



New Zealand's specialist land-based university

MINUTES OF A MEETING OF THE LINCOLN UNIVERSITY COUNCIL

Held on Tuesday 27 February 2018 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, and Mr J O Ranstead.

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), Mr H Gant (Chief Financial Officer), Ms T Nelson (Health, Safety and Compliance Manager) for item 7.7, Ms T Zawodny (Planning Manager) for items 7.1 and 7.2, and Mr A Carpinter (Secretary).

1. *Apologies*

There were no apologies.

2. *Disclosures of Interest*

There were no disclosures of interest.

3. *Confirmation of Minutes of Previous Meeting held on 12 December 2017*

Council **RESOLVED:**

That the minutes of the meeting held on 12 December 2017 be taken as read and be approved.

Moved: Professor McWha

Seconded: Ms Morrison

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 December Council meeting and noted the following changes in Council committee membership:

- Emeritus Professor James McWha serving on Ahumairaki, the Appeals Committee, the Appointment and Remuneration Committee, the Awards Committee, and the Audit and Risk Management Committee.
- Mr James Ranstead serving on Ahumairaki, the Appeals Committee, and the Awards Committee.
- Professor Robin Pollard serving on the Awards Committee.

The Chancellor welcomed Mr Ranstead to his first Council meeting.

7. Vice-Chancellor's Report

7.1 Lincoln Measures

The report was NOTED. It reported progress against the strategic performance targets and measures for 2017.

The Vice-Chancellor noted that the Lincoln Measures focus on achievements necessary to produce a better university and are intended to be auditable in nature. Against an ambitious agenda in 2017, he considered that the University had performed very well.

It was noted that the 2018 Measures are to be informed more fully by the recommendations of the Transformation Board. The intention is to reduce the number of Measures.

7.2 Strategic Risk Register

The report was NOTED.

Feedback provided by the Audit and Risk Management Committee would be addressed in the next update.

7.3 Academic Board Update

The report was NOTED. It provided a summary of the Academic Board's meeting of 31 January 2018, the Board's 2017 Annual Report and summary of endorsements and approvals for 2017.

The Chair of the Board highlighted the following matters:

- The first meeting for 2018 was held at the Tutehuarewa Marae, Koukourāata. As well as providing a productive environment, it was an opportunity to model commitment from the Academic Board to the Whenua Strategy.
- The Board endorsed that the Cycle 5 Academic Audit one year follow-up report be presented to Council for endorsement and approval to submit to the Academic Quality Agency.

Council commended all involved in preparing the Academic Audit follow-up report. It was noted that favourable feedback had been received on the draft report from the Academic Quality Agency.

Council RESOLVED to:

1. **Note** the Academic Board report.
2. **Approve** the Cycle 5 Academic Audit follow-up report as a final version to be sent to the Academic Quality Agency.
3. **Note** the 2017 Academic Board Annual Report.
4. **Note** the 2017 Summary of Endorsement and Approvals through Academic Board.

Moved: Professor McWha

Seconded: Mr Gemmell

MOTION CARRIED

7.4 Education Performance

The report was NOTED. It provided an update on the education performance of the University and outputs of the Library, Teaching and Learning Department.

7.5 Academic Units

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

The following activities were highlighted:

- Professor Caroline Saunders' membership of: a panel to assess mitigation options for agricultural greenhouse gases, established by the Prime Minister; and of the Economics and Insights Advisory Board of Beef and Lamb New Zealand.
- The January Asian Agribusiness Summer School courses to Indonesia (funded by the Prime Minister's Scholarship).
- Agricom's invitation to Racheal Bryant and Professor Grant Edwards to the Ecotain™ launch of their new plantain product.
- Professor Pablo Gregorini's organisation of the New Zealand Association of Ruminant Nutritionist meeting at Ashley Dene farm in December.
- Associate Professor Stephen On's receipt of the Distinguished Orator award "in recognition of outstanding contributions to microbiology in New Zealand" from the New Zealand Microbiological Society.
- The New Zealand China Water Research Centre's two day workshop at Lincoln University attended by over 60 researchers from 18 Chinese institutions and nine New Zealand institutions and dairy and fertiliser companies.
- The Bio-Protection Research Centre's plans for developing an Initiative and their hosting of Sir Charles Godfray, Director of the Martin School at Oxford University.
- Professor Gill Lawson's commencement as Head of the School of Landscape Architecture.
- The final sign-off of the quality assurance of the teach-out of the Distance students via Telford and the Biological Husbandry Unit, completing the transition of Telford to Taratahi.

7.6 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: Mr Gemmell

Seconded: Mrs Parata-Goodall

MOTION CARRIED

7.7 Health and Safety Report

The report on Health, Safety and Compliance activities was NOTED. It included a report on the initial trial of a lockdown procedure.

No lost time injuries nor notifiable work incidents were notified for the December/January period.

The implementation of the H&S Management Solution (Risk Manager) is progressing as scheduled.

An update was given on a water contamination incident in early February. A boil water notice was issued following a non-compliant water test result and the water supply was chlorinated. Test results for contamination post-treatment of the water have been clear.

The need for better coordination of overlapping PCBU duties in relation to the Joint Facility site was discussed.

