MINUTES OF BS EXCO MEETING

20 JANUARY 2020 – K14 and Adobe

Present

1. Prof Jan van Romburgh (Chair)
2. Ms Mara Boneschans (secretarial)
3. Prof Anet Smit
4. Prof Christoff Botha
5. Mr Johan Jordaan
6. Prof Ronnie Lotriet
7. Jan Meyer (via adobe)
8. Lungile Ntziswane (via adobe)
9. Joseph Lekunze (via adobe)

1. Opening and Welcome	**Chairperson**
Ronnie welcomed everyone on Jan's behalf who will be a few minutes late. Ronnie asked Jan Meyer to open with prayer.	**Ronnie**
Personalia	**Jan van Romburgh**
None	
2. Determination of the Agenda	**Jan van Romburgh**
Prof Jan Meyer mentioned that this is an Agenda for School Board not Exco. Exco is for day to day decisions. We need a TOR for Exco as well – included in School Board TOR. Johan – Is distance learning a separate point? Jan VR: No – It is for School Board discussions. All the minutes of Exco go to School Board. Johan: UODL – we want to take our distance learning out from them. Jan VR: Park for Strategic meeting. Add to Agenda: 4.1.1 Lungi: MBA Applications to open earlier – March 4.1.1 Lungi: Aaron Tsotetsi 4.1.1 Ronnie: MBA Alignment & Study School Jan VR: refer to Strat meeting.	

4.2 Joseph: Extension of studies 4.2 Examination 4.2 Joseph: PhD recruitment 4.7 Anet: Vacancies, new contracts and appointments 6.1 Christoff: Electronic diaries 6.2 Jan VR: Office Space	
4.1.1 MBA	**Ronnie**
Jan VR Perlego: Nelly Kaunda had discussions with Prof Fulu regarding electronic books. Anet: They have a limited amount of books. Could not find het subject's books there. Jan Meyer: They are new in the market – they do have access to a number of books. Ronnie: Time not right. Will experience problems on service level. Wait till they expand. Jan Meyer to engage with Nelly and follow up on this – guide on next meeting. Noted: no decision taken yet. Jan VR: Discussion of Tariff list for 2020 at UCE meeting. Remuneration: going to work according to each faculty. From Business School side – important to take cognisance of that. We are not really part of Faculty. Anet: Go back to our autonomy. Lots of stuff not addressed. For past few years R8 000. Are we going to increase it? Not to accept as proposed by FEMS. Ronnie: For remuneration - differentiate between morning sessions, all day sessions, exams, hours of marking – full day and travelling. Jan VR: Autonomy: Council sits in March. Jan will make a suggestion to Dean that Business School is excused from the Faculty tariffs. It will be a waste of time linking into their list. We will develop rules with UCE and Business School. Jan VR will give feedback. Anet and Ronnie discussed a lot of stuff with Prof Sonia and have some decision making already. Ronnie: Price structure for MBA and PGDIP for 2020. Anet: I did it in the past and proposed a structure and also benchmarked with other Business Schools. Jan VR: Undertake to get the financial info. Secondly how can we influence it next year? Jan to Lungi: find out this please – PGDIP and MBA costs. Lizanné Smit is a temporary staff member. Prof Fulu made an agreement with her and promise to pay for her MBA	

studies. What is Exco's view on payment for temp staff?

Jan Meyer: Temporary staff is not entitled to any benefits. We should make a firm decision on this.

Jorrie: Look as Lizanné's position to make it permanent.

Christoff: This is very dangerous. Practice became rights.

Transparency is necessary.

Jan VR: We have to honour the commitment from Prof Fulu. We will go with what the legal guys say.

Principle decision for all temps in future – **NO**.

Neil Block: The decision was taken last year. It is clear he had his opportunity. Two academic modules outstanding. He made no academic progress. Decision: he is terminated.

Lungi: MBA applications earlier (March) in order for MBA students to do the NMAT tests.

Ronnie: Let us say June then. Later applications sometimes better ones. NMAT stays open until study school.

Usually open up in August. March is good – we have consensus now.

Aaron Tsotetsi. Very old MBA.

Jan Meyer: Modules nowhere near a comparison. 2016 last registration. Dissertation already 2 years old. Did not register for a year. Continuous registration is a rule. Student non complying all the time. Showed no commitment.

Jan VR: Lungi it is very important. We need to have a documentary file and report in future and recommendation. Problems all yours now Lungi. You are the admin lady. All documentation should go to Lungi to keep record of it.

Jan VR: Suggest to Exco – stand over till next meeting. Lungi make sure you gather all mails and info and put together a file.

Christoff: Consistency and practice to approve.

Jan VR: Concern raise by Sonia. Ensure rules on internet and everywhere else is the same – consistency. Know what the rules are.

Ronnie: Alignment referring to different campuses. Look at job profiles – and allocated functions. Admin persons should be almost the same.

Ronnie: Christie Munro? Three MBA ladies now and no senior person. We need a Wilma to be here. Now we are sitting with Christie. HR should take her back.

Jan VR to Lungi: We need to touch base on this admin function matter. Don't want the academics involved. You

take the responsibility. Joseph never had the privilege to pick the appointments. Trying to manage her. Waiting for her Performance Agreement. Anet: Refer this matter back to head of HR. Then we address Ronnie's problem for senior admin person. We want the vacancy back. Jan VR will take this up with Dr Mala at HR. Ronnie: Everything up and going for Study School. To get a guest lecturer is not an invite to a lecturer. It is an obligation. This lecturer done the same last year. Jan VR: If lecturer disobeyed this, bring the person. This will not be tolerated. Bring Wedze to terms. We can issue a written warning. Make sure about the facts. Joseph request for slot on Research during the Study School. Bisschoff is managing the slots. Contact him and get a slot.	
4.1.2 PGDiP Jorrie	**Johan Jordaan**
Numbers: Unsure full time 100 part time 150 distance and 40 conditionally Total about 350. Could be more. We have capacity. Ronnie: PGDIP Workshop on a very bad time. Jan VR: Directors in FEMS upset about their lecturers in our programmes. Convert temps to full time. Phase out temps. 70% is not permanent staff. Jan VR to Exco: Recommendation: Get managers written approval in future.	
4.2 Research	**Joseph Lekunze**
Joseph: Students ask for extension of studies. Write a formal letter of complaint and send to Director. Will take it to the School Board meeting. Then it goes to the Faculty. Joseph either approve or decline. Christoff: In past MBA was two years. Can do it in three years if they make arrangements. Do not allow four years and five years is out totally. Business School's rules is maximum duration of 3 years. Tell all students it is a two year programme. Process: Research manager asked Research supervisor. Ronnie sign on advice. On dispute it comes to Exco.	

Decision is by Joseph - Programme manager. Joseph: Experience a delay from external examiners. Only receive a few back. Exco give permission to contact examiners. Christoff: Careful. Nauma sent out requests. She is the communication hub in Potch. Cannot duplicate. Engage with Marietjie Ackerman and Nauma with stats - pleading and state the worry about low feedback. Ronnie: There is an extra graduation scheduled for this year. MBA Dinner will probably move to June. Jorrie: Revisit the process and benchmark with other Business Schools. Joseph: No we are guided by die Faculty. University needs to do it differently. Cannot touch that one. Joseph: PhD numbers are rising. We do not have capacity. Jan: Don't recruit if we do not have capacity. I am telling you not to take in new PhDs if not talking to Christoff here. We should have very strict screening. Christoff: There are merits in applications – more in some subjects than other. Only continue to the first step if student has a promotor. Try to get opportunity to everyone to present. Jan to Joseph: Next Eco meeting – plan on PhDs. What is on the books. What can we do to clear the books? Apply your mind with Prof Christoff. Christoff: Executive education advertisement: offered via distance is not true – it is a mistake.	
4.4 Community Engagement Jorrie	**Johan Jordaan**
Jan VR: For the strategic session we need some ideas. What are we busy with? Report back on this. Johan: Quite busy and ask for someone else to take over the position. Think we can split the Alumni and traditional community engagement – like cancer days. Ronnie: Another vacancy – we need a person in Marilize's position. Jan VR: Will give feedback on Marilize issue. Hein, PA Botha, Theo and Tsidi is nominated. Consensus on Hein and Tsidi to share the portfolio. Johan to handover and inform Hein and Tsidi and also to Ntebo Moroke.	

Quality	**Jan Meyer**
Quality is part of accreditation portfolio and is now part of Anet's portfolio: Accreditation and Quality. Ronnie: Anet is a senior lecturer on MBA. He has a concern on the teaching point. She also was the cluster leader. Jan VR: We have a position in the new structure. We do not want a failure on and AABS and AMBA. Decision taken. This is FYI. Anet: Vacancy was advertised. Working on shortlist. Ronnie will be part of panel. The position of Ines is also still available. Jan VR: We should move back to permanent positions and reduce temp positions. Moneywise on temps we are fine. We will replace Anet with a good person.	
4.7 P&C Matters	**Jan van Romburgh**
Jan Meyer to please the refine the TOR of School Board a bit more. Should we take the Exco TOR out of the School Board TOR – paragraph 6. Exco will please pay attention to this – each on its own time for discussion on next Exco meeting. Anet: Vacancy and new appointments. Anet mentioned Exco is the ideal place to talk about it. Kaizer is a new staff member: linking up with Sol Plaatjie University. Use his contacts for interaction. Jan VR: Advisory Board: Raymond link to the Advisory Board. New structure will be developed – Governing Board. Will sit 2 or 3 times a year. Will probably consist among other of: School Director (CEO), a DVC, Outside person, People & Culture. Advisory Board will fall into Governing Board as well. Jan VR: We need a TOR before we go to Council. We need somebody to assist with the TOR. Perhaps Eon Smit? Or Phillip Steenkamp – he is good on this and a third person whoever you think. It is a fundamentally important document. It should be a person with legal knowledge. Jan VR: Will ask Phillip Steenkamp and perhaps Stephan van der Merwe to assist. Ronnie: Raymond to act as Chairman is actually a conflict of interest since he is a lecturer. Jan: Valid point. Advisory Board will disappear.	

4.9 Facilities	Prof Jan v Romburgh
Jan VR: Thanks Prof Jan for inputs to proposed facilities on Mafikeng; they are continuing with it – to be finished by 1 April. The contract with Leopard Park expires 1 July. Jan Meyer: UCE component not addressed in that letter Jan to Jan Meyer: Send email letter for termination from 1 July to Elmarie and Facilities. Vaal: In the process to find a suitable spot. Jan Meyer: Discussed with Herman van der Merwe Van Schaiks space. Will be available after registration. Potch: Bricks for the new building to be delivered perhaps by end of this year. Share - Business School and UCE part. Autonomy: Council meeting in March. Council to approve the structure, Professors' remuneration and Facilities. Task Agreements: Short concise task agreements please. Put the basics in place. How much research for each lecturer – differs – depends on levels etc. Christoff to co-sign Task Agreements of academics with Research hat on. Jan will do Jan Meyer, Ronnie, Lungile, Johan Jordaan, Joseph, Mara. Joseph – all Research admin Ronnie – all MBA lecturers Johan – all PGDIP lecturers Lungi – all admin Ronnie: Who is Wendy Smith? Johan: Admin assistant on ad hoc for PGDIP. Ronnie: What is the difference between Christoff (Research chair) and Joseph in Research positions? Christoff: Both attend the same meetings. Joseph does the admin side. Christoff overseeing the academic processes. Jan to Joseph: Joseph you know what is going on. Draw up a document who do what (your responsibilities and Christoff's responsibilities) and let us formalise it among ourselves. Jan to Joseph and Lungi: Please come to Potch sometimes for the Exco meetings. Strategic day on Wednesday 22 January. Discuss the agenda for the day. Mara will inform Christo specifically of	

his marketing session. Research session to be chaired by who? Christoff and Joseph to discuss and decide. Forward Research meetings dates to Anet. She will attend in Jan van Romburgh's place. Workforce planning: Need for staff over the next three years. Take into account new programmes and expected student enrolments. Jan to Johan and Ronnie: Please do workforce planning for next three years. Go big and motivate. Christoff: Please revisit the use of electronic diaries. Everything must be in the diaries. Jan to Joseph and Lungi: Put all meetings on electronic diaries. Please book relevant people for relevant meetings.	
4.10 Marketing Christo	
none	
The meeting was adjourned at 17:30	
Date of next meeting: 5 February at 09:00	

Adoption of minutes

Secretary
Ms Mara Boneschans

Chairperson
Prof Jan van Romburgh

Date

Date