

**Association of Christian Universities and Colleges in Asia  
(ACUCA)  
Minutes of Executive Committee Meeting  
Fu Jen Catholic University, Taiwan  
1 Nov, 2013  
7:00 p.m.**

**Present :**

Fr. LESZEK NIEWDANA, SVD for Dr. HAN-SUN CHIANG, Taiwan	President
Dr. LAURENTIUS TARPIN, OSC for Dr. ROBERTUS WAHJUDI TRIWEKO, Indonesia	Vice-President
Prof. RICKY N S WONG for Dr. ALBERT CHAN, Hong Kong	Treasurer
Rev. TAKAYASU MITANI, Japan	Member
Sr. REMY ANGELA JUNIO SPC, Philippines	Member
Dr. WICHITRA AKRAPHICHAYATORN for Dr. JANJIRA WONGKHOMTHONG, Thailand	Member
Fr. SANG HUN PAK for Dr. KI-PUNG YOO, Korea	Member
Fr. LESZEK NIEWDANA, SVD, Taiwan	General Secretary

**In attendance :**

Fr. VIJU PAINADATH DEVASSY, India	
Associate Prof. AKIHIRO NEZU, Japan	
Ma. TERESA MAGUIGAD, Philippines	
Ms. JANET LIN, Taiwan	ACUCA Secretariat
Mr. EVAN JIANG, Taiwan	ACUCA Secretariat
Ms. ANITA HSIAO, Taiwan	ACUCA Secretariat

**1 WELCOME**

**2 OPENING PRAYER**

2.1 The Opening Prayer was led by Fr. Viju Painadath Devassy.

**3 GREETINGS AND OPENING REMARKS BY FR. LESZEK NIEWDANA,  
GENERAL SECRETARY**

3.1 On behalf of Dr. Han-Sun Chiang, Fr. Leszek Niewdana thanked the members for their participation in the meeting.

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

4.1 The General Secretary asked the Executive Committee members to confirm and approve the minutes of the previous meeting held at Fu Jen Catholic University, Taiwan on 20 April, 2013.

*Resolution 1: Minutes of the meeting held at Fu Jen Catholic University, Taiwan were approved.*

## **5 TREASURER'S REPORTS (Attachment 2)**

- 5.1 Prof. Ricky N S Wong, standing in for Dr. Albert Chan, summarized the report for the audited account ended 30 June 2013.
- 5.2 ACUCA had the total asset value of US\$0.97 million which was better than last year (US\$0.89 million). ACUCA had an investment gain of 8%.
- 5.3 The total donation income was US \$24,200. It came from the United Board (\$24,000) and the public donation (\$200) to support the Biennial Conference, the ACUCA Network Model and natural disaster relief.
- 5.4 Program expenses for the year 2012/13 were US\$92,117, which increased \$5,500 due to the doubling the number of the participants of student mobility scheme, the student camp and the ACUCA Network Model.
- 5.5 For the membership, three defaulted members (Universitas Kristen Indonesia, Maranatha Christian University and Jeonju University) failed to pay their member fees for two consecutive years (2011/12 and 2012/13). According to the bylaws, their memberships were terminated in year 2013/14.
- 5.6 For the membership fees due, 7 members, out of a total of 57 members, had not settled their membership fees for the year 2012/13. Out of these, 5 members already settled their membership fees in August and September 2013.

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

## **6 BUDGET FOR JANUARY TO JUNE 2014 (Attachment 3)**

- 6.1 The General Secretary explained the annual budget for year 2013/14 and the next half-yearly budget from January to June 2014. The budget had already been approved at the meeting in April 2013.

## **7 MEMBERSHIP FEES STATEMENT AS OF OCTOBER, 2013 (Attachment 4)**

- 7.1 Three members (Universitas Kristen Indonesia, Maranatha Christian University and Jeonju University) failed to pay their membership fees for two consecutive years. According to the bylaws, their memberships were terminated in year 2013/14.
- 7.2 Two members (Silliman University and St. John's University) have not yet paid their memberships for year 2012/13 and 2013/14. The ACUCA Secretariat will again remind them.

## **8 PROPOSAL FOR BUDGET AMENDMENT: CHANGE OF ACUCA NETWORK MODEL BUDGET FOR JULY-JUNE 2014.**

- 8.1 The General Secretary explained that due to different platforms used, the ACUCA Secretariat has difficulties locating schools interested to coordinate and manage the ACUCA Network Model from member universities in Taiwan for the academic year 2013-2014. The Student Mobility Scheme is, on the other hand, growing more popular among students after students are granted living

subsidies. As a result, there is a shortage of budget allocated to Student Mobility Scheme. The ACUCA Secretariat proposed a change to the budget of \$5,000 used for the ACUCA Network Model to the Student Mobility Scheme. The budget of Student Mobility Scheme will increase from \$27,000 to \$32,000.

***Resolution 3: The change to the budget of \$5000 used for ACUCA Network Model to Student Mobility Scheme was approved.***

## **9 STUDENT MOBILITY SCHEME SUBSIDY APPROVAL AND OTHER MATTERS TO BE DISCUSSED**

9.1 The General Secretary explained that there were 19 applicants from 8 institutions who met the requirement, and that a larger amount was required for the subsidies. Although a change to the budget of \$5,000 used for the ACUCA Network Model to SMS was approved in the meeting, the amount of the subsidies for travel and living expenses for SMS exceeded the budget. According to the document handed over from the previous Secretariat at International Christ University, Japan - “*The Secretariat should consider how to select the appropriate number of candidates if the number of applicants exceeds the estimation. Possible solution: The Secretariat should request each home institution to nominate the candidates in order of priority and follow its order when it is considered.*”. The document also states: “*The insufficient amount of living subsidy requested can be supported by General Fund.*” Based on that, the ACUCA Secretariat proposed that the number of students awarded in each institution could be limited to TWO or THREE, and the selection shall be made by home institutions.

