

# COUNCIL

## Minutes

Date	<b>Wednesday 28 August 2019</b>
Time	4.00 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, Ms Liz Bond, Mr Sam Brosnahan, Ms Keiran Horne, Professor Roger Nokes, Mr Warren Poh, Ms Gillian Simpson, Mr Shayne Te Aika.
Apologies	Ms Catherine Drayton
In Attendance	Mr Jeff Field, University Registrar and Council Secretary Professor Ian Wright, Deputy Vice-Chancellor Professor Catherine Moran, Assistant Vice-Chancellor (Academic) Ms Alex Hanlon, Executive Director Learning Resources Mr Keith Longden, Executive Director / Chief Financial Officer Ms Robyn Nuthall, Programme Director, UC Futures Mr Bruce White, Deputy Registrar
<b>CONFLICTS OF INTEREST</b>	There were no conflicts advised.
<b>MINUTES</b>	The minutes of the meeting held on 31 July 2019 were approved and signed as a correct record.
<b>MATTERS ARISING</b>	There were no matters arising.
<b>FROM THE CHANCELLOR</b>	The Chancellor welcomed Ms Gillian Simpson to her first meeting and attendees were introduced.  <b>Chancellor's Meetings</b> The schedule of meetings was noted for information.  Moved <i><b><u>That:</u> Council note the report of the Chancellor's meetings.</b></i>
	Carried

### **UCSA Representative on Council**

Mr Field advised that the turnout for the student elections remained high at 38.5% of eligible voters, substantially higher than any other Australasian university, and that Ms Tori McNoe had been elected student president.

Moved

**That:**

- i) *Council congratulate Ms Tori McNoe on her election victory.*
- ii) *Ms Tori McNoe be appointed to the University Council as the student representative from 1 January 2020 to 31 December 2020.*

Carried

### **Council Work Plan 2019**

An updated copy of the Work Plan was tabled and Mr Field highlighted the changes made since the last meeting. It was noted that the Council Medals (Teaching, Innovation and Research) would be presented at a function to follow the 27 November meeting of Council and the UC Gala would showcase “future thinking”. Concern was expressed at the number of items proposed to be brought forward in the fourth quarter. It was also noted that the implementation of the institutional strategy would impact the timeframe for various projects.

Moved

**That:** *Council note the Council work plan.*

Carried

### **Degrees conferred in absentia**

Mr Field 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.

Moved

**That:** *The Council approve the degrees awarded in absentia for the public record.*

Carried

## **FROM THE VICE- CHANCELLOR**

### **Monthly Report**

Professor De la Rey presented her report noting:

- At her speaking engagements, she had received overwhelmingly positive feedback on the institutional strategy.
- The development toward a research platform to address consequences of traumatic events such as those experienced in Canterbury.
- The Three Minute Thesis event had been very popular.
- The very successful opening of Haere-Roa.
- The Distinguished Erskine lecture by Sir Colin Humphreys.
- She had completed visits with all departments, schools and service units in the University.
- A summarised version of the institutional strategy was in development for wider distribution.
- The Beatrice Tinsley Building opening was planned for 1 October 2019.

In the ensuing discussion it was noted that:

- The University did not currently have good information with regard to the cost of activities and the relative effectiveness but it was planned to collect this data in future.
- The proportion of international staff and students was important as these metrics were a factor in the major University rankings systems.
- Factors impacting the conversion rate between application and enrolment were a focus for Student Services as there was a decline in the conversion rate over recent years.
- Opportunities for the University and city to collaborate around events such as Open Day were being explored.
- The triage trial for counselling patients was working well with close to half requiring no further support.
- International enrolments remained below budget due in part to the visa processing delays in India and a 50% drop in the number of government funded scholarship students from Malaysia.
- There was a significant increase in the number of Recreation Centre members last month, in part reflecting semester 2 enrolments.

Moved

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

Carried

**FROM THE AUDIT  
AND RISK  
COMMITTEE**

Mr Ballantyne presented the report from the meeting held on 19 August

**Audit and Risk  
Committee Terms of  
Reference**

Mr Ballantyne advised Council that the Terms of Reference currently excluded consideration of academic risk. Current thinking and sector practice was to include academic risk as a matter which should be included in the purview of the Audit and Risk Committee.

Moved

**That: Council approve the amended Audit and Risk Committee Terms of Reference.**

Carried

**Health, Safety and  
Wellbeing (HSW)  
Report**

Mr Ballantyne noted that there had been no notifiable events since the last report and the 2020 HSW programme would be developed as part of the upcoming budget round.

