

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

**Held on Tuesday 18 October 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, Ms P Parata-Goodall, Professor R J Pollard, Mr S M Smith, Mrs L K Tame, and Mr D W Thomas.

**In Attendance:** Mr J Morley (Independent Advisor), Dr L Petelo (Chair, Academic Board), Professor B McKenzie (Interim Chief Academic Officer), Ms P Jones (Project Manager), Ms L Harrison (Interim Director, LincolnConnect), and Mr A Carpinter (Director, Governance).

**1. *Apologies***

It was noted that, for the duration of Lincoln University's strategic options market sounding process, Dr Wood is standing aside from the Lincoln University Council and Messrs Gemmell and Hall are standing aside from the University of Canterbury Council.

**2. *Disclosures of Interest***

There were no disclosures of interest.

**3. *Confirmation of Minutes of Previous Meeting held on 27 September 2016***

**Council RESOLVED:**

That the minutes of the meeting held on 27 September 2016 be taken as read and be approved.

*Moved: Mr Gemmell*

*Seconded: Mr Smith*

*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.

The Chancellor highlighted the success of the LUSA Blues Awards and the Future Leader Scholars Awards events on 28 and 29 September.

Council congratulated Sir Graeme Harrison on his receipt of the 2016 Rabobank Leadership Award, made in recognition of his extraordinary contribution to the food, beverage and agribusiness sectors.

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

### 7.1 **Strategic Risk Register**

The updated Strategic Risk Register for October was NOTED.

Council concurred with the changes made to the Register relating to the items on Refreshing Lincoln, Lincoln-Telford Division and the Lincoln Hub.

### 7.2 **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.

Council acknowledged the large number of staff achievements reported. It was noted that significant achievements are shared through faculty newsletters and social media and promoted through media releases. It was suggested that Council be more formal in acknowledging such successes as a matter of course. The Chancellor also noted that, at the recent Awards Committee meeting, the Vice-Chancellor had been invited to consider other options for recognising staff.

As Master of Planning students had conducted a mock consultation project on the issues and options for the future growth of West Melton township, it was queried whether such an exercise had been done on the Lincoln township **(action)**.

Secretary:  
Immediate

### 7.3 **Health and Safety Updates**

A monthly report for September and a third quarter report were NOTED.

### 7.4 **Biosafety Update**

The September monthly update on Biosafety compliance matters was NOTED.

It was confirmed that a containment breach at the Biotron has been closed out by MPI with no further actions required from the University. Recommendations to management arising from an internal investigation would be addressed.

### 7.5 **Academic Board Update**

The report was NOTED.

The report noted that the restructuring of the Academic Board's subcommittee framework has been completed as part of the rejuvenation project.

In the annual programme reviews, the Academic Board has approved the closure of entry for new entrants to four majors within the Bachelor of Science for 2017, being: Agritech, Māori and Indigenous Knowledge of the Environment, Bioprotection and Biosecurity, and Land, Water and Environment.

The University's proposals to the Committee on University Academic Programmes (CUAP) are progressing positively, with the outcomes due to be ratified in early December.

#### **7.6 Adjustment to 2017 Fees**

The report was NOTED. It proposed the removal of the early enrolment rebate (bookshop voucher) for new to Lincoln international students for 2017.

In setting the 2017 fees, Council removed the early enrolment rebate for domestic students and restricted its application to new to Lincoln international students. The report proposed that the remaining rebate be removed due to budget constraints.

Mr Thomas commented that the rebate had been appreciated by the students and suggested that an alternative be considered to assist students financially.

#### **Council RESOLVED:**

That Council **agree** that the early enrolment rebate for new to Lincoln international students be removed.

*Moved: Mrs Tame  
Seconded: Sir G Harrison  
MOTION CARRIED  
Against: Mr Thomas*

#### **7.7 Council Meeting Schedule 2017**

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

Further consideration of the arrangements for any April meetings was requested, with regard to the disruptions arising from the public holidays and Graduation week.

#### **Council RESOLVED:**

That Council **approve** the proposed schedule of Council meeting dates for 2017, excepting April, as set out in the report.

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

#### **7.8 2016 Milestones**

The report was NOTED.

The draft report on the Cycle 5 Academic Audit was expected to be received by the end of the week and the University would then prepare a response.

**8. LUSA President's Report**

The report was NOTED.

The President provided an update on the following matters:

- For 2017, the LUSA Board will have the support of an Advisory Panel to optimise LUSA's operations.
- Garden Party had been a huge success with around 2200 attendees.
- Mentors are being recruited early for the LincMe Up peer to peer mentoring system in 2017.
- The success of the 'Handy Landys' group of Lincoln University students set up to undertake volunteer work on farms in support of struggling farmers.

**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 To protect the privacy of natural persons	7(2)(h)  7(2)(j)  7(2)(a)
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 To protect the privacy of natural persons	7(2)(h)  7(2)(j)  7(2)(a)
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)
➤ Refreshing Lincoln Programme 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)
➤ Transformation Board and Programme Manager	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 30 September 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
➤ 2017 Draft Budget and Ten Year 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)
➤ Lincoln Hub Stage 1 Project – Revised ‘Financial Case’	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)
➤ Lincoln-Telford Division Payment	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)
➤ Te Tumu Paeora Farm:Skills Limited Partnership	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 Claim – Earthquake Funds Reconciliation	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 Claim – Partial Settlement Offer	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)
➤ Centennial Halls – Earthquake Damage Remediation Works	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)
➤ Repair of Earthquake Damage to Spiral Staircase within Library	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)
➤ Printing Contract Renewal	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>
Quarterly Reports from Subsidiary Companies	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 J Buwalda (Strategic Adviser), Mr H Gant (Interim Chief Financial Officer), Ms L Harrison (Interim Director, LincolnConnect), 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 release of the award recipients following acceptance, at the appropriate time determined by the Vice-Chancellor.
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.
➤ Refreshing Lincoln Programme Update	The verbal update was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Transformation Board and Programme Manager	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 30 September 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 30 September 2016.
➤ 2017 Draft Budget and Ten Year Financial Forecast	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Lincoln Hub Stage 1 Project – Revised 'Financial Case'	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 revised 'financial case' for the Lincoln Hub Stage 1 Project for submission for IQA by the end of October.

<b>General Subject Matter</b>	<b>Reason for passing this resolution in relation to each matter</b>
➤ Lincoln-Telford Division Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Lincoln-Telford Division Payment	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-Telford Division Payment to TEC.
➤ Te Tumu Paeora Farm:Skills Limited Partnership	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Earthquake Claim – Earthquake Funds Reconciliation	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Earthquake Claim – Partial Settlement Offer	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 partial insurance settlement, at the appropriate time determined by the Vice-Chancellor.
➤ Centennial Halls – Earthquake Damage Remediation Works	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 decisions on the earthquake damage works.
➤ Repair of Earthquake Damage to Spiral Staircase within Library	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 decisions on the earthquake damage works.
➤ Research and Innovation Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Printing Contract Renewal	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the decision on the printing contract.
Quarterly Reports from Subsidiary Companies	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 **12.30pm**.

The next meeting is scheduled for **Tuesday, 22 November 2016** at **8.30am**, Lincoln University.

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

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

**ACTION SCHEDULE resulting from the Council meetings  
AS AT 18 October 2016**

<b>Action</b>	<b>Responsibility</b>	<b>Meeting/Item</b>	<b>Due</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
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.
Check whether Master of Planning students have conducted a mock consultation project on the issues and options for the future growth of Lincoln township, as done recently for West Melton.	Secretary	18 Oct 2016 Item 7.2	Immediate