

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

**Held on Tuesday 23 August 2016 at 8.30am  
Council Room, George Forbes Building, Lincoln University**

**Present:** Mr A J Hall (Chancellor), Dr P Cook, Sir G T Harrison, Professor B R Jordan, Mr A W Macfarlane, Ms P Parata-Goodall, Professor R J Pollard, Mr S M Smith, Mrs L K Tame, Mr D W Thomas, and Dr L J Wood.

**In Attendance:** Mr J Morley (Independent Advisor), Dr L Petelo (Chair, Academic Board), Ms P Jones (Project Manager), Professor B McKenzie (Interim Chief Academic Officer), Mr H Gant (Interim Chief Financial Officer), Ms J Grace (Project Manager), Mr M Eadie (Director, Lincoln-Telford Division) and Ms R Allan (Director, Student Administration) for item 8.3, Mr A Brown (Health and Safety Manager) for item 8.4, and Mr A Carpinter (Director, Governance).

**1. *Welcome and Acknowledgement***

The Chancellor welcomed Mr Smith to his first meeting of Council following his appointment.

Council acknowledged the death of Dr Sidney Hurst, a member of the Lincoln College Council from 1962 to 1985 and Chair for the final six years of his service. It was noted that Dr Hurst had been a proponent for Lincoln College seeking independence from the University of Canterbury, and then a recipient of an Honorary Doctor of Science degree when Lincoln University first made these awards in 1993. A letter would be sent to Dr Hurst's family acknowledging his very significant contribution to Lincoln University.

**2. *Apologies***

An apology for absence was received from Mr Gemmell.

**3. *Disclosures of Interest***

There were no disclosures of interest.

**4. Confirmation of Minutes of Previous Meeting held on 26 July 2016**

**Council RESOLVED:**

That the minutes of the meeting held on 26 July 2016 be taken as read and be approved.

*Moved: Mr Macfarlane*

*Seconded: Dr Cook*

*MOTION CARRIED*

**5. Matters Arising from the Minutes**

There were no matters arising.

**6. Notice of Items of General Business**

There were no items of general business notified.

**7. Chancellor's Report**

The report from the Chancellor was NOTED. The report listed the Chancellor's major commitments since the previous meeting.

The report noted Mr Smith's acceptance of his appointment to Council and the the Chancellor recorded Council's appreciation to the Alumni Association for their input in the candidate search, particularly the contribution made by the late Neil Gow.

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

**8.1 Risk Framework and Assessment**

The August Risk Framework and Assessment was NOTED.

The Vice-Chancellor explained that the second item pertaining to inadequate progress on the Lincoln Hub had been expanded to incorporate internal reform and EY strategic assessment options. The net risk had been re-assessed as 'red'.

**8.2 Vice-Chancellor's Update**

The 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.

It was noted that Lincoln Hub collaborations were strengthening, as evidenced by the new vineyard initiative with Plant and Food Research, the AgResearch involvement in an Ashley Dene farm trial, and the New Zealand-China Water Research Centre to be based at the Hub.

**8.3 Adjustments to 2017 Fees**

The proposal from management for the setting of additional tuition fees and other related fees for 2017 was NOTED.

The report proposed the Compulsory Student Services Fee and miscellaneous fees pertaining to Lincoln-Telford programmes and the Telford Campus.

In accordance with a Ministerial directive, Te Waihora Campus Service Council of student and staff representatives was formed to provide oversight of the Compulsory Student Services Fee and the activities that it funds. The recommendation was that the full-time Fee be increased from \$580 to \$610 to enable maintenance of service provision without significant financial impact on students. No change was proposed to the other rates of the Fee at Te Waihora or to the Telford campus rates.

**Council RESOLVED to:**

**Agree** that the Compulsory Student Services Fee for full time students (enrolled in 120 credits) at Te Waihora Campus be increased to \$610 for 2017 and the other Student Services Fees remain at the same level as in 2016.

*Moved: Mrs Tame  
Seconded: Sir G Harrison  
MOTION CARRIED*

The 2017 tuition fees were also proposed for the new programme NZ Certificate in Agriculture (Vehicle, Infrastructure and Machinery) (Level 3) and the Telford Certificate in Farming (Practices) (Level 3) for distance delivery mode. In setting the fees, it was taken into account that both programmes would involve a component of face to face teaching time.

**Council RESOLVED to:**

1. **Agree** that the tuition fees for the NZ Certificate in Agriculture (Vehicle, Infrastructure and Machinery) (Level 3) be set at \$1,575 for campus delivery and at \$402 for distance delivery mode.
2. **Agree** that the tuition fee for the Telford Certificate in Farming (Practices) (Level 3) for distance delivery mode be set at \$402.

