

THE BOARD OF DIRECTORS OF JAFFNA COLLEGE

Founded 1823 (Incorporated 1894)

GENERAL MEETING ON **NOVEMBER 15, 2013** AT 0900 HOURS
DANIEL POOR LIBRARY, JAFFNA COLLEGE, VADDUKODDAI

AGENDA

01. Opening Devotions Chairperson
02. Members Present
03. Apologies for Absence, Absent
04. Confirmation of the Minutes of the Semi Annual meeting held on September 07, 2013
05. Matters arising from the Minutes
 - (i) Gratuity for the Rev. G. Nadarajah (Vice Principal) 05(ii)
 - (ii) Staff on Contract 05(iii)
 - (iii) Retirement: payment of gratuity – Mr. Nobalasingam 06 (ii)
 - (iv) Meeting of the Trustees of Jaffna College Funds (TJCF) 07
 - (v) Construction: Old Science Block 10.(e)
06. Resource Review – carried out by Ernst & Young
07. Principal's Appointment & Related Matters
 - (i) Service of Installation, Commencement of new academic year etc.
 - (ii) Order of Worship.
 - (iii) Committees for various responsibilities
 - (iv) Public Function
 - (v) Handing Over & Assuming Responsibilities – procedure
 - (vi) Accounts, Audit etc.
 - (vii) Inventory
08. Administrators: New Appointment(s)
09. Responsibilities to the new Administrators
10. Appointment of Chaplain for the College - *Rev. N. Arangiah*
11. Renovations to the Principal's Bungalow (old), subsequent arrangements
12. Allocation of residence(s)
13. Staff Retreat – 2014
14. Evelyn Rutnam Institute – immediate repairs
15. Jaffna College Miscellany
16. Jaffna College History
17. Vacancies in the Executive Committee & Board
18. Any Other Matter (with the permission of the Chair)
19. Vote of Thanks
20. Prayer & Benediction

THE BOARD OF DIRECTORS OF JAFFNA COLLEGE
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Semi Annual Meeting 2013
7th September 2013 (Saturday) at 0930 hours
Daniel Poor Library, Jaffna College, Vaddukoddai

The Semi Annual Meeting of the Board of Directors of Jaffna College commenced at 0930 hours on September 07, 2013 in the Daniel Poor Library, Jaffna College, Vaddukoddai with the Chairman the Rt. Rev. Dr Daniel S. Thiagarajah in the Chair.

01. Opening Devotions: The Rt. Rev. Dr Daniel S. Thiagarajah, Chairman, JCBD led the members in opening devotions.

02. Members Present; The Rt. Rev. Rev. Dr Daniel S. Thiagarajah (Chairperson-cum Manager), Attorney Ms. Vijula Arulanantham (Vice-Chairperson/Board Nominee), Mrs. I. Thavanayagam (Secretary/JDCSI Representative), Mr. S. Nagiah (Treasurer/JDCSI Representative), Mr. N.A. Vimalendran (Principal, Jaffna College), Mr. A. Rajasingam (Staff Representative), Mr. K. Selvarajah (Alumni Representative); Dr Ms. C.V. Selliah, Dr Mrs. Thayalini Thiagarajah & the Rev. V. Pathmathayalan (Board Nominees); Mr. S. Dayananthan & Mrs. S.D. Virasinghe (JDCSI Representatives).

03. Apologies for absence: Dr. V.R. David (JDCSI Representative).

04. Confirmation of Minutes:

(i) Annual Meeting held on April 06, 2013

(ii) Executive Committee Meeting held on September 05, 2013

Both minutes were accepted and confirmed as presented.

Proposed by: Mr. N.A. Vimalendran; Seconded by: Mr. R. Muthuretnanatham.

