

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

**Held on Tuesday 8 December 2015 at 8.30am
Council Meeting Room, George Forbes Building, Lincoln University**

Present: Mr T C Lambie (Chancellor), Mr P J Chamberlain, Ms K P Fryer, Mr B D Gemmell, Mr A J Hall, Sir G T Harrison, Mrs T Harrison-Hunt, Dr R J M Hay, Professor B R Jordan, Professor S Matear, Mr E P Rogers, Mrs L K Tame, Mr C Watson, Dr L J Wood, and Mr D A Yardley.

In Attendance: Mr J Baker (Deputy Vice-Chancellor, International and Business Development), Mr M Dickson (Group Manager Corporate Services - Deputy Vice-Chancellor), Mr J Morley (Independent Advisor), and Mr A Carpinter (Director, Governance).

1. *Apologies*

Apologies for absence were received from Mr Boot, Mr Macfarlane and Ms Tangiora. An apology for early departure was received from Mrs Tame.

2. *Disclosures of Interest*

There were no disclosures of interest.

3. *Confirmation of Minutes of Previous Meeting held on 17 November 2015*

Council RESOLVED:

That the minutes of the meeting held on 17 November 2015 be taken as read and be approved.

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

4. *Matters Arising from the Minutes*

There were no matters arising.

5. *Notice of Items of General Business*

There were no items of General Business notified.

6. ***Chancellor's Report***

The report from the Chancellor was NOTED.

The Chancellor recorded that the meeting would be the final one of the current Council, with the new Council Constitution taking effect from 9 December 2015. The new 12 member Council would meet for the first time on 14 December 2015. The Chancellor expressed his appreciation to all Council members for their contributions to the current Council, in particular to those members who would not be serving on the new Council.

The Chancellor also highlighted the success of the Lincoln-Telford Graduation Ceremony held on 27 November.

7. ***Interim Vice-Chancellor's Report***

The report from the Interim Vice-Chancellor was NOTED.

The Interim Vice-Chancellor highlighted the meritorious QS five star rating awarded to the University as further recognition for a comprehensively high level of performance. QS Stars is a worldwide university rating system which allows students "to get a wider picture of an institution's qualities, looking at everything from the employability of graduates, to sports facilities and community engagement".

Council RESOLVED:

That a note of thanks be sent to all staff for the achievement of the QS five star rating.

*Moved: Mr Yardley
Seconded: Professor Jordan
MOTION CARRIED*

The other matters highlighted from the report were:

- The appointment of Dr Charlotte Severne as Deputy Vice-Chancellor, Māori and Communities.
- Professor Sheelagh Matear's resignation as Deputy Vice-Chancellor, Academic Quality and Student Experience in order to take up the position of Executive Director of the Academic Quality Agency for New Zealand Universities.
- Professor Keith Cameron's election to the Fellowship of the Royal Society of New Zealand, an honour given to New Zealand's top researchers for showing exceptional distinction in research or in the advancement of science, technology or the humanities.
- The announcement that the Productivity Commission would be reviewing new and emerging models of tertiary education. An issues paper is expected to be released in February 2016, with the final report to be made to Ministers by 28 Feb 2017. The universities' input to the review would be discussed initially at the February meeting of Universities New Zealand.

8. *LUSA President's Report*

The report from the LUSA President was NOTED. The report covered the planning underway for LUSA's activities in 2016, including the handover process for the incoming President Ms Aimee Kingsbury.

As her term would end on 31 December, the President thanked Council members for their support in her role on Council. Council acknowledged the significant contribution made by Ms Fryer in her two years as President and the active role she had played in bringing the student voice to all levels of the University's decision-making.

9. *Fees Adjustments*

The report from the Director of Student Administration was NOTED, and the Deputy Vice-Chancellor International and Business Development spoke to the report. An addendum to the report was TABLED.

Council approval was sought for the new visa processing fees for Lincoln University to be charged from December 2015 and several minor adjustments to tuition fees for 2016.

The Immigration New Zealand fees for student visa applications will increase from December 2015 and an increase was proposed in the University's administration fee charge to offset the increasing costs of processing the applications and meeting the compliance requirements. The charges would remain comparatively low compared to the other universities.

Several fees adjustments were proposed to Lincoln-Telford Division fees to correct apparent anomalies. The International Student Tuition Fees for the Telford Certificates in Equine (Level 3 and Level 4) for 2016 had remained at \$210/credit where the fees for other programmes broadly equivalent to those offered by polytechnics had been reduced to \$150/credit. Similarly, reductions were proposed to two Domestic Student Package Fees for Lincoln-Telford Division Correspondence Programmes for 2016.

The addendum to the report sought confirmation of aspects of the implementation of the Domestic Tuition Fees 'fee guarantee' in order to ensure it could be clearly communicated to students. It was proposed that the policy be termed a 'fixed fee' and apply when the eligibility criteria were met.

Council RESOLVED to approve:

1. That the administration component for Student Visa application fee is increased from \$50 to \$63 effective immediately.
2. That the administration component for the Post Work (Graduate) Study Visa fee is increased to \$70 effective immediately.
3. That the International Student Tuition Fees for the Telford Certificates in Equine (Level 3 & Level 4) be reduced to \$150/credit.
4. That the Domestic Student Package Fees for Lincoln-Telford Division Correspondence Programmes for 2016 (GST inclusive):
 - Certificate in Feed Management Knowledge (Level 4) be reduced from \$610 to \$280.

