

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

**Held on Tuesday 22 November 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), Mr H Gant (Interim Chief Financial Officer), Mr A Brown (Health and Safety Manager), and Mr A Carpinter (Director, Governance).

1. *In Memoriam*

Council acknowledged the death of Mr Ekara Lewis on 2 November, who had served as the University's sole Kaitakawaenga, Māori and Pacific Outreach Coordinator, from 2009. Of Ngāti Rakaipaaka/Ngāti Kahungunu descent, he had graduated as an adult student from Lincoln University with a Bachelor of Māori Planning and Development in 2007 and Bachelor of Māori Planning and Development (Hons) in 2008. He had served as Tumuaki (President) of Te Awhioraki (the Māori Students' Association) and on the executive of the Lincoln University Students' Association. He was TEU branch vice-president and made a TEU Life Member in 2015.

Ms Parata-Goodall paid tribute to the broad contribution made by Mr Lewis to the University and the Selwyn community. On behalf of his family and Te Taumutu Rūnanga, she thanked the University for the support they had received and for the honour of holding his service on the campus.

A moment's silence was observed.

2. *Apologies*

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.

An apology was received from Mr Macfarlane for lateness.

3. Disclosures of Interest

There were no disclosures of interest.

4. Confirmation of Minutes of Previous Meeting held on 18 October 2016

Council RESOLVED:

That the minutes of the meeting held on 18 October 2016 be taken as read and be approved.

*Moved: Mrs Tame
Seconded: Mr Gemmell
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.

8. Vice-Chancellor's Report

8.1 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.

On behalf of Council, the Chancellor would send congratulatory letters to:

- Professor Hong Di upon his election as a Fellow of the Royal Society of New Zealand.
- Professor Derrick Moot for receiving the Ray Brougham Trophy from the New Zealand Grassland Association, the top award for contribution to the grassland sector.

8.2 Health and Safety Updates

A monthly report for October was NOTED.

The Vice-Chancellor noted that an action plan for the campus lockdown would be prepared, addressing the issues identified during the recent simulation. This would include looking at the possible use of texting and emailing notifications to staff and students. The initial plan would be considered at the next Senior Management Group meeting.

Council acknowledged the success arising from the Workplace Safety Management Practices audit, with ACC being recommended to maintain Lincoln University's current best practice tertiary accreditation.

8.3 **Biosafety Update**

The October monthly update on Biosafety compliance matters was NOTED.

It was noted that a full re-write of the Quality Management System section of the containment facility manual is underway.

8.4 **Academic Board Update**

The report was NOTED. In addition to providing a general update, approval was sought for a delegation for the conferral of the Level 5 Diploma for Rural Veterinary Technicians at the Lincoln-Telford Graduation ceremony in November 2016.

It was noted that the Graduation ceremony would include both a celebration of students' success and a graduation ceremony for those students who have been taught on the Telford campus and have completed their qualifications. There would be a clear delineation between those receiving qualifications and those being acknowledged. An academic quality assurance audit has been undertaken by Te Waihora based academic quality staff to ensure that all the formal requirements have been met by the students receiving qualifications.

Mr Macfarlane joined the meeting.

Council RESOLVED to:

1. **Note** the Academic Board and Academic Audit update.
2. **Approve** the delegation of the award of the Diploma for Rural Veterinary Technicians (NZQF level 5) to the Telford Divisional Teaching Committee for the Telford campus graduation in 2016.
3. **Approve** the use of the second Lincoln University seal held by the Lincoln-Telford Division to produce and issue certificates for the Diploma for Rural Veterinary Technicians.

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

8.5 **Vehicle Registration and Traffic Statute**

The report was NOTED. Approval was sought to roll over the University's existing Vehicle Registration and Traffic Statute for a further three year period without amendment.

Council RESOLVED to:

Approve the rollover of the University's existing Vehicle Registration and Traffic Statute for a further three year period.

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

8.6 **2016 Milestones**

The report was NOTED.

9. **LUSA President's Report**

The report was NOTED.

The President highlighted the summary of LUSA’s recently adopted Strategic Direction 2017-19. It was suggested that the President bring forward to Council any initiatives which Council could assist with. The Vice-Chancellor noted that potential opportunities to enhance student facilities should be considered, such as on the ground floor of the Forbes Building.

The contribution being made by the ‘Handy Landys’ to assist farmers impacted by the earthquakes in North Canterbury was acknowledged.

It was noted that appointments would be made to two new LUSA positions: General Manager and Education and Wellbeing Coordinator.

10. General Business

Mr Macfarlane reported on the land movements and damage caused by the North Canterbury earthquakes, particularly in the Clarence area, and the resultant disruption to agriculture. It was noted that the University could contribute its specialist knowledge to the long term recovery process.

Council members expressed concern for the impact of the earthquakes on Dr Wood and his family in Kaikoura. The Chancellor had been in contact with him and would send a letter on behalf of Council.

A letter from Professor Richard Falloon, Chairperson of the 9th Australasian Soilborne Diseases Symposium, was TABLED. The letter expressed appreciation for all the efforts made by the University’s accommodation and catering staff to transfer the symposium from Hanmer to Lincoln University in the immediate aftermath of the earthquakes, enabling the event to proceed and be completed successfully.

11. 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)

General subject matter	Reason for passing this resolution in relation to each matter	Grounds under s.48(1) for the passing of this resolution
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)
➤ Financial Report for the Year to 31 October 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)
➤ 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 Project Approval	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 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 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)
➤ Ivey West and Memorial Hall	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)
Lincoln Hospitality Limited: 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)

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), Mr H Gant (Interim Chief Financial Officer), Ms T Zawodny (Project Manager), Ms J Thomson (Head of Sector, Schools, LincolnConnect), Mr J Becker (International Manager, 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

12. **Report from Public Excluded Session**

General Subject Matter	Reason for passing this resolution in relation to each matter
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 appointment of an external member of ARMC following confirmation from the appointee.
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 Mr Smith to ARMC and the recommended appointment of an independent Chair of the Stage 1 Project Steering Group for submission to the Minister.
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.
➤ Financial Report for the Year to 31 October 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 October 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 Project Approval	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Student Recruitment Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Earthquake Claim Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Ivey West and Memorial Hall	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 report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Lincoln Hospitality Limited: Accommodation Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.

13. Closure and Next Meeting

The meeting closed at **12.37pm**.

The next meeting is scheduled for **Tuesday, 6 December 2016** at **8.30am**, Lincoln University.

Signed: _____ **(Convenor)**

Date: _____

**ACTION SCHEDULE resulting from the Council meetings
AS AT 22 November 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.	Director, Governance	26 Jan 2016 Item 7	31 Jan 2017
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.