

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

**Held on Tuesday 23 June 2015 at 8.30am  
Council Meeting Room, George Forbes Building, Lincoln University**

**Present:** Mr T C Lambie (Chancellor), Mr J Baker, Mr R Boot, Mr P J Chamberlain, Ms K P Fryer, Mr B D Gemmell, Mr A J Hall, Sir G T Harrison, Mr A W Macfarlane, Professor S Matear, Mr E P Rogers, Mrs L K Tame, Ms H Tangiora, Mr C Watson, Dr L J Wood, and Mr D A Yardley.

**In Attendance:** Mr M Dickson (Group Manager Corporate Services - Deputy Vice-Chancellor), and Mr A Carpinter (Director, Governance).

**1. *Petition Presentation***

Representatives of the Tertiary Education Union (TEU) presented a petition with 505 signatures requesting Council:

*To pass a resolution guaranteeing that one third of Council seats be set aside for democratically-elected staff and student representatives of Lincoln University. We request that these seats be independent from Government or other influence and be representatives of their constituencies.*

The Lincoln Branch President, Mr Stuart Larsen, expressed the gratitude of TEU members for democratic processes being incorporated in the revised Council constitution submitted for approval. The Chancellor acknowledged the value of the input from staff and students to the process and the efforts of the TEU to facilitate this feedback.

**2. *Acknowledgement***

Council acknowledged Dr Wood's appointment in the Queen's Birthday Honours as a Companion of the New Zealand Order of Merit, for services to tertiary education and Māori.

**3. *Apologies***

Apologies for absence were received from Mrs Harrison-Hunt, Professor Jordan and Dr West. Apologies for lateness were received from Messrs Gemmell, Hall and Macfarlane and Mrs Tame.

*Mr Hall joined the meeting.*

**4. Disclosures of Interest**

There were no disclosures of interest.

**5. Confirmation of Minutes of Previous Meeting held on 21 April 2015**

**Council RESOLVED:**

That the minutes of the meeting held on 21 April 2015 be taken as read and be approved.

*Moved: Mr Yardley  
Seconded: Mr Chamberlain  
MOTION CARRIED*

**6. Matters Arising from the Minutes**

There were no matters arising.

**7. Notice of Items of General Business**

There were no items of General Business notified.

**8. Chancellor's Report**

The report from the Chancellor was NOTED.

The Chancellor highlighted two recent events that he had attended:

- A small ceremony on 23 May 2015 to recognise the naming of the main access road to Te Whariki residential development as Vernon Drive in honour of Mr Vernon Clark, a distinguished former staff member and recipient of the Bledisloe Medal.
- A pōwhiri at Koukourārata (Port Levy) on 13 June to officially launch the Koukourārata project, re-starting a market garden concept as a catalyst for additional farming ventures and education projects. The project is a collaboration between Koukourārata Runanga, Lincoln University, the Bio-Protection Research Centre and the Biological Husbandry Unit.

The Chancellor also noted The Press article of 23 June 2015 reporting that female students now outnumbered male students for the first time in Lincoln University's history.

*Mr Macfarlane joined the meeting.*

**9. Vice-Chancellor's Report**

The report from the Vice-Chancellor was NOTED. The report provided an update on: research and operational activities; staff, student and alumni achievements; and visitors to the University.

The Acting Vice-Chancellor highlighted several key staff appointments that had been made recently, including Mr Crawford Falconer to the Sir Graeme Harrison Professorial Chair in Global Value Chains and Trade and two appointments to agribusiness academic roles in the Faculty of Agribusiness and Commerce.

The significant achievements of staff and students were acknowledged, including two research teams awarded Ministry of Business, Innovation and Employment funding and the student winners of the Thr3sis (3 minute thesis) challenge held on 3 June 2015.

Council acknowledged the recipients of Queen's Birthday Honours who have an association with the University.

*Mr Gemmell joined the meeting.*

#### **10. LUSA President's Report**

The report from the Lincoln University Students' Association (LUSA) President was NOTED.

