

**MINUTES OF A MEETING OF THE
LINCOLN UNIVERSITY COUNCIL**

**Held on Tuesday 19 October 2010 at 9.00am
Council Meeting Room, Lincoln University**

Present: Mr T C Lambie (Chancellor), Mr R Boot, Ms K Brown, Mr M A Clements, Mrs E Cruickshank, Professor R J Field, Mr B Gargiulo, Mr A J Hall, Ms I Harper, Associate Professor C G Lamb, Mr A W Macfarlane, Professor S Matear, Ms C McMoore, Mr E P Rogers, Mrs L K Tame, and Mr P J Wardell

In Attendance: Mr J Clark (Finance Director), Dr C M Kirk (Deputy Vice-Chancellor), and Mr A Carpenter (Council Secretary)

1. *Canterbury Earthquake Response*

The Chancellor recorded Council's pride in the tremendous efforts of all the staff for getting the University back up and running within a week of the Canterbury Earthquake of 4 September 2010, and thanked all who contributed to the response during this difficult time.

2. *Apologies*

Apologies for absence were received from Messrs Chetwin and Couch.

3. *Disclosures of Interest*

There were no disclosures of interest.

4. *Confirmation of the Minutes of the Previous Meeting held on 24 August 2010*

Council RESOLVED:

That the minutes of the meeting held on 24 August 2010 be taken as read and be approved.

*Moved: Mrs Tame
Seconded: Ms Brown
MOTION CARRIED*

5. *Matters Arising from the Minutes*

It was noted that a report on the consultation with staff and students on the draft Vehicle Registration and Traffic Statute would be reported to Council in December.

In response to a query at the previous meeting, the Council Secretary advised that, while Standing Orders do provide opportunities for public input through deputations and petitions, no opportunity is provided for Council to respond to questions from the public as part of each meeting. It was noted that where the Standing Orders make no provision or insufficient provision, matters of procedure are to be determined by the Chairperson.

6. *Notice of Items of General Business*

There were no items of General Business notified at this time.

7. *Chancellor's Report*

The Chancellor spoke to the report and noted again the impact of the Canterbury earthquake. He particularly thanked the Vice-Chancellor, the Emergency Management Team, and the key staff in Information Technology Services, Lincoln Hospitality Limited and Lincworks for their work during the immediate response period. He acknowledged the effort made by all the staff in enabling students to return so quickly, and the resilience of the students in resuming their studies with the support of the Lincoln University Students' Association.

The Chancellor also highlighted several events he had attended since the previous Council meeting:

- The Blues, Golds and Greens Awards Night celebrating the success of students and staff.
- The Club Sports Dinner.
- The presentation to the Tertiary Education Commission Chair and some of the Commissioners and staff on the proposed merger with Telford Rural Polytechnic.

It was also noted that the Environment Canterbury Commissioners had found their visit to the University to be very useful.

8. *Vice-Chancellor's Report*

The Vice-Chancellor thanked the Chancellor for his comments about the University's earthquake response and spoke to the report. He acknowledged the role of Lincworks, Information Technology Services, and Lincoln Hospitality Limited during the immediate aftermath in making the campus safe, re-establishing communications and feeding those on campus. It was noted that supporting staff and students and getting back to operating as normally as possible had then become the focus, and now damage claims and other impacts were being addressed. Minister Joyce, and local MP Amy Adams, had visited the campus on 7 October 2010 to learn about the impacts of the earthquake on the University and on future business.

The Vice-Chancellor indicated that the University's emergency response systems had operated well. A de-briefing process would focus on improving the systems and sharing good practice with other universities and

organisations.

The following general matters were highlighted:

- Professor Richard Duncan and Dr Artemio Mendoza from the Bio-Protection Research Centre had secured two Marsden Fund grants with a total value of close to \$2 million over three years.
- The International Office and the Faculty of Commerce have refreshed the University's relationship with Universiti Tenaga Nasional (UNITEN), Malaysia, with 15 students to be received from UNITEN next year.
- An ACC Workplace Safety Management Practice audit had resulted in the University again achieving tertiary accreditation.
- The Library had required a major recovery effort after the earthquake, involving staff and volunteers including retired staff and a team from the Christchurch Polytechnic Institute of Technology.
- Ms Julia Innocente-Jones had been appointed as Director of Marketing and Recruitment. The recent activities of the unit were noted.
- After consultation, the Professional Development Group will be disestablished with effect from 1 February 2011, with the conference and event organisation activities transferred to Lincoln Hospitality Limited, and the executive development and short course activities to the Faculty of Commerce. The Vice-Chancellor confirmed that the Group's functions would continue, but be managed in a different way.
- The Blues, Golds and Greens Awards function on 29 September 2010 had celebrated the achievements of students and staff.
- The 2010 Lincoln University State of the Nation's Environment Address on 7 October 2010 was given by Mr Alastair Morrison, Director-General of the Department of Conservation.

Recent significant sector issues included:

- The Education and Science Select Committee had reported on the voluntary students' association membership legislation and recommended that the Bill proceed. The University had reiterated Council's position on the Bill in a joint press release with the Lincoln University Students' Association.
- The State Sector Management Bill providing for the amalgamation of the two existing agencies into a new Ministry of Science and Innovation.
- The Government's announcement of \$55 million funding for additional places at the universities over two years.
- In addition to releasing information on performance in tertiary education, the Tertiary Education Commission made further statements on performance-linked funding involving 5% of the Student Achievement Component funding.
- The consultation process on proposed University Entrance changes, with a draft submission to be considered at the next Council meeting. Issues such as the approved subjects and credit changes were discussed.

The list of recent significant visitors to the University was noted, in particular the visits by:

- The Environment Canterbury Commissioners on 2 September 2010, with a focus on activities relevant to regional land and water use.
- Approximately 20 staff from the Telford Rural Polytechnic on 30 September 2010, in relation to the proposed merger of the two institutions.

9. *LUSA President's Report*

The Lincoln University Students' Association (LUSA) President spoke to the report and highlighted the following matters:

LUSA Activities:

- The annual Postgraduate Conference was held from 2-3 September 2010, showcasing the research undertaken by students.
- The Blues, Gold and Green Awards had again been a very successful event.
- The Garden Party had on the whole gone well.
- The LUSA Executive for 2011 had been elected, with Ms Harper continuing as President and Mr Kent Lloyd becoming Vice-President. The work of the outgoing Executive in a very challenging year was acknowledged.

Campus Issues:

- LUSA acknowledged the support of the University following the Canterbury earthquake, and identified some areas in which the provision of information could be improved in future.
- LUSA looked forward to renegotiating the Service Level Agreement with the University.
- Details of how the merger with Telford Rural Polytechnic would impact on the work of LUSA were to be worked on further.

Sector Issues:

- The voluntary students' association membership legislation continued to be a major focus for LUSA.
- LUSA supported the additional \$55 million funding announced by the Government.

The Chancellor congratulated Ms Harper on her re-election as LUSA President for 2011.

10. *Reports from Council Committees*

10.1 *Report from Audit and Risk Management Committee*

The report from the 20 September 2010 meeting was NOTED.

[Items from the Audit and Risk Management Committee were also reported In-Committee.]

10.2 *Report from the Fees Committee*

The report from the meeting of 28 September 2010 was NOTED and Mrs Tame spoke to it, thanking Professor Matear and Ms Harper for the

reports they provided to the Committee. The Convenor noted that the Government's Fee and Course Cost Maxima Policy had been replaced by an Annual Maximum Fee Movement allowing increases of up to 4%. The management report had recommended fees increases to the maximum allowed because higher cost increases were expected and the high cost courses were not adequately subsidised. The financial pressure on students was also acknowledged.

Ms Harper expressed LUSA's opposition to the proposed increases because of their impact on students, and requested that the University continue to lobby for further funding. LUSA had also suggested that any increase in fees go towards improving any services for which low levels of student satisfaction are recorded.

