

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

**Held on Tuesday 19 April 2016 at 8.30am
Council Room, George Forbes Building, Lincoln University**

Present: Mr A J Hall (Chancellor), Dr P Cook, Mr B D Gemmell, Professor B R Jordan, Ms A E Kingsbury, Mr A W Macfarlane, Ms P Parata-Goodall, Professor R J Pollard, and Mrs L K Tame.

In Attendance: Mr M Dickson (Group Manager Corporate Services - Deputy Vice-Chancellor), Mr J Morley (Independent Advisor), Dr L Petelo (Acting Chair, Academic Board), Professor S S Rixecker (Deputy Vice-Chancellor, Scholarship and Research), Dr C Severne (Deputy Vice-Chancellor, Māori and Communities), and Mr A Carpinter (Director, Governance).

1. *Apologies*

Apologies for absence were received from Sir Graeme Harrison and Dr Wood.

2. *Disclosures of Interest*

There were no disclosures of interest.

3. *Confirmation of Minutes of Previous Meeting held on 22 March 2016*

Council RESOLVED:

That the minutes of the meeting held on 22 March 2016 be taken as read and be approved.

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

4. *Matters Arising from the Minutes*

There were no matters arising from the minutes.

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 noted the presentation on 6 April of the Lincoln University Medals to Noel Hickland, Ian Collins and Heather Watson. The awards were in recognition of their long-term meritorious voluntary service and support to Lincoln University.

The Lincoln University Alumni Association AGM and 2016 Bledisloe Medal Address had been held on the day before Graduation. The Association elected Tom Lambie as the Patron and James Nell as President.

The Chancellor also reported on an event held in Wellington on 13 April to mark the expected winding up of the Massey-Lincoln and Agricultural Industry Trust. The two Universities are finalising the future management of the Partnership for Excellence funding, with Agri One Limited to be the key vehicle for collaboration.

7. Vice-Chancellor's Report

7.1 Overview

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

The Vice-Chancellor commented on the QS (Quacquarelli Symonds) World University Rankings by Subject released in March. Lincoln University ranked in the range from 51-100 in Agriculture and Forestry. The rankings are based on academic reputation, employer reputation and research impact.

An update was provided of Lincoln University's key international markets for student recruitment. The Vice-Chancellor indicated that alternative options to internationalise, such as government-led relationships, would be more economically viable than competing in an intensely competitive open market.

7.2 Health and Safety Update re New Legislative Environment

The report on the University's preparations for the transition to the new Health and Safety legislation environment – the Health and Safety at Work Act 2015 – was NOTED. Council members also received the the Institute of Directors and WorkSafe New Zealand *Health and Safety Guide: Good Governance for Directors*.

The preparatory actions undertaken included:

- Running seminars on the new legislation at governance, management and operational levels.
- Reviewing all Health and Safety policies and procedures.
- Compiling a Health and Safety risk register.
- Reviewing area hazard registers and holding a training seminar for all staff with responsibilities for the registers.
- Instigating a review of Health and Safety on the University's farms with a focus on the engagement of agricultural contractors. A positive report had been received after a visit by WorkSafe New Zealand to the commercial dairy farm.

- Networking within the New Zealand Tertiary Sector Human Resources forum, to take a standardised, collaborative approach to Health and Safety.
- Undertaking professional accreditation project work with the New Zealand Institute for Safety Management for the Health and Safety Manager.
- Setting up a taskforce group with the Tertiary Education Union to review the employee participation process within the University's Health and Safety system.
- Reporting quarterly to Council on Health and Safety activities and indicators.

It was noted that the Institute of Directors and WorkSafe New Zealand Guide outlined expectations for good diligence in the new statutory environment. Further consideration would be given to these expectations, including site visits, in conjunction with the next Health and Safety Quarterly Update (**action**).

Health & Safety
Mgr:
26 July 2016

In relation to student field trips, the Health and Safety Manager explained that the course examiner is responsible for completing a risk assessment matrix for the specific farm or site. The information is provided to the relevant Health and Safety representative for review.

8. **LUSA President's Report**

The report from the LUSA President was NOTED.

The President reported on the success of all the Graduation week events, including the Graduation Ball attended by approximately 280 students. A careers evening run in conjunction with the University had also been very successful with approximately 500 students attending and 35 businesses represented.

Prior to the closing date, the student experience survey had received 610 responses. A report will be written following compilation of the quantitative results.

