
Minutes

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| Date | Wednesday 26 July 2017 |
| 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, Dr Rosemary Banks, Ms Catherine Drayton, Professor Roger Nokes, Mr Warren Poh, Mr Malcolm Peterson Scott, Mr Shayne Te Aika, Mr Steve Wakefield. |
| Apologies | None |
| In Attendance | Mr Jeff Field, Registrar and University Council Secretary Professor Ian Wright, DVC (Research and Innovation) Ms Alex Hanlon, Executive Director, Learning Resources Mr Keith Longden, Chief Financial Officer Dr Andrew Bainbridge-Smith, Academic Registrar Mr Adrian Hayes, Financial Controller Ms Robyn Nuthall, UC Futures Programme Manager Mr Bruce White, Deputy Registrar |
| CONFLICTS OF INTEREST | Mr Addington advised he had an interest in the 2018 domestic fees. |
| MINUTES | The minutes of the meeting held on 28 June 2017 were approved and signed as a correct record. |
| MATTERS ARISING | There were no matters arising not addressed elsewhere in the agenda. |
| FROM THE CHANCELLOR | Dr Wood welcomed Mr Steve Wakefield to his first meeting of the University Council. Chancellor's Meetings The schedule of meetings was provided for information. |

Council Work Plan 2017

An updated copy of the Work Plan was tabled and Mr Field noted the changes made. This was a dynamic document that provided information on the upcoming programme of work for Council.

Report from the Governance Working Group

The Council Appointments Statute was part of the package of changes required subsequent to the adoption of the University of Canterbury Council Constitution in 2015. The proposals to establish and maintain a register of potential Council members and the process for appointment to Council were supported.

Moved

That: Council approve the Council Appointments Statute and thank the members of the Governance Working Group for their work.

Carried

FROM THE VICE- CHANCELLOR

Monthly Report

Dr Carr took his report as read and provided an update on a number of matters:

- Domestic enrolments were up 3% over the prior year but behind budget, whereas full fee paying students were 23% ahead of the prior year and above budget. Further enrolments would be received with the Executive Development Programme (October intake) and Summer School enrolments.
- Lincoln University (LU) was considering the early demolition of the Burns building if staff could be accommodated elsewhere. A meeting to explore possibilities would be hosted by Learning Resources. The key consideration for the University was to avoid additional cost.
- Minister Nick Smith would be attending a meeting on campus on 10 August. He would be hosted by the Pro-Chancellor and Professor Wright.
- The Canterbury Mayoral forum had allocated \$450,000 to support research engagement between tertiary education institutions and industry.
- Planning for the reallocation of the DVC (Academic) responsibilities was ongoing.

In discussion, Council was advised that Mr Ballantyne had met with the Health and Safety team and a revised reporting format would be implemented for the August reports.

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, (FPRC) Ms Drayton, presented her report from the meeting on 17 July.

UC Trust Funds

Quarterly Report to June 2017

Ms Drayton recommended that Council focus on the target return, which was CPI plus 4.5%. The asset mix was 50:50 between growth and defensive assets. The commitment to reduce fossil fuel investment to less than 1% of the total funds had been achieved but the target asset allocation of 50% defensive and 50% growth assets had been affected.

In discussion, the following points emerged:

- The level of cash and fixed interest holdings was considered. There was a risk of capital loss if interest rates increased.
- All asset classes were exposed to increasing uncertainty.
- The University was an intergenerational investor so a diversified portfolio was required to mitigate risk.
- The medium term returns matched expectations. It was considered reasonable to periodically review the asset allocation.
- It was likely that the trust funds would be consolidated in the University annual accounts in 2019.
- The UC Foundation (UCF) also used the same investment advisor and had \$30M invested. UCF was undertaking a review of its investment advisor.

Moved

That: Council note the UC Trust Funds Quarterly report to June 2017.

Carried

Updated Statement of Investment Policy and Objectives

The significant changes to the SIPO were:

- The identification of the current fund managers.
- The explicit objective of achieving an annual return of CPI plus 4.5%.
- Including the objective of less than 1% of the fund invested indirectly in fossil fuels.

