

Minutes

Date	Wednesday 29 July 2009
Time	4.00 pm
Venue	Council Room, Level 6, Registry
Present	Mr Rex Williams, Chancellor (Chair), Dr Rod Carr (Vice-Chancellor), Ms Anna Crighton, Judge Colin Doherty, Ms Catherine Drayton, Mr Steve Jukes, Ms Sacha McMeeking, Associate Professor Euan Mason, Ms Sue McCormack, Mr Nick McDonnell, Mr Trevor McIntyre, Ms Wendy Ritchie, Mr Michael Shurety, Associate Professor Jim Tully, Professor Steve Weaver, Dr John Wood (Pro-Chancellor)
Apologies	Dr Paddy Austin, Mr Kiki Maoate
In Attendance	Mr Jeff Field (University Registrar and Council Secretary) Professor Ian Town (Deputy Vice-Chancellor) Dr Yvonne Shanahan (Chief Financial Officer) Dr Bob Hall (Director of Planning, Information and Reporting) Mr John MacDonald (Corporate Affairs Manager)
CONFLICTS OF INTEREST	<p>The student representatives, Mr Jukes and Mr McDonnell, noted their conflict of interest with respect to student tuition fees and the student services levy. The issue would be discussed at the beginning of the item.</p> <p>Ms Crighton again registered the conflict of interest she held as a member of the Board of the Historic Places Trust in respect of the National Conservatorium of Music discussion, and asked that it be recorded that she had excluded herself from discussion at HPT so she would be able to contribute to the University Council discussions.</p>
MINUTES	The minutes of the meeting held on 24 June 2009 were approved and signed as a correct record.
MATTERS ARISING	There were no matters arising.
FROM THE CHANCELLOR	<p>Committee Appointments Mr Williams confirmed the appointments in the memorandum from Mr Field; he congratulated and thanked the appointees for their contribution.</p> <p>Workshop Programme The updated workshop programme was noted. It was agreed that early in 2010 presentations by the Pro-Vice-Chancellors would resume as part of the workshop programme.</p>

Malaysia Alumni Trip

The schedule for the alumni and development trip to Malaysia, Singapore and Perth was noted, particularly the demanding schedule.

Recognising Professors Emeriti

Mr Williams summarised his memorandum proposing that there be an annual celebration for all Professors Emeriti during which recognition would be paid to those added to the community during that particular year. The first annual function was scheduled for 5pm on November 25, following the regular Council meeting.

Moved

That the Chancellor's Report be received

Carried

**FROM THE VICE-
CHANCELLOR**

Dr Carr spoke to his written report, covering:

- Staff Matters
- Student Matters
- Strategic Planning
- Financial Outcomes
- Major Projects
- Risks
- Meetings of Note
- Ceremonies, Events and Public Relations
- Upcoming Events

Discussion of the report included:

- The details of the programme to manage the number of research inactive staff
- The changes at NZi3 with the resignation of the Director, Dr Darin Graham, and the change of format for the Geospatial Research Centre from a limited liability company into a University centre with a focus on postgraduate study.

Moved

That the Vice-Chancellor's Report be received.

Carried

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

Ms Ritchie, Chair of the Finance, Planning and Resources Committee introduced the items for discussion.

Monthly UC Trust Funds Financial Report

An increase in value in the Trust Funds during quarter two 2009 was noted along with the recommendation from the UC Trust Fund Governance Group that scholarship expenditure for the remainder of 2009 and 2010 could be sustained from the existing fund.

Moved

That the UC Trust Funds statement of financial performance to 30 June 2009 be received.

Carried

Financial Report to 30 June 2009

Ms Ritchie complimented management on the standard of reports being prepared, and also offered individual presentations to Council members if there were any particular matters they wished to discuss. It was proposed that indicators be considered to supplement other main performance indicators.

Discussion included:

- The new graphical representation of the number of EFTS, analysed by those that attracted the government subsidy and those that did not
- The positive variance of the surplus, which reflected savings on personnel and operating expenditure
- The current review of service unit structures, Supporting Teaching and Research (STAR) and the prospect of re-deployment and redundancy for some general staff
- Underspending in the capital category being an issue of timing

Moved

That the financial report to 30 June 2009 be received.

Carried

NZi3 Capex Costs

Ms Ritchie summarised the final cost of the NZi3 project, which included a \$261,000 contractual overrun and outfitting costs of \$2.3m, bringing the total final cost to \$13m. Members discussed the reasons that equipment and infrastructure costs were unbudgeted, namely: an error in budgeting when the University was between ICT Directors; and the decision to upgrade the quality of the Audio-Visual and IT infrastructure to a higher specification. As a result of that upgrade, NZi3 had attracted a national grant of \$800,000 for video-conferencing and there had also been a \$350,000 external grant channelled through the UC Foundation. Members discussed their concerns about the cost overruns and asked what lessons had been learned. Dr Carr said business case development since NZi3 was proposed had been significant as was evident with the Music and HRMIS projects, both of which were reviewed externally.