*Moved: Mrs Tame  
Seconded: Dr Cook  
MOTION CARRIED*

The following increases in Telford Campus accommodation and related fees were proposed, in line with the intended fee increases for accommodation on Te Waihora Campus (7% increase):

<i>Telford Campus Accommodation Fee</i>	<i>2015</i>	<i>2016</i>	<i>2017 Proposed</i>
Single room, shared bathroom & meal: 5 days	\$190 / week	\$190 / week	\$203 / week
Single room, shared bathroom & meals: 7 days	\$260 / week	\$260 / week	\$278 / week
Single room, ensuite & meals: 5 days	\$210 / week	\$210 / week	\$225 / week
Single room, ensuite & meals: 7 days	\$300 / week	\$300 / week	\$321 / week

<i>Telford Campus Accommodation Fee (Continued)</i>	<i>2015</i>	<i>2016</i>	<i>2017 Proposed</i>
Double room, shared bathroom & meals: 5 days	\$175 / week	\$175 / week	\$187 / week
Double room, shared bathroom & meals: 7 days	\$245 / week	\$245 / week	\$262 / week
Double room, ensuite & meals: 5 days	\$195 / week	\$195 / week	\$209 / week
Double room, ensuite & meals: 7 days	\$270 / week	\$270 / week	\$289 / week
Equine horse lease	\$630	\$630	\$674
Equine veterinary credit	\$350	\$350	\$375

**Council RESOLVED to:**

**Agree** that the Telford Campus accommodation and related fees in 2017 be increased to the levels outlined above.

*Moved: Mrs Tame*

*Seconded: Ms Parata-Goodall*

**MOTION CARRIED**

**8.4 *Health and Safety Monthly Update***

The health and safety monthly report for July was NOTED.

A total of seven accidents/incidents was reported. This total given in the summary table did not relate to the figures shown above in the table and the format would be revised.

It was noted that the University would be holding lockdown training.

**8.5 *Biosafety Update***

The July monthly update on Biosafety compliance matters was NOTED.

No new incidents were reported. A closure is awaited from the Ministry for Primary Industries of a previous incident.

**8.6 *Academic Board Update***

The report was NOTED. It provided an update on recent Academic Board decisions and the Academic Audit. A letter dated 12 August 2016 from the Academic Quality Agency providing preliminary feedback from the Audit panel's visit was TABLED.

As part of the Academic Board rejuvenation project, a restructuring of the Board's subcommittees has been approved. The new structure was outlined.

The Board had also decided to undertake annual programme reviews in addition to the seven year more formal review cycle of all its academic programmes. The Faculty Deans have been asked to ensure that as many annual programme reviews as possible this year in order to assess whether the

programmes remain fit for purpose and determine any changes that could feasibly be made for 2017. It was noted that the declining relative attractiveness of studying at Lincoln had been reported as a 'red' strategic risk, with improving programme attractiveness and flexibility as a key mitigation action. A copy of the programme review template is to be circulated to Council members **(action)**.

Academic Board  
Chair: As soon as  
possible

The Chair of Academic Board explained that changes affecting a programme's structure require CUAP's approval, but other changes to content can be made by the University (including adding or deleting courses within current offerings). Deleting a programme does not require CUAP approval. Changes requiring CUAP approval take longer as there are only two rounds each year, closing on 1 May and 1 September. Permitted course changes for 2017 would need to be made within the next two months. If the offering of a programme was withdrawn, transitional arrangements would be needed for the students affected by the change.

The Vice-Chancellor indicated that changes not requiring CUAP approval should be expedited to improve the flexibility in the programmes and ensure that students commencing in 2017 are not disadvantaged.

**Council RESOLVED:**

That Council recommend the Academic Board proceed with haste on the academic programme reviews to ensure that students commencing in 2017 are not disadvantaged and enrolments per course are at a viable level.

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

It was confirmed that the Academic Audit panel visit from 8-11 August had run smoothly. Their letter providing preliminary feedback expressed some concerns in the areas of academic benchmarking, an academic quality assurance framework, and policies.

**8.7 *Vice-Chancellor's Update (continued)***

The Vice-Chancellor noted that implementation of a Refreshing Lincoln programme had commenced, with announcements made to staff, students and the media. A dedicated webpage had been created to track the relevant announcements and media comment and to provide a consultation framework. TEC had been advised that the University intends to meet the financial benchmarking indicators in 2017 and work was commencing on identifying cost savings for the balance of 2016 and 2017.

