

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

**Held on Tuesday 12 December 2017 at 8.30am
Council Room, George Forbes Building, Lincoln University**

Present: Mr S M Smith (Chancellor), Mrs J E Fredric, Mr B D Gemmell, Sir G T Harrison, Professor B R Jordan, Mr A W Macfarlane, Emeritus Professor J A McWha, Ms P M Morrison, Mrs P M Parata-Goodall, Professor R J Pollard, 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 (Chief Academic Officer), Ms P Jones (Chief Operating Officer), Mr P O'Callaghan (Chief Commercial Officer), Dr D Payne (Director Kaiārahi Māori), Mr H Gant (Chief Financial Officer), Ms T Nelson (Health, Safety and Compliance Manager) for item 7.4, and Mr A Carpinter (Secretary).

1. *Karakia, Welcome and Apologies*

The meeting commenced with a karakia.

An apology for lateness was received from Mrs Parata-Goodall.

2. *Disclosures of Interest*

There were no disclosures of interest.

3. *Confirmation of Minutes of Previous Meeting held on 21 November 2017*

Council RESOLVED:

That the minutes of the meeting held on 21 November 2017 be taken as read and be approved.

Moved: Professor McWha

Seconded: Mrs Fredric

MOTION CARRIED

4. *Matters Arising from the Minutes*

There were no matters arising raised.

5. *Notice of Items of General Business*

There were no items of general business notified.

6. *Chancellor's Report*

The report was NOTED. It outlined the Chancellor's major commitments since the November Council meeting and acknowledged two departing Council members.

The Chancellor highlighted the pleasing progress of the branding work being undertaken with Novo. The Interim Transformation Team would meet with Novo on 11 January and the proposed branding strategy is to be reported to the March Council meeting.

Council acknowledged the contributions of Linda Tame (Council member since December 2009 and Pro-Chancellor since April 2016) and Danyon Thomas (Council member since June 2016) who were both attending their final Council meeting.

7. *Vice-Chancellor's Report*

7.1 *Academic Board Update*

The report was NOTED. It provided a summary of the Academic Board's meeting of 16 November 2017.

The Chair of the Board highlighted the following matters:

- The elections for new members of the Board under the revised Terms of Reference have now been completed and all positions have been filled. The terms of the new members commence on 31 January 2018.
- The Board approved the concept proposal for Distinguished Professor positions with revised criteria.
- All academic proposals submitted to the Committee on University Academic Programmes have been approved.

7.2 *Academic Units*

The report summarising the main activities of the Faculties and other academic units was NOTED.

The following activities were highlighted:

- The hosting of two visitors from Wageningen University.
- The involvement of the Faculty of Agriculture and Life Sciences in the Waihora Ellesmere Trust's Living Lake Symposium 2017.
- Some caution expressed over the level of overall milk production on the university farms.
- Ongoing discussions around the AgResearch/Lincoln University animal facilities and AgResearch's requirements for farm land close to the campus.
- The success of a client function held by the Board of the Bio-Protection Resource Centre in Wellington in November.
- Progress made with the Department of Conservation in refining a scoping document to assess their needs and the University's capacity to meet them across a wide range of the University's programmes.
- Ongoing collaboration with the University of Canterbury on the development of joint degrees.
- Issues around the competitiveness of the University in the current recruitment market for academic staff.

7.3 *Conferment of Degrees and Presentation of Diplomas*

The report was NOTED.

Council RESOLVED to:

Approve the awards listed in the report (*see Schedule One*).

Moved: Mrs Tame

Seconded: Mr Thomas

MOTION CARRIED

7.4 *Health and Safety Report*

The report on Health, Safety and Compliance activities was NOTED.

No lost time injuries nor notifiable work incidents were notified for the month of November.

Work is continuing to align processes with the new Health and Safety Management system, Risk Manager. The new system will enable improved reporting and follow-up of actions, and make it easier for staff to report incidents.

