MINUTES OF BS EXCO MEETING

11 MARCH 2020 – K14 and Adobe

Present

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

1. Opening and Welcome	**Chairperson: Jan VR**
Jan VR: Welcomes everyone. Joseph opens with prayer.	
Personalia	**Jan van Romburgh**
Birthdays: Anet's birthday today. Congratulations. Apologies for Christoff who is on leave.	
2. Determination of the Agenda	**Jan van Romburgh**
Add to Agenda: 4.2.2.1 Letter – Prof Hinson Univ Ghana - Joseph 4.3.1 Training Facilities - Ronnie 4.3.2 Fundamental Management Programme - Anet 4.3.3 Leave arrangements - Exec Education - Jan 4.3.4 Project Management – Gerrit v/d Walt – Jan 5.3.1 Autonomy Feedback - Jan	
3. Minutes of previous meeting accepted	**Jan van Romburgh**
3.2 Matters arising from previous minutes	**Jan van Romburgh**
3.2.1 Study School venue - Christo There was a number of issues through the years. Proposed changes to Study School – 3 things:	

1. ***The 2 year groups be separated to different venues***.

Splitting the study school enable negotiation of cost savings. More venues are available that can deal with smaller numbers. 1^{st} years and 2^{nd} years – not at the same venue at one time. Offers improved management structure.

2. No catering (food) for 2nd year students during Company Project presentations

Presentations on Company Project – need 4 venues – split them in different venues. Avoid disturbance caused by 1^{st} years during breaks

Splitting Study school - safe a lot of money – No food for 2^{nd} years as they come and go and are not there all the time. Present right through the day. Groups presenting first day is not present on second day.

Coffee and snacks station can be provided throughout the day until end of company project presentations.

Catering (Tea, lunch and afternoon coffee) for the lecturer panels only during the company project presentation days.

3. Use 2 different venues - 2nd year company projects

No suitable 4 x venues available that adhere to required quality and logistical standards.

Already structured into 2 x panels.

No operational complications to split panels.

2^{nd} Year Study School: *Primary venue* for the 2^{nd} years to be *Crista Galli*. *Secondary venue* is *Sports Village.*

1st year study school: Main venue for 1^{st} years at *K14 lecture halls* - as one combined - lecture hall.

Wednesday (Prestige day for ALL) at Crista Galli.

General:

Distribution of students is in favour of Potchefstroom SOD. This is the most centralised SOD and has complementary facilities such as accommodation and general academic infrastructure.

Quote by Feather Hill Conference Centre is outrageous - R800,000 Rand.

Johannesburg/Gauteng area is not really an option - high cost structures and also distance constraints. Vanderbijlpark venues are also up to 6 times more expensive. This location is not accommodating to Mafikeng students due to its distance. The total cost of the study school and Prestige day (at 80% student attendance and "best estimate" of final student enrolment numbers) **is R140 915** Cost consists of: 1st year study school costs (no venue charges) R59 800 2nd year study school (note: no venue charges!) R42 795 2nd years (2nd venue – Monday/Tuesday) R8 320 Prestige day R30 000 **Note: Crista Galli will charge no cost for the venues on condition they host the Prestige day.** Ronnie: Crista Galli don't have lecture classes – not conducive and was a miserable experience in past. It also does not portray a training venue. Ronnie: Some 1st year students perhaps also attend 2nd year classes. Christo: Not that many students. No sympathy with them if they take modules out of annual curriculum. Jan: Appreciate Christo's effort. We want to pitch on next standard. Do not need to be in Potch. Look at image first. Mara: What about Stonehenge - plenty accommodation. Christo: It is a viable option. Anet agrees. **Decision:** Christo will get quotes from Stonehenge and also from Feather Hill. Send through via email to Exco. Next week special feedback meeting. If not something better, we go with Christo's deal.	
3.2.2 Who must move to E3 for MBA assistance	**Lungile**
Jan M: 3 ladies: One front desk, one permanent, one temp. The principle still stands: one admin lady to be a contact. **Decision:** Stand over for next Exco meeting.	Jan Meyer

