

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

**Held on Tuesday 27 September 2016 at 8.30am
Council Room, George Forbes Building, Lincoln University**

Present: Mr A J Hall (Chancellor), Dr P Cook, Mr B D Gemmell, Sir G T Harrison, Professor B R Jordan, Mr A W Macfarlane, 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 M Clayton (Acting Chair, Academic Board), Professor B McKenzie (Interim Chief Academic Officer), Ms P Jones (Project Manager) for items 7 to 11, Mr J Buwalda (Strategic Adviser) for items 7 to 11, Ms L Harrison (Interim Director, LincolnConnect), Mr D Lodge (Director Learning & Teaching and University Librarian) for items 7.5 to 11, Mr G Wilson (Lincoln Hub Client Representative) for item 7.2, Ms T Zawodny (Project Manager) for item 7.3, Ms T Nelson (Biosafety Compliance Officer) for item 7.10, and Mr A Carpinter (Director, Governance).

1. Apologies

Apologies for absence were received from Ms Parata-Goodall and Dr Petelo (in attendance). Dr Clayton was welcomed to the meeting as Acting Chair of Academic Board.

An apology for lateness was received from Mrs Tame. An apology for early departure was received from Dr Cook.

2. Disclosures of Interest

There were no disclosures of interest.

3. Confirmation of Minutes of Previous Meeting held on 23 August 2016

Council RESOLVED:

That the minutes of the meeting held on 23 August 2016 be taken as read and be approved.

*Moved: Dr Cook
Seconded: Sir G Harrison
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 report listed the Chancellor's major commitments since the previous meeting.

As Mr Thomas had been re-elected as the Lincoln University Students' Association (LUSA) President for 2017, the Chancellor proposed that the Council term of Mr Thomas be extended to the end of 2017. It was noted that the LUSA election process had been conducted in accordance with their constitution and all students were eligible to be elected and to vote in the election.

Council RESOLVED:

That Council extend the appointment of Danyon Thomas as a member of Council upon his election as LUSA President for 2017, for a term ending on 31 December 2017.

*Moved: Mr Hall
Seconded: Dr Cook
MOTION CARRIED*

7. Vice-Chancellor's Report

7.1 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.

The University's success in improving its QS World University Ranking for 2016 to 343 and in gaining a 2017 Times Higher Education World University Ranking in the 401-500 bracket was acknowledged. The report also highlighted the University's success in the Ministry of Business, Innovation and Employment (MBIE) research funding round, as a lead or partner with other applicants.

The Vice-Chancellor noted the visit by the South African Minister of Science and Technology, Hon Naledi Pandor for. The Minister had also visited Massey University as part of considering a similar institution for South Africa. The Vice-Chancellor had also met with the Chinese Consul General who was interested in the University's future plans.

It was noted that the outcome of the Levels 3 and 4 tender would not be known until late October or November. As a result, the University was entirely uncertain about this funding for 2017. The Chancellor and Vice-Chancellor had visited the Lincoln-Telford Division to explain the unsatisfactory circumstances to the staff and the Farm Board.

The students who received recognition at the Postgraduate Conference were noted. Sir Graeme Harrison expressed interest in any further information on Minakshi Mishra's work on "*Mānuka and kānuka to clean-up New Zealand's waterways*" (**action**).

The passing of Dr Harvey Smith MBE and Emeritus Professor Paul Mulcock, distinguished alumni and members of the then Lincoln College Council, was acknowledged.

7.2 Lincoln Hub Update

A verbal update was provided on the progress of the Lincoln Hub Stage 1 Build project.

The concept design had been completed and was to be approved later in the week. Three further design stages would then be required. After the Request For Proposal process running to mid-December, a preferred main contractor will be identified.

It was also noted that by mid-October, an updated financial model would need to be provided to government as part of the scheduled report backs on the Project Business Case.

7.3 Lincoln Measures

The report was NOTED. The updated Lincoln Measures, data definitions and sample baseline were provided and a reporting cycle was proposed.

The refined measures gave a sample of how the performance of the University would be reported in future, in conjunction with other forms of reporting. It is intended to add more measures covering the Refreshing Lincoln agenda.

It was noted that reports on the measures would be provided to Council on a February and July cycle, aligned to the availability of the required information.

Mrs Tame joined the meeting.

Several suggested amendments were suggested:

- New measure 15 relating to balance sheet realization should refer to asset sales.
- Measures only able to be reported at year end should be asterisked as such.
- Measure 26 relating to the farms surplus should refer to EBITDA.