Moved

That: Council adopt the updated Statement of Investment Policy and Objectives.

Carried

FROM THE ACADEMIC BOARD

Professor Wright presented the report from the meeting of the Academic Board.

The expansion of library services in the lead up to examinations (within existing resources) was under consideration. Issues to be considered included the safety of library users when leaving late in the evening.

A number of new qualifications had been considered and were recommended for Council approval to submit to CUAP. Council noted:

- That while there was potential for a proliferation of bespoke qualifications, Academic Board had also recommended some qualifications be deleted.
- The resources required for additional qualifications and impact on existing qualifications were subject to review by the College Pro Vice-Chancellors and their financial advisors.
- The financial analysis was not provided to Academic Board.
- It would be helpful for the information provided to Council to include a summary of the financial justification of new courses.
- A Graduating Year Review also considered the enrolment levels achieved in the light of those expected in the business case.
- A strategic framework for academic programmes would be helpful when considering the addition or deletion of programmes of study. Such a framework could be presented at a Council workshop.

Moved

That: Council :

- i) note the Academic Board Report*
- ii) Approve the introduction of the following qualifications and forward them to CUAP for approval:*
 - a) Master of Strategic Communication*
 - b) Diploma in Languages*
 - c) Postgraduate Diploma and Postgraduate Certificate in Information Systems and Technology*
 - d) Master of Architectural Engineering and Postgraduate Certificate in Architectural Engineering*
 - e) Professional Master of Geospatial Science and Technology, and Postgraduate Diploma and Postgraduate Certificate in Geospatial Science and Technology*
 - f) Master of Spatial Analysis for Public Health*

Carried

Council then considered the changes to qualifications. It was noted that:

- The schedule of papers recognised as meeting the requirements to provide Bicultural Competence and Confidence (BCC) had been endorsed by the AVC Māori. There were opportunities to improve the format of the table.
- The way in which the graduate attributes were implemented was expected to be specific to each College. College of Arts provided a schedule of courses to address BCC whereas the College of Science had adopted one compulsory course.

Moved

That: Council approve the revision of the following qualifications and forward them to CUAP for approval:

- i) Master of Te Reo Māori*
- ii) Bachelor of Arts: Bicultural Competence and Confidence*
- iii) Certificate in Arts*
- iv) Certificate in Languages*
- v) Bachelor of Arts: Anthropology programme*
- vi) Bachelor of Sports Coaching*
- vii) Master of Engineering Studies: Transportation Engineering*
- viii) Postgraduate Biotechnology*
- ix) Bachelor of Science: Science, Society and Me*
- x) Bachelor of Science: Chemistry and Biochemistry*
- xi) Certificate in Science*

Council then considered the qualifications to be deleted.

Moved

That:

- 1. Council approve the removal of the following qualifications from the New Zealand Qualifications Framework and report these to CUAP:**
 - i) Diplomas in the named languages of Chinese, French, German, Japanese, Russian, Spanish, Te Pourua Reo: Te Reo Māori*
 - ii) Te Poutahi: Certificate in Arts (Māori and Indigenous Studies)*
 - iii) Te Poutahi Reo: Certificate in Arts (Te Reo Māori)*
 - iv) Master of Hazard and Disaster Management*
 - v) Certificate in Foundation Studies*
- 2. Council note the revision of regulations for a further 20 qualifications**

Carried

Productivity Commission Report

The Chancellor advised that the Government response to the Commission's report was due to be released next week. On receipt of that response, the University would consider subsequent actions, if any, to be taken.

Moved

That: Council:

- 1) *Receive the report from the Academic Board giving advice on the Productivity Commission's review of the tertiary education sector.*
- 2) *Commend Academic Board for the timely provision of the requested advice.*

