

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

**Held on Tuesday 25 July 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, Ms P M Morrison, 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 J Buwalda (Strategic Advisor), Mr H Gant (Chief Financial Officer), Ms J Thomson (Head of Sector, Schools), Mr J Becker (International Manager), Mr G Moody (Communications Officer), Ms R Doyle (Communications Officer), and Mr A Carpinter (Director, Governance).

1. *Welcome and Apologies*

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

The Chancellor noted that at morning tea Council would acknowledge:

- Students who travelled to the International Food and Agribusiness Management Association Conference in Miami and to Cuba, accompanied by Sue and Guy Trafford.
- Professor Don Kulasiri and Dr Yao He, co-authors of a reference book on Computational Systems Biology of Synaptic Plasticity.

2. *Disclosures of Interest*

There were no disclosures of interest.

3. *Confirmation of Minutes of Previous Meeting held on 27 June 2017*

Council RESOLVED:

That the minutes of the meeting held on 27 June 2017 be taken as read and be approved.

*Moved: Mrs Tame
Seconded: Mrs Fredric
MOTION CARRIED*

4. *Matters Arising from the Minutes*

There were no matters arising from the minutes.

5. *Notice of Items of General Business*

There were no items of general business notified.

6. *Chancellor's Report*

The report was NOTED.

The Chancellor highlighted:

- Discussions held with the TEC Chief Executive on 27 June and Minister Goldsmith on 29 June regarding the confirmation of the government funding for the Lincoln University-AgResearch Joint Facility.
- An expected short visit by Minister Joyce on 19 July that had not proceeded as the Minister's timetable did not permit on the day.
- A visit by Hon Trevor Mallard, Hon Annette King and Mr Tony Condon, the Labour Party candidate for Selwyn, on 20 July.
- The well attended State of the Nation's Environment Address by Professor Sir Peter Gluckman on 20 July.

7. *Vice-Chancellor's Report*

7.1 *Strategic Risk Register*

The report was NOTED.

7.2 *Vice-Chancellor's Update*

The report was NOTED. A report from the students who travelled to the International Food and Agribusiness Management Association Conference was attached.

The Vice-Chancellor highlighted:

- The confirmation of Crown funding for the LU-AgResearch Joint Facility announced by Minister Goldsmith on 29 June, involving a contribution of \$85 million to the \$206 million project. An event to acknowledge the commencement of construction is pencilled in for 4 August, subject to the Minister's availability.
- The University's placing of 71st in the new Times Higher Education Asia-Pacific University Rankings, amongst the 243 universities in the region, and fifth of New Zealand's eight Universities for the first time.
- The Open Day held on 14 July had been attended by 364 prospective students.

From the list of reported achievements, Council asked that an acknowledgement be sent to:

- Professor Derrick Moot, awarded the 2017 Beef + Lamb New Zealand Sheep Industry Science Award for his research on dryland farming systems.
- Lincoln University alumnus, Nigel Woodhead, the FMG Young Farmer of the Year winner for 2017.

It was requested that a copy be circulated of the referenced students' paper presented at the South Island Dairy Event: *'Practical options for reducing the environmental impacts of intensive, forage-based dairy systems'* (**action**).

Secretary:
Immediate

7.3 Health, Safety and Compliance Report

The monthly report for June was NOTED.

The Vice-Chancellor indicated that the university-wide Health and Safety Committee would be actively engaged in future reporting through to the Vice-Chancellor and Council.

The Pro-Chancellor noted that the next Council Health and Safety campus tour would include a farm visit.

7.4 International and Domestic Tuition Fees for 2018

The report was NOTED, comprising the management report and the Lincoln University Students' Association submission on proposed domestic and international tuition fees, charges and levies for 2018.

Management Report

The main proposals for international fees for 2018 were:

- An average 2% fee increase programme-by-programme, rounded to the nearest \$100, with varying increases for a few key programmes;
- No increase for English language fees and the university preparation programmes.
- An increase in the withdrawal administration fee (prior to the 3 week withdrawal cut-off date) from \$500 to \$1000.
- An increase in Study Abroad fees from \$12,250 to \$12,500 per semester (approximately 2%).
- Retention of the Programme Packaged Fee offering and grand-parenting.