7.4 Academic Programme Reviews

The report was NOTED. It provided an update on the arrangements for the programme reviews of the University's undergraduate qualifications.

A further verbal update was given on the progress of the reviews. Four majors for the Bachelor of Science will not be offered in 2017: Agritech; Māori and Indigenous Knowledge of the Environment; Bioprotection and Biosecurity; and Land, Water, Environment. The Faculty Deans have identified some courses that will not be offered in 2017. The LINC 101 and 201 common courses were also been looked at, but any changes would have to go to the Committee on University Academic Programmes for implementation in 2018.

It was noted that the reviews are also examining the percentage of elective courses in each qualification, with a target that all non-industry accredited qualifications should be about 40% elective to ensure students have a broad

based education.

All courses will be surveyed each time they are offered to determine student satisfaction levels, including with the overall quality and the use of technology.

7.5 *Blended Learning Strategic Initiative*

A presentation was given by the Director Learning & Teaching on the University's blended learning initiative.

The initiative was supported and seen as particularly beneficial in meeting students' expectations of how they will be taught and in enabling learning analytics to be used to identify priority learners requiring additional support. The need to support academics in their IT upskilling and pedagogy was noted, in conjunction with the planned grants of up to \$15k to assist the transition of each course.

The required infrastructural adaptation was also discussed. Various flexible room spaces are now planned rather than a large lecture theatre. The University of Canterbury has moved to 'lectorial' spaces with advanced audio/visual facilities. Management confirmed that the planned level of infrastructure and IT resourcing and academic support would be sufficient for progressing the blended learning initiative.

7.6 *Academic Board Update*

The report was NOTED.

Recent activities of the Academic Board were highlighted:

- All Academic Programme Review data had been circulated to the faculties.
- Round Two academic proposals had been uploaded to the Committee on University Academic Programmes (CUAP).
- The restructuring of the subcommittees of Academic Board had been completed.
- Academic Board would meet on 28 September to consider proposed programme or course changes for 2017 in line with the Refreshing Lincoln project. Any impacts and transitional arrangements would be clearly communicated to students.

7.7 *Conferment of Degrees and Presentation of Diplomas*

The report was NOTED, and the Acting Chair of the Academic Board spoke to the report.

Council RESOLVED:

That Council approve the awards listed in the report to Council.

Moved: Mr Hall

Seconded: Mrs Tame

MOTION CARRIED

7.8 *Reviews of Subsidiaries/Assets*

The report was NOTED. The updated Terms of Reference for the review of subsidiaries and key assets being undertaken by Deloitte were outlined.

The review is covering: Lincoln Hospitality Limited, Lincoln AgriTech Limited, University Farms and other land holdings, Lincoln University Property Joint Venture, and Agri One Limited. The first stage involving a desktop assessment of financial performance had been completed, and the second stage involving engagement with the entities is underway.

The review would now include an assessment of options for returning improved dividends to the university, and/or the feasibility of different ownership/governance arrangements. Potential efficiencies in operation and process improvements would still be considered, as well as how the entities impact on the University's financial position.

7.9 *Health and Safety Monthly Update*

The report was NOTED.

Two accidents involving cars were noted, with no serious injuries involved.

The Convenor, Chancellor and Pro-Chancellor would consider site visit opportunities, in conjunction with the Health and Safety Manager.

It was suggested that the total column on the table be removed from future reports as it was unnecessary.

7.10 *Biosafety Update*

The August monthly update on Biosafety compliance matters was NOTED.

It was noted that the Ministry for Primary Industries had confirmed with the EPA that a breach of containment at the Biotron was not a critical non-compliance due to the robust actions the University had taken. An internal investigation had identified a need to improve the comprehension of international students on biosafety and the Biosafety Compliance Officer will take responsibility for the provision of training. The thorough response of the Biosafety Compliance Officer and the laboratory staff to the incident was acknowledged.

7.11 *Council Meeting Schedule 2017*

The report was NOTED. Council approval was sought of the proposed schedule of Council meeting dates for 2017.

It was suggested that the timing of the April meetings be reconsidered and the schedule resubmitted to the October meeting.

7.12 *2016 Milestones*

The report was NOTED.

8. *LUSA President's Report*

The report was NOTED.

The President provided an update on the following matters:

- The election of a new LUSA Board.
- The success of the International night event, with over 550 attendees.

- LUSA's support for Ways of Wellness Week in September with the Thursdays in Black campaign.
- The Lincoln Awards for staff, students and clubs on 23 September, recognising a range of contributions to enhancing Lincoln University.

