



UNIVERSITY OF TM
KWAZULU-NATAL

INYUVESI
YAKWAZULU-NATALI

**MINUTES OF A SPECIAL MEETING OF THE INSTITUTIONAL FORUM HELD
AT 14H00 ON TUESDAY, 26 MAY 2015**

PRESENT

Mrs F Bulman (Acting Chair and Convex Representative)
Dr S Hansraj (AES Academic Representative)
Mrs A Williamson (Management Representative)
Mr T Singarum (Support Sector Representative)
Mr A Marimuthu (Union Representative)
Dr A Matthews (AES Academic Representative)
Professor K Kirkman (AES Support Representative)
Dr G Mazibuko (Humanities Academic Representative)
Mr C Thomas (Humanities Academic Representative)
Mr P Phewa (Student Representative)
Ms N Lasich (By Invitation)

APOLOGIES

Mr A Young (Convocation Representative)
Ms D Stone (Deputy Chair & CLMS Support Representative)
Professor M Singh (Council Representative)
Professor C Potgieter (Management Representative)
Professor G Kamwendo (Senate Representative)
Professor H Wissink (Senate Representative)
Dr F Ruffin (CLMS Academic Representative)

IN ATTENDANCE

Ms J Brady (Committee Officer)
Mr B Poo (Acting Registrar)

1. OPENING AND WELCOME

Dr S Hansraj, the Chair of the IF welcomed members and declared the meeting open. At the request of the Chair, Mrs F Bulman assumed duty as Acting Chair for the remainder of the meeting as Dr Hansraj was the main speaker for the items under discussion.

2. APOLOGIES FOR ABSENCE

The attendance register was circulated and apologies as tendered were NOTED. It was further noted that the meeting was not quorate. However, it was agreed to proceed with the special meeting as scheduled.

3. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. COMMITTEE CHARTER, STATUTE AND MEMBERSHIP

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

5. BRIEF OF THE MEETING

The brief of the meeting was to discuss Executive Appointments as made by the Senior Appointments Committee (SAC).

Dr Hansraj TABLED a document outlining the processes that had been followed thus far with regard to filling the posts of Registrar and Deputy Vice-Chancellor, Agriculture, Engineering and Science (DVC:AES).

He clarified that for the recent selection processes for the above positions, he had been elected as the IF representative on the SAC and then as Chair of the IF at the meeting on 30 March 2015. As Chair of the IF he remains a member of the SAC.

He said that with regard to the processes for the appointment of a Registrar, he had been satisfied that all procedures had been correctly followed. However, Council had asked for the position to be redefined in terms of the strategic objectives of the University and re-advertised, with the request to fulfil equity demands.

Dr Hansraj then led the Committee through his document and expressed his concerns about the procedures that had been followed in appointing a DVC:AES. He was concerned that one of the candidates for the position had been acting in the post for an extended period of time and IF had long questioned this measure.

Concern was also raised about the use of the referee of one of the two eligible candidates in the confidential reference checking process to give an opinion on BOTH candidates. Additionally the changing of the ranking following the confidential reference checking was a matter of concern for the IF representative.

He was also concerned that the report of the IF representative was not served to Council before the announcement of the successful candidate was made on 8 May 2015.

After detailed discussion, a motion to advise Council to revisit the process was put to the IF by Dr. Hansraj. The membership of the IF voted 8 to 2 against the motion and expressed the view that the Council decision should stand and that the Council Chair's (also the SAC Chair for this post) explanation that the matters raised by the IF representative had been taken into account by Council should be accepted.

It was further agreed by the IF membership present, that in future, it will not be necessary for the IF to submit a separate report to Council as has been the prevailing practice. No directive in this regard appears in the founding documents. The participation of the IF representative in the SAC process is sufficient opportunity to monitor the process.

6. MEETING DATES - 2015

- 22 June
- 07 September
- 23 November

Please note that all the above meetings will begin at 13h30 and will take place in the Council Chamber, Administration Building, Westville Campus, unless otherwise advised.

CHAIR.....DATE.....