An amendment was moved to the international fees proposal for the Taught Master's.

Council RESOLVED to:

Retain the international Taught Master's Fee at \$40,000, with the merit scholarships of up to \$10,000 at the discretion of the Vice-Chancellor to apply, for grade performance of B+ or better achievement.

*Moved: Sir G Harrison
Seconded: Mr Macfarlane
MOTION CARRIED*

The proposals for domestic fees were:

- The 2% fee maxima applied across all individual courses, in accordance with the Annual Maximum Fee Movement policy;
- Grand-parenting retained for students who commenced in 2016, before this provision was removed, provided they satisfy academic progression rules.

The proposal for the Student Services Levies had been recommended by Te Waihora Campus Services Council.

LUSA Submission

Feedback on the cost of education and the impact of tuition fees was reported from a survey completed by 438 students (84% domestic fee payers). The main findings were:

- Over 85% of respondents were concerned about the cost of their education, including accommodation, printing and required textbooks.
- Increasing tuition fees has a variable impact on the ability of students to continue studying, with 68% of international students agreeing that a 2% increase in fees would affect their ability to study compared to 27% of domestic fee paying students. However, 78% of domestic fee paying students were worried about the amount of debt they would accumulate by graduation (56% for international students).
- Only 34% of respondents believed they were receiving value for money (last year, 64% of respondents at least somewhat agreed with a similar statement). The quality of students' academic experiences was the overarching theme, including a desire for: more interactive lectures, all content being provided on the learning management system, more support for students in large classes, improved teaching technology and laboratory equipment, flexibility to undertake majors and minors, and improvements to academic service delivery.

Given the level of students' concerns about the cost of education and teaching quality, LUSA did not support the proposed tuition fee increases and asked that the University focus on improving students' academic experiences.

RESOLVED:

That Council approve the fees for 2018:

Domestic Tuition Fees

- Domestic Tuition Fees for all existing individual courses be increased by 2% (rounded down to the nearest dollar). (*See Attachment 2*)
- Domestic students who enrol in 2018 pay the fee for each year of study as applicable to that year, and the fixed fee (grand-parenting) will *not* apply.

Moved: Sir G Harrison

Seconded: Professor Jordan

MOTION CARRIED

Against: Mr Thomas

- Domestic students who enrolled in 2016 continue to be guaranteed the 2016 course fees price for the remainder of the normal duration of their programmes (fees grand-parenting), provided they satisfy the academic progression rules.

Moved: Mrs Tame

Seconded: Mrs Fredric

MOTION CARRIED

International Tuition Fees

- International Programme Package Fees for new international students in 2018 be set for all individual programmes, as noted in Table 1, with one change to Table 1 to retain the Taught Master's Fee at \$40,000 with the merit scholarships of up to \$10,000 at the discretion of the Vice-Chancellor to apply, for grade performance of B+ or better achievement (*See Attachment 1*). (**Note** that continuing international students will pay the Programme Package Fees set for their year of initial enrolment, provided they satisfy academic progression rules).

Moved: Mr Macfarlane

Seconded: Ms Morrison

MOTION CARRIED

Against: Mr Thomas

- Other fees for International Students for 2018 be set as follows:

<i>Fee</i>	<i>2017</i>	<i>2018</i>
Study Abroad 'Standard Fee' for 1 semester	\$12,250	\$12,500
Late Enrolment Fee	\$500	\$500
Withdrawal Fee	\$500	\$1,000

Moved: Mr Gemmell

Seconded: Mr Macfarlane

MOTION CARRIED

Against: Mr Thomas

Other Fees

- That the \$45 practical work fee per student enrolled with practical work be discontinued from 2018. This involves significant administrative burden and the total received is approximately only \$50K per annum.

Moved: Mr Macfarlane

Seconded: Mr Gemmell

MOTION CARRIED

- That fees for the following be included: \$100 for Transfer of Credits, and \$30 for replacement of Student Identity Cards.