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
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)
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)
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)
➤ 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)
➤ 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)
➤ HR 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)
➤ Financial Report for the Year to 31 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)

General subject matter	Reason for passing this resolution in relation to each matter	Grounds under s.48(1) for the passing of this resolution
➤ Ten Year Model	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)
➤ Student Recruitment Outlook 2017 Te Waihora	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 Land Development 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)

MOTION CARRIED

The Chancellor also moved that: Mr J Morley (Independent Advisor), Dr M Clayton (Acting Chair, Academic Board), Professor Bruce McKenzie (Interim Chief Academic Officer), Ms P Jones (Project Manager), Mr J Buwalda (Strategic Adviser), Mr H Gant (Interim Chief Financial Officer), Ms L Harrison (Interim Director, LincolnConnect), Ms J Thomson (Head of Sector, Schools, LincolnConnect), Ms K Pierce (Data Analyst), Ms S Nettle (Student Connection Services Manager) Mr J Becker (International Manager), Mr D Lodge (Director Learning & Teaching and University Librarian), 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

General Subject Matter	Reason for passing this resolution in relation to each matter
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.
Chancellor's Report	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
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.
➤ Strategic Options Assessment	The verbal update was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the University's response on the Strategic Options Assessment for release to the TEC and Minister once finally approved.

General Subject Matter	Reason for passing this resolution in relation to each matter
➤ Research and Innovation Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ HR Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Financial Report for the Year to 31 August 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 August 2016.
➤ Ten Year Model	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.
➤ Student Recruitment Outlook 2017 Te Waihora	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Lincoln Land Development Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.

11. Closure and Next Meeting

The meeting closed at **1.30pm**.

The next meeting is scheduled for **Tuesday, 18 October 2016 at 8.30am**, Lincoln University.

Signed: _____ **(Convenor)**

Date: _____

**ACTION SCHEDULE resulting from the Council meetings
AS AT 27 September 2016**

Action	Responsibility	Meeting/Item	Due
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
Further information on student's work on " <i>Mānuka and kānuka to clean-up New Zealand's waterways</i> ". (Sir Graeme Harrison)	Secretary	27 Sept 2016 Item 7.1	Article to be published in 2017.

SCHEDULE ONE: CONFERMENT OF DEGREES AND PRESENTATION OF DIPLOMAS

Conferment of Degrees, Diplomas and Certificates

Master of Applied Science

Dorothy Sule **Tavoa**, in Supply Chain Management

Master of Commerce (Agricultural)

Samuel Tigistu **Seba**, *with First Class Honours*, in Agribusiness

Master of Commerce and Management

Hong Ngoc **Ta**, *with First Class Honours*, in Economics

Cong **Wu**, *with Second Class Honours, Division I*, in Finance

Master of Tourism Management

Indera **Dewantho**, *with Merit*

Bachelor of Commerce with Honours

Huanjun Song, *with Second Class Honours, Division I*

Postgraduate Diploma in Commerce

Naeem **Rashid**

Postgraduate Diploma in Horticultural Science

Ye **Yuan**

Postgraduate Diploma in Landscape Architecture

John Francis **Powell** **(Conferral date of 24 April 1989, the date of the Graduation Ceremony in the year following his academic completion in 1988.)*

Postgraduate Certificate in Commerce

Caitlin Mary **Barker**

Graduate Diploma in Commerce

Jonathan **Heap**

John Christopher **Weir**

Bachelor of Commerce

He **Lanying**

Bachelor of Science (New Regulations)

Xi **Gong**, Food Science Major

Bachelor of Commerce (Hotel and Institutional Management)

Matthew James **Gillon**

Bachelor of Commerce (Valuation and Property Management)

Benjamin James **McGillivray**

Bachelor of Environmental Management and Planning

Xiaoxiao **Yang**

Bachelor of Viticulture and Oenology (Old Regulations)

Di **Zhang**

Bachelor of Viticulture and Oenology (New Regulations)

Nora Sigune **Leitz**

Diploma in Farm Management

Jan Hendrikus Marius **Lagerwey**

Diploma in Agriculture

Ash Arthur **Scott**

Diploma in Applied Science

Kelsi Jayne **Carrick**

Song **Runxi**

Diploma in Commerce

Tapiwa Alfred **Gandiwa**

Hyun Duck **Na**

Diploma in University Studies

Danyang **Luo**

Certificate in Agribusiness Management Knowledge (L5)

Annelise Katherine **Dyer**, *with Merit*

Telford Certificate in Equine Knowledge (L5)

Danielle Maree **Sutherland**

*In the conferral report in the agenda, John Powell was incorrectly listed for the Bachelor of Commerce (Hotel and Institutional Management).