MINUTES:	**NWU School of Business and Governance**
	Consolidated Minutes for Mafikeng and Potchefstroom
DATE:	**19 February 2018**
TIME:	**08:30 a.m.**
VENUE:	**Via adobe connect**

PRESENT

1. Prof Fulu Netswera (Chair)
2. Prof Jan Meyer
3. Prof Christo Bisschoff
4. Prof Leon Jackson
5. Prof Stephan van der Merwe
6. Mr Johan Jordaan
7. Mr Albrecht Strydom
8. Mr Herman Thom
9. Prof Petrus Botha
10. Prof Ravinder Rena
11. Dr. Joseph Lekunzi
12. Ms. Lungile Ntsizwane

APOLOGIES

1. Prof Ronnie Lotriet (Leave)
2. Prof henry Lots (Teaching)
3. Prof Yvonne (Leave)
4. Prof Musvoto
5. Prof Hein Prinsloo
6. Annet

In attendence

MS. Saleemah Abdullah

1. OPENING

1.1 Welcome and personalia

- The meeting was opened by Prof Fulu with a warm welcome and key note on the significance of holding such meetings. Mafikeng managed to connect successfully with minimal technical problems. No announcements were made at this stage except the request by Prof Fulu for Saleemah as the secretariat to distribute the minutes for each meeting 3 days after the Ops meeting. Prof Fulu also emphasised for us to have a standard procedure of having things done is one manner.

1.2 Apologies

- Colleagues that sent in their apologies as stipulated in the attendance list were mainly because they are on leave and some had classes during the time of the meeting.

2. DETERMINATION OF THE AGENDA

2.1 The agenda was adopted with minor changes. The following items should follow each other in sequence:

- Report from the School Director.
- Report from the Deputy Director.
- Report from the Programme Manager/s.
- Report from the Short Learning courses.
- Report from Unit of Continues Learning.
- Report from the Research Office.
- Report from Herman.
- Finances.
- Quality Assurance.
- Marketing.
- Matters of performance.

3. CONFIRMATION OF MINUTES

- The minutes for the 1st OPS meeting held on the 22nd Jan 2018 will be confirmed with the current minutes at the next Ops meeting.

4. MATTERS ARISING

Matters arising from the meeting:

4.1 School Director's Report

Reported by Prof Fulu:

- Prof Fulu gave feedback on the following pointers:
- The Strategic Planning Session was a success. Prof received a draft plan which he will circulate to all staff for more inputs and feedback on the session.
- The Infrastructure Plan is still in the process. A Meeting was held with Mallen from Corporate Investment and Prof Meyer which they managed to draft a proposal which will help to mobilise the funding's for extending and purchasing the building at Leopard Park.
- Suggestions were also made to send out the proposal to various stakeholder e.g. the President Cyril Ramaphosa or Patrice Motsepe and name the School after the funder.

4.2 Acting Deputy Director's Report

Reported by Prof Meyer that:

- All MBA classes has resumed.
- The CHE accreditation is still pending finalisation with Prof Ronnie.
- The AMBA accreditation is also on the verge of expiring and needs to be renewed.
- The current statistics for the registered MBA 1 students at Mafikeng is 34 slightly lower than expected number, 55 new PGDip students also lower than expected number of 60. We are currently not experiencing any problems with our International students. A few of them have already registered.
- Prof Meyer maintained the uncertainty that we are experiencing in terms of the criteria of admitting student for the MBA. This have to be discussed in the depth with Prof Ronnie.
- Prof Ronnie was not available to share the current stats for Potch site.

4.3 Programme Manager's Report

PGDIP Programme

Noted that:

- Dr Henry Lots is not available to report. However, Prof Fulu suggested that we all write up a 1 page report on matters to discuss at meeting in cases where we are not able to pitch, the report can be discussed in our absence.

4.4 Short Learning Courses (EXECUTIVE EDUCATION)

- No report was given on this matter.

4.5 Unit of Continuous Learning Report:

Noted by Albrecht that:

- It was noted by Albrecht that the Unit for Continuous Education UCE will be moving on the 02nd of March. There will be vacant officers from there that will now be transformed into a classroom thereafter.

4.6 Research Office Report

Noted by Dr Joseph Lekunzi that:

- Following the meeting held on the 23rd of Jan the research processes was discussed and a few documents was drafted. As attached at the back of the minutes. For any changes, make reference to the documents and comment were necessary.

4.7 IBC

Noted by Prof Stephan van der Merwe that:

- The invite for the conference was circulated to all staff.
- The 1st call will be sent out by next week.

4.8 Report by Mr. Herman Thom

Noted that:

- The Study School was successful except for minor operational matters such as classes not opened on time. Open questions were given and overall all went well.
- **Botswana - Namibia Programmes**: This is the last year of the contract. They want the local institution to take it over. However, the VC still wants us to be part of the project in future.
- **Botswana Project**: This project is now starting from next week. This will take place for the next 4-6 weeks.

4.9 Finances

Reported by Albrecht Strydom that:

- The report on all available figures is attached at the back of the minutes.
- The Short Learning Programme must compile a small report on a monthly basis for reporting purposes.
- The only budget report available at the moment is all operational costs, however, the salaries report will be loaded by next week.

4.10 Quality Assurance

- Prof Anet Smit is on leave.

4.11 Marketing

Noted that:

- The first money streams has been closed. The expense account has been taken, due to this not all figures are available to see how much each department has and can send. In future, a marketing plan and budget must be drawn and for all expenses, then the Short Learning Programme account can be debited with the amount spent. A request should be sent out with this communication.
- The plan as to how we are going to pitch the School must also be circulated. Prof Hein has a draft plan of this and should be requested to help us with idea.
- Draft plan must be attached to these minutes.

4.12 HR Matters

Noted by Prof Leon Jackson that:

- All staff members should indicate their training needs for this year.
- A standard draft must be send to all staff so that we can benchmark.
- Mr. Johan Jordaan will be attending a Quality Programme, this information will be circulated for anyone interested and also wish to attend it.

5. GENERAL MATTERS

- Annual Research Report must be compiled by Dr. Joseph Lekunzi with Tshidi. Prof Fulu requested Ms. Lungile Ntsizwane to champion the reports.

- On the 03rd of March there is the Organisational Project at the Sports Club. Mr Jordaan can be contacted for details.

The chairperson thanked all those members who attended and the meeting was adjourned at 10h00 am.

Confirm this ______________________ day of ______________________________ 2018.

Director: NWU SGB **Prof Fulu Netswera**	**Acting Director: NWU SGB** **Prof Jan Meyer**
______________________ Signature	______________________ Signature