Moved: Mrs Tame

Seconded: Mr Macfarlane

MOTION CARRIED

Against: Mr Thomas

Student Services Levies

- That the Student Services Levies for 2018 be set in accordance with the following table, as recommended by the Te Waihora Campus Services Council, represented by the LUSA President and the Chief Academic Officer.

<i>Compulsory Student Services Fee Description</i>	2017	2018	% Increase
Semester 1, 2 or Full Summer School; 30 credits or more	\$305	\$310	1.6%
Semester 1, 2 or Full Summer School; less than 30 credits	\$140	\$145	3.6%
November or January Summer School only	\$90	\$90	-
Research (full year) [students will be charged depending on the number of months on campus, and full-time/part-time basis]	\$610	\$620	1.6%
English Language (per week)	\$20	\$20	-
Off-Campus (per year)	\$60	\$60	-

**All fees are GST inclusive*

*Moved: Mr Gemmell
Seconded: Sir G Harrison
MOTION CARRIED
Abstention: Mr Thomas*

7.5 Academic Board Report

The report was NOTED. It provided an update on Academic Board matters and sought approval for a Council delegation to the Academic Administration Committee of Lincoln University awards after the transfer of Telford campus operations to Taratahi Agricultural Training Centre.

It was noted that a number of academic proposals would be presented at the upcoming two Board meetings. A revision of the Board's Terms of Reference would also be considered. An update was provided on progress of the Academic Quality Agency Cycle 5 follow-up project.

It was proposed that approval of the awarding of Lincoln University qualifications after the Telford transfer to Taratahi be delegated to the Academic Administration Committee rather than the Lincoln-Telford Divisional Teaching Committee as it would cease to exist. Thorough checking of the awards would be undertaken through the University's processes.

Council RESOLVED to:

1. **Note** the Academic Board update.
2. **Approve** the delegation to the Academic Administration Committee, of the award of both the Diploma for Rural Veterinary Technicians (NZQF level 5) and the Level 3 and 4 qualifications to be taught out by Taratahi on behalf of Lincoln University.

*Moved: Mr Thomas
Seconded: Ms Morrison
MOTION CARRIED*

8. LUSA President's Report

The report was NOTED.

The LUSA President highlighted:

- The success of the Winterball with 800 enjoying the event at Addington Raceway.
- Planned improvements to enhance the feedback received through the student rep system, including obtaining feedback on students' entire learning experience.
- The importance of the University keeping students informed of the progress of the Joint Facility project.

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	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)
Interview with Council Candidate	To protect the privacy of natural persons	7(2)(a)
Transformation Board 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)
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 prepared for the Vice-Chancellor	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)
➤ Update on Earthquake Insurance Claim: Burns Building	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)
➤ Financial Report for the Year to 30 June 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):		
➤ Westoe Debt Gifting 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)
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)
Lincoln University Foundation 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)

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 K Hurren (Director, Research Management Office), Ms T Zawodny (Planning Manager), Ms K Pierce (Data Analyst), Mr G Moody (Communications Officer), Mr B Todhunter (Chair, Lincoln University Foundation), Mr S Wilberforce (Secretary, Lincoln University Foundation), 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
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	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Interview with Council Candidate	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 the Council member once confirmed, at the appropriate time determined by the Chancellor.
Transformation Board Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.

General Subject Matter	Reason for passing this resolution in relation to each matter
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 prepared for the Vice-Chancellor	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Update on Earthquake Insurance Claim: Burns Building	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 Burns building at the appropriate time determined by the Vice-Chancellor.
➤ Research and Innovation 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 30 June 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 summary financial position to 30 June 2017.
➤ Westoe Debt Gifting Update	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.
Lincoln University Foundation Report	The verbal update 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 **1.10pm**.

The next meeting is scheduled for **Tuesday, 29 August 2017** at **8.30am**, Lincoln University.