3.2.3 **Final RPL List Feedback**	**Jan Meyer**
Complies to everything. Process was followed. Port Folio of Evidence were compiled. Report presented to Exco. **Decision:** It is approved. Nothing to be uncomfortable about. Marli can send now to FMC. Add Progress Report of last year's RPLs as proof of good process.	
3.2.4 Risk Register	**Jan van Romburgh**
Anet and Jan Meyer gave inputs. Ronnie: What entails this report? Anet: University compiles overall report and wants inputs from all Schools on Operational and Strategic issues. Ronnie: Will add two points on register. **First point: No security to this building.** We are at big risk. **Second point: Teaching and Learning risk with unexpected load shedding and no generator** support. When completed Anet will send to André Heymans – coordinator for Faculty. **Decision:** Marli to talk to Elmarie de Beer and Jak of Security regarding both points and also mention the "afdakke" issue.	
4.1 Teaching and Learning	**Jan Meyer**
4.1.1.1 MBA 2 students de-registering mini-dissertation - Lungi Students want to drop mini dissertation for now. Is it allowed? Ronnie: We allow it, but do not promote it. Only if student is in second year. **Decision:** Allowed with strict warning to complete in third year. **4.1.1.2 De-registration of MBA 1 students admitted on condition - Lungi** Reason: Student wants to cancel registration. Was allowed on MBA Programme conditionally. Did not pass NMAT test. **Decision:** Approved. If Student wish to apply again in future, it will be with a new application. Lungi will do the necessary communication.	

4.1.2 MBA	Ronnie Lotriet
Ronnie wants clarity on MBA dinner. Yes, it will be one dinner. Ronnie: Russia tour 14-21 June. University bragging about the dual degree. Ronnie, Yvonne and Hein will visit them. Discussions with Tatiana. Jan VR: Take 2 or 3 best students sponsored by Business School. Will have rather one MoU than 10 and we have guest lecturers and there is going to be an exchange. Ronnie: Let them host us and then look at future. Jan Meyer: Exco to note again: Tsotetsi was send through for termination to Faculty. Exco still **recommend termination** on this meeting.	
4.1.3 PGDIP	**Johan Jordaan**
In future contract lecturers should be properly informed of what is expected of them. Provide with a task agreement, that states on what mode person will lecture, eFundi sites, etc. They may have the knowledge but do not understand the academic requirements. Sias Janse van Rensburg cannot do it. Nelda came to the rescue. Discuss distance lecturers in future with Nelda as distance is a very different mode of delivery. Neither Harm Bronkhorst nor Sias have experience on this level, which is of great concern to Nelda. The letter received from Pieter Greyling was uncalled for and it stated a bad attitude. **Decision:** Letter to Pieter that he knows he will not lecture again next year. Any contractual appointment needs to have terms and conditions. This was an expensive lesson. JAN VR: What is the food situation with PGDIP and MBA? Johan: Students drive far on Saturdays to attend classes. Thus breakfast and snacks were provided. It was later changed to lunch when the hours became lengthier (8-hour day). The admin fee pays for it. Ronnie: Was confused – thought the food was for staff and not students. We cannot have more luxurious circumstances for PGDIPs than for MBAs which are the flagship programme. A meal for PGDIPs and snacks for	

