



UNIVERSITY OF TM
KWAZULU-NATAL

**INYUVESI
YAKWAZULU-NATALI**

**MINUTES OF A MEETING OF THE INSTITUTIONAL FORUM HELD ON
MONDAY, 30 JUNE 2014, IN THE COUNCIL CHAMBER, ADMINISTRATION
BUILDING, WESTVILLE CAMPUS**

PRESENT

Dr S Reddy	(Chair)
Mr T Singarum	(Support Sector Representative)
Dr A Matthews	(CAES Academic Representative)
Dr S Hansraj	(CAES Academic Representative)
Mrs C Musto	(Union Representative)
Mr S Maharaj	(CLMS Support Representative (alternate))
Ms A Stephens	(Humanities Support Representative (alternate))

APOLOGIES

Dr G Mazibuko	(Humanities Academic Representative)
Dr P Naidoo	(Health Sciences Academic Representative)
Mr C Thomas	(Humanities Support Representative)
Prof G Kamwendo	(Senate Representative)
Dr R Govinden	(CAES Academic Representative, Alternate)
Mrs D Stone	(CLMS Support Representative)
Dr F Ruffin	(CLMS Academic Representative)

IN ATTENDANCE

Ms J Brady	(Committee Officer)
------------	---------------------

1. OPENING AND WELCOME

The Chair welcomed members and declared the meeting open. Cognisance was taken of the large number of apologies received, which meant that the meeting was inquorate, once again.

It was also noted that there were a number of vacancies in the membership, because members had resigned, either from the Committee or from the University itself. It was further noted that the Registrar had

30 June 2014

undertaken to ensure that vacant positions were filled and it was envisaged that the process would be complete by the next meeting.

The Chair elected to proceed with the meeting, on the understanding that decisions taken could be ratified either electronically or at the next meeting.

2. APOLOGIES FOR ABSENCE

The Attendance Register was circulated and apologies as tendered were NOTED.

3. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. CONFIRMATION OF THE AGENDA

The agenda was confirmed with the addition of the following item/s under Item 11 – GENERAL:

Item 11.1 Independent Institutional Climate Survey

5. MINUTES OF MEETING: 25 MARCH 2014

The minutes of the meeting held on 25 March 2014 were confirmed as circulated.

6. COMMITTEE CHARTER, STATUTE AND MEMBERSHIP

The Committee Charter, Extract from the University Statute and the Committee membership attached to the agenda as Appendix B, were NOTED.

7. MATTERS ARISING FROM THE MINUTES

7.1 Publicising of the IF

(Item 1, 25.3.14)

Dr Reddy reported as follows:

30 June 2014

- a) Arising out of the engagement at the previous meeting, she had met with a representative from Corporate Relations to discuss ways in which to publicise the Institutional Forum (IF).
- b) They had considered a three-pronged approach, viz, the development of a logo for the IF, the creation of a social media page, a tagline, and publicity through flyers and posters.
- c) Corporate Relations had put together a “Short Strategy” which was circulated to members at the meeting for information and input.

On examination of the “Short Strategy” the comment was made that the strategy did not seem specifically tailored to the needs and the specifications of the IF, but was more generic. The Chair undertook to consult with Corporate Relations to further refine the strategy and report back to the Committee.

Action: Dr Reddy

7.2 Report on the IF Workshop held on 21 May 2014

(Item 1.1, 25.3.14)

The Report on the Institutional Forum (IF) Workshop held on 21 May 2014, attached to the agenda as Appendix C, was NOTED.

The Chair commented that the workshop, which had been facilitated by Mr K Moodley, from DUT, who is a member of the national IF body, had been useful and informative in outlining the role and function of the IF and IF representatives at higher education institutions.

She further expressed concern that the workshop which had been held in order to encourage and enlighten IF members about their roles and responsibilities had been poorly attended. However, those members who had attended commented that they had benefitted from their participation.

7.3 Research Productivity Measures

(Item 8.4, 25.3.14)

A draft document entitled “Towards a New Pro-Academia Human Resource Vision for UKZN”, drawn up by Dr S Hansraj, was TABLED for discussion. The document was in support of a revision of the way in which the performance management system for academics was managed at UKZN. The comment was made that the current system was “factory-

30 June 2014

like” and unsuited to measurement of academic endeavour. Dissatisfaction was also expressed about the enforcing of generic Key Performance Areas (KPAs) for academic staff. It was felt that this method disadvantaged some staff whilst benefitting others, without it being a true measurement of academic endeavour.

