4 Task Team on Equity and Transformation Policies

6.4.16, Item 8.5.2

It was agreed that this matter would stay on the agenda until it had been concluded. Professor Kruger undertook to write to Professor Potgieter inviting her to stay on the Transformation Task Team, in view of her interest and expertise in the matter.

Action: Prof Kruger

The task team would then consist of Professor Morojele, Dr Ruffin, Mrs Bulman and the Registrar, with representation from Professor Potgieter if she were willing to serve.

7.5 UKZ Performance Management Task Team

23.11.15, Item 9.2

22 June 2016

Dr Matthews and Mr Marimuthu are members of this task team. Professor Kruger agreed to approach the Acting DVC Research to address the Committee on Senate productivity norms at the next meeting.

7.6 Task Team on Senior Appointments Committee (SAC) Guidelines

It was agreed that Professor Kruger, Dr Malaza and Mrs Bulman would serve on this Task Team. Professor Kruger undertook to obtain the revised SAC guidelines for the Task Team to work on.

7.7 Academic Representative of CAES

It was noted that an academic member position for the College of Agriculture, Engineering and Science (CAES) is still vacant. It was agreed that the College must be requested to call for nominations amongst academics and restart the process of nominating a representative.

Action: Registrar's Office

It was confirmed that the IF Charter specified a term of three years on the Committee whilst the University Statute confirmed a term of up to four years as determined by each constituency. Clause 10, 3 to 5 of the University Statute clarifies that a Committee member cannot serve for more than two consecutive terms.

After discussion the Committee identified that the term of office rules governing Council should apply, therefore a member of the IF could serve for two consecutive terms.

7.8 Uploading of IF minutes on the Website

It was agreed that Professor Kruger would take over the task of publicising the IF – via the website and a flyer – to be designed by Professor Kruger and circulated to the Committee before distribution to the wider University community.

Action: Prof Kruger

7.9 Retirement Task Team

It was agreed that the Chair would request feedback from the Chair of Council, on the decision to keep the retirement age at UKZN at 60, and report back to the next meeting of the Committee.

8. NEW MATTERS

22 June 2016

8.1 Provision for submission of resolutions to Senate by any group of 20 Senators

The motion to propose an amendment to the Senate agenda, allowing for any recommendation that has the support of 20 or more senators to be placed on the agenda, attached to the agenda as Appendix A was NOTED.

After lengthy and detailed discussion it was agreed that the proposal should be recommended to Senate for support and onward submission to Council for a decision.

It was agreed that the proposal be forwarded to the Committee Officer for placement on the agenda for the next Senate meeting.

Action: Committee Officer/Dr Matthews

8.2 Provision for all Full Professors and Research Chairs to be Members of Senate

The proposal for all full Professors and Research Chairs to be members of Senate, attached to the agenda as Appendix D, was NOTED.

Dr Matthews led the Committee through the document and highlighted that full professors are senior staff members who constitute the academic leadership of the University, and should be included as members of Senate.

After discussion there was support for the proposal which should be submitted to Senate for discussion and support.

It was agreed that Professor Matthews would revise the proposal as recommended by the Committee and submit this to the Committee Officer for placement on the Senate agenda. It was important to add that the inclusion of full professors and research chairs on Senate would strengthen collegiality and democratic governance

Action: Committee Officer/Dr Matthews

8.3 Staff Morale

The submission from the Union representatives on low staff morale at UK, attached to the agenda as Appendix E, was NOTED.

Mr Marimuthu commented that various surveys conducted by Unions had indicated a low level of staff satisfaction and happiness at UKZN, which was of great concern. He added that the REACH principles were

22 June 2016

compromised by the lack of respect between some staff members which contributed to low staff morale and impacted on some University policies.

The point was made that it was important to get neutral data for discussion and actions, thus avoiding possible mistrust about the validity of data. It was proposed to recommend to Council that in order to obtain an unbiased outcome, an external expert be engaged to conduct an institutional climate survey to develop a case for strategies to deal with the issue of low staff morale. It was also suggested that the IF could be included in the HR initiative to conduct an institutional climate survey some time in the future.

It was clarified that the matter of staff morale was very much part of the Committee's mandate and further noted that the Minister of Education had commented that matters such as #Feesmustfall and similar matters should have been brought to the attention of Institutional Forums before they reached crisis proportions as had occurred in the previous year.

It was further clarified, in response to the question of whether the surveys had received ethical clearance, that this was only necessary for publication purposes or obtaining a university degree.

It was proposed that the second paragraph of the proposal should be reworded to read as follows: "The Unions would like to bring this to the attention of Council and are willing to work with the Institutional Forum to make specific proposals to develop a strategy to improve collegiality and respect between managers and staff."

It was proposed to reword the last paragraph of the proposal as follows: "Links to the outcomes of several surveys follow below."

It was agreed after discussion that the IF supported the Unions drawing to the attention of Council the fact that staff morale at the University is low and the matter needs urgent attention. It was agreed that the proposal to Council that was discussed at this meeting be reworded.

Action: Unions

It was further proposed that IF should advise Council that an objective institutional climate survey be conducted to obtain valid data, and that the IF should be the custodian of the survey.

9. GENERAL

There were no matters for discussion under general.

10.

MEETING DATES - 2016

05 September

21 November

All meetings will take place in the Council Chamber, Administration Building, Westville Campus, unless otherwise advised.

Chairperson.....Date.....
