

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

**Held on Tuesday 19 July 2011 at 9.30am
Council Meeting Room, Lincoln University**

Present: Mr T C Lambie (Chancellor), Ms K M Andersen, Mr R Boot, Ms K Brown, Mr J M Chetwin, Mr D Couch, Mrs E Cruickshank, Professor R J Field, Mr B Gargiulo, Mr A J Hall, Ms I Harper, Mr L J Hill, Mr A W Macfarlane, Professor S Matear, Mr E P Rogers, Mrs L K Tame, and Mr D A Yardley.

In Attendance: Mr J Clark (Finance Director) and Mr A Carpinter (Director, Governance).

1. *Apologies*

Apologies for absence were received from Messrs Clements and Wardell.

Apologies for lateness were received from Messrs Gargiulo, Macfarlane and Yardley.

2. *Disclosures of Interest*

There were no disclosures of interest.

3. *Confirmation of the Minutes of the Previous Meeting held on 19 April 2011*

Council RESOLVED:

That the minutes of the meeting held on 19 April 2011 be taken as read and be approved.

*Moved: Mr Rogers
Seconded: Ms Brown
MOTION CARRIED*

4. *Matters Arising from the Minutes*

There were no matters arising from the minutes to be noted.

5. *Notice of Items of General Business*

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

6. *Chancellor's Report*

The Chancellor's report was NOTED. The report highlighted the recent success of Graduation, the opening of the Lincoln University Foundation South Island Farmer of the Year Competition, the Ahuwhenua Trophy – Māori Excellence in Farming Awards, and a reminder from the Tertiary Education Commission about guidelines applying to any Council members standing in the 2011 General Election.

The Chancellor also noted the success of the ceremony held at the Telford Division on 8 July 2011, where a plaque was unveiled by the Hon Bill English to commemorate the merger with the University.

Mr Macfarlane joined the meeting at 9.35am.

7. *Vice-Chancellor's Report*

The Vice-Chancellor's report was NOTED. The report provided an update on: research and other activities; staff, student and alumni achievements; sector issues; and visitors to the University.

The Vice-Chancellor highlighted the appointment of Associate Professor Charles Lamb as the new Director of Telford Division, and the opening of the Centre for Wildlife Management and Conservation to be held in August. The recent death of Dr David Jackson, alumnus, Bledisloe medallist and former staff member, was acknowledged; Dr Jackson was the foundation Director of the Centre for Viticulture and Oenology.

Mr Gargiulo joined the meeting at 9.37am.

8. *LUSA President's Report*

The Lincoln University Students' Association (LUSA) President made a verbal report, highlighting the following matters:

- The support given by the University to students following the earthquakes at the end of Semester 1, including through the aegrotat process, was gratefully acknowledged.
- The Semester 2 Orientation events had generally been well supported.
- LUSA was continuing to oppose the legislation to introduce voluntary membership of students' associations, although it was now anticipated that the legislation would not be passed before the General Election.

9. *Reports from Council Committees*

9.1 *Ahumairaki – 24 May 2011*

The report from the 24 May 2011 meeting was NOTED. The Convenor reported that consideration was still being given to the form of Telford Division representation on Ahumairaki.

The pattern of first year Māori student enrolments was discussed, in particular the potential opportunity to grow the pool of adult enrolments.

The courses offered by Telford Division were also seen as providing a pathway for Māori students to make the transition to higher level study.

9.2 **Fees Committee – 31 May 2011**

The report from the 31 May 2011 meeting was NOTED.

The Fees Committee had recommended that international fees be increased, while acknowledging the negative effects of the earthquakes on international student recruitment and retention. The Vice-Chancellor noted that the latest information indicated last year's international student numbers had been maintained at the Bachelor degree level, but numbers were down at the PhD level (domestic fees payers) and in English Language and Foundation Studies.

The Assistant Vice-Chancellor (Academic) suggested that the challenging external environment in the short term needed to be balanced against the longer term positioning of the University through price signals reflecting the specialist quality of the education. As research indicated that the total cost of study is more important to students than tuition fees alone, payment of fees by semester had been supported as a means to mitigate exchange rate effects.

Based on 2011 enrolments, the proposed 5% increase in undergraduate and postgraduate course fees would generate an additional \$305k in revenue. Allowing payment by semester was estimated to involve a total loss of \$17k in revenue. It was noted that the University had experienced significant increases in fixed costs.

In relation to the proposal to increase Foundation Studies fees while holding English Language fees, it was explained that the rebate framework for Foundation Studies provided a different mechanism to encourage retention of those students for higher level study.

The proposed fees formula for setting Telford Division course fees at comparable levels to other courses was noted. As there were currently no international students at Telford, this was regarded as a future development opportunity.

The proposed absorption of field trip charges in course fees for international students, as applied to domestic students, was discussed. It was noted that academic staff members were finding it difficult to fund field trips and this wider issue may need further consideration.

Council RESOLVED that the following changes in international fees for 2012 be approved:

1. Fees for international undergraduate and postgraduate courses increase by 5% (Option 2) to reflect the increased cost of service provision, increase the opportunity to invest in the student experience and avoid higher fees increases for commerce and social sciences courses.

