

## Lingnan University

### A Summary of Discussions and the Decisions of the Council Meeting Held on 13 December 2010

#### 1. New Members of the Council

The meeting WELCOMED Mr Robert DORFMAN and Mrs Loretta SHUEN LEUNG Lai-sheung who attended the Council meeting for the first time, and Dr Alison CHAN LAM Lai-bing who rejoined after her last term ended on 31 January 2010. The meeting also welcomed Mr Ben WONG Chung-mat as the newly appointed Treasurer and Ms Wendy YEUNG Wing-yan as the newly appointed member to the Council from 22 October 2010.

#### 2. University Grants Committee (UGC) Matters

The meeting noted the Quality Assurance Council audit report of the University released in late July 2010 with commendations on teaching quality of the University and the full commitment of the University community in liberal arts education. It was also noted that the University is in the process of preparing the Academic Development Proposals for 2012-15 for submission to the UGC by February 2011.

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

The approved membership of the standing committees as follows:

##### (a) Appeals Committee

Chairman : Mr IP Shing-hing, Simon  
Members : Dr CHAN LAM Lai-bing, Alison  
Mr YUEN Kwong-ming, Roger

##### (b) Campus Development and Management Committee

Chairman : Ms KWONG Sum-yea, Anna  
Vice-Chairman : Mr LEUNG Kwong-ho, Edmund  
Members : Prof CHAN Yuk-shee (President, ex-officio)  
Prof CHAN Cheung-ming, Alfred  
Mr CHOY Cho-kwong, Christy  
Dr LEE MUI Yee-ching, Jennie  
Mr NG Kwai-wah, Anthony  
Dr WU Po-kong, Patrick

##### (c) Career Development Committee

Chairman: Mr CHAN Bernard Charnwut  
Members : President, ex-officio  
Dean of Students, ex-officio  
Mr AUYANG Pak-hong, Bernard  
Mr CHEUNG Leong  
Mr CHOI Siu-chow, Tony  
Mr DORFMAN Robert  
Mr IP Yuk-keung, Albert

Ms KAO Ching-chi, Sophia  
Mrs SHUEN LEUNG Lai-sheung, Loretta  
Ms TANG Shuk-tak, Karen  
Ms YEUNG Wing-yan, Wendy

**(d) 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

**(e) Finance Committee**

Chairman : Mr WONG Chung-mat, Ben  
Members : President, ex-officio  
Mr CHEN Yang-chung, Roy  
Mr CHOI Siu-chow, Tony  
Dr LAW Wing-kin, Kenneth  
Mrs SHUEN LEUNG Lai-sheung, Loretta  
Prof SNELL Robin  
Dr WU Po-kong, Patrick

**(f) 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  
Ms KAO Ching-chi, Sophia  
Mr SZE, Irons  
Ms TANG Shuk-tak, Karen  
Mr WONG Pak-heung, Peter  
Dr WU Po-kong, Patrick  
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

**(g) Management Committee for the Fong Sum Wood – Chang Han Tsiu Education Fund**

Chairman : President  
Ex-officio members: Mrs KWOK CHAN Yuk-yee  
Representative of the late Ms Chang Han-tsiu  
Member : Mr SINGH Herdip

**(h) Staffing Committee**

Chairman : Ms KAO Ching-chi, Sophia  
Deputy Chairman : Mr CHEUNG Leong  
Members : President, ex-officio  
Vice-President, ex-officio  
Prof CHAN Koon-hung

Mr DORFMAN Robert  
Ms KI Man-fung, Leonie  
Mr NG Kwai-wah, Anthony  
Mr WONG Chi-kwong, Patrick

**(i) Honorary Awards Committee**

Chairman : Mr CHAN Bernard Charnwut  
Members : Ms KAO Ching-chi, Sophia  
Mr WONG Chung-mat, Ben  
President, ex-officio  
Dr CHAN LAM Lai-bing, Alison  
Mr IP Shing-hing, Simon  
Ms KWONG Sum-yee, Anna  
Mr MA Ching-hang, Patrick  
Mr WONG Chi-kwong, Patrick  
Mr WONG Pak-heung, Peter  
Mr YUNG Chan-lung, Allen  
Co-opted member : Vice-President

**4. Appointment of Member to the Board of Governors of the Community College at Lingnan University**

The meeting APPROVED the re-appointment of Dr LAW Wing-kin, Kenneth as member to the Board of Governors of the Community College for two years from 20 December 2010.

**5. The meeting ADOPTED the followings:**

- (a) “Principles and Guidelines on the Use of the University’s Title”; and
- (b) Revisions on the “Paper on the Issue of Sexual Harassment”.

**6. The meeting APPROVED the following finance and audit matters:**

- (a) the draft audited Financial Statements of the University for the year ended 30 June 2010;
- (b) the draft Annual Returns on the Use of UGC Funds for the year ended 30 June 2010;
- (c) the draft audited Financial Statements of the Community College at Lingnan University for the year ended 30 June 2010;
- (d) the revised terms of reference of the Audit Committee as follows:
  - a) To review the financial controls, internal control and risk management systems with particular regard to their effectiveness on value of money and corporate governance.
  - b) To carry out the following with regard to the external audit:
    - (i) to consider and recommend to Council the appointment of the external auditors, the audit fee, and any questions of resignation or dismissal of the external auditors;
    - (ii) to review the draft annual financial statements, including the external auditor’s formal opinion; and

- (iii) to discuss any problems and reservations arising from the audit, including a review of the management letter incorporating management responses, and any other matters the external auditors may wish to discuss.
  - c) To carry out the following with regard to the internal audit:
    - (i) to formulate internal audit plan and monitor the progress of internal audit works;
    - (ii) to consider and recommend to Council the appointment of suitable personnel to perform internal audit works; and
    - (iii) to receive and consider major findings of internal audit and management responses.
  - (e) the scope of work for the internal audit exercise for 2011-13.
- 7. The meeting RECORDED a vote of thanks to Dr Patrick WU Po-kong whose term of office will expire on 31 January 2011.

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