

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

**Held on Tuesday 29 May 2018 at 1.15pm
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, Mr A W Macfarlane, Professor B McKenzie, Ms P M Morrison, Mr J O Ranstead, and Dr C M S Smith.

In Attendance: Mr J Morley (Independent Advisor), Dr L Petelo (Chair, Academic Board), Ms P Jones (Chief Operating Officer) for items 8.2 to 12, Mr P O'Callaghan (Chief Commercial Officer), Dr D Payne (Director Kaiarahi Māori), Dr J Buwalda (Strategic Advisor), Mr H Gant (Chief Financial Officer), Ms K McEwan (HR Director) for item 8.5, Ms T Nelson (Health, Safety and Compliance Manager) for item 8.5, and Mr A Carpinter (Secretary).

1. Welcome

The Chancellor welcomed Dr Carol Smith to her first Council meeting following her election to Council by the academic staff.

2. Apologies

Apologies for absence were received from Mrs Parata-Goodall and Professor McWha. An apology for early departure was received from Mrs Fredric.

3. Disclosures of Interest

There were no disclosures of interest.

4. Confirmation of Minutes of Previous Meeting held on 1 May 2018

Council RESOLVED:

That the minutes of the meeting held on 1 May 2018 be taken as read and be approved.

*Moved: Mrs Fredric
Seconded: Ms Morrison
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 Council meeting held on 1 May.

The Chancellor highlighted:

- The value of the Bio-Protection Research Centre, as illustrated in the Centre's 2017 Annual Report. The Centre has been encouraged to set an ambitious vision in its 2020 Centre of Research Excellence rebid.
- The exciting work being done in the Designlab in the School of Landscape Architecture.
- Research projects planned by Dr Chris Winefield from the Department of Wine, Food and Molecular Biosciences, possibly to be advanced through the Marlborough Research Centre.

Council was informed of the election to Council of Dr Carol Smith as the academic staff member to replace Professor Jordan. It was proposed that Dr Smith be appointed to Council in accordance with the Council constitution.

Council RESOLVED to:

Appoint Dr Carol Smith to be the academic staff member on Council for a term of four years to 28 May 2022.

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

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

8.1 **Academic Board Update**

The report was NOTED. It provided a summary of the Academic Board's meeting held on 2 May 2018.

The following matters were highlighted:

- A successful visit had been made by the Academic Quality Agency to discuss the Cycle 6 Audit with the Audit Steering Group.
- The Student Experience Board has been approved as a sub-committee of Academic Board.
- The Board has recommended that management undertake an urgent review of policies, guidelines and procedures for student workplace safety such as internships, practicums, and placements.
- In relation to the NZQA consultation on micro-credentials, the Board had discussed the risks and potential opportunities for the University. The Learning and Teaching Committee will consider micro-credentials further and report back to the Board.

Council discussed the opportunities to target micro-credentials to different sectors. It was suggested that the Academic Board consider proactive and strategic approach to activating and developing micro-credentials (**action**). **Chair, Academic Board:**
As soon as possible

8.2 **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: Mr Ranstead

Seconded: Ms Morrison

MOTION CARRIED

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.

It was noted that the Teaching Quality team have commenced working with recipients of the Blended Learning Grants. A project is helping academic staff create short videos to enhance the learning experience for students. In support of the Blended Learning approach, it was suggested that academic staff be directed that only digital teaching aids may be used (**action**).

Acting Vice-Chancellor:
As soon as possible

8.4 **Health and Safety Report**

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

The following matters were highlighted:

- The review of policies and procedures for student workplace safety would be followed up with the Chair of Academic Board.
- It has been decided not to re-open the walkway between Forbes and Burns prior to construction of the Joint Facility starting as the cost was not justified.
- There had been a slight increase in the take-up of flu vaccinations. Sick leave statistics will be included in future reports.
- An application is being prepared with the Environmental Protection Agency to cover all the University's New Organism research.
- Lead indicators in the Health and Safety Plan will assist with measuring progress on critical risks.

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 development in conjunction with Ravensdown of a breakthrough technology called *ClearTech*[®] that could dramatically improve the dairy sector's water efficiency and reduce the risks associated with dairy effluent. The new system was developed from research by Lincoln University Professors Keith Cameron and Hong Di.
- The collaboration of Dr Amber Parker (Wine, Food and Molecular Biosciences) for the Catalyst Seeding Project "*Assessment of integrated sheep-viticulture farming systems*", involving researchers from AgResearch, University of Vermont, Boston University, University of California, Plant and Food Research and Lincoln University.

- The involvement of Associate Professor Stephen On (Wine, Food and Molecular Biosciences) in a Royal Society funded project interacting with leading researchers from the USA, Purdue University and USDA.
- The Bio-Protection Research Centre and Lincoln Agritech Limited have been successful with MBIE Smart Idea funding applications progressing through the first assessment round.

