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## Minutes

Date	<b>Wednesday 1 March 2017</b>
Time	4.00pm
Venue	Council Chamber, Level 6 Matariki
Present	Dr John Wood (Chancellor), Ms Sue McCormack (Pro-Chancellor), Dr Rod Carr (Vice-Chancellor), Mr James Addington, Mr Peter Ballantyne, Ms Catherine Drayton, Mr Warren Poh, Mr Malcolm Peterson Scott, Mr Shayne Te Aika, Professor Roger Nokes.
Apologies	Mr Bruce Gemmell (leave of absence).
In Attendance	Mr Jeff Field, Registrar and University Council Secretary Dr Hamish Cochrane, DVC (Academic) Professor Ian Wright, DVC (Research and Innovation) Ms Alex Hanlon, Executive Director, Learning Resources Mr Keith Longden, Chief Financial Officer Mr Adrian Hayes, Financial Controller Ms Robyn Nuthall, UC Futures Programme Manager Ms Jacqui Lyttle, Risk Manager Mrs Raewyn Crowther, University Council Co-ordinator
<b>CONFLICTS OF INTEREST</b>	Mr Gemmell had taken a leave of absence and was no longer attending UC Council meetings due to a conflict of interest regarding the strategic review of Lincoln University.
<b>FROM THE CHANCELLOR</b>	Dr Wood advised that due to the financial reporting deadlines imposed by the New Zealand Stock Exchange the Council would move to the public excluded agenda immediately to consider the items on the Annual Report 2016.
<b>PUBLIC EXCLUDED MEETING</b>	Moved <i><b>That: the public be excluded from the following parts of the proceedings of this meeting, namely:</b></i>

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
9. 9.3	<b>From the Audit and Risk Committee</b> Annual Report 2016	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 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

**ANNUAL REPORT 2016** The Council moved back into Public meeting at 4.15pm and confirmed the resolutions passed with the public excluded.

Moved

**That:**

- i) *Council adopt the Annual Report 2016, subject to minor typographical corrections and approves subsequent announcement to the NZX*
- ii) *Council approve the Chancellor and Vice-Chancellor to sign the representation letter on behalf of Council.*

Carried

**MINUTES** The minutes of the meeting held on 25 January 2017 were approved and signed as a correct record.

**MATTERS ARISING** There were no matters arising.

**FROM THE  
CHANCELLOR**

**Chancellor's Meetings**

The schedule of meetings was noted for information.

**Court of Convocation Policy Review**

Mr Jeff Field, Registrar, noted that following the changes to the University Council Constitution in 2015 the Court of Convocation Statute was no longer fit for purpose as there was no electoral process for the Court of Convocation under the new constitution. However the University must maintain a Court of Convocation and register in terms of the University of Canterbury Act 1961, (the Act). The Raiser's Edge database would serve as that register. The Court of Convocation Statute was amended in line with the constitution and the Act.

Moved

*That the Court of Convocation Statute as amended be published in the UC Policy Library.*

Carried

**Council Work Plan 2017**

An updated copy of the Work Plan was tabled and Mr Field noted the changes since the plan was last tabled. This was a dynamic document that provided information on the programme of work for Council in the coming year. It was noted that the fossil fuel petitioners would be invited to the 29 March Council meeting when that matter would be discussed. The Chancellor suggested that the two UC law students who had recently presented to the NZUS Council on their experiences as interns in the US Congress be invited to make the presentation to Council.

**FROM THE VICE-  
CHANCELLOR****Monthly Report**

Dr Carr took his report as read. He tabled the 2017-18 Operational Plan for information and provided an update on student enrolment:

- There was uncertainty of data given the large number of students who had been given access to Learn ahead of completing their enrolment. Final figures would be available by the end of the week.
- Domestic enrolments showed little change from last year
- New international enrolments were up 13.6%

In discussion of the Vice-Chancellor's Report it was noted that the report of the Office of the Auditor General had been tabled in Parliament despite strong objections being expressed as to its fundamentally flawed methodology and unfounded conclusions.