In the discussion, Council noted:

- More explicit detail about the training provided would assist the understanding of the report.
- The internal audit report on field activities (including internships) would come to the October Audit and Risk Committee meeting.

Moved

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

Carried

## Grievance and Discipline Report

Mr Field presented the report highlighting the role of the Grievance and Academic Process Coordinator in managing the various appeals and role of the proctor in investigating cases of breach of discipline.

Professor Moran explained the recent process changes that contributed to the increased number of exclusions from a qualification and also the various support mechanisms that were triggered when a student was identified as needing assistance. The Fees Free initiative had resulted in an increasing number of students attempting university study with less academic preparation than previous cohorts.

In discussion it was noted that:

- The proportion of international students excluded remained constant but further investigation was required.
- The level of preparation for students enrolling (international and domestic) was a topic for further investigation and a subsequent Council workshop.

Moved

**That: Council note the Grievance and Discipline Report.**

Carried

## FROM THE FINANCE, PLANNING AND RESOURCES COMMITTEE

Mr Ballantyne presented the report from the meeting held on 19 August on behalf of the Chair of the Finance, Planning and Resources Committee (FPRC), Ms Drayton.

## CAPEX Quarterly Report to 30 June 2019

It was noted that the report was an abridged version of that provided to the Committee. Mr Longden advised that the capital spend was below the budget levels and that the Long Term Capital Plan would be updated as part of the 2020 budget process.

Moved

**That: Council note the CAPEX Quarterly Report summary.**

Carried

## Delegations Policy Review

Mr Field advised that the changes to the policy were minimal. The substantive element was the delegation schedules which would come to Council in October. The review of the schedules had been delayed to incorporate changes resulting from the review of Academic Board. The Review Working Party would be reporting back in 2020, so further delay to reviewing the delegation schedules was deemed inappropriate.

Moved

**That: Council approve the revised Delegations of Authority Policy.**

Carried

**FROM THE  
ACADEMIC BOARD**

Professor Wright presented the report from the meeting of the Academic Board noting the main agenda items. In particular he highlighted:

- The change to the acceptable enrolment levels for PhD (0.35, 0.65, 1.0 EFTS).
- The report on progression from Masters to Doctoral Qualifications was received and referred back to the Academic Administration Committee for further consideration.
- Membership of the Scholars at Risk network had been proposed to Council. The proposal lacked sufficient detail to be considered by Council and was referred back to Academic Board.
- An Assessment working group (including UCSA representatives) would report back in October on matters including the timing, nature and coherence of assessment and the potential impact of student wellbeing.

Moved

***That: Council note the report from the Academic Board and refer the proposal to join the Scholars at Risk Network back to Academic Board for further consideration.***

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 31 July 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.	<b>From the Chancellor</b>	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.	<b>From the Audit and Risk Committee</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)		
8.1	Draft Minutes				
8.2	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)
8.3	NZX Statement			To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
8.4	NZX Delisting			To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
8.5	Strategic Risk 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)
8.6		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)		

	Lessons Learnt from 15 March		
9.	<b>From the Finance, Planning and Resources Committee</b>		
9.1	Draft minutes	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	UC Futures - UC Futures Summary -Lessons Learnt from CETF	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
9.3	Student Services Levy	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
9.4	Haere-Roa Budget	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
9.5	UC Trust Fund Investment Manager 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)
9.6	Student First 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)
9.7	Movements in Year End Forecast to July 2019	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 6.55 pm and confirmed that Council:

- i) Approved a change to the Student Service Levy to a points based system (ie the amount of the levy reflects the number of points students are studying)
- ii) Approved the Student Services Levy rate of \$7.25 (including GST) per academic point. (This equates to \$870 per 120 points/1 EFTS)
- iii) Approved a maximum charge or cap at the equivalent of 150 points in an academic year
- iv) Approved distance students to pay 20% of the per point rate
- v) Approved points paid for distance courses do not contribute to the annual cap
- vi) Approved disestablishment of the lifetime cap of five years' worth of levy
- vii) Noted other exemptions and reductions are as outlined in the Student Services Levy policy

## **GENERAL BUSINESS**

Mr Brosnahan thanked the Council for the University's support of the Haere-Roa opening and throughout the development of the complex. The feedback received to date had been extremely positive.

The meeting ended at 6.57pm.

**NEXT MEETING**

The next meeting is scheduled for 4.00pm on Wednesday 25 September 2019.

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

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