



New Zealand's specialist land-based university

## MINUTES OF A MEETING OF THE LINCOLN UNIVERSITY COUNCIL

Held on Monday 26 March 2018 at 8.30am

Council Room, George Forbes Building and Conference Room, Te Kete Ika,  
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, 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), Dr D Payne (Director Kaiarahi Māori), Mr H Gant (Chief Financial Officer), Ms T Nelson (Health, Safety and Compliance Manager) for item 7.4, and Mr A Carpenter (Secretary).

### 1. *Karakia/Welcome/Apologies*

The meeting commenced in the Council room with a karakia.

An apology for absence was received from Professor Pollard. An apology for lateness was received from Emeritus Professor McWha and an apology for early departure was received from Professor Jordan.

### 2. *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)

General subject matter	Reason for passing this resolution in relation to each matter	Grounds for the passing of this resolution
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)
<b>Vice-Chancellor's Report:</b>		
➤ Possible Cooperation with Another University	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 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 Growth Strategy	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)
➤ 2017 Annual Report (1 <sup>st</sup> Draft)	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 28 February 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)
➤ Campus Master Plan	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 for the passing of this resolution
Vice-Chancellor's Report (continued):		
➤ Campus Redevelopment Programme George Forbes Ground Floor (Phase 1)	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 Management Improvement Plan	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)
➤ Fundraising Strategy	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)
➤ Electricity Supply Contract	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)
Lincoln University Brand	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 prevent the disclosure or use of official information for improper gain or improper advantage	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), Dr H Cochrane (Senior Responsible Officer), Ms K Flower (Director, Student and Stakeholder Engagement), Ms K Wall (Manager, Customer Insights), Ms A Innes (Marketing and Communications Manager), Mr G Finlay and Ms H Fisher (Warren and Mahoney Architects), Mr W Lawson (Director Capital Works Programme), Ms K McEwan (HR Director), Ms D Fahey, Mr T Lee, Mr B Harrison, and Ms J Drumm (Novo), Mr C Stevens (Property Manager), Ms T Zawodny (Planning Manager), Mr G Jones (Barrister), Ms K Malin and Ms S Barrer (Barrer and Co), 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**

*The meeting transferred to the Conference room at Te Kete Ika during the In-Committee session. The public session resumed prior to the completion of the In-Committee session.*

**3. Disclosures of Interest**

There were no disclosures of interest.

**4. Confirmation of Minutes of Previous Meeting held on 27 February 2018**

**Council RESOLVED:**

That the minutes of the meeting held on 27 February 2018 be taken as read and be approved.

*Moved: Ms Morrison  
Seconded: Mrs Parata-Goodall  
MOTION CARRIED*

**5. Matters Arising from the Minutes**

There were no matters arising raised.

**6. Notice of Items of General Business**

There were no items of general business notified.

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

**7.1 Academic Board Update**

The report was NOTED. It provided a summary of the Academic Board's meetings of 28 February and 20 March 2018.

The Chair of the Board highlighted the following matters:

- Approval processes for the Committee on University Academic Programmes (CUAP) are being streamlined so that a proposal will be deemed to be approved once all universities sign it off.
- Professor Greg Ryan had been nominated to serve on the Council Awards Committee for a two-year term.
- A special meeting was held on 20 March to enable further academic debate on the role and responsibilities of Academic Board and its subcommittees in relation to the Disciplines and Initiatives. The Board would make a submission in the Expressions of Interest process.
- The Proctor's annual report had identified a need to apply examination protocols to in-term tests and to ensure that all staff are aware of what constitutes academic misconduct. In response to the Cycle 5 Academic Audit, there are plans to include the Proctor in the HR staff induction and to run a compulsory online Academic Integrity course for students.

**Council RESOLVED to:**

**Note** the Academic Board report.

*Moved: Professor McWha  
Seconded: Mrs Parata-Goodall  
MOTION CARRIED*

## **7.2 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.

It was noted that the student evaluation feedback for the November and January Summer Sessions showed a significant improvement with all courses achieving a positive mean score. Library, Teaching and Learning will be implementing process changes to improve on the 34% response rate.

An update was provided on blended learning delivery, with an increasing number of staff reportedly seeking support with new blended learning initiatives. While there has been some student feedback on the continuing value placed on in-person delivery, the overall direction is producing more interactive learning without removing direct engagement.

