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## Minutes

Date	<b>Wednesday 27 March 2019</b>
Time	4.30 pm
Venue	Council Chamber, Level 6 Matariki
Present	Ms Sue McCormack (Chancellor), Mr Steve Wakefield, (Pro-Chancellor), Professor Cheryl de la Rey (Vice-Chancellor), Mr Peter Ballantyne, Mr Sam Brosnahan, Professor Roger Nokes, Mr Warren Poh, Mr Malcolm Peterson Scott, Mr Shayne Te Aika, Dr John Wood.
Apologies	Ms Catherine Drayton
In Attendance	Mr Jeff Field, University Registrar Mr Bruce White, Deputy Registrar Professor Ian Wright, Deputy Vice-Chancellor Dr Darryn Russell, Assistant Vice-Chancellor Māori Ms Alex Hanlon, Executive Director, Learning Resources Mr Keith Longden, Chief Financial Officer Ms Jacqui Lyttle, Risk Manager Ms Robyn Nuthall, UC Futures Programme Manager Ms Raewyn Crowther, University Council Co-ordinator
<b>CONFLICTS OF INTEREST</b>	No conflicts of interest were noted by Council members or the advisors to Council in respect of the public agenda.
<b>MINUTES</b>	The minutes of the meeting held on 27 February 2019 were approved and signed as a correct record.
<b>MATTERS ARISING</b>	There were no matters arising.
<b>FROM THE CHANCELLOR</b>	<b>Chancellor's Meetings</b> The schedule of meetings was noted for information.  <b>Council Work Plan 2019</b> An updated copy of the Work Plan was tabled and the workshop topics discussed. A half-day strategy meeting had been scheduled for 9am – 1pm on 27 July.

### **Degrees conferred in absentia**

The Chancellor advised Council that the schedule of degrees awarded in absentia had been approved and the names of the graduates were entered into the public record.

### **FROM THE VICE- CHANCELLOR**

#### **Monthly Report**

Professor De la Rey presented her report and provided an update on a number of matters:

- Steps that had been taken in response to the events of 15 March were detailed, noting in particular:
  - A parliamentary delegation including the Hon Trevor Mallard, Speaker of the House, were visiting at the time of the lockdown and remained in the Undercroft during that time.
  - A review of lockdown procedures would take place
  - Appreciation was expressed for the staff and students who worked long hours throughout the weekend to put arrangements in place and support students.
  - The Band Together event was attended by approximately 5000 people, the largest ever attendance at any UC event. Appreciation was extended to the organisers.
  - Tests and assignments had been postponed during the week following the shootings, which had been the right decision with the information available at that time. The impact on the academic programme was noted.
  - UC would remain open during the National Memorial on Friday 29 March given the proximity of the end of term and the earlier disruptions to the teaching programme.
  - The VC had sent a message on behalf of UC unequivocally condemning the attacks, discrimination, violence and extremism, none of which would be tolerated on campus.
  - Codes of Conduct and practices around inclusivity and commitment to biculturalism in a multicultural society would be reviewed and would come to Council in due course.
- A powhiri had been held on 2 March.
- The Prime Minister and Minister of Forestry had visited campus.
- The VC and Chancellor had had dinner with the Mayor Hon. Lianne Dalziel and Minister Megan Woods on International Womens Day.
- Strategy discussions had been held back a week in light of the events of 15 March but a draft would still be available for the Council workshop in July.
- No formal response had been received to the Lincoln University Partnership proposal.

- All Halls of Residence had been visited and the VC had been impressed with the calibre of the students, both in terms of academic ability and character.
- The VC had attended a reunion dinner at College House and given a speech which received good feedback.
- A positive response had been received to the EFMD-EQUIS accreditation exercise.

In discussion it was noted:

- The possibility of negative impact on UC of attitudes at Otago University towards unacceptable behaviour. The VC had been in discussion with the VC at Otago and noted that traditions needed to be reconsidered in light of changing values in society.
- The online tool to report harassment and unacceptable behaviour was commended by the UCSA President.
- The suggestion that students be required to sign the code of conduct was noted for further consideration.

Moved

**That: The Vice Chancellor's Report be received.**

Carried

## **FROM THE AUDIT AND RISK COMMITTEE**

Mr Peter Ballantyne, Chair of the Audit and Risk Committee (ARC) presented the Committee report.

### **Health and Safety Report**

It was noted that:

- There had been no serious harm incidents during the year.
- The Health and Safety team was continuing to make good progress.
- UC had been the first university in the country to complete Workplace Plus assessments.
- An issue with hazardous materials storage was being addressed.

Moved

**That: Council note the Health and Safety Report.**

Carried

### **Treasury Management Framework**

The policy had been amended to remove the Trust Funds from the policy.

Moved

**That: Council adopt the revised Treasury Management Framework.**

Carried

### **Reappointment of External Auditor**

It was noted that UC had been served well by Audit NZ and that an audit proposal would be provided prior to the reappointment process.

Moved

***That: Council support the appointment of Audit NZ as the external auditor for the period 2019-2021, subject to receipt and approval of an audit proposal from the Office of the Auditor General.***

Carried

**FROM THE  
ACADEMIC BOARD**

Professor Ian Wright presented the report from the meeting of the Academic Board, noting that the meeting had considered the implementation of the Pasifika Strategy and student progression within the Student First project. The fees and fines regulation had been reviewed to provide greater guidance around the circumstances for refunding of fees.

Moved

***That: Council:***

- i) approve the amendment to the Fees and Fines regulations, clarifying the refunding of tuition fees, and***
- ii) note the Academic Board Report.***

Carried

**PUBLIC EXCLUDED  
MEETING**

Moved

***That: the public be excluded from the following parts of the proceedings of this meeting, namely:***

Item on Public Excluded Agenda	General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
4	Minutes of the meeting held on 27 February 2019 with the public excluded	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	
5	Matters arising from those minutes		
6 6.1	<b>From the Chancellor</b> Emeritus Professor nomination	To protect the privacy of natural persons.	7(a)
7.	<b>From the Vice-Chancellor</b>	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
8. 8.1 8.1.1 8.2 8.3 8.4 8.5	<b>From the Finance, Planning and Resources Committee</b> UC Futures - UC Futures Summary  Locke and Logie Budget Update Dr Mickle Fund Update Report Student First Report  Movements in Year End Forecast to February 2019	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h) 7(h) 7(h) 7(f)(i) 7(h)
9. 9.1	<b>From the Audit and Risk Committee</b> Draft Minutes 18 March 2019	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)

9.2	Internal Audit Status Report	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
9.3	Council Governance	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
9.4	Internal Audit Plan	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
9.5	Internal Auditor Extension of Appointment	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
9.6	Strategic Risk Register Review	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
9.7	UC Trust Funds Financial Statements 31 December 2018	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)

*and that staff identified by the Chancellor and Vice-Chancellor as having knowledge relevant to particular matters to be discussed be permitted to remain at this meeting. This knowledge will be of assistance in relation to the matters discussed, and is relevant because of their involvement in the development of the reports to Council on these matters.*

Carried

**RETURN TO PUBLIC MEETING**

Council returned to public meeting at 6.08pm.

**GENERAL BUSINESS**

There was no general business.

The meeting ended at 6.10pm.

**NEXT MEETING**

The next meeting is scheduled for 4.00pm on Wednesday 1 May 2019, one week later than the normal schedule due to the timing of Easter and ANZAC Day this year.

SIGNED AS A CORRECT RECORD: \_\_\_\_\_

DATE: \_\_\_\_\_