



LINCOLN UNIVERSITY COUNCIL

Minutes of a meeting held on Tuesday 30 June 2020 at ~8.30am in Te Kete Ika

Meeting Minutes

Present: Mr B Gemmell (Chancellor), Emeritus Professor J McWha (Pro-Chancellor), Professor B McKenzie (Acting Vice-Chancellor) Mrs J Fredric, Mr R Hewett, Mr S Blackmore, Dr C Smith, Mr A Macfarlane, Dr M van den Belt, Mrs G Thompson.

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)
Dr L Petelo (Assistant Vice-Chancellor Learning and Teaching)
Professor G Ryan (Proctor)
Ms T Nelson (Health Safety and Compliance Manager) Item 7.1
Mr G Tavinor (Senior Lecturer, Faculty of Environment, Society and Design)
Item 10
Ms A Cradock (Director Governance and Legal)

1. Welcome/Karakia/Apologies

An apology for absence was received from Ms P Morrison and Mrs P Parata-Goodall.

2. Disclosures of interests

The interest register was NOTED.

3. Confirmation of the Previous Meeting Minutes

Council RESOLVED:

Resolution

That the minutes of the Council meeting held on 26 May 2020 be taken as read and APPROVED.

Moved: Emeritus Professor McWha, Seconded: Mr Macfarlane, 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.

Gabrielle Thompson was welcomed as a new Council member.

The letter from Tony Hall regarding the annual report was acknowledged.

The Chancellor extended his thanks to the Senior Management Group for their work in 2019.

7. Vice-Chancellor's Report

The report was taken as read and NOTED.

The Acting Vice-Chancellor reported that all Lincoln University students had been phoned by the marketing team.

University and Tertiary Sport New Zealand launched a Lockdown League which Lincoln University dominated early.

The 2020 Fonterra Dairy Woman of the Year is Ash-Leigh Campbell who is a Lincoln alumnus.

Condolences were sent to the Stiven family upon the death of their son, Lee, a Lincoln University graduate of 2017.

167 staff have taken up cost-saving initiatives. Letters from the Acting Vice-Chancellor are being sent out to thank staff for their contribution.

The all-staff briefings that have been held online have been successful with many attendees and questions. The Senior Management Group intend in future to hold some all-staff briefings in person and some online. The LUSA President reported that postgraduate students appreciate the online briefings.

There has been some cheating in the online exams that are currently being held. There have been 70 exam held online. 46 exams were cancelled or replaced with other assessments. Council discussed the need for online invigilation.

The intention is to do as much face to face teaching as possible in Semester 2. However staff are required to be able to go online within 24 hours. There was a discussion about the impact of Covid-19 returning and the possibility of quarantining students who come into the country. Council requested that a paper on isolation protocol be prepared for the Audit and Risk Committee. The paper needs to consider the impact quarantine would have on all parts of the University and include solutions to address such issues. The emotional impact and the effect of staff and student wellbeing needs to be considered and the paper should also include costings.

**Action –
Executive
Director,
Campus Life**

7.1 Monthly Health and Safety Report

The report was taken as read and NOTED.

It was noted that some staff have experienced a heightened level of anxiety in light of the border breaches that have been reported in the media in the past week. Management is working to ensure staff know about the systems the University has in place to protect and support staff and students.

7.2 Sexual Harm Policy and Procedure

The Proctor explained the need to have a separate and distinct policy to address sexual harm instead of relying on existing policies.

Council recommended Management consider translating the policy and procedure to ensure all students are clear of the requirements.

Council requested the following changes to the Sexual Harm Procedure:

- Point 6(ii) on page 2 of the Procedure and the reference to anonymity at the top of page 3 contradict. This needs to be amended to clarify that the

University cannot act on hearsay but will keep the identity of the individuals involved confidential.

- Page 4, the reference to the Student Discipline Regulations should instead be a reference to the equivalent staff policy.

Council RESOLVED:

Resolution

To APPROVE the sexual harm policy and sexual harm procedure subject to the minor changes discussed, such changes to be approved by the Acting Vice-Chancellor.

Moved: Mr Blackmore, Seconded: Mr Hewett, CARRIED

7.3 Council Appeals Committee Terms of Reference

Council RESOLVED:

Resolution

To APPROVE the Council Appeals Committee Terms of Reference.

