



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

INYUVESI  
YAKWAZULU-NATALI

**MINUTES OF A MEETING OF THE INSTITUTIONAL FORUM, HELD AT 13h30  
ON TUESDAY, 9 SEPTEMBER 2014, COUNCIL CHAMBER,  
ADMINISTRATION BUILDING, WESTVILLE CAMPUS**

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**PRESENT**

Dr S Reddy (Chair)  
Dr M Mosia (Management Representative)  
Professor C Potgieter (Management Representative)  
Professor F Petruccione (Senate Representative)  
Dr S Hansraj (CAES Academic Representative)  
Dr F Ruffin (CLMS Academic Representative)  
Mr A Young (Convocation Representative)  
Dr N Mthiyane (Humanities Academic Representative)  
Ms A Stephens (Humanities Support Representative)  
Mr T Singarum (Support Sector Representative)  
Mr T Makhanya (alternate, Union Representative)  
Dr N Gopal (Union Representative)  
Mr A Marimuthu (Union Representative)  
Ms D Stone (CLMS Support Representative)  
Professor F Petruccione (Senate Representative)  
Ms Z Sokhela (Council Representative)

**APOLOGIES**

Mr C Baloyi (Registrar)  
Mr C Thomas (Humanities Support Representative)  
Dr A Matthews (CAES Academic Representative)  
Professor Kamwendo (Senate Representative)  
Dr G Mazibuko (Humanities Academic Representative)  
Dr P Naidoo (Health Sciences Academic Representative)

**BY INVITATION**

Professor R Vithal (DVC, Teaching & Learning & Chair, University Language Board)  
Dr L Khumalo (Director for Language Planning and Development)

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**IN ATTENDANCE**

Ms J Brady

**1. OPENING AND WELCOME**

The Chair welcomed new and old members of the Forum and declared the meeting open. She expressed the Committee's gratitude to the Registrar's office which had worked to ensure that vacant posts within the Forum were filled and that almost all constituencies were fully represented.

**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 no declarations of conflict of interest were made.

**4. CONFIRMATION OF THE AGENDA**

The agenda was confirmed with the addition of the following items:

- a) Appointment of an Executive Committee
- b) Clarification of the words "African" and "Black" as utilised for Integrated Talent Management at UKZN. What provisions are made for career/job progress of persons who do not fall within the definition of "Black" at UKZN?

**5. MINUTES OF A DISCUSSION HELD ON: 30 JUNE 2014**

It was noted that the meeting held on 30 June 2014 had been inquorate. However, a discussion had taken place amongst members who were present and had been minuted for the record.

The minutes of the discussion held on 30 June 2014, and attached to the agenda as Appendix A, were confirmed subject to the following amendment:

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Page 3, Item 7.3, 1<sup>st</sup> paragraph, 2<sup>nd</sup> line: Rewrite the word “dawn” as “drawn”.

## 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 Publicising of the IF

(Item 1, 25.3.14)

The Chair explained that previous meetings and the IF workshop held in May 2014, had indicated the need for a structure that encouraged discussion of issues that could be taken up by the IF and a communication structure and strategy to ensure that those issues did in fact reach the IF.

A three-pronged approach had been proposed for publicising the IF, viz, the development of a logo for the IF, the creation of a social media page, a tagline and publicity through flyers and posters.

She informed the Committee that the Registrar was planning to develop a higher profile for Governance on the UKZN website and had proposed that the IF and IF issues should fall under this banner.

The Chair said that she would report further at the next meeting.

**Action : Dr S Reddy**

During discussion of this item, the question was raised about whether the IF was addressing relevant issues and whether it was using its powerful mandate wisely and well. The Chair clarified that this matter had come under serious discussion at previous meetings and had been the focus of the workshop held in May 2014, which had been very poorly attended. She was of the opinion that greater publicity for the IF would make the university community aware of the existence of the IF as well as its roles and responsibilities, which would further elicit items for the agenda.

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**7.2 Research Productivity Measures**

(Item 7.3, 30.6.14)

Dr Hansraj spoke briefly to the matter of research productivity norms at the University. After discussion of the item, Dr Hansraj was reminded of the mandate of the Forum as outlined in the Charter and the Forum supported the view that research productivity would be better addressed at Senate.

**7.3 Independent Institutional Climate Survey**

(Item 7.3, 30.6.14)

Dr Hansraj explained his reasons for wanting a separate independent Institutional Climate survey to be conducted under the auspices of the IF. After discussion it was agreed that the matter did not fall within the ambit of the IF.

It was further agreed that the matter be removed from the agenda, especially in view of the appointment of a new Vice-Chancellor, who would in all likelihood set a different institutional climate and culture at the University. However, for future such surveys input from the IF should be considered before the survey/s were conducted.

**7.4 Submissions to Council**

(Item 7.3, 30.6.14)

The Chair clarified that all submissions from the Forum to Council should be factual and evidence based and should go through the appropriate channels. This means that items should first be discussed at the Forum and if supported, should then be submitted to Council for further action.

**9. UNIVERSITY LANGUAGE BOARD REPORT:  
2013-2014**

The English and isiZulu versions of the University Language Board Report, attached to the agenda respectively as Appendix C and Appendix D, were NOTED. It is required that the report serve at IF before submission to Senate.

Professor Vithal (Chair, University Language Board and Dr L Khumalo (Director for Language Planning and Development) were present to speak to the item, which was before the Forum for noting as required by policy. The report, which was the third such report to

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Senate, documented further work and progress that the University Language Board has made towards the implementation of the University Language Plan.

Professor Vithal gave a brief presentation on the report and informed the Committee that after consultation and input from various University stakeholders the University Language Policy and Plan were currently undergoing revision.

Professor Vithal further noted that the revised University Language Policy and Plan documents would serve at the IF meeting scheduled for 25 November 2014.

**Action: Prof R Vithal**

**10. ELECTION OF DEPUTY-CHAIR**

After brief discussion and a verbal voting process Professor F Petruccione was elected as Vice-Chancellor of the Committee.

**11. MATTERS FOR INFORMATION/NOTING**

**11.1 Report on Selection of Executive Positions**

Dr Reddy reported that all due processes had been followed in appointing a new Vice-Chancellor and that she had found the processes to be transparent and equitable.

She also thanked members of the IF for attending the presentations by shortlisted candidates.

Dr Reddy further informed the Committee that the Senior Appointments Committee was handling the appointment of the Deputy Vice-Chancellor, College of Agriculture, Engineering and Science and the appointment of the Executive Director, Human Resources.

**12. APPOINTMENT OF AN EXECUTIVE COMMITTEE FOR THE IF**

Dr Hansraj motivated for the appointment of an executive committee for the IF.

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After discussion it was agreed not to appoint an executive committee and to review the matter at a later stage. It was proposed that a small working group could be appointed, as and when necessary, to respond to particular agenda items.

**13. CLARIFICATION OF THE WORDS “AFRICAN” AND “BLACK” AS UTILISED FOR INTEGRATED TALENT MANAGEMENT.**

Dr Mosia explained that according to employment equity the term “Black” refers to the African, Indian and Coloured demographic. All such terminologies should be viewed in light of the Employment Equity Act.

**14. DATE OF NEXT MEETING**

Tuesday, 25 November 2014

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

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Apologies for Absence to Jenny Brady  
Phone: 2453  
Email: [brady@ukzn.ac.za](mailto:brady@ukzn.ac.za)