Signed: _____ **(Convenor)**

Date: _____

**ACTION SCHEDULE resulting from the Council meetings
AS AT 25 July 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.	Director, Governance	26 Jan 2016 Item 7	To be aligned with change to Academic Board ToR.
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 late 2017.
Provide copy of students' paper at SIDE: ' <i>Practical options for reducing the environmental impacts of intensive, forage-based dairy systems</i> '.	Secretary	25 July 2017 Item 7.2	Immediate

Attachment 2 – Approved Domestic Fees

Domestic fees show 'average' for programme for 201 and 2017, and with the 2% fee maxima increase for 2018.

Campus	Table 2 Domestic Fees	2016 Average Fees	2017 = +	2018 = +2%
Lincoln	Certificate in University Studies (60 credits)	2,400	2,448	2,497
Lincoln	Diploma of University Studies - semester 1: 4 courses, 60 credits	2,500	2,550	2,601
Lincoln	Diploma of University Studies - semesters 2 & 3: 8 courses, 120 credits	5,900	6,018	6,138
Lincoln	English Language	\$140/week	\$145/week	\$148/week
Lincoln	Diploma of Agriculture	6,587	6,719	6,853
Lincoln	Diploma of Horticulture	6,606	6,738	6,873
Lincoln	Diploma of Farm Management	6,578	6,710	6,844
Lincoln	Diploma of Horticultural Management	6,598	6,730	6,865
Lincoln	Certificate of Commerce	5,500	5,610	5,722
Lincoln	Certificate of Natural Resources	5,700	5,814	5,930
Lincoln	Diploma of Applied Science	6,601	6,733	6,868
Lincoln	Diploma of Commerce	5,748	5,863	5,980
Lincoln	Diploma of Natural Resources	6,517	6,647	6,780
Lincoln	Bachelor of Science – all majors	6,474	6,603	6,736
Lincoln	Bachelor of Agriculture	6,604	6,736	6,871
Lincoln	Bachelor of Agricultural Science	6,635	6,768	6,903
Lincoln	Bachelor of Viticulture & Oenology	6,612	6,744	6,879
Lincoln	Bachelor of Environment & Society - all majors	5,869	5,986	6,106
Lincoln	Bachelor of Environmental Mgmt and Planning	6,138	6,261	6,386
Lincoln	Bachelor of Environmental Policy and Planning (Honours): Years One to Three	5,700	5,814	5,930
Lincoln	Bachelor of Environmental Policy and Planning (Honours): Year Four (Honours Year)	6,900	7,038	7,179
Lincoln	Bachelor of Landscape Architecture	7,009	7,149	7,292
Lincoln	Bachelor of Sport and Recreation Management	5,680	5,794	5,909
Lincoln	Bachelor of Tourism Management	5,710	5,824	5,941
Lincoln	Bachelor of Commerce – all majors	5,563	5,674	5,788
Lincoln	Bachelor of Commerce (Agriculture)	6,252	6,377	6,505
Lincoln	Bachelor of Agribusiness & Food Marketing	5,843	5,960	6,079
Lincoln	Bachelor of Land and Property Management	5,653	5,766	5,881
Lincoln	Graduate Certificate (60 credits, 1 semester) in <i>Applied Science, Landscape Architecture</i>	3,200	3,264	3,329
Lincoln	Graduate Certificate in <i>all other disciplines</i>	2,907	2,965	3,024
Lincoln	Graduate Diploma (120 credits, 1 year) in <i>Applied Science, Viticulture & Oenology</i>	6,922	7,060	7,202
Lincoln	Graduate Diploma in <i>Landscape Architecture</i>	7,000	7,140	7,283
Lincoln	Graduate Diploma in <i>all other disciplines</i>	5,532	5,643	5,755
Lincoln	Honours (120 credits, 1 year)	6,966	7,105	7,247
Lincoln	PG Certificate (60 credits, 1 semester)	3,578	3,649	3,722
Lincoln	PG Diploma (120 credits, 1 year)	7,107	7,249	7,394
Lincoln	Master's (Course Component) – 120 credits	7,122	7,264	7,410
Lincoln	Master's Thesis – 1 EFTS / 120 credits	7,107	7,249	7,394
Lincoln	Taught Master's – 180 credits	10,676	10,889	11,107
Lincoln	PhD (1 EFTS, 1 year)	6,939	7,078	7,219