



# LINCOLN UNIVERSITY COUNCIL

Minutes of a meeting held on Tuesday 25 February 2020 at 8.30am  
Te Kete Ika, Lincoln University

## Meeting Minutes

Present: Mr Bruce Gemmell (Chancellor), Emeritus Professor McWha (Pro-Chancellor), Professor B McKenzie (Acting Vice-Chancellor) Mrs J Fredric, Sir G Harrison, Ms Morrison, Dr C Smith, Mr S Blackmore.

In attendance: Professor G Edwards (Deputy Vice-Chancellor)  
Mr P O'Callaghan (Chief Operating Officer)  
Dr L Petelo (Assistant Vice-Chancellor, Library Teaching and Learning)  
Dr D Payne (Assistant Vice-Chancellor, Māori and Pasifika)  
Mr S Reilly (Executive Director, Campus Life)  
Mrs K McEwan (Executive Director, People, Culture and Wellbeing)  
Ms T Nelson (Health, Safety and Compliance Manager) Item 7.1  
Ms K Hurnen (Business Analyst) Item 7.2  
Ms H Parsons (Council Secretary)

### 1. Welcome/Karakia/Apologies

The meeting was opened with a karakia from Ms Morrison.

An apology for absence was received from Mr Hewett, Mr Macfarlane and Mrs Parata-Goodall.

### 2. Disclosures of interests

No further interests were notified.

### 3. Confirmation of the Previous Meeting Minutes

Council RESOLVED:

That the minutes of the Council meeting held on 17 December 2019 be taken as read and APPROVED.

*Moved: Professor McWha, Seconded: Professor McKenzie, CARRIED*

**Resolution**

### 4. Matters arising from the Minutes

The action list was NOTED. It was requested that the Proctor's revised report to Council on Student Disciplinary Regulations be included in the action list (*action*).

**Action**  
Proctor  
26 May 2020

## 5. Notice of items of General Business

No items of General Business were put forward for discussion.

## 6. Chancellor's Report

The tabled report was taken as read and NOTED.

The Chancellor provided Council with a briefing of recent meetings conducted on behalf of the University, including; formalising a Memorandum of Understanding with the Christchurch Foundation, an institution actively engaged in climate change initiatives within Canterbury, participating in the visit of the Selwyn District councillors and senior managers to Te Waihora campus as a key stakeholder of the university, and a meeting with Melissa Clark-Reynolds to discuss a possible scope for some further strategic planning mid-2020.

Following a motion from the Pro-Chancellor, Council RESOLVED to:

**Resolution**

1. APPOINT Mr Gemmell as a member of the Futures Committee;
2. ACKNOWLEDGE that Professor Bruce McKenzie, Mr David Yardley and Mr Philip O'Callaghan resigned as trustees of the Otiwhiti Westoe Trust (formerly the Lincoln Westoe Trust) on 20 September 2019.

*Moved: Professor McWha, Seconded: Sir Harrison, CARRIED*

The Chancellor requested that a letter of thanks from Council be sent to Mr Yardley and a letter of congratulations from Council be sent to Ms Havill (*action*).

**Action**  
Council  
Secretary  
31 March 2020

## 7. Vice-Chancellor's Report

The tabled report was taken as read and NOTED.

Council received a verbal summary from the Acting Vice-Chancellor who noted; the recent funeral of Mr Gordon Holmes and the attendance at the funeral of the Deputy Vice-Chancellor, the presentation of the Excellence in Teaching awards, and the presentation of a Significant Achievement Award from the Canterbury section of the New Zealand Institute of Agricultural and Horticultural Science to a collaborative six year programme researching how to reduce nitrate leaching on farms. Members commented that it would be good for the university to gain momentum around exploration of carbon sequestration within soil systems and encouraged senior managers to develop a programme, if appropriate.

The Deputy Vice-Chancellor noted the contribution that increasing numbers of citations are making to the university's ranking within QS and Times Higher Education ranking systems, but highlighted that significant improvement needs to be made in the area of reputational scoring, a system where research and education colleagues rank Lincoln researchers. Council discussed the importance of social media outputs to improving the universities reputation and visibility.

