



UNIVERSITY OF TM
KWAZULU-NATAL

**INYUVESI
YAKWAZULU-NATALI**

**MINUTES OF A MEETING OF THE INSTITUTIONAL FORUM (IF) HELD AT
13H30 ON MONDAY, 5 SEPTEMBER 2016, IN THE COUNCIL CHAMBER,
ADMINISTRATION BUILDING, WESTVILLE CAMPUS**

PRESENT

Professor G Kruger	Academic Representative, CHS and Chair
Dr E Malaza	Management Representative
Mrs F Bulman	Convocation Representative
Mr N Gani	Support Sector Representative (Alternate)
Mr A Marimuthu	Union Representative
Dr A Matthews	Academic Representative, CAES
Mr S Maharaj	Support Staff Representative, CLMS (alternate)
Mrs S Maharaj	Support Staff Representative, Humanities
Mr T Singarum	Support Sector Representative

APOLOGIES

Mrs D Stone	Support Staff Representative, CLMS & Deputy Chair
Mr S Mokoena	Registrar (<i>in attendance</i>)
Professor M Singh	Council Representative
Professor K Uys	Academic Representative, CHS
Dr F Ruffin	Academic Representative, CLMS
Professor H Wissink	Senate Representative
Mr T Makhanya	Union Representative
Dr R Govinden	Academic Representative, CAES (alternate)
Dr S Pillay	Support Staff Representative , CHS

IN ATTENDANCE

Mrs J Brady	Committee Officer
-------------	-------------------

1. OPENING AND WELCOME

The Chair welcomed members and declared the meeting open. Members were afforded the opportunity to introduce themselves for the

5 September 2016

benefit of Mrs Shantha Maharaj, who was attending her first meeting of the Forum.

2. **APOLOGIES FOR ABSENCE**

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

3. **DECLARATION OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

4. **CONFIRMATION OF THE AGENDA**

The agenda was confirmed with no additions and/or deletions.

5. **CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 22 JUNE 2016**

The minutes of the Minutes attached to the agenda as Appendix A, were confirmed, subject to the following amendment:

Page 6, final paragraph: Change Action from “Unions” to “Professor Kruger”.

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

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

7. **MATTERS ARISING FROM THE MINUTES**

7.1 **IF Representation on Council**

(23.11.15, Item 7.5)

The Chair reported that he had written to the Chair of Council requesting IF representation on Council and was awaiting a response. He would report back to the Committee once a response had been received.

Action: Prof G Kruger

5 September 2016

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

(23.11.15, Item 9.2)

The Chair reported that he had written to the Chair of Council expressing the Committee's support for the Vice-Chancellor, and was awaiting a response. He would report back to the Committee once a response had been received.

Action: Prof G Kruger**7.3 #Feesmustfall Campaign**

(23.11.15, Item 1)

The Chair reported that he had written to the Chair of Council requesting feedback on the King George VI statue on the Howard Campus and other symbols of colonialism on the university's campuses. He would report back to the Committee once a response had been received.

Prof G Kruger**7.4 Task Team on Equity and Transformation Policies**

(6.4.16, Item 8.5.2)

The Chair reported that he had written to the Chair requesting IF representation on Council and was awaiting a response. He would report back to the Committee once a response had been received.

Prof G Kruger**7.5 UKZN Task Teams****7.5.1 *Performance Management Task Team***

It was agreed that Professor Kruger would approach the DVC Research to address the Committee on Research Productivity Norms.

Action: Prof G Kruger**7.5.2 *Task Team on Senior Appointments Committee (SAC) Guidelines***

(Prof Kruger would provide feedback on the Senior Appointments Committee (SAC) Guidelines at the next meeting.)

7.5.3 *Retirement Task Team*

Professor Kruger reported that he was awaiting a response from the Chair of Council.

5 September 2016

7.5.4 Transformation Task Team

It was noted that the Transformation Task team had not met. The Chair requested the Committee Officer to write to Professor P Morojele (Task Team Leader) to ensure that the Task team met before the next IF meeting. The Chair would also write to Professor C Potgieter and invite her to stay on the Transformation Task Team in view of her interest and expertise in the matter.

Prof G Kruger / Prof P Morojele

It was further noted that Mrs Bulman's term as the Convocation Representative on the IF might have expired by the next meeting, dependant on the outcome of the forthcoming Convocation AGM.

