
Minutes

Date	Wednesday 31 January 2018
Time	4.00 pm
Venue	Council Chamber, Level 6 Matariki
Present	Dr John Wood (Chancellor), Dr Rod Carr (Vice-Chancellor), Mr Mr Peter Ballantyne, Professor Roger Nokes, Mr Warren Poh, Mr Josh Proctor, Mr Shayne Te Aika, Mr Steve Wakefield.
Apologies	Ms Sue McCormack (Pro-Chancellor) Dr Rosemary Banks Ms Catherine Drayton Mr Malcolm Peterson Scott
In Attendance	Mr Jeff Field, University Registrar Professor Ian Wright, Deputy Vice-Chancellor Mr Keith Longden, Chief Financial Officer Mr Darryn Russell, Acting Executive Director Learning Resources Dr Andrew Bainbridge-Smith, Academic Registrar Ms Robyn Nuthall, UC Futures Programme Manager Mr Bruce White, Deputy Registrar
CONFLICTS OF INTEREST	No conflicts of interest were noted by Council members or the advisors to Council in respect of the public agenda.
MINUTES	The minutes of the meeting held on 29 November 2017 were approved and signed as a correct record.
MATTERS ARISING	There were no matters arising.
FROM THE CHANCELLOR	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. Council Work Plan 2018 An updated copy of the Work Plan was tabled and Mr Field advised Council of the changes that had been made.

FROM THE VICE- CHANCELLOR

Dr Carr provided an oral update to Council. He advised that:

Applications to Enrol (ATE)

- Applications had been open for 18 weeks (of a 22 week cycle).
- Applications were not a predictor of final enrolment but provide an indication of student interest.
- Applications from domestic students were up 5.4% on the prior year, which suggested that an increase in enrolments could be anticipated.
- Full Fee ATE numbers were also looking positive. A different enrolment process meant a clear indication of interest would not be available until next month.
- All colleges were experiencing increasing levels of interest from potential students. Of particular note was the perception that more local students were choosing to remain in Christchurch and there was record interest from Wellington students.
- The accommodation halls had been over-subscribed. There were some beds available in the new Hayashi complex.

Regulation Change

The University had a generous refund policy for students withdrawing from courses after the course change date. The implementation of the Fees Free initiative has required a re-examination of the refund policy and a recommendation that the University amends its policy to one consistent with the wider University sector.

It was also recommended that Council amend the Fees and Fines regulations with respect to fees charged to students whose residency status changed during an enrolment period.

Clause 5(b) was proposed to read:

A full-fee international student who qualifies for classification as a domestic student during their studies will become eligible for an appropriate refund. Such refund will take effect from the beginning of the next teaching period or semester, whichever was shorter. A student must:

- i. Provide evidence of their changed status prior to the end of the change of enrolment period for the next teaching period; or
- ii. In the case of a research course this will be before the end of any month.

In discussion it was noted that:

- The hardship provisions remained thereby allowing fee refunds to be considered on a case by case basis. Hardship could result from a range of situations including health, family or financial matters.
- The TEC should be officially advised of our change in policy.

Moved

That: Council

1. ***Approve the removal of Fees and Fines Regulations clauses 3(h) and 3(i) (2018 Calendar, p 29), which provides for partial refunds after the change of enrolment period.***
2. ***Approve the amendment of the regulation to Fees and Fines Regulations clause 5(b) (2018 Calendar, p 30) to remove the retrospective nature of the refund to international students changing to PR or Citizen status as proposed.***
3. ***Note that TEC would be advised of the changes to the Fees and Fines regulations.***

Carried

Updates

Dr Carr outlined the major events leading into the commencement of the academic year including:

- Opening of the Ernest Rutherford building by the Prime Minister (15 February).
- University Clubs Days (22-23 February) to which Minister Hipkins was invited.
- Opening of the UC Commemorative Pathway by Mayor Dalziel (22 February).
- Opening of the School of Product Design by Minister Woods (22 March).

Progress continued on the building projects:

- Practical completion and the public use certificate had been obtained for the Civil and Mechanical laboratories and the Ernest Rutherford Building.
- The Hayashi complex would be available for occupancy in early February as planned.
- The 13 new teaching spaces and lecture theatre were forecast to be completed on time.
- The Kowhai blocks' remediation was complete.
- The UCSA project was 40 days behind programme. The contractor was exploring options to minimise the time overrun.
- Von Haast demolition was expected to commence in February. The project was running 3-4 months late due to asbestos removal being more complex than planned.
- Despite the efforts of some 220 staff on site the Rehua project continued to lag. Contingency planning for a worst case scenario was ongoing.
- The sale of land to Fire and Emergency NZ had received Secretary for Education approval and the agreement signed.

Staffing Matters:

- Professor Catherine Moran had been appointed Assistant Vice-Chancellor (Academic).
- Mr Keith Longden had been nominated for CFO of the Year.
- The Vice-Chancellor would be undertaking three recruitment and alumni visits to India, China, and UK/USA in the coming months.

Moved

That: The Vice Chancellor's Report be received.

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 29 November 2017 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	From the Chancellor	To protect the privacy of natural persons, including that of deceased natural persons	7(a)
7	From the Vice-Chancellor	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)
8	General Business	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 5.07pm.

GENERAL BUSINESS

There was no general business. The meeting ended at 5.08pm.

NEXT MEETING

The next meeting is scheduled for 4.00pm on Wednesday 28 February 2018.

SIGNED AS A CORRECT RECORD: _____

DATE: _____