



**LINCOLN**  
UNIVERSITY  
TE WHARE WĀNAKA O AORAKI

# LINCOLN UNIVERSITY COUNCIL

Minutes of a meeting held on Tuesday 22 February 2022 at 9am by Zoom

**CONFIDENTIAL**

## Meeting Minutes

Present: Mr B Gemmell (Chancellor), Emeritus Professor J McWha (Pro-Chancellor), Mrs J Fredric, Mr R Hewett, Mr J Kilgour, Dr C Smith, Mrs G Thompson, Ms J Shone, Mr D Jensen, Dr M van den Belt and Mrs Parata-Goodall

In attendance: Professor G Edwards (Vice-Chancellor)  
Mrs S Roulston (Chief Operating Officer)  
Ms T Nelson (Health, Safety and Bio-Compliance Manager) – *Item 7.1 & 7.2*  
Dr L Petelo (Acting Deputy Vice-Chancellor) – *Item 8 & 9*  
Ms B Baillie (Council Secretary)

*Meeting convened at 9:00am.*

### 1. Welcome/Karakia/Apologies

An apology for absence was received from Mrs K McEwan.

The Chancellor welcomed Professor Edwards in his position of Vice-Chancellor.

### 2. Disclosures of interests

The interests register was NOTED.

### 3. Confirmation of the Previous Meeting Minutes

Council RESOLVED:

That the minutes of the Council meeting held on 14 December 2021 be taken as read and **APPROVED**.

*Resolution*

*MOTION CARRIED*

### 4. Matters arising from the Minutes

The action register was NOTED.

Item 219 - the Vice-Chancellor confirmed an initial meeting is planned for Friday, 25 February 2022, in addition to a cycle of meetings in the future.

Item 381 - The near miss was confirmed as a carryover from the prior month.

### 5. Notice of items of General Business

Mrs J Fredric explained she attended an Institute of Directors webinar on Omicron lessons from Australia and it was a worthwhile event, providing insight

and value.

## 6. Chancellor's Report

### 6.1 Council Indemnity 2022

The Chancellor requested management ensure our insurance cover and indemnity align. Once this has been confirmed the Council Indemnity is to be circulated for signing.

**Action:  
Secretary**

Council RESOLVED to:

1. **APPROVE** the granting of indemnities in favour of the current Council Members of Lincoln University and any Council Members appointed in 2022. (Signed by all Council members.)
2. That Lincoln University **EXECUTE** the Deed of Indemnity. (Signed by the Chancellor and Vice-Chancellor.)

**Resolution**

*MOTION CARRIED*

The leaner success framework was discussed, noting TEC would like to meet with Council. The Vice-Chancellor explained a paper would be presented at the March Council meeting.

**Action: Vice-  
Chancellor**

The Pro-Chancellor gave a summary of his attendance to the Chancellors meeting. It was a very constructive and informative meeting.

The Chancellor gave an update on the governance review. A workshop will be scheduled in March to work through the strategy.

## 7. Vice-Chancellor's Report

The report was NOTED.

The Vice-Chancellor explained the student experience has been the focus and noted as most important, ensuring a face-to-face experience for as long as possible.

The University is tracking well towards the target of 1,152 EFTS. The numbers are expected to climb significantly throughout the week as students continue to confirm their enrolment. There has been growth in domestic undergraduate and sub degree programmes, and a decrease in Domestic Postgraduate numbers, which has been attributed to inflationary pressure of increasing living costs negatively influencing people's decisions to stop or reduce working to study. An international search will begin tomorrow for two appointments to fill the positions of Provost and Deputy Vice-Chancellor Student Life.

The Vice-Chancellor has taken on the position of Chair of the Academic Board. The Chancellor and Vice-Chancellor recognised and thanked the Acting Deputy Vice-Chancellor for her work in the position as Chair of the Academic Board.

A Bicultural Campus Working Group has been created to manage the increasing number of requests for pōwhiri, translations, events, engagement and naming of buildings or sites on campus. Mrs Parata-Goodall confirmed she is working with the working group to ensure the naming of the building connects to the narrative.

*The Health, Safety and Bio-Compliance Manager joined the meeting at 9:24am.*

### **7.1 Annual Health & Safety Compliance Report 2021**

The report was taken as read and NOTED.

The staff flu vaccination was noted as not included in this report, but the dates have been added in for later this year.

A reasonable number of body injuries on campus were noted, but they were not task related. It was confirmed that there isn't a particular trip hazard.

