

**MINUTES OF THE SOUTH EASTERN UNIVERSITY COLLEGE
ESTABLISHMENT BOARD MEETING HELD ON WEDNESDAY 29TH
OCTOBER 2008 AT 3.00 P.M. IN THE COUNCIL CHAMBER, UON.**

1.0 Present

Prof. Raphael M. Munavu	-	BOG/UKAI & Chairman
Prof. Nzioka K. Muthama	-	UON
Prof. Peter M. Ngau	-	UON
Prof. Nashon K. R. Musimba	-	COE/UON
Prof Charles B.K. Nzioka	-	UON
Prof. K. Ndeti	-	CoE
Mr. Robert M. Lelli	-	BOG/UKAI
Mr. James B. Kiamba	-	UKAI/GC
Mr. Sammy P.M.Kyungu	-	CoE
Mrs. Lucia Kiilu	-	BOG/UKAI
Mrs. Jane W.Mutinda	-	BOG/UKAI
Mr. Roy M. Mutisya	-	CoE
Mr. Daivd W. Masika	-	BOG/UKAI
Mr. Japhet k. Masya	-	CoE
Mr. Henry Kiema	-	CoPT
Mr. Alan Simu	-	COE
Mr. Reuben M. Mutiso	-	UKAI/GC
Mr. Boniface M. Kawai	-	BOG/Secretary

In Attendance

Ms. Florence N. Kioko	-	UON/Recording
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2.0 Apologies

Prof. Tim Waema	-	UON
Prof. Peter Kimuyu	-	UON
Mr. Nick Nzioki	-	UON
Mrs. Nelly Mwanzia	-	BOG/UKAI

3.0 Introductory Remarks

Reported:

- ❖ That the South Eastern University College had already been gazetted.
- ❖ That the most urgent issue was the implementation of the College's establishment.
- ❖ That there was approval for provision of funds for recurrent and capital development expenditures amounting to Kshs 150m and 215m respectively.
- ❖ That the same must be utilized within the current financial year 2008/2009 hence the need for the establishment of the six (6) ad hoc implementation technical committees.
- ❖ That the Board of Governors had formally requested the University of Nairobi to identify the underlisted core staff for spearheading pre-establishment college activities:-

- College Registrar
- Finance Officer
- College Librarian
- Clerk of Works/Planning Officer
- Medical Officer and
- ICT Support Staff

- ❖ That the core staff would initially be engaged on secondment from the mother institution, the University of Nairobi.
- ❖ That there was also a formal request for the University of Nairobi to consider providing space for use by the secretariat during the transitional period.

4.0 Proposed Way Forward

Discussed &

Agreed: To launch the six (6) ad hoc implementation/technical committees with membership as established by the BOG as follows:-

4.1 Physical Master Planning Committee

Mr. David Masika	-	BOG/UKAI/Chairman
Prof. P.M. Ngau	-	UON
Mr. Reuben Mutiso	-	UKAI/GC
Mr. Alan Simu	-	CoE
Mr. James Kiamba	-	UKAI/GC
Mr. Nobert Musyoki	-	UON

4.2 Academic Programmes Master Planning Committee

Mrs. Jane Mutinda	-	BOG/UKAI/Chairman
Dr. N.J. Muthama	-	UON
Prof. C.B.K. Nzioka	-	UON
Mrs. Lucia Kiilu	-	BOG/UKAI
Mr. D. Mutiso	-	CoE
Prof. K. Ndeti	-	CoE
Prof. N.K.R. Musimba-		COE/UON

4.3 College Statues & Regulations Committee

Prof. K.M. Mavuti	-	COE/UON/Chairman
Dr. J.K. Mbwesa	-	UON
Dr. J. Kaendi Munguti	-	UON
Ms. E.K. Mbebe	-	COPT
Lawyer	-	COPT

4.4 Finances and Resources Mobilization Committee

Mr. R Mutiso Lelli	-	BOG/UKAI/Chairman
Prof. J.M. Kyambi	-	UON
Mr. Titus Mbathi	-	COE
Mrs. Emily Gatuguta	-	COE
Prof. Peter Kimuyu	-	UON

Mr. Henry Kiema - COPT (Finance Consultant)
Mr. Roy Mutisya - CoE

4.5 Strategic Planning Committee

Mrs. Nelly Mwanzia - BOG/UKAI/Chairman
Prof. Tim Waema - UON
Prof. Cyrus Mutiso - COE
Steve Ndambuki Muli - UKAI/GC
Mr. J. Masya - COE
Mr. Nick Nzioki - UoN

4.6 Project Steering Committee

Prof. R.M. Munavu - BOG/UKAI/Chairman
Dr. David Mbiti - COE
Ambass B. Kisilu - COE
Mr. Sam Kyungu - COE
Prof Mutio - CoPT
Mr. B. Kawai - BOG/Secretary
Chairmen of Technical Committee - COPT

- ❖ That each of the above committees should develop its own specific Terms of Reference (TORs) based on the ones already proposed by the BOG as contained in the paper on “Strategies for implementing establishment of the South Eastern University College attached here as Annex 1”.
- ❖ That the Physical Master Planning Committee should move with speed in order to source/secure the Development Funds which have already been provided for in the GOK annual estimates.
- ❖ That the Academic Programmes Master Planning Committee should strive to develop programmes that are unique, competitive and responsive to the socio-economic issues of the region. To this end, consider co-opting a geologist.

- ❖ That Committees may co-opt as necessary considering the financial implications involved and with approval of the steering committee.
- ❖ That the Steering Committee should ensure proper co-ordination to ensure no duplication on issues that cut across the various committees.
- ❖ That the Financial Regulations and/or Procurement systems of the University of Nairobi should provide the guidelines for the technical committees.
- ❖ That the University of Nairobi would provide the required secretariat support and meeting space whenever possible.

5.0 Reporting Time-Frames

Discussed & Agreed:

- ❖ That each of the technical committees will look at its Terms of Reference (TORs) as a guide to the preparation of its timeframes for onward submission to the steering committee.
- ❖ That the two (2) most critical committees; the Physical Master Planning Committee and the Finances and Resources Mobilization Committees must work within the shortest time possible.
- ❖ That each committee should develop its budget for Board of Governor's consideration and approval.
- ❖ That each committee should maintain an attendance register for all meetings; to be held once every two (2) weeks.
- ❖ That Chairmen of the technical committees will be required to periodically provide update reports to the Steering Committee.
- ❖ That the Vice-Chancellor, University of Nairobi should be continuously updated on progress made to enable him provide support whenever necessary.

6.0 Any Other Business

6.1 Resource/Financial Mobilization

Discussed &

Agreed: That there was need to establish a Foundation to spearhead resource mobilization for non-scheduled expenses.

6.2 Name/Identity

Agreed: That members should re-think about the name of the college with a view to agreeing on one that really brings out the aspect of internationalism.

6.3 College Logo

Agreed: To have the existing logo redesigned.

6.4 Stakeholders Meeting

Noted: That the Stakeholders Meeting would be held on Friday 21st November 2008 at UKAI Campus, Kwa Vonza, Kitui with the key agenda as:- “To agree on a smooth process for transferring the agreed UKAI facilities to the new College and on how to manage the transitional period”.

There being no other business the meeting adjourned at 4.45 p.m.

Approved for Issue

Chairman_____ **Date**_____

Confirmed in the Next Meeting

Chairman_____ **Date** _____