

COUNCIL

Public Meeting Minutes

Te Kaunihera o Te Whare Wānanga o Waitaha

DATE	Wednesday 6 April 2022
TIME	11:00am
VENUE	Council Chamber, Level 6, Matariki
PRESENT	Ms Amy Adams (Chancellor), Mr Shayne Te Aika (Pro-Chancellor), Professor Cheryl de la Rey (Vice-Chancellor), Mr Peter Ballantyne, Ms Liz Bond, Mr Pierce Crowley, Mr Roger Gray, Professor Jack Heinemann, Ms Keiran Horne - via Zoom, Mr Warren Poh, Ms Gillian Simpson.
IN ATTENDANCE	Mr Brett Berquist (Assistant Vice-Chancellor (Engagement)) – via Zoom Ms Adela Kardos (General Counsel/Registrar & Council Secretary) Mr Keith Longden (Executive Director Planning, Finance & ITS) Professor Catherine Moran (Deputy Vice-Chancellor (Academic)) - via Zoom Ms Robyn Nuttall, Director Strategy & Planning Ms Maria Gracie (Governance Co-ordinator) Mr Grantley Judge (Governance and Compliance Manager)
APOLOGIES	No apologies were received.
REGISTER OF INTEREST	The Chair requested that the Registrar be advised of any changes to the register of interests. Mr Roger Gray advised that he was now a member of the Business Leaders Health and Safety Forum.
CONFLICTS OF INTEREST	No new conflicts of interest were reported.
MINUTES	<u>Moved:</u> <i>That the minutes of the meeting held on 2 March 2022 be accepted as a true and correct record.</i>
MATTERS ARISING	There were no matters arising.

Carried

**FROM THE
CHANCELLOR**

Chancellor's Meetings

The Chancellor advised of her list of meetings attended since the last meeting.

Moved:

That Council note the report of meetings attended by the Chancellor.

Carried

Degrees Conferred in Absentia

The Chancellor advised Council of the schedule of degrees to be awarded in absentia. The names of the graduates would be entered into the public record.

Moved:

That Council approve the degrees awarded in absentia, for the public record.

Carried

**FROM THE VICE-
CHANCELLOR**

Vice-Chancellor's Monthly Report

Professor Cheryl de la Rey highlighted the following items and updates:

- The headline had been Omicron for much of the semester and it was gratifying to report that the number of Omicron cases in the Halls was currently very low. An increasing number of staff living in households with young people, particularly those of school-age, were having to self-isolate. Staff had readily volunteered to undertake tasks at the Halls such as completing welfare checks and delivering welfare packs and meals. A considerable number of packages were delivered, including on-line orders that students had placed while in self-isolation. The UCSA had worked diligently to assist in delivering packages to students in the Halls and to those residing in the community.
- The year thus far had presented challenges and staff had worked admirably. The University had suggested that staff take the three work days between Easter and Anzac Day off as annual leave.
- Student Success was a continuing focus across the University sector and UC remained at the forefront of student innovation whereby it invested its own funds into Student Success. TEC had used the University as an example of commitment to students. The Chancellor enquired into how the University assessed the Student Success Programme to gauge the benefits it provided to students. Professor Moran responded that the priority is students who performed poorly in the first intake and working with them and that their GPA is tracked. The University would continue to monitor the programme's impact, including GPA improvements and successful course completion.
- In 2019, EQUIS assessed the business school for the first time and had accredited the University for a three-year period. Renewal of the accreditation required the University to demonstrate how it had addressed EQUIS' recommendations.

UC had received positive feedback during the visit, however, the final report would be received only after the EQUIS Board meeting in June.

- The University and the Western Institute of Technology Taranaki had signed a memorandum of understanding which would help widen the University's partner network.
- The Vice-Chancellor recently met with the new Vice-Chancellor at Lincoln University. Further engagement and collaboration with Lincoln was anticipated.
- Large gatherings of students had occurred on Ilam Fields recently. Disturbance to neighbours was actively being addressed by the University in partnership with UCSA and the Police.
- Orientation went very well considering Covid-19 was an undesirable feature at the time.
- The University was still seeking to build a new Recreation Centre. A project team was revisiting the expenditure component with the aim of scaling back to be more affordable build. This project would come to Council in due course.

Congratulations was conveyed to the Vice-Chancellor on her appointment as Deputy Chair of Universities New Zealand.

Moved:

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

Carried

The Chancellor proceeded to thank the University and the UCSA for their efforts providing additional help to students who were self-isolating.

ACADEMIC BOARD

Academic Board Report

Professor Matthew Turnbull joined the meeting via Zoom and spoke to the report.

