

COUNCIL

Public Meeting Minutes

Te Kaunihera o Te Whare Wānanga o Waitaha



DATE	Monday 19 February 2024
TIME	9:00am
VENUE	Council Chamber, Level 6, Matariki Building
PRESENT	Ms Amy Adams (Chancellor), Professor Cheryl de la Rey (Vice-Chancellor), Mr Roger Gray, Professor Jack Heinemann, Ms Keiran Horne, Mr Luc MacKay, Ms Rachel Robilliard, Ms Gillian Simpson, Ms Lisa Tumahai, Ms Poto Williams, Ms Catherine Woods.
IN ATTENDANCE	Ms Barbara Albertson, Transcript Co-ordinator, Ms Heather Couch, Academic Quality & Records Teams Leader, Mr Peter Gostomski (Acting Deputy Vice-Chancellor); Ms Alison Griffith, Associate Professor (via Zoom); Ms Adela Kardos, General Counsel & Registrar; Mr Keith Longden, Executive Director Planning, Finance & Digital Services; Mr Paul O’Flaherty, Executive Director People, Culture and Campus Life; Mr Grantley Judge, Governance and Compliance Manager; Ann Gibbard, Governance Advisor.
APOLOGIES	Mr Bruce Irvine.
WELCOME & FAREWELL	The Chancellor opened the meeting with a karakia. The Chancellor welcomed Ms Poto Williams and Mr Luc MacKay to their first meeting.
REGISTER OF INTERESTS	The Chancellor requested that the Registrar be advised of any amendments to the Register of Interests.
CONFLICTS OF INTEREST	No conflicts of interest were advised.
MINUTES OF THE PREVIOUS MEETING	Confirming the Minutes of the meeting held on 8 November 2023 The Vice-Chancellor requested a minor change regarding the 150 th Anniversary Alumni weekend.

Moved:

That the minutes of the meeting held on 8 November 2023 be accepted as a true and correct record, subject to the minor change noted by the Council.

Carried

MATTERS ARISING

Action Schedule

There were no matters arising.

**FROM THE
CHANCELLOR**

Degrees Conferred in Absentia

Moved:

That Council approves the degrees to be revoked and awarded in absentia for the public record.

Carried

Ms Albertson and Ms Couch left the meeting at 9.10am.

HEALTH & SAFETY

Monthly Health and Safety (H&S) Report

Mr Paul O’Flaherty, Executive Director People, Culture and Campus Life spoke to the item. It was noted that:

- There had been an increase in Assura observations reporting.
- The Science Lab Safety Project had identified a range of safety recommendations, and an operational plan was in progress including monitoring implementation of the plan.
- Telus Health had been engaged as UC’s new employee assistance programme (EAP).
- Students would be encouraged to use the UC H&S Assura app via the use of QR codes. Social media engagement with students was planned once students had settled in. An update on this initiative would be provided at the March Council meeting.
- Council requested an update on the laboratory gas alarm matter at the March Council meeting.

Moved:

That Council notes:

1. *the progress, understanding and management of health and safety risks across the organisation; and*
2. *this report covers the period 1 October – 31 December 2023.*

Carried.

**FROM THE VICE-
CHANCELLOR**

Vice-Chancellor’s Monthly Report

The Vice-Chancellor highlighted items from her written report and the following additional items were noted:

- The Vice-Chancellor and Chancellor sent letters of congratulations to New Year’s honours recipients.

- There was a drop in NCEA qualifiers which was of concern. However, student enrolments were tracking well and likely to achieve 102% growth. The fast-growing young demographic from the Selwyn area in Canterbury augured well for the future.
- The TEC briefing to the incoming minister was released publicly, which used a five-criteria risk assessment on universities: financial position, enrolment outlook, short-term profitability, medium-term sustainability and management capability. UC, Auckland University and AUT were all considered low risk.
- Ilam campus boiler coal conversion was complete which was a significant milestone in progressing UC's sustainability strategy.

Moved:

That Council notes the Vice-Chancellor's monthly report.

Carried

ACADEMIC BOARD

Academic Board Report

Associate Professor Alison Griffith spoke to the report via Zoom.

The Board Report was noted and no questions were raised.

Moved:

That Council notes:

1. *the 10 November 2023 Academic Board Report; and*
2. *the three qualification deletions (as endorsed by the Academic Board and which had been reported to the Committee on University Academic Programmes):*
 - a) *Graduate Diploma of Teaching and Learning (Secondary);*
 - b) *Master of Business Management; and*
 - c) *Master of Financial Management, which no longer has student enrolments and has been superseded.*

Carried

PUBLIC EXCLUDED MEETING

Moved:

That the public be excluded from the following parts of this meeting, pursuant to section 48 of the Local Government Official Information and Meetings Act 1987:

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
4.0 4.1	Minutes Confirm public excluded minutes of 8 November 2023	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	Refer to previous minutes
5.0	Matters Arising	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)
6.0 6.1	From the Vice-Chancellor Vice-Chancellor's Monthly Report	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h) 7(f)(i)

6.2	Emeritus Professor Nominations	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	
6.3	Academic Board Minutes 13 October 2023		
6.4	Upcoming UC Events		
7.0	Council-Only Time	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
7.1	Vice-Chancellor Employment Committee Update	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)
7.2	Health and Safety External Audit Report		
8.0	Health & Safety	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)
8.1	Monthly Health & Safety Verbal Update		
9.0	Finance and Major Projects	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
9.1	Digital Screen Establishment Board Quarterly 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)
9.2	Digital Screen Project Quarterly Report		
9.3	Digital Screen Revised Branding Designs		
9.4	Major Investment Plan Q4-2023 Report		
9.5	31 December 2023 Q4 University Actuals vs Budget Report		
9.6	31 January 2024 Financial Update		
10.0	From the Audit and Risk Committee	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
10.1	Audit & Risk Committee Meeting 20 November	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)
10.2	Internal Audit – Staff Annual Leave Management Summary Report		
11.0	Other	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
11.1	Council Policies Annual Update	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)
11.2	Updated Draft Academic Freedom Policy		
11.3	Banking Delegation		
12.0	From the Chancellor	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.1	Audit & Risk Committee Vacancy Elections	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)
12.2	Notice of Upcoming Committee Vacancy Elections		
12.3	Notice of Pro-Chancellor Election		
12.4	Executive Committee Decisions during Recess		
12.5	Council May Strategy Day Agenda		
12.6	Council Workplan 2024 Update		
13.0	General Business	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
		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)

14.0	Council-Only Time	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.	7(h) 7(f)(i)
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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 would be of assistance in relation to the matters discussed and was relevant because of their involvement in the development of the reports to Council on these matters.

Carried

GENERAL BUSINESS There were no items of general business.

NEXT MEETING The next Council meeting will be held on Monday 18 March 2024 at 9:00am in the Council Chamber.

MEETING CLOSED The public meeting closed at 1.13pm.

SIGNED AS A CORRECT RECORD: _____

DATE: _____

COUNCIL ACTION SCHEDULE
from the meeting held on 19 February 2024

	Action	By Whom	Due Date	Expected
1.	Provide Council an update on the student uptake of the Assura app and the laboratory gas alarm matter.	Mr O’Flaherty	March 2024	