

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

**Held on Tuesday 1 May 2018 at 1.03pm
Conference Room, Te Kete Ika, Lincoln University**

Present: Mr S M Smith (Chancellor), Mrs J E Fredric, Mr B D Gemmell, Professor B McKenzie, Ms P M Morrison, and Mr J O Ranstead.

In Attendance: Mr J Morley (Independent Advisor), Dr L Petelo (Chair, Academic Board), Ms P Jones (Chief Operating Officer), Mr P O'Callaghan (Chief Commercial Officer), Dr D Payne (Director Kaiarahi Māori), Dr J Buwalda (Strategic Advisor), Mr H Gant (Chief Financial Officer), Mr D Lodge (Director, Library, Teaching and Learning) for items 8.3 to 8.6, Ms K McEwan (HR Director) for items 8.3 to 8.6, Ms T Nelson (Health, Safety and Compliance Manager) for items 8.3 to 8.6, Mr T Hall (Chair, Lincoln Hospitality Limited) for items 8.3 to 10, and Mr A Carpinter (Secretary).

1. *Apologies*

Apologies for absence were received from Sir Graeme Harrison, Mr Macfarlane, Mrs Parata-Goodall, and Professor McWha.

2. *Condolences*

Council members recorded their condolences to Sir Graeme Harrison on the loss of his father.

3. *Disclosures of Interest*

There were no disclosures of interest.

4. *Confirmation of Minutes of Previous Meeting held on 26 March 2018*

Council RESOLVED:

That the minutes of the meeting held on 26 March 2018 be taken as read and be approved.

*Moved: Mr Gemmell
Seconded: Mrs Fredric
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. Chancellor's Report

The report was NOTED. It listed the Chancellor's commitments since the March Council meeting.

8. Vice-Chancellor's Report

8.1 Academic Board Update

The report was NOTED. It provided a summary of the Academic Board's meetings held on 20 March and 11 April 2018. Included with the report were: the Academic Quality Agency's report of the one-year follow-up visit; the Cycle 6 Academic Audit Enhancement Theme; and the Student Experience Board's Terms of Reference.

The following matters were highlighted:

- The Board's engagement with the process to develop the Disciplines and Initiatives.
- Honours dissertations deposited in the Library prior to final corrections will be restricted in access to Lincoln University staff and students and automatically embargoed unless otherwise selected for Open Access by the student.
- The Cycle 5 Academic Audit follow up report was very pleasing and commented on the diligence with which the University is addressing the recommendations.
- The endorsement of the Student Experience Board's Terms of Reference. It was noted that the Board could co-opt additional members as necessary and would engage further with the student body.

8.2 Academic Proposals

The report was NOTED. Proposals were submitted for the introduction of one new programme, seven new undergraduate majors, and modifications to two existing programmes. Final approval is required from the Universities New Zealand's Committee on University Academic Programmes.

It was confirmed that the proposals involved repackaging and modification of existing offerings and a financial analysis of the proposals had been submitted to the Chief Academic Officer as part of the sign-off process. The value of seeking customer insights on early prototypes was noted.

Council RESOLVED:

1. That Council approve the introduction and modification of the following qualifications with regulations as set out in the proposals:
 - Master of Pest Management (180 taught masters)
 - Majors in:
 - Accounting
 - Commercial Facilities Management
 - Economics
 - Finance
 - Global Business
 - Marketing
 - Supply Chain Management

- Modifications to:
 - Bachelor of Land and Property Management
 - Master of Natural Resource Management and Ecological Engineering.
2. That Council approve Sections B and C of the academic proposals for the qualifications.
 3. That the following programmes be approved for Student Achievement Component (SAC) funding:
 - Master of Pest Management
 - Majors in Accounting, Commercial Facilities Management, Economics, Finance, Global Business, Marketing, and Supply Chain Management.

Moved: Ms Morrison
Seconded: Mr Ranstead
MOTION CARRIED

Council acknowledged the work of the Faculties and the Chair of the Academic Board in advancing the proposals.