### 7.1 Health and Safety Report

The tabled report was taken as read and NOTED.

The Health, Safety and Compliance Manager briefed Council noting that Health and Safety reporting will move to using a total injury frequency rate with collated 2019 data as a baseline. She also noted that approximately 100 staff, mostly engaged with students, have attended a psychological first aid course.

## **7.2 Sustainability Report**

The tabled report was taken as read and NOTED.

Council commented on the value of the report and requested that the sustainability data captured be more visible throughout the year, suggesting that a running total of solar energy generated be displayed in a relevant place on campus.

## **8. Academic Board Report**

The tabled report was taken as read and NOTED.

The Chair of Academic Board provided a verbal briefing to Council, noting that Academic Board enjoyed their recent visit to the marae.

The Acting Vice-Chancellor noted his thanks to the new Chair of the Learning and Teaching Committee, Professor Geoff Kerr, for his efforts with the re-submission of the 2018 Graduation Year Reviews to CUAP, which went very well.

The Chancellor noted the pleasing academic progress summarised in the 2019 Approvals report and indicated he was keen for Council to develop a deeper understanding of academic processes at the university through a briefing at a future Council meeting by management.

The decision by Massey University to engage more fully in online delivery was noted and attendees discussed what the future academic requirements and processes at Lincoln University might need to be in this regard.

The Lincoln University Students Association (LUSA) President commented that the Student Experience Board consider the student experience associated with academic delivery and the Acting Vice-Chancellor welcomed their input into any planning the Senior Management Group might undertake in this area.

## **9. Conferral of Degrees, Certificates and Diplomas**

The tabled report was taken as read and NOTED.

Council RESOLVED to:

**Resolution**

1. APPROVE the conferral of the degrees, certificates and diplomas listed in Schedule 1 on the following dates:
  1. 28 April 2017 – Jordan Thomas Hall, Bachelor of Commerce;
  2. 28 April 2006 – Lucy Alice Hindson, Graduate Diploma of Viticulture and Oenology;
  3. 25 February 2020 – all other graduates.

*Moved: Sir Harrison, Seconded: Professor McKenzie, CARRIED*

## 10. Lincoln University Student Association (LUSA) Report

The report was taken as read and NOTED.

The LUSA President provided Council with a verbal summary of recent meetings conducted and current issues affecting students, particularly international students attending or trying to attend for the start of the academic year. As a result of the border restrictions and more students studying at a distance at short notice, a focus for LUSA will be to develop stronger processes for supporting off-site students during their study. Chinese students, in particular, are struggling to access digital materials due to whole-of-country firewall issues.

In closing, the LUSA President noted some confusion with the non-smoking status of the campus and requested clarity from management. The Chancellor also encouraged management to consider a completely smoke free campus from 2021.

## 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)(j)
Vice-Chancellor's Report 1. Situation Report - Coronavirus 2. Monthly Recruitment Report 3. GOG Scorecard Introduction 4. Stakeholder Engagement Plan 5. Education and Training Bill	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)
Audit and Risk 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)
Futures Committee	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. Reapproval of Student Services Levies	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 Teaching and Learning, Chair Academic Board) 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) Ms Catherine McDonald (Special Projects Manager), Ms K Flower

(Director, Student and Stakeholder Engagement), Ms K Hurnen (Policy Analyst) and Mr K Hurren (Director, Research Management Office) and Ms H Parsons (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

## 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 1. Situation Report - Coronavirus 2. Monthly Recruitment Report 3. GOG Scorecard Introduction 4. Stakeholder Engagement Plan 5. Education and Training Bill	The reports were received. The discussion and any decision shall remain confidential at this time for the reasons noted above, other than materials for submission to the Governance Oversight Group, 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.
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 information associated with the University's summary financial position to 31 January 2020, the 2019 Financial update, which will be released as and when the Acting Vice-Chancellor determines.
Futures Committee Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
General Business 1. Reapproval of Student Services Levies	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 approved revised Student Services Levies, which will be released as and when the Acting Vice-Chancellor determines.
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 1.15pm. The next meeting is Tuesday 31 March 2020, Te Kete Ika, Lincoln University at 8.30am.

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

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