Moved

That the NZi3 capital costs memorandum be noted.

Carried

Statement of Service Performance Report for Quarter 2 2009

Ms Ritchie noted that the Finance Committee had not discussed the SSP because of the pressure of business at their monthly meeting.

She directed members to the summary on page 45 which highlighted significant developments in the first half of the year. Members discussed:

- The new professional development programme and its value
- Efforts within the College of Education to protect the Waka Pounamu programme
- The tension between tightening progression standards and the student retention KPI
- The extra pressure on Deans and appeal processes due to tightening progression standards
- Preference for the progression rules being used as a means of controlling numbers rather than external indicators such as NCEA results for entry
- Health and safety compliance with respect to systems and processes, and the further vital need for staff commitment
- A proposal currently being considered by the Vice-Chancellor for further resources in the health and safety area which he and the Chancellor both considered to be a non-negotiable imperative.
- Additional money being spent currently on health and safety initiatives, such as egress upgrades for the lecture theatres
- The details of the mentoring programme and a generic invitation to all staff to avail themselves of management hosted visits to areas of interest within the University

Moved

That the Statement of Service Performance report for the second quarter 2009 be received.

Carried

Domestic Tuition Fees for 2010

Members agreed to the full participation of student representatives, Mr Jukes and Mr McDonnell, in the discussion and voting.

Ms Ritchie said it was never pleasant to have to consider putting up fees and the 5% proposal was a difficult one for members. She noted that the government was no longer covering annual inflation increases through the student achievement component of the subsidy and that tuition fees were one of the few areas the University could increase its income. She highlighted the importance of tuition fees to delivery of a quality programme.

Dr Carr noted Canterbury's comparative position, where it was often the fourth highest in the list of fees. As a result resources had been run down and the University's facilities and programmes had been affected. The 1.95% CPI adjustment was far below the increase in the University's costs. He noted that the cap on tuition fees in each of the categories was becoming the end point for most of the universities.

Mr McDonnell highlighted the tuition fee increase and the relationship to the student services levy which was also a further

impost on student costs. He asked Council members to consider a percentage increase below 5%.

Discussion of the proposal included:

- The value of providing budgetary comparisons for increases of 3%, 4% and 5%, noting what programmes and capital projects would be affected
- The value of setting the budget in conjunction with fee setting, perhaps later in the year in October.
- The factors which influence student's choice of University, notably social options, subject options, home town factors and to a lesser extent pricing
- Analysis within the financial statements of the forecast position in 2010; based on a 5% tuition fee increase, the result would be a marginal 3.7% surplus, only just within the range of 3-5% recommended by TEC
- The large proportion of the University's costs which were in salaries and the late advice that would be received of a salary increase for 2010 following delayed discussion with unions
- Budget setting in October so there could be a more accurate budget.
- The need to inform students as soon as possible of fees for the following year
- The approach some five years ago of setting fees and the budget together later in the year, and Council's request at that time that the two be separated and that fees be set earlier in the year
- The poor quality of facilities such as the library and science laboratories and the impact any lesser tuition fee increase would have
- That any increase below 4 or 5% constituted income foregone which could not be recovered in future years
- The savings that might be generated by the review of support services
- The quality imperative and the obligation to provide students with the best facilities and programmes possible, and the importance of the full increase to achieve that
- The prospect of no further CPI increases from government in future years, putting more pressure on the tuition fee income to help support quality
- The possibility of separating the budget and fee setting decision and the value in having more robust and longer term role forecasts to aid that process
- The commitment of any unforeseen surpluses to help develop the university's vision of a world class learning environment
- The distinction between capital expenditure on learning environments and the use of the building levy within the student services levy for student service-related capital projects
- The level of fee in the Master of Business Management and whether it should be raised to \$15,000

Moved

That recommendations 1 – 13 be taken together.

Carried

Moved

That the recommendations listed on pages 10 and 11 of the Domestic Tuition Fees paper for 2010 be approved.

Carried

Moved

That Finance Committee report back on the process for setting tuition fees in conjunction with the budget setting process.

Carried

Non-Compulsory Fees and Charges for 2010

Moved

That the report on non-compulsory fees and charges for 2010 be noted for information.

Carried

Student Services Levy

The members were provided with an update on the student services levy process following the decision in principle by Council at the previous meeting. Emails had been sent to all students by both the UCSA and the Vice-Chancellor, attracting some 400 and 80 responses respectively, followed by a student forum hosted by Mr Jukes and Dr Carr. Two matters had been left on the table following the previous meeting; the issue of a rebate for remote students and the issue of teachers undertaking continuing education in the College of Education but only taking one or two papers per year. In both cases the recommendation was there be a \$400 rebate on the \$600 levy. Discussion included:

- That the levy fund was for use on student services only and that distribution was made after consultation with UCSA
- That the process and activities were visible to all students
- That the building levy component was only to be used for student service related areas, not teaching and learning facilities
- The criticality of the quality of student services to the student experience
- Flexibility of the system to respond to student demand, providing the necessary and the desired services
- Discussions between UC and UCSA about what services could be delivered through the UCSA

Mr McDonnell indicated that he did not support the levy and was concerned at the cumulative impact of \$600 over a five year period and the total cost of \$3000. He expressed concern that the costing had been based on current model of service delivery which was not necessarily efficient. He noted that his views differed from Mr Jukes and that he was not a member of the UCSA executive.