The management report also proposed that international students pay additional fees for field trips and tours, with those fees recommended to increase by 4%. An administrative fee change consequential to the rationalisation of two English Language tests into one test was also proposed.

Council RESOLVED:

That the following changes in fees for 2011 be approved:

1. Fees are set exclusive of GST.

Moved: Mrs Tame

Seconded: Mr Wardell

MOTION CARRIED

Against: Ms Brown, Ms Harper, Ms McMoore

2. Domestic fees increase by 4%.

Moved: Mrs Tame

Seconded: Mr Hall

MOTION CARRIED

Against: Ms Brown, Ms Harper, Ms McMoore

3. Note that consideration was given to whether a case should be made to the Minister to increase fees for category H and M courses by 8%, and the Committee considers it prudent to await the expected response from the Minister on the general issue of the allocation of government funding across subject areas.

Moved: Mrs Tame

Seconded: Mr Gargiulo

MOTION CARRIED

Against: Ms Brown, Ms Harper, Ms McMoore

4. Fees for professional masters courses increase by 4%.

Moved: Mrs Tame

Seconded: Mrs Cruickshank

MOTION CARRIED

Against: Ms Brown, Ms Harper, Ms McMoore

5. The standard Student Services Levy increase by 4% (excluding the Students' Association component), the off-campus study rate of the Levy remain unchanged, and the English Language rate of the Levy increase by 4%.

Moved: Mrs Tame

Seconded: Mr Hall

MOTION CARRIED

Against: Ms Brown, Ms Harper, Ms McMoore

6. International students pay additional fees for field trips and tours and those fees increase by 4%.

Moved: Mrs Tame

Seconded: Mr Wardell

MOTION CARRIED

Against: Ms Brown, Ms Harper, Ms McMoore

7. The examination fees for:
- English for academic purposes (standard test) \$40.00
 - English for academic purposes (special test) \$75.00
- be replaced by:
- Test of Literacy in English for Academic Purposes \$50.00.

Moved: Mrs Tame

Seconded: Mr Macfarlane

MOTION CARRIED

The Committee also reviewed its Terms of Reference and the following changes were proposed:

- Including "1989" in the reference to the Education Act (section 1.1).
- Specifying the current practice whereby the Committee interacts with the Senior Management Group rather than the Finance Director alone in the fees setting process (section 3.1).
- Removing the Council Secretary as an *ex officio* member of the Committee (section 4.1.3).
- Amending the quorum provision to be consistent with the wording used in the terms of reference of other Council committees (section 4.4).
- Setting the next review date to be October 2013 (section 6).

Council RESOLVED:

That the Committee's Terms of Reference, as amended, be approved.

Moved: Mrs Tame

Seconded: Mr Clements

MOTION CARRIED

10.3 Report from the Planning Committee

The Report from the meeting of 28 September 2010 was NOTED.

[Items from the Planning Committee were also reported In-Committee.]

11. Conferment of Degrees and Presentation of Diplomas

The Assistant Vice-Chancellor (Academic) spoke to this report.

Council RESOLVED:

1. That Council approve the revoking of Mr Yang Yang's qualification so that he may use the credits towards another qualification.
2. That Council approve the awards listed in the report to Council.
(Attached as Schedule One.)

Moved: Professor Matear

Seconded: Associate Professor Lamb

MOTION CARRIED

12. Procedural Matter

Prior to reaching the motion in the Council agenda to exclude the public from the meeting for certain items of business, the Chancellor asked members whether any of those items should be considered in the open session. No items were raised.

13. 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:

General subject matter	Reason for passing this resolution in relation to each matter	Grounds under s. 48(1) for the passing of this resolution
Vice-Chancellor's 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)
Reports from the Audit and Risk Management Committee (Council In-Committee sections)	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)
Draft Investment Plan 2011-2013	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)
Draft Operational Plan 2011	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)
Financial 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 subject matter	Reason for passing this resolution in relation to each matter	Grounds under s. 48(1) for the passing of this resolution
Reports from Subsidiaries	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
Reports from Council Committees (Council In-Committee sections)	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)

MOTION CARRIED

The Chancellor also moved that: Dr C M Kirk (Deputy Vice-Chancellor), Mr J Clark (Finance Director), and Mr A Carpinter (Council Secretary) be permitted to remain at this 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.

