

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

**Held on Tuesday 18 October 2011 at 9.00am
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 M A Clements, 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, Mr P J Wardell, and Mr D A Yardley.

In Attendance: Associate Professor S S Rixecker (Assistant Vice-Chancellor (External Relations and Development) for item 9.2, and Mr A Carpinter (Director, Governance).

1. *Apologies*

Apologies for lateness were received from Ms Andersen, Mr Macfarlane and Mr Yardley.

2. *Disclosures of Interest*

There were no disclosures of interest.

3. *Confirmation of the Minutes of the Previous Meeting held on 18 October 2011*

Council RESOLVED:

That the minutes of the meeting held on 18 October 2011 be taken as read and be approved.

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

4. *Matters Arising from the Minutes*

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

A Guide to the Building Act and associated legislation and local government policies was TABLED.

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 Chancellor highlighted the success of the Bio-Protection Research Centre Board function in Wellington on 11 October 2011, and of the consultation with professorial staff and with students on the future strategic direction of the University.

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.

Messrs Macfarlane and Yardley joined the meeting.

The Vice-Chancellor highlighted the following items:

- A major strategy initiative underway to maintain the steady increase in external research income achieved each year.
- The securing of two Marsden Fund Fast-Start grants worth \$300k each (GST exclusive) over three years by Dr Jo Steyaert and Dr Suzanne Vallance.
- A series of staff involvements in earthquake recovery activities.
- The positive response to marketing and recruitment efforts, particularly from Canterbury based students. International perceptions regarding the earthquakes remained a challenge to recruitment.
- The success of the alumni events celebrating 130 years of Lincoln University Rugby.
- The engagement underway with the Lincoln University Students' Association concerning the transition to voluntary students' association membership.
- The Ministry of Education's funding of \$1 million for new scholarship awards for Year 13 Christchurch students whose plans for tertiary study may have been affected by the recent earthquakes.
- The visit by the new Chief Executive Officer of the Tertiary Education Commission, Belinda Clark, and Dr Grant Klinkum, General Manager Tertiary Investment, on 15 September 2011.
- The visit to the campus and to Telford Division in September by dignitaries from Papua New Guinea to discuss a range of opportunities for students from Maprik to study at the University and for research collaboration and commissioned research.

8. *LUSA President's Report*

The report of the Lincoln University Students' Association (LUSA) President was TABLED. The President highlighted the following matters:

- LUSA's team winning the small campus trophy for the Snow Games held in Wanaka at the end of August.
- The high standard of research presented at the annual Postgraduate Conference, held from 1-2 September 2011.
- The success of the International Night held on 17 September 2011.
- The recipients of awards at the Lincoln University Blues, Gold and Green Awards held on 5 October 2011.
- The success of the Garden Party on 14 October 2011.
- The election of the LUSA Executive for 2012, including the incoming President Kent Lloyd.
- The expected renegotiation of a Service Level Agreement with the University by the end of the year.
- The recent Treaty of Waitangi Claim lodged by Te Mana Akonga and alumni in relation to the legislative change to voluntary students' association membership.

It was noted that the Ministerial direction on the categories of student services permitted to be funded was still to be confirmed. Universities New Zealand had made a submission seeking the inclusion of additional services.

9. *Reports from Council Committees*

9.1 *Ahumairaki Meeting – 21 September 2011*

The report from the 21 September 2011 meeting was NOTED. The Convenor reported that options had been considered for Māori representation on Ahumairaki to reflect the national reach of the Telford Division and its physical location in South Otago, and also representative arrangements for Telford extramural Māori students. It was hoped that Ahumairaki would be able to make a recommendation to the December Council meeting.

Ahumairaki had also reviewed a comparison of the origin of Māori students with the overall distribution of first year undergraduate students in 2011. The comparison showed that the percentages of adult Māori student enrolments or wage/salary earners at 28%, was roughly double that of non-Māori students (17%). Ahumairaki had requested that Marketing and Recruitment consider strategies for attracting Māori adult and 'second chance' students as part of the recruitment campaign.

It was also noted that the 2011 Living Lake Symposium on Te Waihora/Lake Ellesmere would be held on 15 November 2011.

Ms Andersen joined the meeting at 9.37am.

9.2 *Fees Committee Meeting – 27 September 2011*

The report from the 27 September 2011 meeting was NOTED. The report included a Management Report and a submission from LUSA.

It was noted that the drivers for the recommended increases in domestic fees were very similar to those considered in the international fees setting process.

The Assistant Vice-Chancellor (Academic) explained that further consideration would be required to confirm the ongoing components of the Student Services Levy as the Ministerial direction was still to be finalised. The mix of services to be provided within the overall cap would need to be worked out between the University and LUSA, but it was intended to maintain the level of support for students.

The Vice-Chancellor gave an assurance that discussions would be held with LUSA on the Student Services Levy and Council informed of the outcome.

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

1. Domestic course fees increase by 4%, including Telford Division fees.

Moved: Mr Clements

Seconded: Mr Boot

MOTION CARRIED

Against: Ms Andersen, Ms Brown, Ms Harper

2. That a case be prepared to the Minister for an exception to increase fees for category H and M courses (large animal science and agriculture courses, respectively) by 8% and for a review of the Student Achievement Component funding associated with these courses.