Moved

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

Carried

**FROM THE FINANCE,  
PLANNING AND  
RESOURCES  
COMMITTEE**

The Chair of the Finance, Planning and Resources Committee, Ms Drayton, presented the item.

**CAPEX Quarterly Report to December 2016**

The summary report provided information on all capital expenditure. It was noted that the SMS project was now a change management programme, with a workshop having been held with Council and a business case to come to the 29 March meeting.

Moved

**That: Council note the CAPEX Quarterly Report to 31 December 2016.**

Carried

**FROM THE AUDIT AND  
RISK COMMITTEE****Building Revaluations**

Chair of the Audit & Risk Committee, Mr Ballantyne, referred to the minutes of the A&R Committee of 7 February. The discussion on the financial statements had noted that following the earthquakes, building values were fluid, but had now stabilised and as such would not require annual revaluation.

Moved

***That: Council approve the reinstatement of triennial building revaluations.***

Carried

### **Building Naming**

Mr Ballantyne also noted that at the 7 February meeting of the A&R Committee, there was a brief discussion on the name of the Science precinct. While individual buildings within the precinct would be named by Council, it was recommended that the precinct should be known as the Rutherford Regional Science and Innovation Centre (RRSIC).

Moved:

***That: Council approve the renaming of the new science precinct as the Rutherford Regional Science and Innovation Centre.***

Carried

### **Audit Proposal**

Mr Keith Longden had negotiated external audit fees through to 2018 in a collaborative discussion with Audit New Zealand.

Moved:

***That: Council accept the audit proposal and the Chancellor be delegated to sign the Audit Proposal Letter and the Audit Arrangements Letter on behalf of Council.***

Carried

## **FROM THE ACADEMIC BOARD**

Dr Hamish Cochrane presented the report from the meeting of the Academic Board. He noted:

- The Immigration New Zealand Section Manager and Chair of Immigration Profiling Group would be visiting campus with the Indian situation to be discussed.
- All CUAP proposals had been accepted
- The result of the Centre of Asia Pacific Excellence proposal would be known soon.

Academic Progress regulations had been reviewed for approval by Council. Changes included:

- Postgraduate students, Certificate of Proficiency students and students enrolled in Transition Programmes progress could now be reviewed.
- Dr Cochrane and Dr Wood provided clarification about the academic progress and appeal processes. The latter noted that the Appeals Committee focused primarily on process issues but could also take into account any new evidence presented.

Moved

***That: the Academic Board Report be noted.***

Carried

Moved

***That: Council approve the change in the academic regulations for the review of academic progress of students.***

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 25 January 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 6.1 6.2	<b>From the Chancellor</b> Emeritus Professor nomination Council Evaluation Process	To protect the privacy of natural persons, including that of deceased natural persons 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(a)
7.	<b>From the Vice-Chancellor</b>	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
8. 8.1 8.1.1 8.1.2 8.1.3 8.1.4 8.1.5 8.2 8.3	<b>From the Finance, Planning and Resources Committee</b> UC Futures - UC Futures Summary - GOG February 2017 agenda - GOG Quarterly Scorecard -GOG Issues and Opportunities Report - Milestone Report to December 2016 PeopleSoft Upgrade Business Case Flock Hill Lease Renewal	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. 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 University to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	7(h) 7(h) 7(h) 7(f)(i) 7(h) 7(f)(i) 7(h) 7(i)
9. 9.1 9.2 9.4	<b>From the Audit and Risk Committee</b> Minutes 7 February 2017 Draft Minutes 20 February 2017 Internal Audit Contract	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(h)

		To enable the University to carry out, without prejudice or disadvantage, commercial activities.	
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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 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**

Members returned to public meeting at 6.09pm

**GENERAL BUSINESS**

There were no items of general business.

The meeting closed at 6.10pm.

**NEXT MEETING**

The next meeting is scheduled for 4.00pm on Wednesday 29 March 2017.

SIGNED AS A CORRECT RECORD:

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DATE:

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