



LINCOLN UNIVERSITY COUNCIL

Minutes of a meeting held on Tuesday 28 April 2020 at ~8.30am by Zoom Conference

Meeting Minutes

Present: Mr Bruce Gemmell (Chancellor), Emeritus Professor McWha (Pro-Chancellor), Professor B McKenzie (Acting Vice-Chancellor) Mrs J Fredric, Mr R Hewett, Ms P Morrison, Mr S Blackmore, Dr C Smith, Mr Andy Macfarlane

In attendance: Professor G Edwards (Deputy Vice-Chancellor)
Mr P O'Callaghan (Chief Operating Officer)
Mr S Reilly (Executive Director, Campus Life)
Mrs K McEwan (Executive Director, People, Culture and Wellbeing)
Mrs L Petelo (Assistant Vice-Chancellor Learning and Teaching)
Mrs D Payne (Assistant Vice-Chancellor Māori and Pasifika)
Mrs T Nelson (Health Safety and Compliance Manager) Item 7.1
Ms A Cradock (Director Governance and Legal)

1. Welcome/Karakia/Apologies

An apology for absence was received from Mrs Parata-Goodall.

2. Disclosures of interests

The interest register was NOTED. Mrs Fredric noted she is Chairman of Aviation Security Services and from 30 April 2020 will no longer be on the Hurunui Tourism Board.

3. Confirmation of the Previous Meeting Minutes

Council RESOLVED:

Resolution

That the minutes of the Council meeting held on 31 March 2020 be taken as read and APPROVED.

Moved: Professor McWha, Seconded: Ms Morrison, CARRIED

4. Matters arising from the Minutes

The action register was NOTED.

5. Notice of items of General Business

No items of General Business were put forward for discussion.

6. Chancellor's Report

The report was noted. The Chancellor's meeting with the other NZ University Chancellors scheduled for 29 April 2020 was also noted.

7. Vice-Chancellor's Report

The report was taken as read and NOTED.

The Acting Vice-Chancellor reported that in lieu of the April Graduation Ceremony taking place, the graduate names have been printed in the Press.

The Acting Vice-Chancellor and LUSA President have completed several interview videos regarding the University in lockdown that have been posted to the Lincoln University Facebook page. The videos have been well received with each video receiving several thousand views.

7.1 Monthly Health and Safety Report

The report was taken as read and NOTED.

Mrs Nelson advised a main focus is ensuring the additional health and safety requirements caused by Covid-19 are considered alongside usual health and safety requirements. For example, consideration is being given on how to require social distancing without allowing individuals to become isolated.

The University is treating each construction site as an individual bubble. The lead contractor for each site is responsible for the site's contact tracing.

The Campus Development Programme Lead is overseeing the coordination of the health and safety of contractors. Each contractor has been asked to update their health and safety plans for their site in light of Covid-19. That updated information is being reviewed by the University Health and Safety team who will also perform spot checks on the sites to ensure health and safety compliance.

The Critical Incident team is now considering how the University will operate at Alert Level 2.

8. Academic Board Report

8.1 Academic Board Summary Report

The report was taken as read and NOTED.

CUAP has deferred its Graduation Year Reviews until 2021. Lincoln University will continue with its external academic programme reviews and will complete the self-review component later this year. The Cycle 6 Academic Audit has been delayed.

The Assistant Vice-Chancellor Learning and Teaching is confident that CUAP has the capacity to consider any new programmes coming through in response to Covid-19. It was noted that if only the mode of delivery of a course is changed, this does not need to be approved by CUAP.

The Academic Board has endorsed proposals for the introduction of three new programmes. Each of the new programmes has been developed with the future in mind and is able to be adapted to the new ways of learning that are being implemented. The proposals relating to horticulture programmes are welcomed by the industry.

Council RESOLVED:

To APPROVE the proposals for the Online Diploma in Horticultural Business (Level 5), the Bachelor of Commerce (Horticulture) and the Master of Applied Computing proceed to CUAP.

Resolution

Moved: Mr Gemmell, Seconded: Ms Morrison, CARRIED

9. LUSA Report

The report was taken as read and NOTED.

The LUSA president provided a verbal summary.