Moved: Mrs Fredric, Seconded: Emeritus Professor McWha, CARRIED

8. Academic Board Report

The report was taken as read and NOTED.

Arising from discussion by the Research Committee, an equity and diversity working group is being set up to look at progression and promotion. The group will be chaired by Dr Roslyn Kerr and report to the Vice-Chancellor.

The mid-cycle progress report on the University's responses to the Cycle 5 recommendations has been sent to AQA.

The cycle 6 audit has been delayed a year.

Council recommended that in responding to future audits, reporting against the University's strategy should be included.

The deletion of the reference to the Postgraduate Director in the Terms of Reference is due to the University no longer having a Postgraduate Director position.

Council RESOLVED:

Resolution

To APPROVE the revisions to the Academic Board's Terms of Reference.

Moved: Professor McKenzie, Seconded: Mrs Fredric, CARRIED

9. Lincoln University Students Association Report

The report was taken as read and NOTED.

There have been well over 260 applications to the hardship fund.

LUSA co-hosted an International Students Support night with Selwyn Civil Defence. Attendees were provided with dinner and warm clothing. The LUSA President thanks Selwyn Civil Defence for their support.

LUSA intends to make a submission on student accommodation to the Parliament Select Committee and will also request an oral submission.

LUSA has cancelled the Winterball due to LUSA's significant loss of income this year.

Council questioned whether there would be sufficient activities for students for

O-Week. The LUSA President advised that there will be a large Clubs and Market Day and a few smaller events in the new Forbes ground floor space.

10. Humans Ethics Committee Policy

The Lincoln University Human Ethics Policy was reviewed by a sub-committee of the Human Ethics Committee and some changes were made. These changes incorporated changes requested by the Health Research Council (HRC). The main changes the HRC requested were a review of the informed consent procedures and Maori consultation and a locality review.

The Human Ethics Committee resisted some changes the HRC requested as it thought the changes would make the process too demanding on applicants. For example, the HRC requested the Human Ethics Committee meet in person to review all applications. Currently the Human Ethics Committee reviews applications electronically.

Council RESOLVED:

To APPROVE the revised Lincoln University Human Ethics Policy.

Moved: Professor McKenzie, Seconded: Mr Hewett, CARRIED

11. 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)(i)
Vice-Chancellor's Report 1. Monthly Recruitment Report 2. Academic Action Plan 3. YourVoice Staff Engagement Survey	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)(i)
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)(i)
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)(i)
Audit and Risk Committee Report 1. 2020 May Financials 2. Strategic Risk Register 3. AuditNZ Report to Council 4. Investment Plan 5. Fee Setting Report 6. Insurance Plan	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)(i)
Capital Asset Committee Report 1. Programme Dashboard 2. Forbes Extra Funding 3. Forbes Capital Request 4. Car Parking Options Update 5. IBC 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)(i)
Futures Committee Workshop 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)(i)
Subsidiary and related Annual Reporting	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official	7(2)(h) 7(2)(i)

	information for improper gain or improper advantage	
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)(i)
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)(i)

The Chancellor moved that: Professor G Edwards (Deputy Vice-Chancellor), Dr L Petelo (Assistant Vice-Chancellor Learning and Teaching), Mr P O'Callaghan (Chief Operating Officer), Mrs K McEwan (Executive Director, People Culture and Wellbeing), Mr S Reilly (Executive Director, Campus Life), Mr H Gant (Director, Finance), Ms K Flower (Director, Student and Stakeholder Engagement), Mr P Harris (Campus Development Programme Lead), Mr T Rogers (Chairperson of Lincoln Agritech Limited and Lincoln University Property Joint Venture Limited), Mr P Barrowclough (Lincoln Agritech Limited), Mr J Jones (Ngāi Tahu Property), Mr G Milburn (Ngāi Tahu Property) 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

12. 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	The reports were 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.
Farms Committee Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
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 May 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.
Futures Committee Workshop Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Subsidiary and related Annual Reporting	The report was received. 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.

13. Closure and next Meeting

The meeting closed at 1.25pm. The next meeting is scheduled for 8.30am Tuesday 28 July 2020, Te Kete Ika, Lincoln University.

Signed: _____ (Chair)

Date: _____