



**Association of Christian Universities and Colleges in Asia  
(ACUCA)**

**Minutes of Executive Committee Meeting**

**Shinagawa Prince Hotel, Japan**

**26 October, 2012**

**2:00 p.m.**

**Present:**

Dr. JUNKO HIBIYA, Japan	President
Dr. CHIN-SHENG CHEN, Taiwan	Vice-President
Dr. JOHANNES UNSOK RO, Japan	General Secretary
Dr. DJOHAN, Indonesia	Member
Dr. BEN MALAYANG III, Philippines	Member
Dr. ALBERT S. C. CHAN, Hong Kong	Treasurer

**Absent:**

Dr. JONGWOOK LEE, Korea	Member
Dr. PENPILAI RITTHAKANANONE, Thailand	Member

**In attendance:**

Dr. TAKESHI NAGATA, Japan	International Christian University
Ms. AKIKO HASHIMOTO, Japan	ACUCA Secretariat
Ms. NATSUKO ITO, Japan	ACUCA Secretariat
Ms. MIYAKO SUZUKI, Japan	ACUCA Secretariat

**1. WELCOME**

**2. OPENING PRAYER**

2.1 Opening prayer of thanks given by Rev. Dr. Takeshi Nagata of International Christian University.

**3. GREETING AND OPENING REMARKS BY DR. JUNKO HIBIYA,  
PRESIDENT OF ACUCA**

**4. PREVIOUS MEETING MINUTES (Attachment 1)**

4.1 General Secretary Dr. Johannes Unsok Ro asked the Executive Committee members to confirm and approve the minutes of the previous meeting held at Duta Wacana Christian University in Indonesia on 27 April, 2012.

*Resolution 1: Minutes of the meeting held at Duta Wacana Christian University in Indonesia are to be accepted without reservation.*

**5. TREASURER'S REPORT (Attachment 2)**



- 5.1 Dr. Albert Chan summarized the ACUCA financial report as at 30 June, 2012.
- 5.2 ACUCA has the total asset of US\$888,727. The deficit for 2011-2012 was US\$30,263. This was caused by giving out US\$ 11,300 to subsidize living expenses of student mobility scheme students and US\$ 20,000 to four member institutions in Thailand who suffered from the flood in December 2011. The decrease in the investment return was due to the market retreat in the 2011 third quarter and 2012 second quarter following European sovereign-debt crisis.
- 5.3 The association received a donation of US\$10,000 from the United Board for supporting the Management Conference held in September 2011 and was fully utilized. Duta Wacana Christian University and Filamer Christian College donated US\$1,000 and US\$200 respectively to support member institutions in Thailand who suffered from the flood.
- 5.4 Program expenses for the year were about US\$87,000. Last year the amount was US\$74,000, representing an increase of 17%. The jump was mainly caused by subsidizing living expenses for eight students participating in the student mobility scheme.
- 5.5 As of 30 June, 2012, three members out of 55 had not settled their membership fees for 2011-12. One of these three members had not settled the fee for 2010-11. The list had been forwarded to the General Secretary who sent reminders to those members in August 2012.

***Resolution 2: The Treasurer's Report was passed without any objection.***

## **6. BUDGET FOR JANUARY TO JUNE 2013 (Attachment 3)**

- 6.1 The General Secretary explained that the annual budget from July 2012 to June 2013 had already been approved at the meeting in April and the next secretariat school would implement the half-yearly account between January 2013 and July 2013, with support from the present Treasurer Hong Kong Baptist University.
- 6.2 It was suggested that allocation of the honorarium for the general secretary should be left for the next secretariat school to decide, and the members agreed.

## **7. MEMBERSHIP FEES STATEMENT AS AT 16 OCT 2012 (Attachment 4)**

- 7.1 The General Secretary explained that the number of institutions that have not paid membership fees had decreased since reminders had been sent to those who missed the payment deadlines. However, one institution had not paid for two consecutive years. ACUCA By-laws stipulate in IV. Termination of Membership: "Membership shall automatically be terminated when the membership fee is not paid for two consecutive years. However, the institution may apply for re-admission." If the institution in question does not intend to terminate membership, the situation must be resolved as early as possible.
- 7.2 The members then agreed that the Executive Committee member from the same country contacts the institution to find out the situation.



## **8. GENERAL SECRETARY'S REPORT (Attachment 5, 6 &7)**

### 1) Nomination of the new Executive Committee representatives (Attachment 5)

8.1 The General Secretary went on to explain nomination of the new Executive Committee representatives as follows:

1. President: Fu Jen Catholic University, Taiwan
2. Vice-President: Parahyangan Catholic University, Indonesia
3. Treasurer: Hong Kong Baptist University, Hong Kong
4. Member: J. F. Oberlin University, Japan
5. Member: Christian University of Thailand, Thailand\*
6. Member: Sogang University, Korea
7. Member from the Philippines: To be decided later before the General Assembly on 28 October\*

\*The representative from Thailand was later changed to Asia-Pacific International University, and St. Paul University Philippines was later selected as the representative from the Philippines. All the representatives including these two universities were approved at the General Assembly on 28 October.