MBAs. We must protect the image of the MBA. Jan VR: Ronnie the point you make is valid. This is image wise not good. The conflict came because students are in the same building. Jan VR: How do we go about functions in terms of wine and dine. Same service to all. We need one person to coordinate all catering on functions. One meal to all groups. Exco agree it must be the same. Johan should downgrade the PGDiP catering to be same as MBA level. **Decision:** Provide all groups with snacks – no differentiation. PGDiP same level as MBA. Marli the catering coordinator for Business School events – Year end function, Summer School, Winter School, etc. JVR: Has an appointment with Stephen of Rent of Chef on coming Friday. Want to suggest to him to get a black partner (BBEEE). Then Jan can negotiate with Faculty to give all the functions to him. Johan: Bought flash drives for all full time PGDiP students and pullovers for all part time students. Nothing for distant students. Different admin fees applicable.	
4.2 Research	**Joseph Lekunze**
4.2.1 MBA and PhD results - Joseph There were 4 exam commissions on faculty level. 70 students to graduate of which 7 are PhDs. Only for noting. **4.2.2 Currently appointed Extraordinary Professor – Joseph** Five persons were appointed: Prof Fulu (3), Christo (1), Ravi (1). **4.2.2.1 Letter received Prof Hinson – Univ of Ghana** Letter received from Prof Hinson. He wants to visit the School to discuss his role. Joseph wants to set up a Skype meeting with all Extraordinaries so that they know how they can support the School. They only receive remuneration when they supervise a PhD or dissertation. Jan VR: Rather a one on one meeting first as their fields may differ. Cannot pay for all visits from Extraordinaries as a paid holiday in South Africa. Then we can decide on possible visits on occasion.	

Prof Hinson's subject is marketing. Persons to set up a skype meeting with will be Hein / Christo / Joseph / Hinson. Jan VR: Joseph set up one to one meeting with yourself, the academic in the field (marketing – Christo Bisschoff) and the Extraordinary (Sam Fullerton) as applicable to each Extraordinary's field and discuss involvement with the School. Ronnie: Write a standard letter to each Extraordinary that explain their involvement. Jan VR: We need to show AMBA that they did something and pay visits to the School as may arise. Thank you Joseph, this is an important point. **Decision:** Joseph draft a letter to Extraordinaries and explain to them what is the expectations in general and state we want to set up a Skype meeting with them. Johan: Hannemans' results: His average is 76% but is not indicated as distinction. State if it is a distinction of the final exam letter. **4.2.3 Scientific Committee** Scientific committee are not working and is not functional. Students are struggling to work on proposals. Meeting deadlines is the problem. There are lots of complaints. Christoff as research chair must take charge of it. **Decision:** Scientific committee needs to start running. Marli set up a meeting this week with Christoff, Joseph and Jan van Romburgh. **4.2.4 Communique 1 of 2020: Post facto approvals – Jan M** Last change for post factors to go through Research office. **Decision:** Joseph put on agenda for a meeting with Jan and Christoff Last final date is 31 March is. Submit everything to Prof Babs by 27 March.	
4.3 Executive Education	
4.3.1 Training facilities – Ronnie Need to make decision as Exco on this. Our flagship programmes are FMP, MBP and AMP. These programmes should have first preference on bookings at K14. SBAB	

courses and others could be sourced out to Sports Village or elsewhere. Anthea is responsible for the venues. **Decision:** All bookings should run through Anthea to ensure Flagship courses remains at K14. **4.3.2 Fundamental Programme – Anet** The content of the certificate course of SBAB overlap with content on FMP course and are on same NQF level. Basically the same and the target market is the same. They are actually competition to us and is also much cheaper. We need to investigate how we can convert these in the same offering. Can bring in a fifth day for instance. To summarise: we are advocating a merging or incorporating of SBAB course into FMP. **Decision:** Current manager of FMP (Anet) and SBAB (William) will meet and discuss merging or integration. **4.3.3 Leave arrangements on Executive Education – Jan VR** Sonia discussed an issue with Jan Meyer. Not sure if this is related, but if well: Faculty has allowed 5 days per course on the DEA Yes programme. This is for staff members on Executive Programmes. Ronnie: If we want to grow executive education, it cannot be only 5 days. **Decision:** Stand over for Jan VR for next Exco meeting. It was his point. **4.3.4 Gerrit van der Walt – Project and Programme Management** Gerrit is the author of the material used by Business School on this Programme. There was an informal agreement between himself, his previous Dean, Prof Jan Swanepoel, Tommy and Stephan. End of each year he was paid R200 per student per course. Jan VR need something in writing for this agreement to go on. Ronnie: We should start writing our own courses. Jan Meyer can develop it. Part of his PhD was on this subject. Let us rewrite and redevelop the executive project management and be the owners.	