Lockdown training is being provided to relevant staff in advance of a trial lockdown on 15 December. A further lockdown drill involving students will be held in Semester One.

The Health and Safety Committee's annual plan will be provided to Council and progress reported monthly.

7.5 *Kaiarahi Māori*

The report was NOTED, providing a summary of the Kaiarahi Māori activities in November.

An update was provided on recruitment, with 61 Māori students currently having accepted their offers into programmes for 2018. Accommodation scholarships are being advertised as a further recruitment push. It was noted that previously Telford had held the bulk of Māori enrolments.

As incomplete practicums have affected completion rates for Māori students, an ongoing process is being developed to re-engage with these students to offer an opportunity to complete their qualifications through directed internships in their locality.

8. *LUSA President's Report*

A verbal update was given by the LUSA President.

It was noted that in 2018 LUSA intends to increase engagement with halls of residence and postgraduate students to enhance the student voice. An improved student portal is also to be implemented for Semester One.

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
Election of Chancellor and Pro-Chancellor	To protect the privacy of natural persons	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	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	7(2)(h) 7(2)(j)
Vice-Chancellor's Report:		
➤ Research Performance	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)
➤ Programmes	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	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)
➤ Scholarships Dashboard	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)
➤ VC Office Work stream Reports	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)
➤ 2018 Budget Presentation	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)
➤ 31 December 2017 10 Year Strategic 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)
➤ Insurance Renewal 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)

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 (continued):		
➤ Campus Development Programme	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 University- AgResearch Joint Facility	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)
Draft Lincoln University and Foundation Memorandum of Understanding	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)
Governance Review	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)
Council and Committees Workplan	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 B McKenzie (Chief Academic Officer), Ms P Jones (Chief Operating Officer), Mr P O'Callaghan (Chief Commercial Officer), Dr J Buwalda (Strategic Advisor), Dr D Payne (Director Kaiarahi Māori), Mr H Gant (Chief Financial Officer), Mr H Cochrane (Senior Responsible Officer), Ms K Flower (Director, Student and Stakeholder Engagement), Ms K Wall (Manager, Customer Insights), Ms J Thomson (Head of Sector, Schools), Mr J Becker (International Manager), Ms J Edwards (Manager, Student Administration and Student Health), Mr R Westlake (Governance Reviewer), Mr W Lawson (Director Capital Works Programme), Ms F Kay (LUSA General Manager), and Mr A Carpinter (Secretary) 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
Election of Chancellor and Pro-Chancellor	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the appointments of the Chancellor and Pro-Chancellor for 2018.
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 made to the Lincoln Hospitality Limited Board and the confirmed Trustees of the Argyle Charitable Trust.
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:	
➤ Research Performance	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Programmes	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Student Recruitment	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Scholarships Dashboard	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ VC Office Work stream Reports	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ 2018 Budget Presentation	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the University's summary 2018 budget at the appropriate time determined by the Vice-Chancellor.
➤ 31 December 2017 10 Year Strategic Forecast	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Insurance Renewal 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 verbal report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Campus Development Programme	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the decisions on the campus development projects at the appropriate time determined by the Vice-Chancellor.
➤ Lincoln University-AgResearch Joint Facility	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.
Draft Lincoln University and Foundation Memorandum of Understanding	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Governance Review	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Council and Committees Workplan	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.

11. *Karakia, Closure and Next Meeting*

The meeting closed at **12.55pm**.

The next meeting is scheduled for **Tuesday, 27 February 2018 at 8.30am**, Lincoln University.