MOTION CARRIED

14. Report from Public Excluded Session

General Subject Matter	Reason for passing this resolution in relation to each matter
Matters Arising	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the announcement at the appropriate time of the confirmed recipients of the University's awards (noted under Matters Arising).
Vice-Chancellor's Report	The reports were RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Reports from the Audit and Risk Management Committee (Council In-Committee sections)	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Draft Investment Plan 2011-2013	The reports were RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Draft Operational Plan 2011	The reports were RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Financial Report	The reports were RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the financial summary on page 91 of the agenda and corresponding commentary.
Reports from Subsidiaries	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Reports from Council Committees (Council In-Committee sections)	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.

15. Closure and Next Meeting

The meeting closed at **12.25pm**.

The next meeting is scheduled for **Tuesday 7 December 2010 at 9.00am**, Lincoln University.

Signed: _____ **(Convenor)**

Date: _____

SCHEDULE ONE: CONFERMENT OF DEGREES AND PRESENTATION OF DIPLOMAS

Revoked Qualifications:

Yang **Yang** (1049772) *Certificate in Commerce* (awarded 24th August 2004) revoked so he may use the credits towards the Diploma in Commerce.

Conferred Degrees and Presented Diplomas:

Doctor of Philosophy

Stephen **Beville**, in *Environmental Economics*

Melanie Ann **Harsch**, in *Ecology*

Kerry Amanda **Wray**, in *Social Dimensions of Natural Resources Management*

Master of Commerce and Management

Shizatul Fazrina Binti **Othman**, in *Finance*

Master of International Nature Conservation

Jointly awarded with Georg-August-Universität, Göttingen, Germany

Juan Francisco **Gallardo**

Jonathan David **Middendorf**

Master of Natural Resources Management & Ecological Engineering

Jointly awarded with the University for Natural Resources and Applied Life Sciences (BOKU), Vienna, Austria

Markus **Enekel**

Postgraduate Diploma in Commerce

Darrin Keith **Collett**

Shanshan **Hu**

Ying **Liu**

Yang **Wang**

Yifan **Yao**

Postgraduate Diploma in Resource Studies

Brigid **Buckley**, with *Distinction*

Postgraduate Diploma in Social Science

Courtenay Simon **Isherwood**

Postgraduate Certificate in Commerce

Grant Campbell **Tucker**

Bachelor of Commerce and Management

Robert Maaka Manihera **Korako**

Jason Jeffrey **Lopas**

Bachelor of Commerce

Melissa **Jouan**

Vincent Gabriel **Magny-Rodiguez**

Bachelor of Commerce (Hotel and Institutional Management)

Ying **Zhu**

Bachelor of Science

Megan Louise **Harte**

Graduate Diploma in Commerce

Yun **Gao**

Meng **Zhang**

Ying **Zhang**

Graduate Certificate in Applied Science

Kim Hian **Seng**

Diploma in Commerce

Chao Qin

Diploma in Software and Information Technology

Thomas Conway Sevier

Diploma in Horticulture

Kee Ho Chin

Certificate of University Preparation

Thomas Elliot Cochrane

**ACTION SCHEDULE resulting from the Council meetings
AS AT 19 October 2010**

<i>Action</i>	<i>Responsibility</i>	<i>Meeting/ Item</i>	<i>Due</i>
Arrange opportunity for Lincoln University Students' Association to visit Telford Rural Polytechnic.	Vice-Chancellor	22 Jun 2010 Item 6	As soon as possible
Consult staff and students about the draft Vehicle Registration and Traffic Statute and report to Council.	Finance Director	22 Jun 2010 Item 10	7 Dec 2010