

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

**Held on Tuesday 21 November 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 A Innes (Marketing and Communications Manager), and Mr A Carpinter (Secretary).

1. *Apologies*

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 31 October 2017*

Council RESOLVED:

That the minutes of the meeting held on 31 October 2017 be taken as read and be approved.

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

Mrs Parata-Goodall joined the meeting.

4. *Matters Arising from the Minutes*

It was noted that the Terms of Reference of the Student Experience Board would be considered by the Academic Board and made available to Council in February.

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 October Council meeting, including the initial meeting of the interim Transformation Team on 15 November.

It was noted that the first meeting of the Joint Facility Asset Limited Partnership Board was held on 20 November.

7. Vice-Chancellor's Report

7.1 Academic Board Update

A verbal update was provided on the Academic Board's meeting of 15 November 2017 in advance of a written report to be submitted to the December Council meeting.

The business of the Board meeting had included:

- Appointment criteria for Distinguished Professors.
- Acknowledgement of the Board members standing down with the Board's revised membership.
- Preparation for a visit by the Academic Quality Agency as part of the Cycle 5 Audit follow up. The University's follow up report will be provided to Council in February, prior to submission to the Agency.
- The recommendations of the PhD review were adopted, including provision for Lincoln Hub scientists to be main supervisors thereby significantly increasing the breadth and depth of the overall supervision capability.
- Dr Petelo accepting the Chair of the Board for 2018.

7.2 Academic Units

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

The following activities were highlighted:

- Accreditation is pending from the professional accounting bodies for the new programme Bachelor of Commerce (Agriculture and Professional Accounting).
- Planning for two Asian Agribusiness Summer School courses in China and Indonesia is complete.
- MARA College in Malaysia has approved Lincoln University as one of the pathway universities for their students. Pathway programmes for Chinese students involving NZCB and Lincoln University are also being prioritised.
- The election of Professor Caroline Saunders as President of the UK Association of Agricultural Economists. Council requested that this recognition be acknowledged.
- Staff from the AGLS and ESD Faculties participated in a workshop around the development of a joint degree with staff from the University of Canterbury's College of Science.
- The Living Lake Symposium focusing on '*Streams of Action*' in an effort to improve health and biodiversity of Te Waihora/Lake Ellesmere and its catchment.

- The Bio-Protection Research Centre's biennial conference held on 1 and 2 November. It was noted that the importance placed on biosecurity and pest management by the incoming government could result in additional funding opportunities for the Centre.
- The annual Sport Forum hosted by the Department of Tourism, Sport and Society on 11 October.
- The progress made in developing the guidelines and process for award of Department of Conservation funded scholarships for students taking the Parks & Outdoor Recreation major, and the potential for the University to assist the Department across a wider range of programmes.

7.3 Health and Safety Report

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

One lost time injury (back injury following a trip) was reported for October.

It was noted that a number of required improvements had been identified in the health and safety review for Ashley Dene farm carried out in mid-October. The matters included: health monitoring of staff, fire-fighting equipment, emergency response and first aid kits, an eye wash station and changes to a stair. It was requested that an update be provided to Council on health and safety across the farms, in light of the concerns identified in the Ashley Dene review, and that health and safety on farms be reported to each meeting of the Council Farms Committee (**action**).

Chief Operating
Officer:
Feb/Mar 2018

An incident involving a student on campus on 16 October was still being investigated. Another incident involving a cattle beast charging a gate at the holding yards at JML indicated a need to strengthen the gates and for signage to raise awareness of the risk.

7.4 Kaiarahi Māori

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

The matters highlighted included:

- To date, 102 applications for study in 2018 have been received from Māori students, with 52 accepted.
- The focus placed on developing strategic relationships with Māori organisations involving opportunities for internships or practicums for Māori students.
- Monitoring of the completion of practicums is also being enhanced to ensure qualification completions.
- Māori marketing material and consolidated website content are being worked on.
- A Pasifika Support Coordinator role and an additional Māori Support Coordinator are to be recruited.
- Te Whare Whakakotahi will undergo a programme of improvements early in 2018.

8. Report from Ahumairaki Meeting of 16 November 2017

The report was NOTED.

Ahumairaki had received updates on Māori student data, recruitment activities, the Whenua Strategy Review and a draft student achievement monitoring framework. The progress on activating the Whenua Strategy and gaining a greater understanding of the student data was noted.

A discussion had been held on the desirability of a campus cultural narrative feeding into the thinking around the University's campus master planning.

9. LUSA President's Report

The report was NOTED. It listed the winners from Lincoln's Best Clubs Awards and the Blue and Gold Awards to support sporting success and staff and students contributing to campus and community life.

10. 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)
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)
➤ 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)
➤ VC Office Activity Tracking	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)
➤ Financial Report for the Year to Date 31 October 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):		
➤ 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)
➤ Campus Masterplan	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)
➤ University Fundraising	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)
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 T Zawodny (Planning Manager), Ms K Flower (Director, Student and Stakeholder Engagement), Ms K Wall (Manager, Customer Insights), Ms J Thomson (Head of Sector, Schools), Ms H Fisher (Warren and Mahoney Architects), Mr C Stevens (Director, Lincworks), Mr D McDiarmid (AskRIGHT), 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

11. *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.
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.
➤ VC Office Activity Tracking	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 31 October 2017	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.
➤ Campus Masterplan	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ University Fundraising	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ 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 reports were 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.

12. *Karakia, Closure and Next Meeting*

The meeting closed at **1.16pm**, 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 21 November 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 AB 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 in 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	27 Feb 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)