

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

**Held on Tuesday 31 October 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 Ranstead (LUSA President-elect for 2018), 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), and Mr A Carpinter (Secretary).

1. *Karakia, Welcome and Apologies*

The meeting commenced with a karakia.

The Chancellor welcomed Mr James Ranstead, elected as President of the Lincoln University Students' Association for 2018. *[See item 6 for the appointment of Mr Ranstead to Council for 2018.]*

There were no apologies.

2. *Disclosures of Interest*

There were no disclosures of interest.

3. *Confirmation of Minutes of Previous Meeting held on 26 September 2017*

Council RESOLVED:

That the minutes of the meeting held on 26 September 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 noted the effort put into finalising the Transformation Board's report. His commitments included meetings with Ms Sue Suckling, Chair of Lincoln Hub Limited, and Mr Jeff Grant, Chair of AgResearch and an upcoming visit to the Zero Invasive Predators research facility on 1 November.

The election of Mr James Ranstead as LUSA President for 2018 was reported. It was confirmed that the election was conducted in accordance with the LUSA constitution and all students were eligible to be elected and to vote in the election.

Council RESOLVED to:

Appoint James Ranstead as a member of Council upon his election as LUSA President for 2018, for a term ending on 31 December 2018.

Moved: Mr Thomas

Seconded: Professor McWha

MOTION CARRIED

Council acknowledged the recognition received from the Royal Society by Professor Ian Woodhead from Lincoln Agritech Limited. Professor Woodhead received the Scott Medal, an engineering science and technology award, in recognition of the wide range of sensors he has developed for the agricultural and environmental sectors.

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

7.1 ***Academic Administration Committee (AAC)***

The report was NOTED. It provided a summary of the AAC meeting on 20 September and an update on changes to assessment policy.

Collated credit arrangements for institutions in East and Southeast Asia were provided. It was noted that the provisions for credit articulating to the University need to be promulgated to market the pathways for study more effectively. Changes in international markets also need to be considered to identify the strategic opportunities.

Changes to assessment policy are nearing completion in preparation for the University's draft report responding to the recommendations of the Cycle 5 Academic Quality Audit. Flexibility is being built into the processes for the design and approval of assessment while still ensuring academic rigour. The Online Examination Policy Working Group Policy will develop a policy for implementation in Semester 1 2018.

7.2 ***Academic Board Update***

The report was NOTED, providing a summary of the Academic Board meeting held on 11 October 2017.

Council RESOLVED to:

Authorise the Chancellor or delegate to confer the qualifications to be awarded at the Telford Ra Whakamana on 24 November 2017.

Moved: Mrs Tame

Seconded: Mrs Parata-Goodall

MOTION CARRIED

Council acknowledged the academic leadership being shown by the Academic Board and encouraged all Professors, in particular, to engage with the Board.

The proposal to introduce Distinguished Professor positions was noted. It was envisaged that approximately three to five positions would be held at any time. The criteria are to be revised and re-presented to the Board.

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: Sir G Harrison

Seconded: Mrs Fredric

MOTION CARRIED

7.4 *Academic Units*

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

The following activities were highlighted:

- The participation of the Agribusiness and Commerce Faculty, through the Yunus Social Business Centre, in two side events to the Social Enterprise World Forum, with the potential to lead to further research opportunities.
- The successful AERU-led MBIE bid for the Unleashing Export Prosperity research programme (\$4 million over the next five years).
- Professor Jordan's new book entitled *UV-B Radiation and Plant Life*, published by CABI (Centre for Agriculture and Biosciences International).
- The upcoming attendance by the Dean of Agriculture and Life Science at the Australian Council of Deans of Agriculture.
- The attendance of the Director, Bio-Protection Research Centre, at an MPI-TEC organised workshop on Skills training for the Primary Industries.
- The positive publicity for the University arising from the exhibition on New Zealand National Parks organised in Beijing by Associate Professor Mick Abbott, School of Landscape Architecture.
- The preparation of a scoping document for the Department of Conservation to assess their needs and the University's capacity to meet them.

7.5 *Programmes and Programme Portfolio*

The report was NOTED.

The significant developments were:

- Work being done in conjunction with Massey University on formulating the objectives and criteria for utilising the Massey-Lincoln and Agricultural Industry Trust funding for joint Massey-Lincoln projects. The first round of projects will start in 2018.

- The establishment of a Student Experience Board to ensure students have the best possible experience at the University, as recommended by Professor Gai Murphy. It was requested that a copy of the Terms of Reference of the Board be provided, once finalised (**action**).
- The PhD review is to be reported to the November meeting of Academic Board.
- The University is working with TEC to help set up and market the MyQ TEC Marketing Toolkit, a programme to help students rank their tertiary qualifications.

Chief Academic
Officer: As soon
as possible

7.6 **Education Performance**

The report was NOTED.

It was noted that Blended Learning ‘show and tell’ sessions run within the University had shared approaches and use of software applications. Not all the student feedback had been positive, and it was suggested that the level of ‘face to face’ learning expectations be made clearer at the outset of each course.

7.7 **Health and Safety Report**

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

There were no lost time injuries or notifiable work incidents for the month of September. It was noted that there had been a recent gastro bug in the Lincoln area. Six-monthly building evacuation drills had been carried out.

The lockdown process is now in place and ready to be trialled on campus. The first drill will be run without the main student body on campus.

