

# LINGNAN UNIVERSITY

## A Summary of Discussions and the Decisions of the Council Meeting Held on 21 November 2011

### 1. New Members of the Council

The meeting WELCOMED Mr Ernest CHIU Tin-chung who attended the Council meeting for the first time.

### 2. The meeting ADOPTED the following:

- (a) revisions on “Regulations and Procedures Governing Undertakings to Be Signed on Behalf of Lingnan University”; and
- (b) “Expectations of Lingnanians” for Council Members, Court Members and Honorary Court Members to engage their full support to the development of Lingnan, to advocate the mission of Lingnan and to help Lingnan realizing its goals.

### 3. Memberships of the Standing Committees of the Council

The meeting APPROVED the following updated/or revised membership with immediate effect:

#### (a) Christian Activities Committee

Chairman : Dr CHAN LAM Lai-bing, Alison  
Vice-Chairman : Mr NG Kwai-wah, Anthony  
Member : Mr CHEN Yang-chung, Roy  
Co-opted member : Dr KWOK Man-cho

#### (b) Institutional Advancement Committee

Chairman : Mr MA Ching-hang, Patrick  
Member : President, ex-officio  
Mr AUYANG Pak-hong, Bernard  
Mr CHEN Yang-chung, Roy  
Mr CHOI Siu-chow, Tony  
Prof IP Yuk-keung, Albert  
Ms KAO Ching-chi, Sophia  
Dr LEE Mui Yee-ching, Jennie  
Mr SZE, Irons  
Ms TANG Shuk-tak, Karen  
Ms YEUNG Wing-yan, Wendy  
Mr YUEN Kwong-ming, Roger  
Co-opted members : Ms HUNG Siu-lin, Katherine  
Mr NG Leung-sing  
Dr WAI Kee-kau

#### 4. **Finance and Audit Matters**

The meeting APPROVED the following:

- (a) the draft audited Financial Statements of the University for the year ended 30 June 2011;
- (b) the draft Annual Returns on the Use of UGC Funds for the year ended 30 June 2011;
- (c) the draft audited Financial Statements of the Community College at Lingnan University for the year ended 30 June 2011;
- (d) the revised refund policy and fees payment for research postgraduate (RPg) programmes to take effect from the admission exercise for 2012 intake of RPg students; and
- (e) the revised terms of reference and membership composition of the Finance Committee as follows:

##### ***Terms of reference***

- a) To advise and make recommendations to the Council on all matters within the jurisdiction of the Council which have important financial implications, with special attention to the following:
  - (i) the regulations and management of the finances of the University, the raising and investment of funds and the facilities for borrowing moneys for any purpose;
  - (ii) the preparation, amendment and final submission of an annual estimate of recurrent expenditures for Council's approval and the monitoring of spending against approved budget;
  - (iii) the submission to the Council financial statements including statements of income and expenditure, and balance sheet for the past financial year;
  - (iv) the allocation of financial resources amongst the academic and administrative and other conceivable areas of activities of the University, and the monitoring of the usage of such funds where appropriate; and
  - (v) the setting of the levels of fees charged to the students attending UGC-funded academic programmes and courses offered by the University.
- b) To monitor and oversee any superannuation and provident fund schemes as agreed upon by the Council.
- c) To form sub-committees and working groups when necessary to handle functions prescribed in a).

##### ***Membership Composition***

Chairman : Treasurer of the Council

Members : Four to six other members to be appointed by the Council. In addition, the Committee will have the power to co-opt up to two additional members subject to ratification by the Council

President, ex-officio

Secretary : Associate Vice-President and Comptroller

## 5. **Staffing Committee Matters**

The meeting APPROVED the following:

- (a) revision on the University ratio of senior academic staff;
- (b) revision on the substantiation ratio for academic staff; and
- (c) revisions on the income sharing arrangement of outside practice activities.

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