7.6 Provision for Submission of Resolutions by any group of 20 Senators

(Item 8.1)

The Chair reported that the Vice-Chancellor as Chair of Senate, had requested that the abovementioned matter be deferred, until the Commission of Enquiry into the Executive had completed its task.

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

(Item 8.2)

The Chair reported that the Vice-Chancellor as Chair of Senate had requested that the abovementioned matter be deferred, until the Commission of Enquiry into the Executive had completed its task.

7.8 Election of CAES Representative

(Item 7.7)

The Chair requested the Committee Officer to write to the Registrar's Office and request resolution of this matter.

Ms J Brady

7.9 Staff Morale at UKZN

The Chair reminded members that the IF had resolved to recommend to Council that an institutional survey be conducted and that the IF should be the custodian of the survey. The Committee was informed that the ED:HR had informed the previous Senate meeting that HR would conduct a staff engagement survey during 2017.

5 September 2016

It was envisaged that the IF should work with all constituencies and stakeholders to ensure that a survey with integrity was conducted, in a manner similar to that of the Independent Electoral Commission (IEC). The IF would then monitor all aspects of the proposed survey to ensure that integrity was maintained. It was suggested that the IF make a proposal to Council in the aforementioned regard.

The Committee was also informed that the ED:HR had said that constituencies would be allowed to have an input on the questions asked in the survey. The comment was made that the questions posed in a previous survey were designed to yield a predominantly positive response, which did not give a true reflection of the institutional climate.

After discussion it was resolved to recommend to Council that:

“The staff engagement survey by HR should continue as planned, with the Institutional Forum playing an active monitoring and overseer role in order to improve the confidence of staff in the process and its outcomes. It was proposed that the following three persons should represent the Institutional Forum in any matters to do with the survey: Professor Gert Kruger, Mrs Fiona Bulman and Mrs Shantha Maharaj, and would specifically assist in the formulation of survey questions and the analysis of results.”

Action: Prof G Kruger

8. NEW MATTERS

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

The joint submission on salary scale adjustments, from the four Unions attached to the agenda as Appendix C, was NOTED.

The submission drew attention to HR’s communique stating that only those persons on the 2012 conditions of service would receive a salary scale adjustment, notwithstanding the fact that UKZN has 4 conditions of service, viz, 2004, 2006, 2010 and 2012.

This move was viewed as divisive and discriminatory and in breach of the REACH principles of Respect, Excellence, Accountability, Client Orientation and Honesty. The Unions were of the opinion that the University should respect the conditions of service that staff are signed up on and not favour one whilst discriminating against the others.

The IF resolved to support the above submission to Council, noting that there should be pay parity across all conditions of service.

5 September 2016

It was proposed to add the following before the last sentence of the submission:

“Hence the IF would like to propose that there should be parity in salary ranges of all staff across all conditions of service. It is further proposed that for those staff who are eligible, salary ranges should be adjusted so that they are equitable with those on the 2012 conditions of service and parity obtained.”

Attention was also drawn to the fact that only staff on the 2012 conditions of staff were eligible for a performance bonus. However, it should be noted that staff were given the opportunity to migrate to the 2012 conditions of service making them eligible for whatever rewards were inherent in the conditions.

In response to the question of why it is taking the University so long to reach one condition of service for all staff, the Union representative replied that progress had been impeded by the University’s payment of performance bonuses, against the wishes and advice of the Unions.

Action: Mr A Marimuthu

9. GENERAL

9.1 Student Participation in the IF

Attention was drawn to the fact student participation in, and engagement with, the IF was of paramount importance and it was disturbing that students did not attend meetings.

Cognisance was taken of the growing student unrest and it was felt that urgent matters concerning students should receive attention at the IF before they got out of hand, as has been the case in the recent past.

It was agreed that the Registrar and Dr Malaza to express this opinion to students, as the IF is a valuable platform for students where they can have their voices heard and issues dealt with before they escalated in size.

Action: Dr D Malaza and Mr S Mokoena

10. CLOSURE

There being no further matters the meeting ended at 15h15.

11. MEETING DATES - 2016

The next meeting of the Committee will be held at 13h30 on Monday, 21 November 2016, in the Council Chamber, Administration Building, Westville Campus.

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