Moved

That the revised Student Services Levy proposal be approved and the rebate for remote students and associate teachers studying one or two papers at the College of Education be set at \$400.

Carried

Mr McDonnell asked that his “no” vote be recorded.

FROM THE ACADEMIC BOARD

Academic Programmes

Professor Town said the proposals had all been fully discussed at Academic Board and proposed that be taken on block from which was agreed.

Moved

That the following proposals be adopted and forwarded to the New Zealand Vice-Chancellors’ Committee on University Academic Programmes (CUAP) for approval:

- 1. To introduce a Master of Arts and Master of Science in Child and Family Psychology.***
- 2. To amend the Postgraduate Diploma in Child and Family Psychology.***
- 3. To establish a new postgraduate programme in Construction Management, via a suite of endorsements for postgraduate qualifications in Engineering, namely:***
 - a new endorsement for the Master of Engineering qualification [ME (Construction Management)];***
 - a new endorsement for the Master of Engineering Studies qualification [MEngSt (Construction Management)];***
 - a new endorsement for the Postgraduate Certificate in Engineering qualification [PGCertEng (Construction Management)].***
- 4. To add endorsements in Civil Engineering and Mechanical Engineering to the Master of Engineering Studies and the Postgraduate Certificate in Engineering.***
- 5. To introduce a new PhD subject area - Human Interface Technology.***

6. *To introduce a Postgraduate Certificate in Palliative Care.*
7. *To change the structure of the Certificate in Arts, Te Poutahi: Certificate in Arts (Maori and Indigenous Studies), Te Poutahi Reo: Certificate in Arts (Te Reo Maori), Te Pourua: Diploma in Maori and Indigenous Studies, Te Pourua Reo: Diploma in Te Reo Maori, Diploma in Modern Languages (Chinese, French, German, Japanese, Russian, Spanish), Graduate Diploma in Arts to reflect the adoption of a common course size at the University of Canterbury.*
8. *To clarify an oversight in the notes to the majoring and minoring regulations in the BA.*
9. *To amend the BA(Hons) schedule for those subjects in which a research paper is not currently listed as compulsory to reflect the CUAP requirements, and to make subsequent changes.*
10. *To amend the policy of repeating courses in the MBA.*
11. *To amend the policy of repeating courses in the GradDipBA.*
12. *To make a 200- or 300-level course in music history a compulsory requirement for the MusB degree and for majoring in Music in the Bachelor of Arts degree.*
13. *To make MUSI 113: Choir and Sight-singing a compulsory requirement for the MusB degree and for majoring in Music in a Bachelor of Arts degree.*
14. *Changes to the BE(Hons) Intermediate to reflect the move to a common course size.*

The Academic Board recommends that the following proposals be adopted and reported to the New Zealand Vice-Chancellors' Committee on University Academic Programmes (CUAP):

1. *The deletion of the Endorsed Degree of Master of Education in Child and Family Psychology.*
2. *The deletion of the Postgraduate Certificate in Professional Development (Electronics and ICT).*

Carried

Moved

PRIVATE MEETING

***THAT** in terms of Section 48 of the Local Government Official Information and Meetings Act 1987, the public be now excluded from this part of the meeting because the Council wishes to*

discuss –

- 1. Minutes of Meeting held on 24 June 2009*
- 2. From the Finance, Planning and Resources Committee:*
 - 2.1. School of Music Update*
 - 2.2. Review of Fund Managers and Updated SIPO*
 - 2.3. Philanthropic Bond*
- 3. Naming Buildings in the College of Arts*
- 4. Professors Emeriti*

and for the reason that in terms of Section 9 of the Official Information Act 1982 discussion of these matters in public would be likely to inhibit the effective conduct of Council business and infringe the privacy of an individual and to prejudice the University's carrying out of its commercial and financial activities.

Carried

Moved

That Mr Field, Professor Town, Dr Shanahan, Mr MacDonald and Mr Peter Molony be invited to remain for the private section.

Carried

RETURN TO PUBLIC MEETING

Members came out of the private meeting at 7.54pm and confirmed discussions of the confidential minutes of the meeting held on 24 June 2009, the School of Music update, the review of fund managers and the updated SIPO, the philanthropic bond, the naming of buildings in the College of Arts, and the award of the titles Professor Emeritus and Professor Emerita to Professor Graham MacDonald and Professor Cynthia MacDonald.

GENERAL BUSINESS

There was no general business.

NEXT MEETING

The next meeting is scheduled for Wednesday 26 August 2009 at 4.00 pm.

The meeting closed at 7.55pm.

SIGNED AS A CORRECT RECORD:

DATE:
