MINUTES
Business School Executive Committee (EXCO) held on 26 May 2021

Confidential

Present

Chair:	Prof J van Romburgh	*JVR*	**Apologies:**	Prof. C Botha
	Prof J Meyer	*JM*		Prof. R Lotriet
	Prof A Smit	*AS*		Dr. J Lekhunze
	Dr J Jordaan	*JJ*		
	Prof N Mouton	*NM*	**In attendance:**	Prof. H Prinsloo
	Ms L Ntsizwane	*LN*		
	Mr M van den Bergh	*MvdB*		
	Ms. L Ntsizwane	*LN*		
Secretariat:	**Ms M Moolman**		**Scribe:**	**Ms W Smith**

Total page numbers inclusive of cover: 6

Annexure in document

Minutes of this meeting accepted by Prof J van Romburgh on _______________ 2021.

Assigned signatories: (electronic)

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Prof J van Romburgh
Chair

Seconded by:

Recording of minutes available subject to approval from Chair

REF #	DISCUSSION	RESPONSIBLE
1.	**OPENING AND WELCOME**	
	Prof. van Romburgh welcomed all to the meeting and Ms. Ntsizwane opened with prayer.	
1.1	**Apologies**	
	Noted above.	
1.2	**Personalia** Prof. Bischoff's quarantine period is almost complete and he will return in due time. Prof. van Romburgh urged all the take care of their health and ensure necessary protocol.	
2.	**DETERMINATION OF THE AGENDA**	
	17.1 Infrastructure: Facilities Agenda adopted.	
3.	**CONFIRMATION OF PREVIOUS MINUTES**	
	Minutes was adopted by Dr. Jordaan and seconded by Prof. Meyer.	
3.1	**MATTERS ARISING FORM PREVIOUS MINUTES**	
3.1.1	**Suggestions on how additional fees can be utilised, including Perlego** Item standing over.	
3.1.2	**BS Bursary Guidelines** PGDIP money allocation should be R25 000 @ student. Committee suggested that item stand over until chair of Bursary Committee is available.	
3.1.3	**Student Request : Boshoff** Matter will be pursued through round-robin. Prof. van Romburgh tasked **Ms. Ntsiwane** to follow up and conclude.	**Action**
4.	**STANDING ITEMS**	
4.1	**Feedback from previous meetings** *Teaching and Learning*: Prof. Meyer provided feedback. (Refer to annex). Conflict of interest documents need to be completed by extra-ordinary professors. The committee agreed that outstanding documents be pursued through their respective nominees in order to ensure that professors are not overloaded with unnecessary paperwork.	

REF #	DISCUSSION	RESPONSIBLE
4.2	**TEACHING AND LEARNING**	
4.2.1	**Noting: T&L Minutes** Noting. Refer to annex.	4.2.1 TL MEETING MINUTES.pdf
	Terms of reference are in the process of being formulated for the Exco committee. Exco is the representative of the school board. The school board convenes four (4) times per annum. The School board delegated authority to Exco trusting that all processes will be transparent.	
4.3	**MBA**	
4.3.1	**MBA F2F Teaching Plan** The teaching plan has been forwarded to Prof. Meyer. Faculty and Learning should receive the document prior to forwarding it further. Face to Face teaching will be voluntary, hosted at one site and broadcasted to other sites. The intent is to create networking opportunities for students. The proposal was accepted and agreed that it will be for every lecture scheduled for part time students. Prof. van Romburgh urged the committee to enhance the mentoring program. **Prof. Mouton** inquired on who will be able to assist at Mafikeng as there is no MBA assistance. (Discussion will extend separately).	**Action** JJ / NM
4.3.2	**MBA Request for exchange student** Request from Ms. Grimbeeck:– Request received from exchange student with a MSC in Business Administration who would like to spend a semester with the business school. Dr. Jordaan supported the request and sought input from the committee. Prof. Meyer agreed that the amount of work may not proof feasible to the student. Suggestion proposed that student can attend classes however it will not receive formal participation from the business school. Should the student agree it will be at her own peril. The Business School will however provide a formal letter of attending.	
4.3.3	**MBA Study Group / Postponement for company projects** Dr. Jordaan advised that one group requested postponement; however Dr. Jordaan advised that it will not be accepted as such.	
4.4	**PGDIP**	
	Nothing to report.	