The President highlighted the following matters:

- The LUSA Executive has been renamed as the LUSA Board to help students understand and recognise its role.
- Work is being done on the Service Level Agreement and Memorandum of Understanding between LUSA and Te Awhioraki.
- Efforts are underway to increase students' awareness of the Student Advice and Support service.
- In conjunction with the University, a pilot mentoring system called LincMe Up is being created and over 20 students have volunteered to be mentors for new students in Semester Two.
- Winterfest Re-orientation week includes a Barn Party at Addington Raceway.
- A new LUSA website and weekly digital newsletter.

#### **11. Proposed Council Constitution**

The report from Dr Robin Mann and the Director, Governance was NOTED. A memorandum from Mrs Harrison-Hunt regarding Māori representation on Council was TABLED. The report submitted a revised version of the proposed Council constitution required to comply with the amended Education Act 1989.

The changes made to the proposed constitution following consultation were summarised in the report:

- Retaining elections for the staff and student members, with position descriptions and workshops to be developed to ensure that both candidates and electors have a clear understanding of the expectations and responsibilities of the role.
- According the same status in the constitution for the general staff member as for the academic staff member.

Various initiatives and processes intended to support the new constitution were also outlined with the intention that these be documented in the underlying statutes, policies and protocols.

The draft constitution proposed a reconstitution date of 9 December, being the day after the scheduled December meeting. The first meeting of the new Council would be held soon thereafter for the initial business of electing the Chancellor and Pro-Chancellor and appointing Council committees.

The Chancellor, the Pro-Chancellor and Dr Mann undertook to have an individual discussion with each Council member about the transition to the new Council and their situation and expectation of future involvement.

It was anticipated that the Minister would be conscious of the need for continuity when making the ministerial appointments to the new Council. The University of Canterbury had stressed this consideration when submitting its new constitution to the Minister.

The likely reduction in overall Māori representation on the new Council with the reduction to one student member was noted.

**Council RESOLVED:**

That Council approve the draft Council constitution attached to the report for submitting to the Minister for Tertiary Education, Skills and Employment for publication in the Gazette (*see Schedule One*).

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

Council acknowledged the work done by Dr Mann and the Pro-Chancellor, and the willingness of the University of Canterbury to share information from its review process.

*Mrs Tame joined the meeting.*

**12. *Report from Planning and Marketing Committee re Adjustments to 2016 Fees – Meeting of 9 June 2015***

The report of the Committee was NOTED.

The Committee recommended that Council approve the management recommendations for adjustments to the 2016 fees. [*See item 13.*]

**13. *Adjustments to 2016 Fees***

The report from the Deputy Vice-Chancellor - International and Business Development was NOTED. Changes were proposed to the approved 2016 domestic student fees in response to a Budget announcement of a likely reduction in the Annual Maximum Fee Movement from 4% to 3%.

The adjustments proposed were to reduce the increase of domestic course fees from 4% to 3% and reduce specified domestic fees packages to ensure the package remains less than the combined cost of course fees for the programme. The financial impact of the adjustments was estimated to be an income reduction of \$64,000.

**Council RESOLVED:**

That Council:

- a **note** the likely changes to the Government's annual maximum fee movement (AMFM) policy from 4% to 3%;
- b **agree** that Domestic Tuition Fees for all existing individual courses be increased by 3% (rounded down to the nearest dollar) for 2016 (rather than the previously approved 4% increase);

- c **agree** that the 2016 Domestic Student Package Fees for the following programmes be adjusted as follows:

<i>Programme</i>	<i>Previously approved</i>	<i>Adjusted Package</i>
Bachelor of Landscape Architecture	\$7,000	\$6,900
Bachelor of Commerce (Agriculture)	\$6,500	\$6,400
Bachelor of Land and Property Management	\$5,900	\$5,800
Graduate Diploma of Landscape Architecture	\$7,000	\$6,900
Honours (120 credits, 1 year)	\$7,100	\$6,900
PG Certificate (60 credits, 1 semester)	\$3,550	\$3,450
PG Diploma (120 credits, 1 year)	\$7,100	\$6,900
Masters (Course Component) – 120 credits	\$7,100	\$6,900
Masters Thesis – 1 EFTS / 120 credits	\$7,100	\$6,900
PhD (1 EFTS, 1 year)	\$7,100	\$6,900

*Moved: Mrs Tame*

*Seconded: Mr Rogers*

**MOTION CARRIED**

*Against (paragraph b): Ms Fryer, Ms Tangiora*

Council thanked the Deputy Vice-Chancellor - International and Business Development for his work on the 2016 fees framework. It was reported that very positive feedback had been received on the 2016 fees announcement, including over 25,000 hits on Facebook. LUSA's support for the development of the fees framework was acknowledged.