- Certificate in Working Dogs Knowledge (Level 3) be reduced from \$610 to \$280.
5. That the Domestic Tuition Fees 'fee guarantee' be called a 'fixed fee' and implemented in accordance with the eligibility criteria proposed in the report.

*Moved: Mrs Harrison-Hunt
Seconded: Professor Matear
MOTION CARRIED*

10. 2015 Report from Academic Board

The report from the Chair of the Academic Board was NOTED, summarising the Board's approvals and activities in 2015.

The Academic Board met eight times in 2015 with ongoing business stemming from the qualification reforms. The summary of approvals made by the Academic Board is attached.

It was noted that all the academic proposals submitted to the Universities New Zealand Committee on University Academic Programmes had been subsequently approved. Some further work was required to complete the qualifications reform.

Council RESOLVED to:

Receive and note the report on the work of the Academic Board in 2015.

*Moved: Professor Matear
Seconded: Mrs Tame
MOTION CARRIED*

11. 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:

1. That Council approve the revocation listed in the report to Council so that the student may use their credits towards another qualification.
2. That Council approve the awards listed in the report to Council (*see Schedule One*).

*Moved: Professor Matear
Seconded: Ms Fryer
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
Interim 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)
Council Membership	To protect the privacy of natural persons	7(2)(a)
Reports 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)
Independent Financial Monitor 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)
Three Year 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)
2016 Budget	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)
Insurance Claim 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 To protect the privacy of natural persons	7(2)(h) 7(2)(j) 7(2)(a)
Cycle 5 Academic Audit	To prevent the disclosure or use of official information for improper gain or improper advantage	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)
Arts Workshop Redevelopment 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)
Growth Room Project 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 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 Mr J Baker (Deputy Vice-Chancellor, International and Business Development), Professor S S Rixecker (Deputy Vice-Chancellor, Scholarship and Research), Mr M Dickson (Group Manager Corporate Services, Deputy Vice-Chancellor), Mr H Gant (Finance Director), Mr J Morley (Independent Advisor), Dr B R Mann (Governance Advisor) 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

14. Report from Public Excluded Session

General Subject Matter	Reason for passing this resolution in relation to each matter
Interim 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 appointment of Dr Teresa Moore to the Silverwood Trust Board.
Council Membership	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the membership of the re-constituted Council.
Reports 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.
Independent Financial Monitor Report	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Three Year Plan	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the Three Year Plan 2016-2018 at the appropriate time determined by the Interim Vice-Chancellor.
2016 Budget	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the summary 2016 Budget at the appropriate time determined by the Interim Vice-Chancellor.
Lincoln Hub Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the final Lincoln Hub Programme Business Case for submission by the Hub Establishment Board.
Insurance Claim 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, except for the University awards at the appropriate time determined by the Interim Vice-Chancellor.
Cycle 5 Academic Audit	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.

General Subject Matter	Reason for passing this resolution in relation to each matter
Hilgendorf Demolition Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Arts Workshop Redevelopment Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Growth Room Project Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Reports from Subsidiaries	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 re-constituted Council is to meet for the first time on **Monday 14 December 2015 at 8.30am**, Lincoln University.

Council RESOLVED:

That the draft minutes of the meeting be circulated to all members and the Chancellor and Pro-Chancellor be authorised to approve the minutes.

*Moved: Mr Lambie
Seconded: Mr Rogers
MOTION CARRIED*

The meeting closed at **12.02pm**.

Signed: _____ **(Convenor)**

Date: _____

SCHEDULE ONE: CONFERMENT OF DEGREES AND PRESENTATION OF DIPLOMAS

Revocation of Qualification

Jonathon **Heap**'s Graduate Certificate in Commerce (awarded 24 February 2009) was revoked so that he may use the credits towards the Graduate Diploma in Commerce.

Conferment of Degrees, Diplomas and Certificates

Doctor of Philosophy

Arsalan **Emami Khoji**, in Evolutionary Genetics and Ecology

Master of Agricultural Science

Chaoyu **Li**, *with First Class Honours*, in Soil Microbiology

Master of Applied Science

Michael John **Smith**, *with Second Class Honours, Division I*, in Ecology

Master of Commerce and Management

David Anthony **Thompson**, in Marketing

Master of Management in Agribusiness

Atish Arindra **Lal**, *with Second Class Honours, Division I*

Master of Science

Jacqueline Fiona **Sammonds**, *with First Class Honours*, in Plant Pathology

Master of Tourism Management

Krishna Prasad **Gurung**

Postgraduate Diploma in Commerce

Sudipta **Das**

Graduate Diploma in Viticulture and Oenology

Jing **Huang**

Graduate Certificate in Commerce

Mario Alexander **Garcia Huertas**

Bachelor of Commerce

Chen **Tian**

Bachelor of Commerce (Agriculture)

Lachlan George Charles Dew **Hopkins**

Bachelor of Software and Information Technology

Zhenhua **Zhou**

Bachelor of Viticulture and Oenology

Vinita **Pinto**

Clinton Lloyd **Whyte**

Diploma in Farm Management

Lisa Joy Carter **Kendall**, *with Distinction*

Diploma in Horticulture

Matthew Craig **Nelson**

Diploma in Commerce

Craig John **Nelson**

Telford Certificate in Agribusiness Management Knowledge (L5)

Sarah Ashlea **McLean**

**ACTION SCHEDULE resulting from the Council meetings
AS AT 8 December 2015**

<i>Action</i>	<i>Responsibility</i>	<i>Meeting/Item</i>	<i>Due</i>
Circulate Dr Ann Brower's paper on the High Country pastoral land tenure review.	Secretary	25 August 2015 Item 8	To be circulated upon publication