Signed: _____ (Convenor)

Date: _____

**ACTION SCHEDULE resulting from the Council meetings
AS AT 12 December 2017**

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.	Secretary	26 Jan 2016 Item 7	Q1 2018
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 still to be published
Consider the incorporation of resilience/wellbeing issues and initiatives as part of a standard reporting item to Council.	Vice-Chancellor/LUSA President/Secretary	26 Sep 2017 Item 8	Ongoing
Provide copy of Terms of Reference of Student Experience Board, once finalised.	Chief Academic Officer	31 Oct 2017 Item 7.5	Feb/Mar 2018
Provide an update to Council on Health and Safety across the farms, in light of the concerns identified in the Ashley Dene review, and report to each meeting of the Council Farms Committee (CFC).	Chief Operating Officer	21 Nov 2017 Item 7.3	Feb/Mar 7 Mar 2018 (CFC)

SCHEDULE ONE: CONFERMENT OF DEGREES AND PRESENTATION OF DIPLOMAS

Doctor of Philosophy

Shamim Al **Mamun**, in Environmental Science
Maria **Roige Valiente**, in Quantitative Ecology
Jerry Asalma **Nboyine**, in Ecology
Gustavo **Boitt**, in Soil Science

Master of Agricultural Science

Daniel **Nkomboni**, *with First Class Honours*, in Animal Science

Master of Environmental Policy and Management

Kate Laura **McNab**, *with Distinction*

Master of International Nature Conservation

(Jointly awarded with Georg-August-Universität, Göttingen, Germany)

Ina-Kathrin **Spey**

Master of International Rural Development

Lilian Bijey Thomas **Msuya**, *with Distinction*, in Economics
Samuel **Gyasi**, *with Merit*, in Agribusiness
Mary-Anne **Mushambi**, *with Merit*, in Agribusiness
Sindha Cahya **Wardhani**, *with Merit*, in Agribusiness

Master of Management in Agribusiness

Zhang Haifeng, *with Distinction*

Master of Science in Food Innovation

Zezhou Man, *with Merit*

Master of Tourism Management

Yanjing **Li**, *with Merit*
Tong **Xu**, *with Merit*
Yujie **Zhu**

Bachelor of Science with Honours

Richard **Cattermole**, *with Second Class Honours, Division I*

Postgraduate Diploma in Applied Science

Qingyuan **Liu**

Postgraduate Diploma in Commerce

Okoroji Victor Chimaobi, *with Distinction*

Postgraduate Diploma in Water Resource Management

(This Diploma is offered jointly with University of Canterbury)

Kelly Jean **Walker**, *with Distinction*
Tatiana **Nikolaeva**

Postgraduate Certificate in Environmental Management

Nekpen Matilda **Isorae**

Graduate Diploma in Commerce

Joel Koshy **Abraham**
Gurmeet Kaur Alias Kirti **Fagotra**
Kevin Jagdishbhai **Italiya**
Preeti **Sharma**
Zhou Chang

Graduate Diploma in Tourism Management

Yucheng **Chen**

Kun **Wang**

Graduate Diploma in Valuation

Paul James **Lysaght**

Graduate Diploma in Viticulture and Oenology

Rebecca Lynn **Germano**, with Distinction

Kirill **Ognev**, with Distinction

Siu Wai **Chow**

Colleen Marie **Lenihan**

Yimeng **Sun**

Rui **Zhang**

Bachelor of Agribusiness and Food Marketing

Matthew Preece **Parker**

Bachelor of Commerce (*New Regulations*)

Corentin Jean Louis Marie **Cerruti-Miclet**, Marketing Major

Cunchen **Gao**, Supply Chain Mgmt and Global Business Major

Qu **Jin**, Individual Major

Wu Wanrong, Accounting and Finance Major

Mang **Yang**, Individual Major

Bachelor of Science (*Old Regulations*)

Rhiannon Cadence **Drummond**

Bachelor of Science (*New Regulations*)

Jane Justine **Damian**, Food Science Major

Bachelor of Viticulture and Oenology (*Old Regulations*)

Chresten Daniel **Bjarnesen**

Diploma in Agriculture and Diploma in Farm Management

Albert **Van Dalen**

Diploma in Applied Science

~ **Gurmandeep Singh**

Diploma in Commerce

Annelise Katherine **Dyer**

Mary Naomi **Valentine**

Diploma in University Studies

Min **Lo**

Ends