***Resolution 4: Total sum of students awarded from each institution was limited to TWO. Hence there are 13 applicants who could be awarded the travel and living subsidies in fall semester, 2013.***

9.2 In order to do an exact calculation for the amount of living subsidies, the Secretariat proposed that applicants should provide calendar of the host institution specifying dates of the beginning and the end of exchange period. This document is suggested to become a required document when students apply for living subsidy.

***Resolution 5: It was acknowledged that applicants should provide the calendar of host institutions with dates of the beginning and the end of exchange period when students apply for living subsidy.***

9.3 Some of the applicants have applied for the living subsidies for more than one semester. In order to allow more applicants participate in the SMS program, the ACUCA Secretariat proposed that each applicant can apply for living

subsidies for one semester only.

***Resolution 6: It was acknowledged that the period for living subsidies for each applicant is limited to one semester only.***

9.4 Because of the limited budget of SMS, 10 is the most appropriate number of the students awarded for each year. In order to manage the amount within the budget, the ACUCA proposed to limit the number of awarded students in each year to 10.

***Resolution 6: It was agreed that the SMS practice of providing living subsidies will be evaluated after two years. The subsidies could vary depending on the number of the applicants and on how subsidies will be managed in the future. Thus this item will be discussed again at the next executive committee meeting.***

9.5 The ACUCA Secretariat proposed to discuss the category of India for the ACUCA SMS.

**-Living Expenses Subsidy:** From 300 to 500 USD per month, depending on the country where the student's home institution is located and the destination. 100 USD or 200 USD as an adjustment will be added to the base amount of 300 USD if a student goes to a country with higher cost of living than the country where his/her home institution is located. Only the base amount will be paid if a student goes to a country within the same category or a country with lower cost of living.

**-Travel Subsidy: Up to 750 USD**

[Adjustment]

Difference of 1 category (B to A, C to B)	100 USD
Difference of 2 categories (C to A)	200 USD

[Category of countries]

Country	Category
Japan	A
Hong Kong, Korea, Taiwan	B
Indonesia, Philippines, Thailand	C

***Resolution 7: It was acknowledged that India is in Category C.***

## **10 PROGRAMS AND PLANS**

10.1 2014 ACUCA Student Camp (Attachment 6)

- 10.1.1 The General Secretary explained the student camp program proposal. The student camp will be held at Fu Jen Catholic University from August 11-15, 2014. The theme of the student camp 2014 will be on “Value Education”.

***Resolution 8: The proposal of 2014 student camp was approved.***

- 10.2 2014 ACUCA Biennial Conference (Attachment 7)
- 10.2.1 The General Secretary explained the conference program and the proposal submitted to the United Board. The conference will be held on October 24-26, 2014. The venue is to be determined. The theme of the conference will follow that of the student camp, and will focus on “Value Education”.
- 10.2.2 The United Board application deadline was October 31, 2013. ACUCA Secretariat sent a tentative proposal to the United Board for financial support before the executive committee meeting held on November 1, 2013 and if there were any revisions made during the meeting, the ACUCA Secretariat would again send the revised version.

***Resolution 9: The proposal of the Biennial Conference 2014 was approved.***

**11 ACUCA MEMBERSHIP APPLICATIONS FROM DE LA SALLE UNIVERSITY-DASMARINS (Attachment 7)**

- 11.1 The ACUCA Secretariat has not received the endorsement from St. Paul University for De La Salle University-Dasmaring. Ma. Teresa A. Maguigad of St. Paul University mentioned that the De La Salle University-Dasmaring was in the process of preparing the application.
- 11.2 Once the ACUCA Secretariat receives the documents, the item will be addressed and put through the membership approval procedures in the next executive committee meeting.

**12 WITHDRAWAL OF TOHOKU GAKUIN UNIVERSITY(Attachment 8)**

- 12.1 The General Secretary explained the official letter stating the intention of Tohoku Gakuin University from Japan to withdraw from the ACUCA.

***Resolution 10: Termination of ACUCA membership for Tohoku Gakuin University was acknowledged.***

**13 DELETION OF UNIVERSITAS KRISTEN INDONESIA, MARANATHA CHRISTIAN UNIVERSITY AND JEONJU UNIVERSITY**

- 13.1 Universitas Kristen Indonesia, Maranatha Christian University and Jeonju University had failed to pay their membership fees for two consecutive years (2011/12 and 2012/13). According to the bylaws, their memberships were

terminated in year 2013/14.

***Resolution 11: Termination of ACUCA membership for Universitas Kristen Indonesia, Maranatha Christian University and Jeonju University was acknowledged.***

**14 NEXT EXECUTIVE COMMITTEE MEETING**

14.1 The General Secretary announced that the next Executive Committee Meeting will be held at April 25-26, 2014. Sr. Remy Angelajunio SPC, Executive Member, proposed to hold the next executive committee meeting at St. Paul University, Philippines.

***Resolution 12: Holding the next executive committee meeting at St. Paul University, Philippines, on April 25-26, 2014 was acknowledged.***

**15 CLOSING PRAYER**

15.1 Fr. Viju Painadath Devassy closed the session with a prayer.

**16 ADJOURNMENT**

16.1 The executive committee meeting was adjourned at 8:20 P.M.

Prepared by:

Confirmed by:



---



---

Fr. LESZEK NIEWDANA, SVD  
General Secretary – ACUCA

Dr. HAN-SUN CHIANG  
President - ACUCA