**14. Report from Ahumairaki – Meeting of 9 June 2015**

The report of the Committee was NOTED. The report provided an update on: the HR Māori responsiveness protocols; Whenua Strategy assessment; the activities of the Deputy Vice-Chancellor, Communities; Māori research and innovation programmes; Te Taumutu Rūnanga; and Te Awhioraki.

The Chancellor noted the recent appointment of Professor Matunga as the University's Professor of Māori & Indigenous Development, and acknowledged the contribution he had made as the Deputy Vice-Chancellor, Communities.

**15. Conferment of Degrees and Presentation of Diplomas**

The report from the Director of Student Administration was NOTED, and the Deputy Vice-Chancellor - Academic Quality and Student Experience spoke to the report.

**Council RESOLVED:**

That Council approve the awards listed in the report to Council (*see Schedule Two*).

*Moved: Professor Matear*

*Seconded: Mrs Tame*

**MOTION CARRIED**

**16. 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.

**17. 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:

<b>General subject matter</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under s. 48(1) for the passing of this resolution</b>
Chancellor's Report	To protect the privacy of natural persons To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(a) 7(2)(j)
Vice-Chancellor's Report	To protect the privacy of natural persons 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)(a) 7(2)(h) 7(2)(j)
Report from 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 Performance to 31 May 2015	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)
2015 Financial Forecast	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)
Formation of Ashley Dene Research & Development Station	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)
Silverwood Farm Trust Proposal	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)
Lincoln Hub 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)
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)

<b>General subject matter</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under s. 48(1) for the passing of this resolution</b>
Insurance 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)
Hilgendorf Demolition 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)
Student Statistical Reporting	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)
Progress on 2014-18 Strategies – the 3 <sup>rd</sup> Six Months	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)
First Quarter Report Against Business Plan	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 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 Professor S S Rixecker (Deputy Vice-Chancellor - Scholarship and Research), Professor K Cameron, Professor G Edwards, Professor B McKenzie, Mr M Jamieson (University Farms Committee), Mr S Mclvor, Mr A Lingard (Finance Manager, Farms & Procurement), Mr M Dickson (Group Manager Corporate Services, Deputy Vice-Chancellor), Mrs C F Dixon (Finance Director), Mr W Lawson (Director, Capital Works Programme), 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*

**18. Report from Public Excluded Session**

<b>General Subject Matter</b>	<b>Reason for passing this resolution in relation to each matter</b>
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 term of appointment to Council of Professor Jordan and his appointment to the Planning and Marketing Committee.
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 appointments to the Boards of Lincoln Agritech Limited, Lincoln Westoe Trust and Agri One Limited.
Report from Audit and Risk Management Committee	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Financial Performance to 31 May 2015	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the University's summary financial position to 31 May 2015.
2015 Financial Forecast	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Formation of Ashley Dene Research & Development Station	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Silverwood Farm Trust Proposal	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Lincoln Hub Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Reports from Council Committees	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Insurance Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Hilgendorf Demolition Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Student Statistical Reporting	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Progress on 2014-18 Strategies – the 3 <sup>rd</sup> Six Months	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the release of the progress report at the appropriate time determined by the Acting Vice-Chancellor.
First Quarter Report Against Business Plan	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the release of the progress report at the appropriate time determined by the Acting Vice-Chancellor.
Reports from Subsidiaries	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.

**19. Closure and Next Meeting**

The meeting closed at **11.58am**.

The next meeting is a special meeting on **Friday, 24 July 2015** at **9.00am**, Lincoln University.