Moved: Mr Clements

Seconded: Mrs Cruickshank

MOTION CARRIED

Against: Ms Andersen, Ms Brown, Ms Harper

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

Moved: Mr Clements

Seconded: Mr Boot

MOTION CARRIED

Against: Ms Andersen, Ms Brown, Ms Harper

4. The components of the Student Services Levy be reviewed to ensure consistency with the Ministerial directive and to take account of the pending legislative change to the status of students' associations; ongoing components of the Student Services Levy increase by up to 4% and consequential adjustments be made to the off-campus study rate of the Levy and the English Language rate of the Levy.

Moved: Mr Clements

Seconded: Professor Field

MOTION CARRIED

Against: Ms Andersen, Ms Brown, Ms Harper

5. The implications of the expected change to voluntary membership of students' associations for the relationship between the University and LUSA be identified, and consideration given to the changes required to these arrangements and fees processes for 2012.

Moved: Mr Clements

Seconded: Ms Harper

MOTION CARRIED

It was noted that a student body other than LUSA could potentially be formed on campus in 2012 and such developments needed to be considered.

6. The Telford Division's domestic fees and related administrative practices be reviewed to align with general Lincoln University practice.

Moved: Mr Clements

Seconded: Mr Hall

MOTION CARRIED

It was expected that the alignment of practices would not require structural changes, but any significant issues would be brought back to Council.

7. The General Administration, Academic and Financial Administration Fees be confirmed at the existing rates, except for the replacement of the withdrawal fee of 2% of tuition fees with a \$200 late withdrawal fee for domestic students (GST inclusive).

Moved: Mr Clements

Seconded: Mrs Tame

MOTION CARRIED

Against: Ms Andersen, Ms Brown, Ms Harper

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: Mr Clements

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
Chancellor's Report	To protect the privacy of natural persons	7(2)(a)
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	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)
Opportunities for Lincoln University to Contribute to Canterbury after the Earthquakes	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)
Stakeholder Views on the Strategic Direction of Lincoln University	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)
Conferment of Degrees and Presentation of Diplomas	To protect the privacy of natural persons	7(2)(a)
Draft Operational Plan 2012	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 N Hooton (Finance Manager), and Mr A Carpinter (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

13. *Report from Public Excluded Session*

General Subject Matter	Reason for passing this resolution in relation to each matter
Chancellor's Report	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the appointment of an Appeals Committee to consider three student appeals to Council.
Vice-Chancellor's Report	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 University's awards.
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.
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.
Opportunities for Lincoln University to Contribute to Canterbury after the Earthquakes	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Stakeholder Views on the Strategic Direction of Lincoln University	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Conferment of Degrees and Presentation of Diplomas	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the delegation of the award of vocational qualifications at NQF level 5 to the Telford Division Teaching Committee.
Draft Operational Plan 2012	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.

14. *Closure and Next Meeting*

The meeting closed at **12.53pm**.

The next meeting is scheduled for **Tuesday, 13 December 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

Mariana **de Aragao Pereira**, *in Agricultural Management*

Narendra Bahadur **Chand**, *in Environmental Management*

Hewage Sunith Rohitha **Rosairo**, *in Agribusiness & International Rural Development*

Master of Parks, Recreation and Tourism Management

Nora Sophie **Koerner**, *with First Class Honours, in Visitor Attraction Management*

Postgraduate Diploma in Commerce

Nan **Zhang**

Postgraduate Certificate in Commerce

Julia Verena **Zell**, *with Distinction*

Graduate Diploma in Commerce

Andrew Christopher **Butler**

Graham Douglas **Swanepol**

Graduate Certificate in Applied Science

Sunithran **Bhasi Syamala**

Graduate Certificate in Commerce

Nan **Zhang**

Bachelor of Agriculture

Kiri **Rupert**

Bachelor of Commerce

Alice Victoria **Cressey**

Benjamin Emile Julien **Pavot**

Bachelor of Commerce (Agriculture)

Yurika Wong Wai Ming **Iwase**

Bachelor of Commerce and Management

Samuel James **Robinson**

Bachelor of Commerce (Valuation and Property Management)

Andrew Philip **Kale**

Bachelor of Science

Sylvia Jane **McAslan**

Bachelor of Software and Information Technology

Qian **Wang**

Diploma in Agriculture and Diploma in Farm Management

Jeffrey John **Dowthwaite**

Diploma in Horticulture

Olivia Jan **McColl**

Diploma in Applied Science and Diploma in Natural Resources

Hannah **Newcombe**

Telford Certificate in Equine Knowledge (Level 5)

Lois Neroli Leitch **Jones**

Telford Certificate in Agribusiness Management Knowledge (Level 5)

Camron Patrick **Murphy**

Certificate of Foundation Studies

He Lanying

**ACTION SCHEDULE resulting from the Council meetings
AS AT 18 October 2011**

<i>Action</i>	<i>Responsibility</i>	<i>Meeting/ Item</i>	<i>Due</i>
Obtain a legal opinion on the draft Terms of Reference for a Council Appeals Committee.	Director, Governance	19 Apr 2011 Item 11.2	Ongoing (with general review of disciplinary processes)