### 2) ACUCA Student Camp 2012 (Attachment 6)

8.2 The General Secretary reported that International Christian University hosted the ACUCA Student Camp 2012 between 20 and 24 August, with 101 participating students from 41 universities in 8 countries and region. Students listened to lectures and engaged in discussion on the theme "Aiming for Tomorrow Where We Can Walk Side by Side: Our Dream, Our Efforts." Students' dialogue on sustainability during the camp was compiled in the "Tokyo Appeal."

### 3) ACUCA Biennial Conference & 19<sup>th</sup> General Assembly (Attachment 7)

8.3 The General Secretary reported an outline of the ACUCA Biennial Conference & 19<sup>th</sup> General Assembly.

- Dates: 26-28 October 2012
- Venue: International Christian University and Meiji Gakuin University, Tokyo, Japan
- Theme: Whole Person Education – Trends and Challenges

## **9. ACUCA NETWORK MODEL (PILOT PROGRAM): SUMMARY AND FUTURE DIRECTION (Attachment 8)**

9.1 The General Secretary gave a summary of the ACUCA Network Model, and proposed to make the following suggestions at the General Assembly.

- 1) ACUCA should develop the project further based on the two-year experience.
- 2) For further implementation of the project, ACUCA should consider if the project has demonstrated adequately its two objectives of:
  - A. Identifying possible collaborative approaches to improvement of undergraduate education in the ACUCA member institutions; and,
  - B. Facilitating, building and improving their capacity and confidence in joint e-learning development and implementation,and may also respect the proposal composed by the participants in the ACUCA Wrap-up Seminar (Attachment 8-3).



*Resolution 3: The General Secretary's Proposal to be presented as Suggestions from the General Secretary at the General Assembly was approved without reservation.*

## **10. PROPOSAL FOR AMENDMENTS TO ACUCA CONSTITUTION AND BY-LAWS (Attachment 9)**

10.1 The General Secretary explained that regarding the revision process for the constitution and by-laws, a resolution would be carried out at the ACUCA General Assembly held on 28 October. The revisions would be approved with affirmative votes of two-thirds or more (one half or more for by-laws) of all the full members present at the General Assembly. The General Secretary outlined amendments to the ACUCA Constitution and By-laws.

- 1) When an Executive Committee member (including president, vice-president and treasurer) steps down from his/her post as college/university president during his/her tenure on the Executive Committee, the succeeding university/college president shall take over the position after being approved by the Executive Committee.
- 2) The responsibility for the Executive Committee is something an institution should take over and not the individual representative. (A new clause describing the "Institutional Nature of Office" under the section in the Constitution dealing with the Executive Committee will be added.)
- 3) Approval for new membership shall be decided not in the General Assembly that takes place only once every two years, but at the Executive Committee meeting held twice per year to facilitate acceptance of new membership.
- 4) There is an increasing need for ACUCA's work on cooperative research/activities as times change. Thus, to meet the ACUCA's objectives, in addition to research projects, the words "service learning projects, quality assurance projects, and Christian character development activities" shall be added.

## **11. STUDENT MOBILITY SCHEME SUBSIDY APPROVAL (Attachment 10)**

11.1 The General Secretary asked for approval to subsidize nine applicants who satisfy conditions; five from Indonesia, two from Japan, one from Korea and one from Taiwan. Total subsidy will be US\$19,391.45, including compensation for airfare and support for living expenses, which ACUCA had been providing provisionally since last year.

*Resolution 4: All nine applicants for the SMS travel and living expenses subsidies were approved without objection.*

## **12. MEMBERSHIP APPLICATION FROM CHRIST UNIVERSITY, LADY DOAK COLLEGE AND HKBP NOMMENSEN (Attachment 11)**

12.1 The General Secretary asked for approval to propose new membership for University of HKBP Nommensen from Indonesia, and Christ University and Lady Doak College from India at the General Assembly, pending official approval at the General Assembly.



*Resolution 5: Membership applications from University of HKBP Nommensen, Christ University and Lady Doak College were accepted without reservation.*

### **13. MEMBERSHIP DUES FOR INSTITUTIONS IN INDIA (Attachment 12)**

13.1 The General Secretary went on to discuss membership dues for institutions in India. Two universities in India will be paying membership fees when they are formally granted membership at the General Assembly. He proposed to set the fee for India at US\$1,100, the same as that for Indonesia, the Philippines, and Thailand.

*Resolution 6: Proposal of membership dues for institutions in India was approved without reservation.*

### **14. PROGRAMS AND PLANS (Attachment 13)**

14.1 The General Secretary explained that the Management Conference would be held in 2013, and ACUCA had been requesting the financial support for these conferences to the United Board. Since the deadline to apply for the United Board grant is 31 October in the previous year, International Christian University has already passed the necessary information to the next secretariat school, Fu Jen Catholic University. Fu Jen Catholic University is now preparing for the application.

### **15. OTHER BUSINESS**

15.1 The General Secretary reminded the members that this would be the last Executive Committee Meeting for International Christian University to serve as the secretariat school, and Fu Jen Catholic University would be holding the next meeting on 28 October.

### **16. CLOSING PRAYER**

16.1 Dr. Ben Malayang III closed the session with a prayer.



Prepared by:

A handwritten signature in black ink, appearing to be 'J. Unsok Ro', written over a horizontal line.

**DR. JOHANNES UNSOK RO**  
General Secretary - ACUCA

Confirmed by:

A handwritten signature in black ink, appearing to be 'J. Hibiya', written in a cursive style.

**DR. JUNKO HIBIYA**  
President - ACUCA