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 May 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 | From the Chancellor 2017 Research Medal | To protect the privacy of natural persons | 7(a) |
| 7. 7.1 | From the Vice-Chancellor Risk Report | To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To avoid prejudice to measures protecting the health or safety of members of the public. | 7(f)(i) 7(d) |
| 8. 8.1 8.1.1 8.1.2 8.1.3 8.1.4 | From the Finance, Planning and Resources Committee UC Futures Update - UC Futures Summary - GOG Quarterly Scorecard - RRSIC Milestone Reset - Rehua Update | 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) |
| 8.2 | Domestic Fees 2018 | 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(f)(i) |
| 8.3 | Dovedale Accommodation Naming | To protect the privacy of natural persons | 7(a) |
| 8.4 | Recreation Centre IBC | To enable the University to carry out, without prejudice or disadvantage, commercial activities. | 7(f)(i) |
| 8.5 | Warehouse Lecture Theatre BC | To enable the University to carry out, without prejudice or disadvantage, commercial activities. | 7(f)(i) |
| 8.6 | SMS Student First 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) |
| 8.7 | Changes to the Erskine Bequest | 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) |
| 8.8 | Draft 6-Monthly Financial Report to 30 June 2017 | To enable the University to carry out, without prejudice or disadvantage, commercial activities. | 7(h) |
| 8.9 | Financial Forecast Report | To enable the University to carry out, without prejudice or disadvantage, commercial activities. | 7(h) |

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| | | 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. | Strategic Discussion 9.1 Letter from LU Transition Board | 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

RETURN TO PUBLIC MEETING

Members returned to public meeting at 6.48pm and confirmed the following matters for the public record:

1. Research Medal

Moved

That: Distinguished Professor Geoffrey Chase be awarded the Research Medal for 2017, and that a public announcement be made by the Chancellor.

Carried

2. Domestic Fees

Moved

That: Council approve, subject to gazetting by the Minister of Tertiary Education:

- i) A two per cent (2%) increase in domestic tuition fees.***
- ii) A two per cent (2%) increase in special programme fees.***
- iii) A two per cent (2%) increase in compulsory course costs and the removal of compulsory course costs of under \$20***
- iv) Non-Tuition Fees:***
 - a. The discontinuation of the ‘Admission Ad Eundem’, ‘Discretionary Entry/Special Admission’, ‘Late Enrolment’ and ‘Transfer of Credit’ Fees.***
 - b. A \$5 increase in the Administration Fee to \$120***
 - c. A \$5 increase in fees charged by Records, Examinations and Graduation to \$120.***
 - d. The introduction of a \$30 fee for the provision of a digital transcript and \$10 for a digital letter.***
- v) The introduction of an Accommodation Services Application Fee of \$100 (inc GST) for each first year applicant.***
- vi) Deans Award:***
 - a. A maximum of 20% of an international fee to be ‘packaged’ as a scholarship, non-tuition fee***

or additional fee, thereby varying the published fee by 10% either way, provided that the total annual cost does not exceed \$150,000 per college

- b. The 10% maximum to be relaxed up to a maximum of 15% discount based on direct business and volume at the discretion of the Vice-Chancellor. Direct business and volumes allowable for consideration of the 15% maximum in the context of international fees packaging constitute:

 - i. Full fee students who are recruited directly i.e. where we do not incur an agent's fee.*
 - ii. Students applying from new and emerging markets to establish market penetration.**
 - c. The Vice-Chancellor to be authorised to make decisions on the recommendation of the College PVCs using the student and market criteria above, up to \$1.5million.*
- vii) *Student Services Levy:*
- a. An increase to the Student Services Levy from \$795.00 to \$811.00 (both inclusive of GST), being a 2.0% increase.*
 - b. that distance students, using the existing definition of 'distance' pay 20% of the full Student Services Levy*
 - c. Allocation of funding from the Student Services Levy as per the schedule in Table 14, subject to final budget approval.*

Carried

Dovedale Accommodation Naming

Moved

That: Council approve:

- i) The Dovedale Development 1 be named "Hayashi"*
- ii) The five blocks be named Kūkū, Kiji, Ruru, Mozu and Tui, subject to consultation with Ngai Tahu*
- iii) That the Vice-Chamncellor be delegated authority to name a house or block "Viera Beattie".*

Carried

GENERAL BUSINESS

There were no items of general business.

The meeting closed at 6.50pm

NEXT MEETING

The next meeting is scheduled for 4.00pm on Wednesday 30 August 2017.

SIGNED AS A CORRECT RECORD: _____

DATE: _____