Jan Meyer: Study material is not updated and still refers the the huge 2010 upcoming soccer event. Jan Meyer: In terms of Project Management it should have quality content. Is that material developed in conjunction with requirements of IPMA. Jan M: Find it difficult to believe we are doing this. It should be designed, developed and maintained in the Business School and revisit the quality with a formal MoU. It can be put together in the remainder of the year and put through ICAS. Johan will assist ICAS. **Decision:** We will honour our obligation in terms of outstanding royalties for last year and this year. Furthermore, states going forward we must develop our own learning material for NQF 5 and 6 levels to be available start of 2021. This will fall under auspices of Jan Meyer in coordination with two managers. Jan Meyer will set the process off. Involve all who was lecturing.	
4.4 Community Engagement - Johan	**Johan Jordaan**
Had a meeting with Tsidi on Community Engagement.	
4.5 Quality	**Anet Smit**
Anet sent message to lecturers on module files to start collecting 2018, 2019 and 2020 info. She asked the two programme managers – MBA and PGDIP – to ensure that module coordinators start doing their files. Programme Managers can check and Anet will do the final check. Also start doing it electronically. Module moderators must be followed up.	
4.6 Accreditation and Internationalisation	**Anet Smit**
4.6.1 Vision and mission – Anet We agreed upon it in previous Exco. Director confirm he wants external input and confirmation of University. Ronnie: Refer to University, but why an outsider? Exco can panel beat it as a collective team. Summarise: Exco is of the opinion that proposed Vision and Mission be accepted in current format and forwarded to University for final approval. Perhaps another meeting of	

30 minutes to finalise it. **Decision:** Exco is of the opinion that Vision and Mission can be discussed and finalised internally without external inputs or assistance. Meeting on Monday morning for final decision by Exco members.	
5.3 Autonomy	**Jan van Romburgh**
5.3.1 Feedback – Jan VR Proposal for autonomy needs to be at council by Thursday morning for meeting 19 March. These changes will be a big leap for the Business School. Few cosmetic changes that Sonia is doing. Sent also to Jan Meyer. Advisory Board not a Governance board, because we can't govern outside the structures of the University. Financially and operationally the Executive Director will report to VC T&L Academic matters go to the Faculty Operational adjustments for staff. Salaries of academics. Own Executive education Own special corporate and marketing identity.	
5.6 Workforce Planning	**Ronnie & Johan**
Johan, Anet and Ronnie will work on aligning of MBA and PGDiP just after the April holiday.	
5.7 Financial Mail	**Anet Smit**
Anet: Not sure if Financial Mail is a quality issue. Jan: It is the responsibility of Lungi, but through Anet's eye from quality view. All statistical info should be available at Lungi. Anet still need to sign it off. Ronnie: Need the demographic profile of this year. Jan M: Will ask Lungi in cooperation with Stephan van Zyl to send to Ronnie and Jan Meyer. Exco should think of not participating this year in Financial Mail survey. Could be a possibility that on total school experience, we can have a negative response. Let us first	

get our ducks in a row. We get low rankings and the big schools come through. It is outside our area – no representing from our province. **Decision 1:** This type of exercise will be dealt with by Lungi and oversight by Prof Anet as quality. Generic data, lists and logistics centralised in office of Lungi. **Decision 2:** Do not want to participate in this year's exercise due to numerous changes, such as autonomy and structural changes. Director meets with David Furlonger and state it should be representative in our Province.	
5.8 Financial delegation and signatures	**Anet Smit**
There are small claims sometimes that need to be signed. Jan VR is wants to sign everything but is not always available. We need a secundus for Jan. Prof Jan Meyer could sign previously. Perhaps to be set up again as backup. Decision: Jan VR to make the final decision on next Exco. Take note of problems staff is experiencing.	
The meeting was adjourned at 11:40.	
Date of next meeting: 2 April at 09:00.	

Adoption of minutes

Secretary
Ms Mara Boneschans

Chairperson
Prof Jan van Romburgh

Date

Date