It was noted that a safety and hazardous substances audit of the Johnstone Memorial Laboratory (JML) facility on 30 November 2017 had identified several non-compliance issues around storage of chemicals and security/access. Upgrades to the facility were due to take place in the coming months and some of these will rectify some of the corrective actions arising from the audit. The audit identified a very serious non-compliance in regard to lack of secure storage of restricted veterinary medicines, and this matter is part of a staff disciplinary action. It was confirmed that appropriate steps have been taken to ensure the safe and secure storage and recording of use of veterinary medicines at JML. A further independent safety auditor would be visiting JML on 2 March 2018 and a follow up report would be produced as a matter of urgency.

7.8 Kaiarahi Māori

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

8. LUSA President's Report

A verbal update was given by the LUSA President. The following matters were highlighted:

- The students' academic year is underway with a two week Orientation.
- Participation in Orientation events had been variable and a review is underway with a view to refreshing future events.

- LUSA has completed a rebranding.
- Elections for two positions on the Executive were underway.

It was noted that three students had been invited to attend the University's Strategy Day on 27 March.

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
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 and Working Groups	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)
➤ Academic 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 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)
➤ Workstream Tracking and Oversight	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)
➤ Farms Management	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 December 2017	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):		
➤ Financial Report for the Year to Date 31 January 2018	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)
➤ Chlorination of Lincoln University Water Supply	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 Organisation 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)
Governance Review	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)
Deed of Indemnity for Council Members	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)
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), Mr H Gant (Chief Financial Officer), Mr H Cochrane (Senior Responsible Officer), Mr G Wilson (Client Representative), Ms K Flower (Director, Student and Stakeholder Engagement), Ms K Wall (Manager, Customer Insights), Mr I Fleckney (Beca), Mr I Shaw (Selwyn District Council), 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
Chancellor's Report	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Reports from Council Committees and Working Groups	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for: the initiation of a review of the Discipline regulations; the recipients of the University's 2018 awards at the appropriate time determined by the Vice-Chancellor; and the update Human Ethics Committee policy
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.
➤ Academic Programmes	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.
➤ Workstream Tracking and Oversight	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Farms Management	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 December 2017	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 provisional 2017 financial result at the appropriate time determined by the Vice-Chancellor.
➤ Financial Report for the Year to Date 31 January 2018	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 financial position to 31 January 2018.
➤ 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.
➤ Chlorination of Lincoln University Water Supply	The verbal report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Academic Organisation Update	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.
Deed of Indemnity for Council Members	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. Closure and Next Meeting

The meeting closed at **1.13pm**.

The next meeting is scheduled for **Monday, 26 March 2018** at **8.30am**, Lincoln University.

Signed: _____ **(Convenor)**

Date: _____

**ACTION SCHEDULE resulting from the Council meetings
AS AT 27 February 2018**

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 3017 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	Ongoing

SCHEDULE ONE: CONFERMENT OF DEGREES AND PRESENTATION OF DIPLOMAS

Doctor of Philosophy

Monica **Giona Bucci**, in Soil Science

Parveen Kaur **Sukhdarshan Singh**, in Human Resources Management

Master of Applied Science

Janet Naimalefo'o Saeni **Oeta**, *with Second Class Honours, Division II*, in Community-based Resource Management

Keren **Zhong**, *with Second Class Honours, Division II*

Master of Business in Accounting and Finance

Fengqin **Bao**, *with Merit*

Lin **Miao**

Master of Business in Global Management and Marketing

Yiqing **Zhang**, *with Merit*

Master of International Nature Conservation

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

Corinna **Van Cayzeele**

Master of Management in Agribusiness

Pichraksmei **Huot**, *with Merit*

Master of Natural Resources Management and Ecological Engineering

(Jointly awarded with the University of Natural Resources and Life Sciences (BOKU), Vienna, Austria)

Emma Brittany **Barr**, *with Second Class Honours, Division I*

Martin **Guzelj**

Master of Tourism Management

Tianyuan **Miao**, *with Merit*

Bachelor of Sport and Recreation Management with Honours

Gabrielle Rebekah **Thomas**, *with Second Class Honours, Division I*

Postgraduate Diploma in Environmental Management

Serah **Pyawa**

Postgraduate Diploma in Land and Society

Philip Simon **Holland**, *with Distinction*

Postgraduate Certificate in Parks, Recreation and Tourism

Alan William Charles **Bannister Hepp**, *with Distinction*

Graduate Diploma in Valuation

Ryan Ford **Amlehn**

Graduate Diploma in Viticulture and Oenology

Robert Neil **MacCulloch**, *with Distinction*

Connor James Quinn **Diezel**

Graduate Certificate in Academic English

Amritpal Kaur **Brar**

Bachelor of Agricultural Science *(New Regulations)*

Samantha Rose **Gray**

Bachelor of Agriculture *(New Regulations)*

Lin **Mao**

Bachelor of Commerce (Valuation and Property Management)

Laren Marcel **Guthrie**

Bachelor of Landscape Architecture *(New Regulations)*

Zeyu **Tan**, with *Second Class Honours, Division I*

Bachelor of Landscape Architecture *(Old Regulations)*

Kim Rochelle **Northcott**, with *Second Class Honours, Division II*

Bachelor of Science *(New Regulations)*

Zhihan **Wang**, Bioprotection and Biosecurity Major

Mudi **Zhang**, Food Science Major

Bachelor of Viticulture and Oenology *(New Regulations)*

Kaitlin Marin **Bond**

Yaping **Wei**

Jietian **Zheng**

Diploma in Agriculture

Nicole Anne **Buchanan**

Diploma in University Studies

Abbie **Eggleston**

George Stanley **Loughnan**

Sam Fraser **McPherson**

Wan Nai-Lun

Ends