REF #	DISCUSSION	RESPONSIBLE
4.5	**RESEARCH AND INNOVATION**	
4.5.1	**Open Access Policy** Research and Innovation activity. (Refer to annex).	4.5.1 OPEN ACCESS POLICY.pdf
4.5.2	**Project CR / SLA** Project Chrome – Mining company requested assistance with contract research within and economic and engineering faculty. A service level agreement was entered. Principle is to retain 20% for the business school. Approval requested to go forward with the SLA. The scope was discussed and lecturers should get involved should it serve a purpose. **Committee agreed**.	4.5.2 CR SLA.doc **Decision**
4.5.3	**Cooperation Agreement: North West House of Traditional Leaders** Prof. van Romburgh requested that committee review the document and should there be any concerns, objections, amendments or omissions it must be noted by end of business 27 May 2021. The MoU will be furthered by then.	4.5.3 COOPERATION AGRE
4.5.4	**F-EMS 3MT Competition** Prof. Meyer discussed. Circulate document to committee. Matter will be furthered by Research and Innovation.	**Action**
4.6	**ETHICS**	
	No discussion.	
5.	**AUTONOMY**	
	No discussion.	
6.	**AFRICANISATION AND INTERNATIONALISATION**	
6.1	**Noting: BS Get-together 21 Sept 2021 / Prof PLO Lumumba / Kenya** Prof. Prinsloo shared information and Prof. van Romburgh requested that it be marketed to ensure attraction and large participation.	**Annex**
6.2	**Bon Bon / #26** One bon-bon submitted by Prof. Prinsloo however it will be applied differently. The time-frame proofs challenging.	
7.	**EXECUTIVE EDUCATION**	
7.1	**SBAB weekly update & outstanding debtors** The Botswana debtor is being prepared for hand over as no payment has been received after tedious promises not being met. The overall debtor figure has dropped by 11%. NUM has paid R1.9 million.	

REF #	DISCUSSION	RESPONSIBLE
7.2	**Finances SOF3 2020 vs 2021** The hand over debtors are still being dealt with by finances and is one reason why not all accounts are closed off, and debtors still reflect as a result. Currently, the reserve funds are at R9,6m. We are currently in exploratory engagement with the Royal Bafokeng Platinum mining group interested in the ExEd programmes. Currently, they fancy the FMP that might be customised. As soon as their decision has been received, the program manager of the relevant programme(s) identified will be involved.	
8.	**QUALITY**	
8.1	**AMBA update** Prof. Smit confirmed that a meeting has been arranged for 10 June 2021 and the MBA part can be concluded at the end of June 2021. PGDip documents are still outstanding, however Prof. Mouton will provide the respective data in due course.	
8.2	**AABS Mentor** AABS Conference in June 2021.	
9.	**PEOPLE AND CULTURE**	
9.1	**Internal Staff Development** Prof. van Romburgh initiated a debate pertaining to administrative staff that does not have the necessary finances to cover their studies. Prof. van Romburgh will further the discussion on receipt of the formal documentation. Prof. Smit advised that there should be a dedicated person to develop staff. The committee agreed and the matter will be perused.	**Action**
10.	**BS FINANCE**	
10.1.1	**Bursaries** **Appeal Letter** Letter received from three students appealing bursary committee decision, not to award a bursary. The bursary committee agreed that the decision will stand as the students already received staff discount and their accounts are paid in full. **Exco will enforce the bursary committee decisions.** Bursary committee to include that "staff may not apply" in the criteria of the policy.	10.1.1 LETTER OF APPEAL.pdf **Decision** **Action**

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10.1.2	**Approved Bursaries** (Refer to annex). Prof. Mouton added that one bursary was allocated in PGDip as well.	10.1.2 Bursary Approvals.xlsx
10.1.3	**Noting: Bursary Committee Meeting** Meeting hosted on 13 May 2021. (Refer to annex).	10.1.3 BURSARY COMMITTEE MINUTE!
11.	**CORPORATE MARKETING**	
	No discussion.	
12.	**HIRA Covid19**	
	Nothing to report. All staff are still in good health.	
13.	**ALUMNI**	
	Noting: BS Get-together / Business in Africa – Counting our Pennies as we prepare to earn Pounds 25 May 2021 Appreciation to everybody who has been involved.	
14.	**ADVISORY BOARD**	
	No discussion.	
15.	**COMMUNITY ENGAGEMENT**	
	No discussion.	
16.	**PROJECT PROTON**	
	Project Proton Project Proton meeting scheduled to take place 28 May 2021. The committee was reminder that it is a living document.	
17.	**NEW MATTERS**	
	Infrastructures : Facilities Prof. van Romburgh advised that premises will be rented and equipped. Request made to establish a committee that can pursue the matter. Interested parties to forward their intent to part take. Ms Ntsiwane will engage the process.	**Action**
18.	**CLOSING**	
	The meeting was closed and Prof. van Romburgh thanked all for their participation.	