The desirability of lifting the public profile of the University's academic 'flagbearers' on particular issues was discussed. Work is underway on identifying such engagement responsibilities.

9. ***LUSA President's Report***

The report was NOTED.

The following matters were highlighted:

- The inaugural staff vs student shearing competition held on 21 May.
- The addition of halls reps into the student rep system, to allow for feedback to be gathered on the academic and non-academic student experience.
- LUSA's collaboration efforts regionally, for example through inviting the Mayor of Selwyn to guide the Executive on a submission on the Selwyn District Long Term Plan.
- LUSA's support of Pink Shirt Day, in support of the movement against bullying.
- Increased use of Student Job Search by Lincoln students.
- LUSA's launch of 'The Flock' as a mechanism for students to participate in the University's testing of new initiatives and projects.
- Efforts to diversify the range of LUSA's events, such as with a postgraduate barndance.

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
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)
Strategy and Execution Workshop 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)
Appointment Process for 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)

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:		
➤ University Sector Funding	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 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)
➤ Project Management Office 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)
➤ 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)
➤ 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)
➤ Financial Report for the Year to Date 30 April 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)
➤ 3 + 9 Financial Forecast	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)
➤ Lincoln University/ Ravensdown Research: ClearTech	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)
➤ Proposed Initiative	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 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), Dr H Cochrane (Senior Responsible Owner), Ms T Zawodny (Planning Manager), Professor K Cameron, Professor Hong Di, Mr M Manning (GM – Innovation and Strategy, Ravensdown), Professor P Gregorini, Associate Professor M Abbott, 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

Mrs Fredric left during the In-Committee meeting.

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.
Strategy and Execution Workshop Debrief	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Appointment Process for Vice-Chancellor	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:	
➤ University Sector Funding	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Workstream Report	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Project Management Office Update	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.
➤ 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.
➤ Financial Report for the Year to Date 30 April 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 30 April 2018.
➤ 3 + 9 Financial Forecast	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.
➤ Lincoln University/Ravensdown Research: ClearTech	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Proposed Initiative	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Reports from Subsidiaries	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 **5.33pm**.

The next meeting is scheduled for **Tuesday, 26 June 2018** at **8.30am**, Lincoln University.

Signed: _____ **(Convenor)**

Date: _____

**ACTION SCHEDULE resulting from the Council meetings
AS AT 29 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
Consider proactive and strategic approach to activating and developing micro-credentials.	Chair, Academic Board	29 May 2018 Item 8.1	As soon as possible
Confirm to academic staff that only digital teaching aids may be used.	Acting Vice-Chancellor	29 May 2018 Item 8.3	As soon as possible

SCHEDULE ONE: CONFERMENT OF DEGREES AND PRESENTATION OF DIPLOMAS

Doctor of Philosophy

Ao **Chen**, in Animal Science
William Armstrong **Clayton**, in Plant Molecular Biology
Margaret Middleton **Nichols**, in Conservation and Ecology

Master of Applied Science

Cameron Bruce **McIntyre**, *with First Class Honours*, in Soil Science

Master of Planning

Josivini Titokobutu **Kaloumaira**, *with Second Class Honours, Division I*

Master of Landscape Architecture

Li Xuejing, *with Second Class Honours, Division II*

Postgraduate Diploma in Agricultural Science

Mikhala Kathleen **Cutts**

Postgraduate Diploma in Applied Science

Cameron Bruce **McIntyre**

Postgraduate Diploma in Applied Science (Sarawak)

Douglas Chee Jen **Sim**
Kek Ang **Tiong**

Postgraduate Diploma in Water Resource Management

(This Diploma is offered jointly with University of Canterbury)
Riley David **Corney**

Postgraduate Certificate in Applied Science (Sarawak)

~ **Dari Anak Gudang**
~ **Sanchez Vincent John**

Graduate Diploma in Commerce

Maika **Tabukovu**

Bachelor of Commerce (New Regulations)

Zhiheng **Yuan**, Supply Chain Management and Global Business Major

Bachelor of Landscape Architecture (Old Regulations)

Elizabeth Jane **Kidson**, *with Second Class Honours, Division I* (Conferral date of 12 May 2000*)

Bachelor of Science (Old Regulations)

Zhuo **Wei**

Bachelor of Science (New Regulations)

Siyun **Wang**, Food Science Major

Diploma in Horticulture

Sonja Hinemoana **van Silfhout**

Diploma in Software and Information Technology

Sumitra **Sharma Aryal**

* Note: the backdated conferral date reflects the date of the Graduation Ceremony in the year following the student's academic completion in 1999. The student did not apply to graduate at the time, but completed the requirements of the degree.