05. Matters arising from the Minutes:

(i) Letter from President, Trustees of Jaffna College Funds (TJCF)

The Principal, Jaffna College tabled the letter he received from the President, TJCF the Rev. Richard Huleatt. The following are some important extracts:

Dated: 22 August 2013

"I'm writing in regard to the Trustees offer of an advance which I first contacted you about in a March 19, 2013 email and again in a follow up email July 11, 2013. You initially expressed an interest in exploring this possibility, but as I indicated in the above mentioned emails in order to move forward the Trustees need to know that first, you have authorization from your board to go ahead; second, the exact amount you are in arrears; and third, approval for the Trustees to conduct an independent resource review (at our expense) so we can

get a better picture of the school's long-term health and sustainability. I know you plan to be at the October meeting but if we haven't heard back from you by September 15 funding for an advance will no longer be available"

Dated: 11 July 2013

"Thanks for your letter of June 27 affirming an interest in the Trustee's offer of advancing additional funds to Jaffna College. Before we can proceed however, I need to make sure we are clear about a few things. First, can you indicate to Phil or me the exact amount you are in arrears? I seem to recall you mentioning an amount around \$100,000 but we will need to know the exact figure before we can proceed with the first half of the advance. Second, it wasn't entirely clear to me whether or not your Board has approved the proposal. You said they "tabled" the matter but I'm not sure exactly what that means. Did they give you authorization to move ahead or is that yet to be voted upon? Third, you may recall that one of the stipulations calls for the Trustees of Jaffna College Funds to conduct, at their expense, an independent review of the school's financial needs and the resources (and potential resources) available to meet those needs. We don't mean to be intrusive; we only want to try and get a clearer picture of the current and future needs of the college. Regarding the terms of the payback your suggestion of 5-7 years is fine or whatever timeline you work out with Phil. Once we have assurance that you have the proper authorization from your Board, permission for us to undertake an independent review, and the exact amount of the advance needed, we can proceed with the first half of the payment as you requested. However, our offer does require that the review either be completed or at least in progress, before the second half of the advance can be issued. Please don't think I'm trying to hold anything up but I just want to make sure we are all fully agreed on the process."

The Board, while discussing on the matter and appreciating the willingness of the Trustees to help the College, wanted to know more clearly about "Independent Resource Review" as suggested by the Trustees.

(ii) Gratuity for the Rev. G. Nadarajah

Date of Appointment: 28-02-1983

Date of retirement: 30-03-2013

Last Salary drawn: Rs. 40,015/-

Gratuity: $30 \times 40,015/2 = \text{Rs. } 600,225/-$

This amount was approved by the Board for payment.

(iii) Staff on Contract

The following members of staff who were given a year's contract from 01-01-2013 to 31-12-2013 to be notified of the termination of contract.

- | | | |
|-------|---------------------|---------|
| (i) | P. Soundradason | English |
| (ii) | C. Rajeswaran | Welfare |
| (iii) | M. Sithamparanathan | English |
| (iv) | P. Thiagalingam | Primary |

(v) K. Ratheswaran	Primary
(vi) J. Joseph Mery	Secondary
(vii) S. Sivasundram	Advanced Level
(viii) A. Mahadevan	English
(ix) Kirubanithy	Agriculture
(x) John Baptist	Mathematics
(xi) S.C. Karunendran	Accountant
(xii) N. Yogarajah	Laboratory Assistant

The new Principal may recommend further extension of contract to any of these staff depending on the need.

06. Staff Matters:

(i) Study Leave – applications: Kopay Training College & University of Jaffna

(a) Rajasunthary Christy Raveendramohan

Date of Birth 10-02-1968

Date of Appointment 01-08-2008

Course & Duration Diploma in Education; 01 year

Recommended to try NIA or Open University externally.

(b) Pratheepa Sellathurai

Date of Birth 14-09-1986

Date of Appointment 01-05-2012 (temporary appointment: 11-10-2011)

Course & Duration Trd. English; 02 year

(c) Ramani Thevarajah

Date of Birth 13-05-1984

Date of Appointment 01-05-2012 (temporary appointment: 11-10-2011)

Course & Duration Trd. Primary; 02 year

These two were recommended to complete the degree externally and try Diploma later.

(ii) Retirement

Mr. Nabalasingam (Security Officer)

Date of Appointment 01-07-1999

Date of retirement 03-05-2013 (at the age of 60)

Last Salary Drawn Rs. 15, 700/-

Gratuity $14 \times 15, 700/2 = \text{Rs. } 109, 900/-$

It was reported that this payment was done.