**Signed:** \_\_\_\_\_ (Convenor)

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

## **SCHEDULE ONE: CONSTITUTION OF LINCOLN UNIVERSITY COUNCIL NOTICE 2015**

(As approved for submission to the Minister for publication in the *Gazette*.)

### **Notice**

1. This notice may be cited as the Constitution of Lincoln University Council Notice 2015.
2. This notice shall come into force on 9 December 2015.
3. The Lincoln University Council (Council) shall govern Lincoln University, a distinctive, specialist, land-based university. Lincoln University serves the needs and supports the development of the land-based industries in New Zealand and globally, by advancing knowledge through research and by delivering a vertically-integrated portfolio of education programmes.
4. The Council shall have 12 members and be constituted as follows:
  - (a) Four members appointed by the relevant Minister of the Crown.
  - (b) The Vice-Chancellor of Lincoln University.
  - (c) One permanent member of the academic staff of Lincoln University appointed following an election by the permanent members of that staff.
  - (d) One permanent member of the general staff of Lincoln University appointed following an election by the permanent members of that staff.
  - (e) One member appointed following an election by the students at Lincoln University.
  - (f) One member appointed after consultation with Te Rūnanga o Ngāi Tahu.
  - (g) Three members appointed by the Council, at least one of whom shall be an alumnus of Lincoln University.
5. Subject to section 171B of the Education Act 1989, in making appointments the Council should, when considering whether a person satisfies the requirements of the Education Act 1989, have regard to the person's governance qualifications and experience and his or her ability to ensure good governance, fiscal responsibility, and academic freedom and excellence.
6. The term of office of members of the Council, vacation of office, disclosure of members' interest and casual vacancies are covered in sections 173-176 of the Education Act 1989. Subject to section 173 of the Education Act 1989, no member, other than the Vice-Chancellor, may serve for more than 5 consecutive terms of 4 years.
7. No act or proceeding of the Council shall be invalidated by a vacancy in the membership thereof.
8. The Council constitution shall be given effect to in accordance with the relevant Council election and appointment statutes, policies and protocols.
9. The Lincoln University Notice 1990 (published in the New Zealand Gazette, 20 September 1990, No. 164, page 3427) and the Lincoln University Amendment Notice 2001 (published in the New Zealand Gazette, 26 July 2001, No. 5090, page 1841) are hereby revoked.

## **SCHEDULE TWO: CONFERMENT OF DEGREES AND PRESENTATION OF DIPLOMAS**

### **Conferment of Degrees, Diplomas and Certificates**

#### **Doctor of Philosophy**

Mohan Babu **Gurung**, in Forestry

Rebecca Michiko **Tashiro**, in Plant Molecular Biology

#### **Master of International Nature Conservation**

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

Christoph **Gayer**

Sophia Helene **Roehl**

#### **Master of Natural Resources Management and Ecological Engineering**

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

Daniel Florian **Feldmeyer**

Peter **Lichtenwoehrer**

Stefanie **Roithmayr**

#### **Master of Property Studies**

Christopher Charles **Plimmer**

#### **Master of Science**

Denise **Ford**, *with First Class Honours*, in Ecology

#### **Graduate Diploma in Software and Information Technology**

Hoi Ting **Kong**

#### **Graduate Diploma in Viticulture and Oenology**

Benjamin Jack **Leen**, *with Distinction*

#### **Bachelor of Commerce**

Abraham **Cohen**

#### **Bachelor of Science**

Mathew **Lazarus**

#### **Diploma in Agriculture**

Andrew Geddes **Ewart**

Michael James **McHutchon**

#### **Diploma in Applied Science**

Mathew Gary **Adams**

#### **Diploma in Commerce**

Nan **Cheng** (*Conferral date of 20 April 2007*)

#### **Diploma in University Studies**

Leeboy Ehaty **William**

#### **Certificate of Foundation Studies**

Xue **Li**

**ACTION SCHEDULE** resulting from the Council meetings  
AS AT 21 April 2015

<i>Action</i>	<i>Responsibility</i>	<i>Meeting/Item</i>	<i>Due</i>