



# LINCOLN UNIVERSITY COUNCIL

Minutes of a meeting held on Tuesday 31 March 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 Rob Hewett, Ms P Morrison, Mrs P Parata-Goodall, Mr S Blackmore, Dr C Smith, Ms M van den Belt

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) Items 7.1 & 7.2  
Ms A Cradock (Incoming Council Secretary)  
Ms H Parsons (Outgoing Council Secretary)

### 1. Welcome/Karakia/Apologies

An apology for absence was received from Mr A Macfarlane.

### 2. Disclosures of interests

The interest register was NOTED. No further disclosures of interests were received.

### 3. Confirmation of the Previous Meeting Minutes

Council RESOLVED:

**Resolution**

That the minutes of the Council meeting held on 25 March 2020 be taken as read and APPROVED.

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

### 4. Matters arising from the Minutes

The action list was NOTED.

### 5. Notice of items of General Business

No items of General Business were put forward for discussion.

## 6. Chancellor's Report

The Chancellor wished to appoint a nominee to replace former Council Member Sir Graeme Harrison on the Appointment and Remuneration Committee. The Chancellor expressed his wish to appoint someone with commercial experience to replace the experience lost by Sir Graeme Harrison's departure.

Professor McWha nominated Mr Hewett. Mr Hewett accepted the nomination.

Council RESOLVED:

To APPOINT Mr Rob Hewett as a member and Chair of the Appointment and Remuneration Committee.

**Resolution**

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

Council RESOLVED:

To APPROVE the delegation of Council's authority to the Audit and Risk Committee meeting of 24 April 2020 for the award of all Lincoln University qualifications as listed in the April 2020 graduation handbook.

**Resolution**

*Moved: Mrs Fredric, Seconded: Ms P Morrison, CARRIED*

### 6.1 Council Indemnity

Council RESOLVED:

To APPROVE the granting of indemnities in favour of the Council Members of Lincoln University for 2020.

**Resolution**

*Moved: Professor McWha, Seconded: Mr Blackmore, CARRIED*

## 7. Vice-Chancellor's Report

The report was taken as read and NOTED.

The Acting Vice-Chancellor noted the meeting with the senior management group of the Selwyn District Council (SDC) in which the SDC party were updated on Lincoln University's campus development plans.

The Acting Vice-Chancellor noted that Stage 1 of the Sport and Recreation Centre development is complete whilst stage 2 is impacted by the lockdown.

The award of five teaching excellence awards was also noted.

### 7.1 Monthly Health and Safety Report

The report was taken as read and NOTED.

Mrs Nelson advised that Lincoln University is moving to total recordable injuries instead of lost time injury frequency rate. This will give a better picture of health and safety as the University does not have many lost time injuries. They tended to be historical injuries.

### 7.2 Health and Safety Compliance Report

The report was taken as read and NOTED.

Lincoln University work related ACC claims are reducing. The majority of the University's return to work programmes are for staff who have suffered non-work injuries.

Mr Hewett questioned whether the damage to property data incorporated

students as well. Mrs Nelson clarified that the data was for staff only.

The Chancellor requested more frequent updates to the Chair of Audit and Risk Committee and to himself in light of Covid-19 and the rapid pace with which matters are currently changing.

Mr Hewett would like to explore how he can use his knowledge from his other business interests to benefit Lincoln University.

## **8. Academic Board Report**

### **8.1 Academic Board Summary Report**

The report was taken as read and NOTED.

Council RESOLVED:

**Resolution**

To ENDORSE the Cycle 6 Academic Audit Enhancement Theme final report and support the continued success of the cultural narrative and conversation, noting that these will be reported on in the Cycle 6 Academic Audit Self Review.

*Moved: Mr Gemmell, Seconded: Ms P Morrison, CARRIED*

### **8.2 Full Academic Board Report**

The report was taken as read and NOTED.

## **9. LUSA Report**

The report was taken as read and NOTED.

The LUSA president provided a verbal summary of the changes that have occurred since the report was written in light of the lockdown.

The bi-election process has been halted in light of the lockdown. The Executive are looking at other options and will probably co-opt the two positions onto the Executive to get the two members involved without having to wait for a future bi-election.

The Executive has changed their operating model to make sure they are best placed to help students in light of the lockdown.

LUSA is still cautiously planning for Garden Party scheduled for the end of 2020 but prepared to cancel it if necessary.

Some of the student service fee has been redirected from the Sport and Recreation Centre to the Hardship Fund. The fund has been used for such things as paying student's rent, food and helping to set them up to work from home. The fund is in good shape at the moment.

Mr Hewett questioned how the students were coping with lockdown circumstances. The LUSA President considers there will be an increase in students seeking counselling and is preparing to provide extra support.

The Chancellor asked how LUSA is interacting with students on campus. The LUSA President explained that LUSA is using social media to connect with students.

**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	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)
Ahumairaki 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)
Appointment and Remuneration 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)
Audit and Risk Management 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)
Capital Asset 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)
General Business 1. Request for delegations to the Executive Committee 2. Request for approval of the Audit New Zealand 2019 audit letter	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 Howard Gant (Director, Finance), Mr P Harris (Campus Development Programme Manager) Mr Howard Cochrane (Special Projects Manager), Ms K Flower (Director, Student and Stakeholder Engagement), Ms K Hurnen (Business Analyst), Ms A Cradock (Incoming Council Secretary) and Ms H Parsons (Outgoing Council Secretary) *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

**7. 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	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.
Ahumairaki Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Appointment and Remuneration 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 Management 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 29 February 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.
General Business 1. Request for delegations to the Executive Committee 2. Request for approval of the Audit New Zealand 2019 audit letter	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Council and Committees Workplan	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 12.05pm. The next meeting is scheduled for 8.30am Tuesday 28 April 2020 by Zoom Conference.

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_