## **7.3 Academic Units**

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

The following activities were highlighted:

- The second cohort of the Global Master Class in Horticulture Business commenced in February with the first module in Melbourne.
- The first group of 16 students from MARA (Malaysia) are underway in a 2+1 programme in accounting and finance.
- Professor Caroline Saunders is being nominated as a Fellow of the Royal Society.
- Dr Tim Curran and colleagues have published research in the Journal of Ecology, showing how invasion by mat-forming hawkweeds had reduced the flammability of high country tussock grasslands, and the research was featured in the journal Nature Plants.
- The joint working group between Lincoln University and Canterbury University is progressing an application to CUAP on the establishment of a Joint Degree in Applied Research.
- The Bio-Protection Research Centre is seeking to increase revenue through research applications to Smart Ideas, Endeavour Fund and Marsden, and funding directly from industry.

## **7.4 Health and Safety Report**

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

The level of reporting of undesirable behaviour, bullying and harassment incidents was discussed. An increase in reported incidents was at least partially attributable to improvements in the avenues for reporting incidents. The University is addressing the concerns in a variety of ways to set a high standard of behaviour for both staff and students.

## **7.5 Kaiarahi Māori**

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

An effort is being made to raise the University's profile with Māori and Pasifika students in Auckland.

Māori student enrolments are on track to exceed the previous year's targets, and the introduction of the Lincoln University Māori and Pasifika Accommodation Scholarships is considered to have been a positive factor. It was noted that a further six Scholarships would be offered in Semester 2, with consideration to be given as to whether additional investment would be beneficial.

Initiatives to deliver Te Reo Māori courses were supported, given the growing demand in the community and nationwide.

**8. Report from Ahumairaki Meeting of 20 March 2018**

The report was NOTED. It covered the Whenua Strategy Review and priority activities, progress on the Campus Master Plan cultural narrative, and updates from Te Taumutu Rūnanga and Te Awhioraki.

Ahumairaki proposed several amendments to the Committee's Terms of Reference:

- Section 2.8 – To monitor the University's relationship with Tokona te Raki.
- Section 3, Membership:
  - 3.1 – Chancellor *or nominee*.
  - 3.4 – Vice-Chancellor *or nominee*.
  - 3.8 – In attendance: Māori Liaison Coordinator and Māori Support Coordinator.

**Council RESOLVED to:**

**Approve** the proposed amendments to Ahumairaki's Terms of Reference.

*Moved: Mrs Parata-Goodall*

*Seconded: Ms Morrison*

*MOTION CARRIED*

**9. LUSA President's Report**

The report was NOTED.

The following matters were highlighted:

- The election of Mr Jan Buter as Vice-President of LUSA.
- LUSA's role in providing a Student Advice and Support service, with data provided on the caseload in 2017.
- The Thursdays in Black campaign to promote a world without rape and violence.

**10. Chancellor's Report**

The report was NOTED.

Council acknowledged the contribution made by Professor Brian Jordan as a Council member since April 2015, particularly in raising Council's understanding of and focus on the University's research activity. Dr Petelo noted that the Academic Board had also acknowledged his role in enhancing the Board's focus on research.

The Chancellor moved that the In-Committee meeting be resumed.

*MOTION CARRIED*

## 11. **Report from Public Excluded Session**

<b>General Subject Matter</b>	<b>Reason for passing this resolution in relation to each matter</b>
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 of the Vice-Chancellor at the appropriate time determined by the Chancellor.
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:	
➤ Possible Cooperation with Another University	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ 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 Growth Strategy	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.
➤ 2017 Annual Report (1 <sup>st</sup> Draft)	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 28 February 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 28 February 2018.
➤ Lincoln University-AgResearch Joint Facility	The verbal report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Campus Master Plan	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the approved Campus Master Plan at the appropriate time determined by the Vice-Chancellor.
➤ Campus Redevelopment Programme George Forbes Ground Floor (Phase 1)	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Capital Asset Management Improvement Plan	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Fundraising Strategy	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Electricity Supply Contract	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.
Lincoln University Brand	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.

## 12. **Closure and Next Meeting**

The meeting closed at **3.16pm**.

The next meeting is scheduled for **Tuesday, 1 May 2018** at **8.30am**, Lincoln University. *[The start time was subsequently changed to 1.00pm.]*

**Signed:** \_\_\_\_\_ (Convenor)

**Date:** \_\_\_\_\_

**ACTION SCHEDULE resulting from the Council meetings  
AS AT 26 March 2018**

<b>Action</b>	<b>Responsibility</b>	<b>Meeting/Item</b>	<b>Due</b>
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	Q2 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	As soon as possible
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