The LAL Agritech incident report was seen as high but nothing to be concerned about due to the nature of his work.

The mental health implications in the current Covid climate were raised. This information comes through the EAP report, and a measure is being kept on it. All content in the weekly wellbeing meetings have been added to the FAQ's online. The HR team are working on a mental health strategy and staff wellbeing. The Vice-Chancellor confirmed a paper will be brought to Council in May.

**Action: Vice-Chancellor**

### **7.2 Health & Safety Bio-Compliance**

The report was taken as read and NOTED.

No incidents have been reported for Farms, but minor injuries have been reported for JML in the last week. Council agreed that the safety of our people triumphs Covid.

It was requested that the monthly report includes full details on all near misses.

The RAT's were noted as an unbudgeted expense and will be worked through.

*The Health, Safety and Bio-Compliance Manager left the meeting at 9:48am.*

## **8. Academic Board Report**

The report was NOTED.

The Acting Deputy Vice-Chancellor spoke to the 2021 report. A large amount of work has been completed at the university, specifically with regards to the pandemic. The timetable was a major achievement to the board. The Chancellor added that with the Acting Deputy Vice-Chancellor, the academic team has changed dynamically.

The grade book pilot project was dealt within the learner success framework and therefore will be progressed going forward.

The Vice-Chancellor spoke to the 2022 January report, noting one meeting has been held, where the pastoral care code and the audit was discussed. The requirement of further works was noted in the meeting.

## **9. Conferment of Degrees, Diplomas and Certificates**

The report was noted.

Council RESOLVED to:

**Resolution**

**APPROVE** the awards listed.

*MOTION CARRIED*

**10. Lincoln University Students Association Report**

The report was taken as read and NOTED.

The LUSA president explained two resignations were received. One was due to personal health issues and the other was due to the Covid mandate.

Ms J Shone explained all students that had objections to the mandate are being dealt with on a one-by-one case to try and get the best outcome. Most outcomes have been positive. There was a total of 30 students that raised these questions, just a few were on how to exit with a B aggregate. The Chancellor requested to have a meeting with the LUSA President to discuss this.

**Action:  
Secretary**

**11. General Business**

The Chancellor noted a few items which are in the closed session could move to the open session. Council members were asked to share their suggestions to the Secretary.

**12. 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:

<b>General Subject Matter</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under section 48(1)</b>
1. Monthly Financials 2. Monthly Recruitment Report 3. Covid Pandemic BCP 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)
<b>Executive Committee</b> 1. Minutes & 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)
<b>Audit &amp; Risk Committee</b> 1. Minutes & Report 2. Draft Finance Report 3. Sun Finance System Upgrade 4. Draft Appropriations Statement 5. Strategic Risk Register	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>Capital Asset Committee</b> 1. Minutes & Report 2. CPD Monthly Report 3. CPD Monthly Dashboard 4. Combined Monthly SNB Report 5. Project Status Reports (PSR's) 6. Approval of Standard Contract Form & Special Conditions for HVAC Panel 7. Ivey West Procurement Approach & Contract Form Update 8. Forbes Stage 3 Procurement Update & Design Team Appointment	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>Ahumairaki Hui</b> 1. Minutes & 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)
<b>He Toki Tarai Committee</b> 1. Minutes & Report 2. PSR's 3. GOG Scorecard 4. SNB Funding Instalment	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>General Business</b>	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>Council and Committees Workplan</b>	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)

I also move that: Professor Grant Edwards (Vice-Chancellor), Dr L Petelo (Acting Deputy Vice-Chancellor), Susie Roulston (Chief Operating Officer), Jeremy Kilgour (Incoming LUSA President), and Bianca Baillie (Council 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.

CARRIED

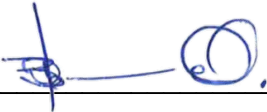
## 12. Report from the Public Excluded Session

<b>General Subject Matter</b>	<b>Reason for passing this resolution in relation to each matter</b>
Chancellor's Committee Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Vice-Chancellor's Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above, other than the University's summary financial position to 31 January and information about the Campus Development Programme which will be released as and when the Vice-Chancellor determines.
Reports from Committees	The reports were received. The discussion and any decision shall remain confidential at this time for the reasons noted above.

## 13. Closure and next Meeting

The meeting closed at 10.25am. The next meeting is scheduled for Tuesday, 29 March 2022 at 9am by Zoom.

Signed:

 (Chair)

Date:

29 March 2022