8.3 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.

The recipients of Blended Learning Grants and the 2017 Teaching Award winners were acknowledged. A second round of Blended Learning Grants will follow in Semester 2.

8.4 Academic Programmes

The report was NOTED. It outlined recent developments in academic programmes.

A timetabling policy has been approved to provide a framework for managing the allocation of centrally timetabled teaching spaces across the University for both teaching and non-teaching purposes.

Work is being done to reevaluate workplace safety in light of recent concerns within the sector, particularly in relation to internships and practical work.

8.5 Academic Units

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

The following activities were highlighted:

- The Agribusiness and Commerce proposals for seven additional majors, available to any student on campus irrespective of their main programme of study.
- The 2017 Annual Report of the Bio-Protection Research Centre recorded an outstanding performance in academic outputs. Efforts are being made to secure additional research funding to address revenue gaps in 2018.
- The University Studies and English Language Division's involvement in the development of the courses for the new Diploma in Organic Agri-food Production. Enrolments of 10-14 students are sought for the first intake.

8.6 **Health and Safety Report**

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

The following matters were highlighted:

- Implementation of the new Risk Manager system. Meaningful data will be available from the system within the next two months.
- Further work has been done on the lockdown sirens and another drill will be held in Semester 1.
- Comment has been provided on a draft Health, Safety and Environmental Management Plan for the Joint Facility and the establishment of another body to oversee health and safety is envisaged. The need for comprehensive reporting to Council was noted.
- An awareness programme for bullying is underway on campus.
- The protocol for elevating any incidents of reputational risk to the governance level.

8.7 **Kaiarahi Māori**

The report was NOTED, providing a summary of recent Kaiarahi Māori activities.

Council acknowledged the success of the Ra Whakamana graduation celebration. The potential to grow the event with increased recruitment of Māori students was noted, as was the possibility of incorporating a Pasifika event.

9. **LUSA President's Report**

The report was NOTED.

The following matters were highlighted:

- The roles of the LUSA Executive. Having a representative for international students is under consideration.
- LUSA taking over responsibility for the development and sale of Lincoln University branded merchandise.
- The success of the Graduation Ball with 350 tickets sold out.

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 for the passing of this resolution
Strategy Retreat Debrief	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)
Election of Pro-Chancellor	To protect the privacy of natural persons	7(2)(a)
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)
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)
➤ Financial Report for the Year to Date 31 March 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)
➤ 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)
➤ Argyle Charitable Foundation Proposal	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)
Report from Lincoln Hospitality Limited	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)

The Chancellor also moved that: Mr J Morley (Independent Advisor), Dr L Petelo (Chair, Academic Board), Ms P Jones (Chief Operating Officer), Mr P O'Callaghan (Chief Commercial Officer), Dr D Payne (Director Kaiarahi Māori), Dr J Buwalda (Strategic Advisor), Mr H Gant (Chief Financial Officer), Mr G Wilson (Client Representative), Mr T Hall (Chair, Lincoln Hospitality Limited), Mr D Kennedy (Chief Executive, Lincoln Hospitality Limited), 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

11. **Report from Public Excluded Session**

General Subject Matter	Reason for passing this resolution in relation to each matter
Strategy Retreat Debrief	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Election of Pro-Chancellor	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the election of Mr Gemmell as Pro-Chancellor.
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 of Professor McWha to Lincoln Hub Limited and Mr O'Callaghan to the Lincoln University-AgResearch Joint Facility Limited Partnership Board, and the extension of the appointment of Mr Hall to Lincoln Hospitality Limited.
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.
➤ Financial Report for the Year to Date 31 March 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 March 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.
➤ Farms Management	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Argyle Charitable Foundation Proposal	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Report from Lincoln Hospitality Limited	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 **4.38pm**.

The next meeting is scheduled for **Tuesday, 29 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 1 May 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	Q2 2018
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 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