7.8 **Kaiārahi Māori**

The report was NOTED. It summarised Māori student data and activities led by the Director Kaiārahi Māori.

It was confirmed that the Māori Liaison Officer’s school visits include the South Island. Key events have been identified to improve the University’s profile within Māori communities. The pastoral support arrangements have been restructured and various support activities and networks will be in place for 2018. It was noted that the Māori programme and student experience activities offered at other institutions also need to be monitored.

8. **LUSA President’s Report**

The report was NOTED.

The LUSA President highlighted:

- The candidates elected in LUSA’s 2018 Executive Elections.
- The Blue and Gold Awards event to support sporting success and staff and students contributing to campus and community life.
- Lincoln’s Best Club Awards acknowledging their contribution to campus life.
- The success of the Student Rep System, which will be extended to the University Studies and English Language Division in 2018.
- Work done with the Customer Insights team to identify issues raised by students and quick solutions to be implemented for 2018.

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 To protect the privacy of natural persons	7(2)(h) 7(2)(j) 7(2)(a)
Report from Audit and Risk Management Committee	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)
➤ 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)
➤ Staff Survey	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 Date 30 September 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)
➤ 2018 Budget 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	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)
➤ 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)

General subject matter	Reason for passing this resolution in relation to each matter	Grounds under s.48(1) for the passing of this resolution
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 (continued):		
➤ 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)
Capital Asset Committee Terms of Reference	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 Strategic Discussion	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), Dr D Payne (Director Kaiarahi Māori), Mr H Gant (Chief Financial Officer), Mr M Strong (Independent Chair, Project Steering Group), Mr A McSweeney (Interim Senior Responsible Officer), Ms T Zawodny (Planning Manager), Ms K Flower (Director, Student and Stakeholder Engagement), Ms K Wall (Manager, Customer Insights), Ms J Edwards (Manager, Student Administration and Student Health), Sir M Wevers (Transformation Board Chair), Mr D Lovatt (Transformation Board Member ex officio), Ms K Hurnen (Business Analyst), Mr H Wall (Report Writer), Mr D Kennedy (Chief Executive, Lincoln Hospitality Limited), Mr J Ranstead (LUSA), 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, except for the appointments made to the Joint Facility Board and LHL Board.
Report from Audit and Risk Management Committee	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.
➤ Student Recruitment	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Staff Survey	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 Date 30 September 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 September 2017.
➤ 2018 Budget Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Refreshing Lincoln Programme	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.
Transformation Board Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the Transformation Board report, under strict confidentiality through non-disclosure agreements, to the University's external governance and management reviewers, and publicly at a date determined by the Chancellor.
Vice-Chancellor's Report (continued):	
➤ Lincoln University-AgResearch Joint Facility	The verbal update was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the Lincoln University-Government Funding Agreement for submission to government once finalised and the LUAGRIF LP documents for conclusion with the other parties.
Capital Asset Committee Terms of Reference	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the Capital Assets Committee Terms of Reference.
Lincoln Hospitality Limited Strategic Discussion	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.
Capital Asset Committee Terms of Reference	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 **1.04pm** following a karakia.

The next meeting is scheduled for **Tuesday, 12 December 2017** at **8.30am**, Lincoln University.

Signed: _____ (Convenor)

Date: _____

**ACTION SCHEDULE resulting from the Council meetings
AS AT 31 October 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	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.
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	As soon as possible

SCHEDULE ONE: CONFERMENT OF DEGREES AND PRESENTATION OF DIPLOMAS

Doctor of Philosophy

Amarachukwu Anthony **Anyanwu**, in Economics
Chao **Bian**, in Finance
Edeigba Jude **Ehiokhihen**, in Accounting
Rachel Lilian **Fields**, in Plant Science
Mohamad Dian **Revindo**, in Economics
Maria Del Mar **Rovira Capdevila**, in Invasive Species Ecology
Moau Yong **Toh**, in Finance

Master of Agricultural Science

Elvis **Opoku**, with *Second Class Honours, Division I*

Master of Applied Science

Hanifa **Rakhmawati**, with *First Class Honours*, in Environmental Management
Xiaohui **Yu**, with *First Class Honours*, in Plant Science
Hoang Ngoc Han, with *Second Class Honours, Division I*, in Environmental Management

Master of Landscape Architecture

Anna Maria **O'Sullivan**

Master of Science

Benjamin Hayden **Wiseman**, in Conservation Ecology

Master of International Nature Conservation

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

Gabriel Lucas **Ende**
Carolina Maria **Ocampo Ariza**

Bachelor of Commerce with Honours

Victoria **Nikoulina**, with *Second Class Honours, Division I*

Postgraduate Certificate in Applied Science

Grace Leona **Leung**

Graduate Diploma in Resource Studies

Francisco Moises **Marques**

Bachelor of Commerce (New Regulations)

Haihua **Xiang**, Individual Major

Bachelor of Commerce and Management

Caleb John **Vercoe**

Bachelor of Landscape Architecture (Old Regulations)

John Henry **Tassie**, with *Second Class Honours, Division I*

Bachelor of Tourism Management (Old Regulations)

Samuel James **Saunders**

Bachelor of Viticulture and Oenology (New Regulations)

Harry Norbert Paul Wylie Carrick

Diploma in Horticultural Management and Certificate in Horticulture

Kevin Denis **Teahen**

Diploma in Agriculture

Ian John **Evans**
Rory James **Hamilton**
Alexander Murray **Meads**
Myka Guy Alesana **Stanley**