The following was noted:

- Approval was requested for an update to the member composition of the Academic Board. The proposed amendments were procedural and related, in part, to the formation of the new faculties. The amended constitution increased the proportion of elected members to the Board.
- Council queried the proposed decrease in student representatives selected by UCSA and the increase in Māori student representation. UCSA's view was that student representation had always been very good and that it was important to consider representation of roles that would increase Māori student numbers. Feedback received by UCSA showed that students appreciated being on Boards but felt a little overwhelmed at times. UCSA was committed to supporting these students.
- The Academic Board was in support of the proposed changes to the Learning and Teaching Committee terms of reference which reflected the focus of lifelong learning and the University's vision and strategy.

- Council requested that when any paper was presented to Council, which proposed changes to terms of reference, policies or any other existing documents, that a marked-up version also be included so it was clear what was current and what was being proposed.

Moved:

That Council:

1. *Approve the updated composition for the Academic Board;*
2. *Note the revised terms of reference for the Learning and Teaching Committee; and*
3. *Note the report of the Academic Board.*

Professor Turnbull left the meeting.

Changes to Special Consideration Regulations

Dr Ross James joined the meeting via Zoom and spoke to the report.

The following was noted:

- A review of the regulations was completed by Dr Janet Carter in 2016. Changes were delayed in part due to Covid which had postponed the roll out in policy.
- Notable changes were around the policy and procedure section of the regulations to amend for clarity. The intent of special considerations had not changed. A considerable amount of consultation had occurred including with the medical centre, academic staff, and general staff who worked with these situations.
- It was clarified that the Chair of the Special Consideration Panel was not part of the panel, and that the panel's decision was independent of the Chair. When a special consideration was submitted, two members of the panel were assigned to the case. If in agreement, the decision went to the relevant School. If the panel did not agree, an arbitrator was appointed. If there was an appeal it then progressed to the Chair. The current wording in the regulations was not clear on how the process worked and suggested changes to the wording were proposed to ensure clarity.

Moved:

That Council approve the Special Consideration Regulations.

Carried

Dr James left the meeting.

**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	Minutes of the meeting held on 2 March 2022, held with the public excluded.	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 6.2 6.3	From the Chancellor Council Strategy Day Council Only Time Council Work Plan 2022 - Updated	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(f)(i) 7(h)
7.0 7.1	From the Vice-Chancellor Monthly 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)
8.0 8.1 8.2	Arbitration Matter Executive Committee Meeting – 9 March Arbitration Matter Update	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 free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i) 7(f)(i)
9.0 9.1 9.2 9.3	Health, Safety & Wellbeing (HSW) Executive Committee Meetings – 4 & 28 March HSW Report HSW – Other Matters	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 free and frank expression of opinions by or between or to members or officers or employees of the University. 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(f)(i) 7(f)(i)
10.0 10.1 10.2	Digital Screen Campus Independent Quality Assurance – Verbal Report DSC Package 1 Business Case	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. 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(f)(i) 7(h) 7(f)(i) 7(h)
11.0 11.1 11.2	From the Audit & Risk Committee Audit & Risk Committee Meeting 28 March 2022 Verbal Update Pūtaiao Koiora Building Update	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. 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(h) 7(f)(i)

		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.0 12.1	Annual Report 2021 Annual Report 2021	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.2	Student Service Levy Statement 2021	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.3	Introduction & Statement of Service Performance	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.4	Audit Opinion	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
12.5	Representation Letter	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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
13.0 13.1	Finance 31 March 2022 Financial Statements – Verbal 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)
		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
14.0 14.1	Other Items Executive Committee Meeting – 12 March	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)
14.2	Trust Amalgamation – Verbal 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)
15.0	General Business	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)

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

**RETURN TO
PUBLIC
MEETING**

Council returned to the public meeting at 3:59pm.

**GENERAL
BUSINESS**

1. The Council is entitled to appoint one person to be a member of the Canterbury Museum Trust Board and that the established practise has been that the Chancellor holds this role. The former Chancellor, Ms Sue McCormack, has previously held this role but the change in Chancellors necessitates updating this appointment.

Moved:

That the new Chancellor be appointed as the Council representative to the Canterbury Museum Trust Board and that the Museum be sent notification of this.

Carried

2. Professor Heinemann raised a suggestion as to whether the Council should do more to integrate with the University community, as a group. Professor Heinemann would discuss this matter further with the Vice-Chancellor.

NEXT MEETING

The next meeting is scheduled for 11:00am on Wednesday 4 May 2022.

**MEETING
CLOSED**

The public meeting closed at 4:02pm.

SIGNED AS A CORRECT RECORD: _____

DATE: _____