



Quarterly Newsletter

January, February and March 2011

Part I: Activity Report

From the Office of the President

We were busy in all fronts to get ready for the second accreditation visit. As shown in the financial report, we are happy to note that we ended the quarter with a positive balance. Our library became fully stocked with no less than 60,000 college books that were donated by Books for Africa of the US. Close to 9,000 of the books were coded and shelved on various types of shelves manufactured by Ethio-Dutch Furniture Company. Critical in the preparation for the accreditation being text books, a number of options were explored to import them. Considering cost saving measures, we gathered quotations from the UK and India. With the Indian quotation being most reasonable, the President and the Vice President made plans to make a trip to India to process the order and the shipping and explore possibilities for faculty recruitment and equipment purchase.



There were a number of other works that needed completion before the end of June. These included the building of the road from the high way to the gate of the campus, finishing works of the multipurpose hall, the sidewalks, the landscaping and the remaining roofing work that has been awaiting the importation of slates from China. Planning to keep within the budgetary limits of some time, very helpful in this regard was the wise decision of the management in applying cost saving options as regarded particularly road works, sidewalk works and landscaping.

The other aspect of fundraising was seed money to kick start the operation of the university college. Proposals were submitted to our partners in this regard. We also planned to raise some funding from tuition fees with half of the student body slated to be admitted on full fee basis. But, as fees alone will not carry the operational budget especially during the first two years, the management is working on how to overcome this challenge. As important as income generation is for sustainability, the management has been contacting various organizations to see if there is an interest in renting some of our facilities like the multipurpose hall and the guest house. Some interested parties have made visits and shown interest. Media advertizing has been planned to lure fee payers and our brochure is being updated to use in student recruitment. A strategy was worked out in how to promote the university college, thanks to the efforts of the Vice President for Academic Affairs and the Faculty.

The Advisory Board met on January 28 to discuss various developments. This meeting was well attended including Mr. Joop de Jong who made a trip from Holland just for the meeting. The President had an orientation meeting with the faculty of the university college on March 4. On March 31, Mrs. Dicky Nieuwenhuis, Vice Executive Director of Woord en Daad, visited the University College. The following day, her colleague, the Regional Director, Mr. Cees Oosterhuis, did the same following the meeting of the Greater Horn of Africa Regional Alliance in Debre Zeit. The university college is a member of this alliance. The President attended various other meetings including one on higher education arranged by the British Council.

Academic Affairs

The revised curriculum of the five departments was re-submitted to Education and Training Quality Assurance Agency (ETQAA) after the faculty worked on the comments given by the assessors during the first visit. Accordingly, major comments such as elaborating course objectives and descriptions, ordering pre-requisite courses, introducing certain important courses and discarding other redundant courses were addressed. The first draft on the bachelor's degree curriculum in architecture

was prepared by a consultant and submitted to the Vice President for Academic Affairs (VPFAA). The draft shall be examined at a stakeholders' workshop in May involving professionals in the field, the employing community and potential students before being submitted to ETQAA. All the necessary forms to be used in the office of the registrar were developed based on the charter of the University College and experiences of other higher academic institutions.

Five additional staff members were employed for the Faculties of Business Management and Information Sciences to fulfill the accreditation criteria of ETQAA. The new staff members started work

on February 1. The general faculty meeting that was held on March 4 was appreciated. During this time, the president profiled the unique features of the university college using the charter. It was pointed out that the university college is a gift of well meaning individuals and organizations that are interested in availing quality education for Ethiopia's development endeavors. The President pointed out that to bring the excellence anticipated and aspired, the faculty had a leading role. As important as the linkage is with the Ladders of Hope, a plan was made for the entire faculty to visit one of the branches of the division.

All offices under the Vice President for Academic Affairs submitted a six-month action plan to ensure that all the necessary institutional, academic, and infrastructural needs are properly and timely addressed before the beginning of the academic program in September 2011. In the effort to institutionalize competency based education (CBE) at Hope University College, a CBE hand book was prepared and a CBE Commission was set up. Based on the hand book and under the supervision of the commission, the faculty identified the duties and responsibilities of the departmental CBE teams, designed CBE program evaluation scheme and the instructional and learning modes.