**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
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)
Vice-Chancellor's Report:		
➤ Vice-Chancellor's 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)
➤ 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)
➤ Earthquake Damage Insurance Claim	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 for the Seven Months Ended 31 July 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)
➤ 6+6 Reforecast Report for the Year Ended 31 December 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)
➤ Draft Monthly Financial Report 25 August 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)
➤ Draft Investment Plan 2017-2019	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 Enrolment 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)
➤ Lincoln-Telford Division 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)
➤ Potential Opportunity for Collaboration	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>
➤ Strategic Options 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)
➤ 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)
➤ Academic Board: Academic Proposals	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 Morley (Independent Advisor), Dr L Petelo (Chair, Academic Board), Professor Bruce McKenzie (Interim Chief Academic Officer), Ms P Jones (Project Manager), Mr H Gant (Interim Chief Financial Officer), Mr R Pellow (Executive Director, South Island Dairying Development Centre), Ms J Grace (Project Manager), Ms T Zawodny (Project Manager), Ms R Allan (Director, Student Administration), Mr M Eadie (Director, Lincoln-Telford Division), Ms P Morrison (Academic Quality and Policy Manager), Mr W Lawson (Director Capital Works Programme), Ms C McDonald (EQ Claim Project 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*

#### **10. Report from Public Excluded Session**

<b>General Subject Matter</b>	<b>Reason for passing this resolution in relation to each matter</b>
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 amended Terms of Reference for the Audit and Risk Management Committee and Council Farming Committee.
Vice-Chancellor's Report:	
➤ Vice-Chancellor's Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Research and Innovation Update	The verbal update was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Earthquake Damage Insurance Claim	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Financial Report for the Seven Months Ended 31 July 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 July 2016

<b>General Subject Matter</b>	<b>Reason for passing this resolution in relation to each matter</b>
➤ 6+6 Reforecast Report for the Year Ended 31 December 2016	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Draft Monthly Financial Report 25 August 2016	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Draft Investment Plan 2017-2019	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the Investment Plan 2017-2019 upon approval from TEC.
➤ Student Enrolment Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Lincoln-Telford Division Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Potential Opportunity for Collaboration	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Strategic Options Assessment	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.
➤ Academic Board: Academic Proposals	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the section B and C components of the academic proposals for submission to CUAP, if required.

## **11. Vice-Chancellor's Report (continued)**

### **11.1 Academic Board – Academic Proposals**

The report was NOTED. It outlined the proposals recommended by the Academic Board for the introduction of two new programmes, one new major and a modification to an existing programme:

- Certificate in Primary Industries (Level 2)
- New Zealand Certificate in Agriculture (Vehicle, infrastructure and Machinery) (Level 3)
- Hotel and Tourism Management major (Bachelor of Commerce)
- Bachelor of Land and Property Management.

The proposals were required to be submitted for final approval to the Universities New Zealand's Committee on University Academic Programmes by 1 September 2016.

#### **Council RESOLVED:**

1. That Council approve the introduction of the following qualifications with regulations as set out in the agenda:
  - Certificate in Primary Industries (Level 2)
  - New Zealand Certificate in Agriculture (Vehicles, Infrastructure and Machinery) (Level 4)
  - Hotel and Tourism Management major
  - Bachelor of Land and Property Management.

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

2. That the following qualifications be approved for Student Achievement Component (SAC) funding:
  - New Zealand Certificate in Agriculture (Vehicles, Infrastructure and Machinery) (Level 4)
  - Hotel and Tourism Management major.

*Moved: Mrs Tame  
Seconded: Ms Parata-Goodall  
MOTION CARRIED*

The report also proposed that LINC 102 Research and Analytical Skills be deleted as a compulsory course from the suite of undergraduate degrees and majors listed. It was explained that, as each Faculty had its own version of LINC 102, the course has failed to meet the true definition of a common course. An elective course at the 100-level will be offered instead, allowing more flexibility for the students. The deletion is required to be reported to the Committee on University Academic Programmes.

**Council RESOLVED:**

That Council approve the deletion of LINC 102 Research and Analytical Skills as a compulsory course from the suite of undergraduate degrees and majors listed in the report.

*Moved: Sir G Harrison  
Seconded: Mr Smith  
MOTION CARRIED*

The Vice-Chancellor commented that LINC 102 had been a lost opportunity to build links between courses and give students more choice and greater flexibility between programmes. Council was keen to support Academic Board in its efforts to provide greater flexibility.

**12. *General Business***

It was noted that Christchurch had been listed at number 47 of the top 50 cities globally for attending university.

**13. *Closure and Next Meeting***

The meeting closed at **12.28pm**.

The next meeting is scheduled for **Tuesday, 27 September 2016** at **8.30am**, Lincoln University.

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

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

**ACTION SCHEDULE resulting from the Council meetings  
AS AT 23 August 2016**

<b><i>Action</i></b>	<b><i>Responsibility</i></b>	<b><i>Meeting/Item</i></b>	<b><i>Due</i></b>
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	Q3 2016
Circulate a copy of the programme review template to Council members.	Chair, Academic Board	23 Aug 2016 Item 8.6	As soon as possible