The matter was currently being investigated by the Unions, but as it was a matter with institution-wide impact the IF was of the opinion that it should be handled at Institutional Forum level as well.

The comment was also made that the results of the recently conducted Institutional Survey revealed serious concerns about the work atmosphere at UKZN, which impacted negatively on staff morale and productivity. It was felt that the Survey had not truly measured staff satisfaction and it was proposed that the IF conduct an independent short staff survey to elicit a more accurate response about working conditions and the work atmosphere at UKZN. Concern was also expressed that only staff who opted to migrate from the old Conditions of Service to the new Total Remuneration Package (TRP) system were eligible for the performance pay out. It was agreed to enquire from the Registrar how such a survey could be conducted.

Action: Dr S Reddy

Detailed discussion ensued and it was determined that the following matters needed to be addressed and a motivation be addressed to Council on the Committee’s concerns:

- a) The impact of generic KPA’s on academic endeavour
- b) The revision of the performance management system and the application of the current Senate approved norms in measuring performance
- c) The compulsory migration of staff to the new Total Remuneration Package (TRP)
- d) Academic Reputation of UKZN

After discussion it was agreed that the Chairperson and the academic College Representatives on the IF should come together to review and refine the draft motivation submitted by Dr Hansraj for submission to Council.

Action: Dr S Reddy

8. ELECTION OF DEPUTY-CHAIR

It was noted that the former Deputy-Chair of the IF, Mr Mandla Mdhuli had resigned from the University and it was necessary to elect a new Deputy-Chair.

30 June 2014

Cognisance was taken of the fact that the meeting was inquorate and it was agreed to run an electronic election once all or most vacancies on the membership list had been filled.

Action: Committee Officer

9. MATTERS FOR INFORMATION/NOTING

9.1 Report on Selection of Executive Staff

Dr Reddy reported on the selection process for the new Vice-Chancellor which was currently ongoing. She informed the Committee that she was satisfied that all processes and procedures had been correctly followed. There had been some revision of processes that had been found to be unsatisfactory and the revised procedures had then been followed.

She further informed the Committee that three shortlisted candidates would soon deliver a public address to the University, after which final interviews would be conducted for the position of Vice-Chancellor at UKZN. She again stressed the confidentiality of the process and advised that she was not at liberty to divulge names of shortlisted candidates. These would be made public, through the appropriate channel/s, once the date for the public address was divulged.

Dr Reddy advised that the IF had been allocated five places at the public address and after discussion it was agreed that the following persons be nominated to attend:

- Dr S Reddy
- Dr S Hansraj
- Dr A Matthews
- Mr T Singarum
- Mrs C Musto

It was envisaged that the venue would be the Senate Chamber, Administration Building, Westville Campus. It was further noted that the addresses would be live-streamed to allow as many people as possible to listen to prospective candidates.

10. IF GOALS FOR 2014

After discussion the following goals were agreed to:

- a) Submit a motivation to Council on the four problem areas identified earlier in the discussion. Item 7.3 of these minutes refers.

30 June 2014

- b) Arrange a University Lecture and a panel discussion around the above issues and the “corporatisation” of Universities. It was proposed that Dr Matthews could give some consideration to persons who could be approached to deliver the lecture
- c) Raise the issue of IF membership on Council who would be present to speak to IF issues

11. GENERAL

11.1 Institutional Survey

It was agreed that the Chair would write to the Registrar to inform him that the IF wished to run an independent institutional climate survey and request his advice on how this could be ethically undertaken.

Action: Dr S Reddy

11.2 Appointment of Executive Director: HR

Dr Reddy informed the Committee that the term of office of the current Executive Director: Human Resources would end on 31 December 2014. The position would be advertised shortly to ensure that it would be filled come 1 January 2015.

12. CLOSURE

There being no other business the meeting ended at 15.15pm.

13. DATES OF MEETINGS: 2014

09 September
25 November

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

CHAIRPERSON.....DATE.....

Apologies for Absence to Jenny Brady
Phone: 2453
Email: brady@ukzn.ac.za