Moved: Mr Gargiulo

Seconded: Mr Boot

MOTION CARRIED

Against: Ms Andersen, Ms Brown, Ms Harper

2. Students be permitted to pay fees by semester.

*Moved: Mr Gargiulo
Seconded: Ms Harper
MOTION CARRIED*

3. Increase Foundation Studies fees by 5% and continue the rebate framework to support progression.

*Moved: Mr Gargiulo
Seconded: Mrs Cruickshank
MOTION CARRIED*

Against: Ms Andersen, Ms Brown, Ms Harper

4. Hold English Language fees at 2011 levels.

*Moved: Mr Gargiulo
Seconded: Ms Harper
MOTION CARRIED*

5. Set Telford Division international fees in line with comparable programmes, on a basis of \$166 per credit to reflect differing credit sizes of programmes.

*Moved: Mr Gargiulo
Seconded: Mr Hall
MOTION CARRIED*

Against: Ms Andersen, Ms Brown, Ms Harper

6. Remove the additional charge for field trips for international students and assume that field trip payment is incorporated in their course fees.

*Moved: Mr Gargiulo
Seconded: Mrs Tame
MOTION CARRIED*

7. Hold the fees for Study Abroad students at 2011 levels.

*Moved: Mr Gargiulo
Seconded: Ms Harper
MOTION CARRIED*

10. Conferment of Degrees and Presentation of Diplomas

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

Council RESOLVED:

That Council approve the awards listed in the report to Council.
(Attached as Schedule One.)

*Moved: Professor Matear
Seconded: Ms Brown
MOTION CARRIED*

11. 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 referred to the open session.

12. 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)
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)
Reports from Subsidiaries	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
Reports from Council Committees	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)
Protocol on Access to Audit and Risk Management Committee's Papers	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)
Semester 1 Examinations 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)

MOTION CARRIED

The Chancellor also moved that Mr J Clark (Finance Director), Mr A Lingard (Farms and Procurement Manager), Mr G Marks (Projects Coordinator, Lincworks), Mr D Riddiough (Projects Supervisor, Lincworks), Mr N Lang (Arrow International), Mr S Govind (Beca Engineering), Mr T Usher (Heritage Architect) and Mr A Carpenter (Director, Governance), 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

Mr Yardley joined the meeting.

13. *Report from Public Excluded Session*

General Subject Matter	Reason for passing this resolution in relation to each matter
Vice-Chancellor's Report	The report was 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 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 decision to proceed with the irrigation development of Ashley Dene Farm (without the financial details of the project).
Reports from Subsidiaries	The reports were RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Reports from Council Committees	The reports were RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Protocol on Access to Audit and Risk Management Committee's Papers	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Semester 1 Examinations Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
General Business	Changes made to the membership of the Honorary Degrees Committee were released publicly.

14. *Closure and Next Meeting*

The meeting closed at **1.35pm**.

The next meeting is scheduled for **Tuesday 23 August 2011 at 9.00am**, Lincoln University.

Signed: _____ (Convenor)

Date: _____

SCHEDULE ONE: CONFERMENT OF DEGREES AND PRESENTATION OF DIPLOMAS

Conferred Degrees and Presented Diplomas:

Doctor of Philosophy

Simon Rowles **Bulman**, *in Biotechnology*

Anita Josephine **Grosvenor**, *in Biochemistry*

Pierre **Hohmann**, *in Plant Protection*

Mathias Sabu **Liu**, *in Rural Development*

Zaemah Binti **Zainuddin**, *in Finance*

Master of Applied Science

Benard Omondi **Ochieng**, *with First Class Honours, in Environmental Management*

Olivia Clare **Ross**, *with First Class Honours, in Viticulture and Oenology*

Master of International Nature Conservation

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

Sara Ulla **Bauer**

Master of Natural Resources Management and Ecological Engineering

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

Karin **Mottl**

Master of Professional Studies

Rodney **Auton**

Postgraduate Diploma in Resource Studies

Myles Alexander **MacKintosh**

Jayant **Rana**

Elizabeth Anne **Spicer**

Postgraduate Certificate in Parks, Recreation and Tourism Management

Noppamast **Sae-Tang**

Graduate Diploma in Tourism Management

Ajith **Thrikandiyoorkallath**

Graduate Certificate in Applied Science

Jagdeep **Singh**

Bachelor of Commerce and Management

Bo **Li**

Sam Peter James **Mowat**

Bachelor of Science

Timothy Donald **Sjoberg**

Diploma in Horticulture

Carla Ellen Louise **de Boer**

Diploma in Commerce

Xiang **Li**

Yuewen **Qiu**

Ruoyu **Xu**

Certificate in Commerce

Edson Dagoberto **Guerrero**

Certificate of Foundation Studies

Abdullah **Alhusaini**

**ACTION SCHEDULE resulting from the Council meetings
AS AT 19 July 2011**

<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	Ongoing work re relationship
Report to Council on the implications of the expected change to voluntary membership of students' associations for the relationship between the University and LUSA.	Vice-Chancellor	7 Dec 2010 Item 8	18 Oct 2011
Obtain a legal opinion on the draft Terms of Reference for a Council Appeals Committee.	Director, Governance	19 Apr 2011 Item 11.2	23 Aug 2011