07. Meeting of the Trustees of Jaffna College Funds (TJCF)

It was reported that the Principal was invited for this meeting on 27th and 28th October 2013 in Boston, MA, USA.

The Board while approving official leave for the Principal to attend this meeting also sanctioned extended leave for the Principal to meet with the Jaffna College Alumni in Canada and UK.

The Rev. D.S. Solomon, Vice Principal was appointed Acting principal during the time the Principal is on leave (21st October to 11th November 2013).

The Officers will be available for any emergency.

08. Process for search of new Principal – Report by Chair, Search Committee

Attorney Ms. Vijula Arulanantham, Chair of the Search Committee for the new Principal for Jaffna College presented a report (Appendix "A").

Recommendations:

1. that the Rev. D.S. Solomon be appointed for the post of Principal.
2. that the other applicant interviewed, Ms Vasuki Rajasingham, be designated as the deputy Principal, with clear tasks.
3. that the present two vice principals to remain as Vice Principals without distinction of seniority with specific tasks.
4. that both the Rev. D.S. Solomon and Ms. Vasuki Rajasingham be appointed on a one year probationary basis to be followed by a three year contract entirely based on performance.
5. that both candidates to be given specific and separate duties apart from the general duties accompanying the posts.

The Board appreciated the efforts of the 'Search Committee' and thanked them for the recommendations.

After a lengthy discussion, the Board unanimously resolved to appoint the Rev. D.S. Solomon as the Principal of Jaffna College when the present Principal retires on the 24th December 2013 on a year's probation.

It was decided to take up other recommendations at the next meeting.

09. Other Matters connected to the appointment of the new Principal

(a) Service of Installation: January 06, 2014 (Day of Epiphany) at the Cathedral, Vaddukoddai. - 3.00 PM.

(b) Order of Service: A team to be assigned responsibility.

(c) Arrangements: to be discussed at the next meeting.

(d) Handing Over & Assuming of Responsibilities: to be decided at the next meeting.

(e) Accounts & Inventory: to be worked out at the next meeting.

10. Any Other Matters (with the permission of the Chair)

- (a) Responsibilities to the Administrators: to be decided at the next meeting.
- (b) Library: a 'face lift' be given.
- (c) Principal's Bungalow (old): action be taken to restoration for an administrator to reside.
- (d) Retreat for the Staff: A joint-retreat for the staff of Jaffna College and Uduvil Girls' College be organized soon after 'Thai Pongal' holiday.
- (e) **Construction – Old Home Science Block**

The Principal submitted a financial statement for the expenditure incurred on account of the above as follows:

Material:	Cement	Rs. 437, 100 – 00
	Iron	1, 326, 940 – 00
	Sand & Stones	834, 900 – 00
Total Cost of material:		Rs. 2, 598, 940 – 00

Contributions:

Ms. Sue Edwards	Rs. 64, 575 – 00
Bedrosian Trustee	639, 528 – 12
Interest earned	279, 425 – 96
College Needs A/C	526, 301 – 51
Dr & Mrs. Jeevaratnam	100, 000 – 00
Winslow (Germany)	600, 000 – 00

Total Contributions: Rs. 2, 209, 830 – 59

Money needed to bridge deficit: Rs. 389, 109 – 41

Plus: Labour Charges Rs. 1, 000, 000 – 00

Total amount needed: Rs. 1, 389, 109 – 41

The Principal assured the Board that this amount will be found from the Alumni and the well-wishers.

The Board expressed its concerns that at least three quotations/estimated/tenders should be obtained with reference to any building work. All such work must be approved by the Board before commencement.

- 11.** The Chairperson made a brief speech appreciating and thanking Mr. Noel A. Vimalendran who would step down as Principal of Jaffna College after dedicated and committed services as Principal.

14. Prayer and Benediction:

The Semi Annual Meeting of the Board of Directors of Jaffna College came to a close with the prayer offered and the benediction pronounced by the Chairperson the Rt. Rev. Dr Daniel S. Thiagarajah.

Rt. Rev. Dr Daniel S. Thiagarajah
Chairperson, JCBD

Mrs. I. Thavanayagam
Secretary, JCBD