The VPFAA and the deans of faculties prepared an initial proposal on possibilities of forging institutional linkage between Hope University College and the Open University of the UK. It is hoped that this partnership will benefit our college from the point of view of widening its horizon, knowledge transfer, staff development and curriculum development. A Promotion and Advertising Committee laid out cost effective promotional strategy that the university college may use for student admission once accreditation is secured. It identified certain high schools for student recruitment visits and indicated the need to plan for an open house for both interested students and parents.

The library coded and catalogued various books using the Koha database. Bar code label, which serves as an acquisition number, was generated for all these books so that they can be easily accessible by users. Besides, a list of coded books was prepared. Bibliographic descriptions were made and borrowing service introduced for the staff. On the textbook end, a final list was drawn up to ask for quotations. In tandem with the charter, a draft policy for the library including a library hand book was ready for comments. Considering the well over 50,000 books that had yet to be coded and shelved, the entire faculty volunteered for a couple of days to assist in that regard.

In the endeavor to make HUC a digital campus, 220 refurbished computers and 20 laptops were acquired along with books from 'Books of Africa'. Two computer laboratories with 100 PCS and one language laboratory with 35 PCS were set up. All computers were running Windows XP and networked with three separate workgroups with each having their own dedicated Windows 2003 Server. The Classroom Building was then connected to the ICT Center, so Internet and shared resources became available in all computers in the labs. Furthermore, all lab computers were remotely administered from the ICT Center to deploy, update, maintain, and 'freeze' lab computers.

The 'Deep Freeze' technology was quite an addition to our digital campus. This technology makes computers indestructible and prevents against workstation damage. It protects computers by ensuring that each and every desktop, laptop, and server remains in the same perfect original operating state. Starting from February 1, a server and network Infrastructure specialist was employed to operate and maintain the servers, provide Cisco network and related support services in the ICT center and make the e-granary library software functional. This development is indeed a jump start for the university college as the library provides access to many types of education resources from more than 1,200 web sites and CD-ROMs. An ICT Technical Committee was also set up to advise the director of the center and the management to ensure that the major hard ware and software components were in place before the commencement of the academic year. An ICT strategy and software needs assessment data were provided by the faculties to the management.





Construction, Equipping and Furnishing

The construction phase is on its last leg of completion. The last building, the multipurpose hall, is mostly done. The scaffoldings have been removed. Aluminum windows and doors have been installed. The paint work of the inside and the electrical works and most of the roofing works were done. The remaining slates had been ordered and work on the stage and the floor work had begun. The grounds have mostly been cleared and works that need to be corrected from the provisional handover are being worked on.

The soil test on the foundation of the troubled technical services building was completed by Addis Geosystems after digging seven boreholes up to 15 meters deep. The analysis was examined by the consultant and was presented to the Board with recommendations about what to do. A critical point in the analysis was declining water table from three meters right when the structure was put to 12 meters some months afterwards. The cause for the sudden decline of the water table had to do with the expansion and deepening of the creek next to our holding and the massive construction in the area right after the university college raised up most of its buildings. It was noted that with the water level going down, the black cotton soil where it was most dense underneath the foundation could not hold up the middle section of the superstructure. According to the construction team, the total loss assuming salvage value was calculated to be no more than Birr one million. In the light of the Board's preference for amicable settlement first, this finding was reported to both the consultant and the contractor and a demand was made for them to compensate for the loss. Both actors promised a plan to compensate for the loss and deliver the building without additional cost. In the new plan, the building is to be configured as a technical services building following the requirement of government to emphasize science and technology. This plan along with the findings of the soil test is to be submitted to the Board.

Construction works on the auditorium was speeded up. Various internal works like the ceiling, toilets and aluminum windows and doors were completed. Virtually all of the plastering and paint work were done. Work on the stage was halfway done and the water container around the hall was finished with blue frescoes. According to the contractor, China Jiangsu, the remaining slates were shipped from China by the end of the month along with the water pumps. The floor work using marble chips was in good progress as well.

A big job that needed attention was the road work between the auditorium and the main highway on one hand and the sidewalks on the other. Given that no one responded save one company to the public bid, our management discussed on how to proceed with the road work. An alternative advice was given for the university college to subcontract the work to various sub contractees as a way to get the job done before the rains and even save cost. This proposal was discussed by our construction team, which included the project manager, Mr. Niek Hoffius, decisions support officer and building supervisor. The team accepted the proposal and following endorsement by the executive team, quotations for the various planned works were collected and presented to the purchase committee, which chose the needed subcontractees considering least cost offers on one hand and capacity on the other. Then the work began on March 9. As the aggregates replaced the heavy soil that was removed from a depth of a meter and a half and compacted, work began to study what option would work best for the topping of the road: asphalt or cobble stones.