The hardship fund has received numerous applications with \$40,000 of funding being approved to date. The redirection of the student service fee from the recreation centre to the hardship fund has been critical. The redirected funds amount to about \$40,000 per month. LUSA is anticipating that students will require support through all the Alert Levels. The balance in the hardship fund is currently about \$110,000. About 90% of the requests for funds have been from international students. The application process has been streamlined to make the fund more accessible for those students in need. The Chancellor advised the LUSA president to seek Council support if more funds were needed.

The LUSA President has talked to Selwyn District Council Mayor Sam Broughton and Councillor Grant Miller to request wider support for students. The Civil Defence Welfare Team has assisted in providing food support to students.

The National Student Action Plan (**Plan**) was also discussed. The Plan is seeking a sector wide response to the situation caused by Covid-19. Council wishes to support the students and requested LUSA refer the Plan to the Senior Management Group for consideration. The result of these discussions can then be brought to Council.

10. Motion by the Chancellor for Resolution to Exclude the Public Pursuant to s48 of the Local Government Official Information and Meetings Act 1987:

The Chancellor moved that the public be excluded from the following parts of the proceedings of this meeting, namely:

<i>General Subject Matter</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Grounds under section 48(1)</i>
Chancellor's In-Committee Report	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Vice-Chancellor's Report 1. Situation Report – Coronavirus 2. Monthly Recruitment Report 3. Emergency Remote Teaching and Enhanced On-line Teaching 4. Argyle Farm Update	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Farms Committee Report	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Executive Committee Report	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
He Toki Tārai Report 1. Terms of Reference 2. Project Management Plans 3. Project Status Reports	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Audit and Risk Committee Report 1. 2020 March Financials 2. 2+10 3. Research Update	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)

4. Audit and Annual Report 5. April Graduation Conferrals 6. Blinc Update		
Capital Asset Committee Report 1. Programme Dashboard 2. Revised priorities for approval 3. Infrastructure sub-programme update 4. AgResearch sale and purchase update 5. Website Project Investment Case 6. IBC 7. Capex Reforecast	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
GOG Scorecard	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
General Business	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Council and Committees Workplan	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)

The Chancellor moved that: Professor G Edwards (Deputy Vice-Chancellor), Dr L Petelo (Assistant Vice-Chancellor Learning and Teaching) Dr D Payne (Assistant Vice-Chancellor Māori and Pasifika), Mr P O'Callaghan (Chief Operating Officer), Ms K McEwan (Executive Director, People Culture and Wellbeing), Mr S Reilly (Executive Director, Campus Life), Mr H Gant (Director, Finance), Mr H Cochrane (Director, Student Administration and Student Health), Ms K Flower (Director, Student and Stakeholder Engagement), Mr C Stevens (Project Manager), Ms F Taylor (Director, Information Technology Services), Mr K Hurren (Director, Research Management Office), Ms C McDonald (Special Projects Manager), Ms K Hurnen (Business Analyst) and Ms A Cradock (Director Governance and Legal) be permitted to remain at the meeting after the public has been excluded, because of their knowledge of the various matters being discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their involvement in the development of reports to Council on these matters.

CARRIED

11. Report from the Public Excluded Session

<i>General Subject Matter</i>	<i>Reason for passing this resolution in relation to each matter</i>
Chancellor's In-Committee Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Vice-Chancellor's Report 1. Situation Report – Coronavirus 2. Monthly Recruitment Report 3. Emergency Remote Teaching and Enhanced On-line Teaching 4. Argyle Farm Update	The reports were received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Farms Committee Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Executive Committee Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
He Toki Tārai Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above, other than the revised Terms of Reference for the Committee which will be released as and when the Acting Vice-Chancellor determines.
Audit and Risk Committee Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above, other than the University's summary financial position to 31 March 2020 which will be released as and when the Acting Vice-Chancellor determines.
Capital Asset Committee Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above, other than information about the Campus Development Programme, which will be released as and when the Acting Vice-Chancellor determines.
GOG Scorecard	The discussion and any decision shall remain confidential at this time for the reasons noted above.
General Business	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.

12. Closure and next Meeting

The meeting closed at 12.56pm. The next meeting is scheduled for 8.30am Tuesday 26 May 2020, TBC.

Signed: _____ (Chair)

Date: _____