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## Minutes

Date	<b>Wednesday 25 October 2017</b>
Time	4.20pm
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Apologies	Mr Poh's apology was withdrawn
In Attendance	Mr Jeff Field, Registrar and University Council Secretary Professor Ian Wright, DVC Ms Alex Hanlon, Executive Director, Learning Resources Mr Darryn Russell, AVC Māori Ms Robyn Nuthall, UC Futures Programme Manager Mr Bruce White, Deputy Registrar Mr Josh Proctor, UCSA President-elect Mrs Raewyn Crowther, Council Co-ordinator
<b>CONFLICTS OF INTEREST</b>	None.
<b>MINUTES</b>	The minutes of the meeting held on 27 September 2017 were approved and signed as a correct record.
<b>MATTERS ARISING</b>	None.
<b>FROM THE CHANCELLOR</b>	<b>Chancellor's Meetings</b> The schedule of meetings was provided for information.  <b>Council Work Plan 2017</b> An updated copy of the Work Plan was tabled and Mr Field noted the changes made, in particular: <ul style="list-style-type: none"><li>• December FPRC and Council meetings cancelled</li><li>• January 31 Council meeting confirmed but with no papers.</li><li>• The Primary Industry Partnership proposal would be the subject of a workshop prior to the Council meeting on 28 March 2018.</li></ul>

### **Degrees conferred in absentia**

The Chancellor advised Council that while the conferring of degrees in absentia was delegated to the Chancellor, this item would become a standing item on the Council agenda. This would ensure the degrees conferred by UC were part of the public record.

### **FROM THE VICE- CHANCELLOR**

#### **Monthly Report**

Dr Carr took his report as read and made two minor corrections. He then provided an update on a number of matters:

- Data from week 3 of the enrolment cycle was inconclusive. The target for new-to-UC domestic students was a 5% increase on 2017 and full fee-paying students a 9% increase. All the private halls of residence were already fully booked.
- David Teece had announced his resignation as Chair of the UC Foundation in the USA.
- Student First on-line enrolment had gone live today and by the end of the year would be available for all domestic enrolments.

Council noted in particular the Vice-Chancellor's concluding comments in his report, detailing his intentions for the remainder of his term as VC, quoted here:

- Ensuring a successful conclusion to 2017 including the opening of RRSIC 1, completion of CETF, close out of contracts with Fletchers and Hawkins, approval of a 2018 Budget consistent with a forecast of break even in 2019, effective engagement with prospective students and end of year graduations.
- Ensuring a successful 2018, including student enrolment in excess of budgets (especially from Canterbury High School leavers and full fee paying international students), occupation of Rehua, opening of the 90 additional beds at Dovedale, decommissioning of the Kirkwood and Dovedale Villages and reinstatement of the playing fields, completion of the UCSA building and the replacement of the von Haast building with the Beatrice Tinsley building - thereby completing the Science Precinct redevelopment, as well as initiating the redevelopment of Locke and Logie, addressing space needs for Business and Law and commencing the building of a new recreation centre.
- In 2018 I would like to see the Graduate Profile become well embedded in learning outcomes for all undergraduates and wide-spread use of the co-curricular record become established. I would like us to continue to develop our organisational culture to improve collaboration and address staff concerns about silos, communication and engagement. I would like to see UC continue to improve the efficient and effective use of resources including the use of staff time and space. I would like the student experience to be further enhanced through the delivery of new programmes, deployment of planned components of Student First and improved quality assurance of teaching. I would like UC to sustain or improve its international rankings, achieve record levels of research income and philanthropic support and meet its targets under the Crown Funding Agreement.

- Above all, by the time I leave and a new Vice-Chancellor is in office I would like UC to be focused on transformation and growth and have closed the chapter in its history that will be known for response and recovery. It will be a busy sixteen months. Momentum matters and the support and engagement of academic and general staff are enabling and inspiring our students. I continue to believe this is an extraordinary institution, in exceptional times, facing amazing opportunities.

Moved

***That: The Vice Chancellor's Report be received and the concluding comments be endorsed.***

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 16 October, summarising the discussion at that meeting.