As regards the sidewalks, the tiles were manufactured and deposited leaving the way for laying. The top soil that was removed to the depth of half a meter, was replaced by aggregates. The laying of the tiles is to begin after spreading and compacting different grades of gravel. We are expecting a diesel generator from the Netherlands. The diesel generator is planned to be used in case of power failure from the electric grid. We were to purchase a 1000 KB transformer from the Ethiopian Electric Power Company. However, with the company not having a transformer to sell to us, it authorized us to import one by giving us full specification. The specification document was emailed to DWA, our long time associate which was instrumental in the donation of the cited diesel generator.

The 2nd phase of work in our data system is picking up momentum though Global Computing Solutions could not produce chamberized invoice, shipping and insurance documents for all of the items to qualify for the second half payment for the items ordered. The company got the CISCO equipment bought and delivered. However the items of the IP telephony could not be cleared due to prohibitions by Customs. We blamed Global for advising us to . HUC cleared the CISCO materials from customs. However as the IP telephony was not allowed to be cleared, the university college asked for the cost of the IP telephony to be borne by the company from the 50% payment that was due to the company. The company finally agreed to this proposal considering its recommendation of the communication system indicating there would be no problem with the clearance. Finally the original agreement with the company was amended following the approvals of the Advisory Board and the Board.

Ethio-Dutch Furniture Company has speeded up the supply of furniture for the university college so that a requirement for accrediting HUC will be met. It has so far supplied 386 student tables, 27 sofa tables, 25 cafeteria tables, 24 dining tables, 7 round cafeteria tables, 117 file cabinets, 376 book shelves, 15 Kitchen cabinets, 38 black boards and 24 computer tables.

Administration and Finance

The last of the three 40 feet containers shipped by Books for Africa was cleared from customs and received on 16 March. From this shipment 534 boxes library books, 12 packs of white board paint, 22 beamers, 19 desk top PCs with 20 flat screens were secured. We thank Books for Africa for this shipment and Ethiopiaid/UK for paying for the shipping and handling. We also thank Menlo Park Presbyterian Church, Hope Ethiopia Inc. and Dr. Jonathan Patree for financing the non-book items. At the same time, a number of correspondences proceeded to get the used diesel generator from

Holland. We sent the design for the diesel generator house to DWA, the Dutch company that was instrumental in getting the generator donated. At the same time, word came that the purchasing formalities of the Mercedes used bus that was funded by Woord & Daad were completed. The clearance of the sets of fridges, stoves, micro wave ovens and washers and dryers for the expatriate housing began. The items, which were of Siemens and Bosch brands, were funded by Woord & Daad and bought in Holland.

In collaboration with auditors from Woord & Daad, the finance office and our project officer, Mr. Niek Hoffius, have been working on how the funding from the donor agency and other donors has been utilized and what the financial requirements were for the remaining physical investment in 2011. This examination transpired in the offices of both the Ladders of Hope and the university college. The former was in the picture as it managed the university college's donations and expenses pretty much up to the end of September 2010. Since October, the financial management of the university college was separated from that of the Ladders with the university college having its own bank account and finance office.

Part II: Financial Report in Birr

Income

Amount Forwarded	6,673,086.90	
Refund from Ladders of Hope	1,642,378.64	
Total		8,315,465.54

Less Expenses

Construction, Equipping, Furnishing and Books	4,172,472.10	
Overheads	665,138.99	
Total		<u>4,837,611.09</u>

Balance

3,477,854.45

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How you can help

The vision of HUC is to provide quality education that produces graduates who combine knowledge, skills and values to contribute to the renewal and transformation of Ethiopia. HUC believes all students should be in a setting where they develop a love of learning driven by creativity and curiosity, and also a desire to make their communities a place of hope, justice, peace and progress.

We value each student and desire to involve them in an educational process that develops them to their full potential. In this initiative, we believe that no student who has the thirst for learning should be left behind. For students of financial need, we are currently looking for student sponsorships for the 2011-2012 academic year.

For more information or to make a donation, please visit our website or contact us in our office. Thank you for your support!