9. **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 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
Strategic 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 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)
Vice-Chancellor's Report:		
➤ Overview	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)
➤ Research and Innovation 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)
➤ Risk Framework and Assessment	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)
➤ Draft Annual Report for Year Ended 31 December 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)
➤ Financial Performance to 31 March 2016	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)

General subject matter	Reason for passing this resolution in relation to each matter	Grounds under s. 48(1) for the passing of this resolution
➤ EFTS Data Review	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)
➤ Quality Measures 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)
➤ ITS Network 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)
➤ New Student Accommodation 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)
➤ 2016 Milestones	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)
Reports from Academic Board	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)
Animal Ethics Committee Terms of Reference	To protect the privacy of natural persons	7(2)(a)

MOTION CARRIED

The Chancellor also moved that: Professor S S Rixecker (Deputy Vice-Chancellor, Scholarship and Research), Dr C Severne (Deputy Vice-Chancellor, Māori and Communities), Mr M Dickson (Group Manager Corporate Services, Deputy Vice-Chancellor), Dr J Buwalda (Strategic Adviser), Mr H Gant (Finance Director), Mr J Morley (Independent Advisor), Dr L Petelo (Chair, Academic Board), Ms P Morrison (Academic Quality and Policy Manager), Ms T Bradford-James (Director, Communications), Ms R Allan (Director, Student Administration), Ms S Fahey (Partner, EY), Mr C Money (Partner, EY), Mr T Griffiths (Senior Manager, EY), Ms C Scott (Special Advisor, Tertiary

Education Commission) 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

10. 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.
Strategic Project 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.
Vice-Chancellor's Report:	
➤ Overview	The verbal update was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Research and Innovation Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Risk Framework and Assessment	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, except for the release of the Lincoln Hub 'Stage 1 Project business case' for submission to the IQA process.
➤ Draft Annual Report for Year Ended 31 December 2015	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the publication of the 2015 Annual Report at the appropriate time determined by the Vice-Chancellor
➤ Financial Performance to 31 March 2016	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 University's summary financial position to 31 March 2016.
➤ Insurance Claim Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ EFTS Data Review	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Quality Measures Reporting	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ ITS Network Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ New Student Accommodation Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ 2016 Milestones	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.
Reports from Academic Board	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for release of the Sections B and C of the academic proposals for submission to CUAP, if required.
Animal Ethics Committee Terms of Reference	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the revised Terms of Reference for the Animal Ethics Committee.

11. **Report from Academic Board: Academic Proposals**

The report from Acting Chair of the Academic Board was NOTED.

Council approval was sought for two academic proposals to be submitted for final approval to the Universities New Zealand's Committee on University Academic Programmes (CUAP):

- Diploma in Wool Technology (Level 5), a 120 credit pre-degree programme.
- Certificate in Wool Technology (Level 4), a 60 credit pre-degree programme.

Both programmes had been developed by the Lincoln-Telford Division to meet the needs of the wool industry

Council RESOLVED:

1. That Council approve the introduction of the following qualifications with regulations as set out in the attached papers:
 - Diploma in Wool Technology (Level 5)
 - Certificate in Wool Technology (Level 4).
2. That the following programmes be approved for Student Achievement Component (SAC) funding:
 - Diploma in Wool Technology (Level 5)
 - Certificate in Wool Technology (Level 4).

Moved: Mrs Tame

Seconded: Ms Parata-Goodall

MOTION CARRIED

12. **Closure and Next Meeting**

The Chancellor noted that Mr Murray Dickson would be departing from his role as Group Manager Corporate Services - Deputy Vice-Chancellor later in the week and thanked him for his contribution to the University.

The meeting closed at **12.46pm**.

The next meeting is scheduled for **Tuesday, 24 May 2016**, Lincoln University, with the start time to be advised.

Signed: _____ (Convenor)

Date: _____

**ACTION SCHEDULE resulting from the Council meetings
AS AT 19 April 2016**

<i>Action</i>	<i>Responsibility</i>	<i>Meeting/Item</i>	<i>Due</i>
Provide information on the numbers of Māori students, their course participation and iwi affiliations	Deputy Vice-Chancellor, Māori and Communities	26 Jan 2016 Item 7	May 2016
Draft brief Terms of Reference for Council itself, including the intended relationship between Council and the Academic Board and any other points of difference from the standard model	Dr Mann/Director, Governance	26 Jan 2016 Item 7	May 2016
Give further consideration to good Health and Safety diligence expectations, including site visits, in conjunction with the next Health and Safety Quarterly Update	Health and Safety Manager	19 Apr 2016 Item 7	July 2016