**Monthly Financial Report to 30 September 2017**

The special accounting treatment regarding furniture was noted.

Moved

***That: Council note the Monthly Financial Report to 30 September 2017.***

Carried

**FROM THE AUDIT AND  
RISK COMMITTEE**

The Chair of the Audit and Risk Committee, Mr Peter Ballantyne, presented his report from the meeting on 16 October, summarising the discussion at that meeting.

**Health and Safety Report**

The report was still a work in progress that would be completed in 2018. Data collected would then be compared against benchmarks. Activities beyond campus were also included in the work programme.

Moved

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

Carried

**Audit Arrangements**

The Audit arrangement letters had been received from Audit New Zealand, detailing the arrangements for the annual audit and the audit programme. A slight reduction in the fee was noted. The Audit and Risk Committee did not feel the need to consider a change of auditor.

Moved

***That: Council approve the Chancellor signing the audit proposal and audit arrangement letters.***

Carried

### **Official Information Act Requests Report**

The nil result for UC reported by the Ombudsman's Office was pleasing and the downward trend in numbers of requests received was noted. Harassment was a common theme across all universities.

Moved

***That: Council note the Official Information Act Requests Report.***

Carried

### **FROM THE ACADEMIC BOARD**

Professor Ian Wright presented the report from the meeting of the Academic Board noting that:

- The review group was nearing the end of its work and Professor Burrows and Dr Mann would meet with them before the Review went to Academic Board and Council early next year. The Chancellor stressed the need for a timeline for the review to be fixed and adhered to.
- Recruiting for the AVC Academic role was underway
- The academic timetable for 2019 had been decided and would align with Lincoln University. This would allow for the delivery of joint programmes that were currently being developed.
- UC 2018 Calendar was now on-line and due to be printed in December.

Moved

***That: Council note the Academic Board Report.***

Carried

Graduating Year Reviews were also presented for:

- Subjects in the Master of Commerce and Bachelor of Commerce with Honours Degree
- Master of Counselling
- Accounting, Taxation and Information Systems in the PhD
- Water Resource Management in the PhD

He also noted that student numbers in the Bachelor of Commerce with honours course were significantly lower than expected. The College of Business and Law would be considering the future of this degree.

Moved

***That: Council approve the Graduating Year Reports for forwarding to CUAP.***

Carried

**PUBLIC EXCLUDED  
MEETING**

Moved

***That: the public be excluded from the following parts of the proceedings of this meeting, namely:***

<b>Item on Public Excluded Agenda</b>	<b>General Subject Matter</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under section 48(1) for the passing of this resolution</b>
4	Minutes of the meeting held on 26 July 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	<b>From the Chancellor</b> Election of Chancellor and Pro-Chancellor	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 Finance, Planning and Resources Committee</b>	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 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 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(h) 7(f)(i) 7(f)(i) 7(h) 7(f)(i) 7(h) 7(f)(i) 7(h)
8.1	UC Futures Update - Summary Report - Q3 GOG Report - Rehua Update - CETF Contract Matters - RRSIC Contract Matters		
8.2	Student First Programme Project Stage Gate Report		
8.3	Identity Access Management Business Case Update		
8.4	Kirkwood/Dovedale Villages Decommissioning Business Case		
8.5	Building Names		
8.6	UCSA Building Project Report		
8.7	Financial Forecast Report		
9.	<b>From the Audit and Risk Committee</b>	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)
9.1	Draft minutes of the Audit and Risk Committee meeting of 16 October 2017		

9.2	Strategic Risk Register 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)
9.3	2017/18 Insurance Renewal	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
10.	<b>Strategic Discussion</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)
11.	<b>Vice-Chancellor Employment Committee</b>	To protect the privacy of natural persons	7(a)

*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 6.14pm and confirmed the names of the West (formerly Rutherford) and Link (formerly Electrical Link) buildings.

**GENERAL BUSINESS**

There were no items of general business.

The meeting closed at 6.15pm

**NEXT MEETING**

The next meeting is scheduled for 3.00pm on Wednesday 29 November 2017.

SIGNED AS A CORRECT RECORD:

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DATE:

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