



Draft Minutes for Council meeting

24/11/2022 9:00 AM | AESDT
UG-10, Coffs Harbour campus and Via Zoom

Members Present (13)

Sandra McPhee AM, Chancellor (Chair)
Prue Berry
Professor Tyrone Carlin, Vice Chancellor
Dr Austin Curtin AM
Murray d'Almeida, Deputy Chancellor
Julie Granger via Zoom
Associate Professor Renaud Joannes-Boyau
Scott Noble
Olivia Noffke
Professor Andrew Rose (Chair of Academic Board)
Jonathan Rourke
Lucy Shinnars
Geoff Stalley via Zoom

Sandra McPhee joined the meeting during the discussion of item 10 Report from the Chair, Academic Board and left the meeting after the discussion of item 16.

In Attendance

Belinda Atkinson, Council Secretary
Dean Gould, Chief Marketing Officer
Tracy Manning, Governance Services (Secretariat)
Travis Walker, Vice President (Finance) - item 14
Jack Williamson, Vice President (Strategy and Implementation) - item 11

IN CAMERA DISCUSSION

Murray d'Almeida, Deputy Chancellor, opened the meeting.

Council met in-camera at the commencement of the meeting without the Vice Chancellor or other attendees.

PRELIMINARY BUSINESS

The presence of a quorum was confirmed.

1. Acknowledgement of Country

On behalf of Council, the Deputy Chancellor provided an acknowledgment of Country.

2. Apologies and Leave of Absence

2.1 Apologies

None.

2.2 Leave of Absence

It was resolved:

Council approved a leave of absence for Dr Austin Curtin AM for the Council meeting scheduled for 16 June 2023.

3. Chancellor's Introductory Remarks

The Chancellor:

- recounted her attendance at a Preparing for Success online tutorial. She was impressed, finding it consistent with the University's purpose and values.
- advised the Chancellor's Art Prize winner for 2023 had been selected from the graduating students from the University's Bachelor of Art and Design. Jennifer Rowe, the winning artist, was an indigenous woman from Tasmania.

4. Previous Meetings

4.1 Confirmation of Minutes – 28 September 2022

It was resolved:

Council:

- (a) **agreed** that the draft Confidential Minutes of the Council meeting held on 28 September 2022 be signed by the Chancellor as a true and correct record of the meeting; and
- (b) **approved** the uploading of a Council Minuted Resolutions Report on items of open business of the Council meeting held on 28 September 2022 to the University Council website.

4.2 Matters Arising

None.

4.3 Action Items

None.

5. Councillors' Business

None.

6. Declarations of Interest

None.

7. Agenda

7.1 Starring of Items

Item 24 Policy Report was also starred for discussion.

It was resolved:

Council agreed to approve or note all unstarred items in accordance with the draft resolutions and without further discussion.

7.2 Arrangement of Agenda

Council discussed:

- Item 10 Report from the Chair, Academic Board before Item 9, Vice Chancellor's Report.
- Item 15 Vice Chancellor's Performance Review and Item 16 Council and Committee Evaluations before Item 13 What's keeping the Executive up at night.

KEY ROUTINE ITEMS

8. *Work Health and Safety Report – Third Quarter 2022

The report was taken as read. Tyrone Carlin, Vice Chancellor, spoke to the report and noted that:

- the procurement process for an external specialist to conduct an extensive review of the University's safety framework and risk management practices was close to completion.

- substantial progress had been made in the training of additional safety support officers and undertaking a regular routine of safety inspections.
- he had met with the new safety officers earlier in week to express his gratitude and reinforce Executive's responsiveness to any concerns they might raise.
- the incident reporting system was being enhanced and additional training being provided to the Executive.

Council discussed the ongoing work to remediate mould at the Lismore campus. Council was informed that areas of Orion College affected by mould had been closed off. In addition, some overgrown trees had been removed and remediation work undertaken in some of the blocks. Although the buildings were of older construction, they were fit for purpose and safe.

9. ***Vice Chancellor's Confidential Report**

10. ***Report from Chair, Academic Board**

The report was taken as read. Council discussed:

- the report from the Academic Standards and Quality Committee which was attached to Professor Rose's report. Professor Rose indicated that he had provided the full report so that Council was aware of the close monitoring by Academic Board and its subcommittees of academic governance matters such as student outcomes.
- the University's academic integrity framework, including the Academic Integrity Module introduced in early 2021. While the framework was working well, given the pace of technology changes, there was a need to review and update it regularly.
- different approaches to addressing academic integrity issues including designing assessments in such a way as to make it unfeasible to cheat.
- certain student cohorts who were more likely to breach academic integrity standards due to their education backgrounds.
- providing education to students who unintentionally breach academic integrity standards and imposing significant penalties on those who knowingly breached academic integrity.

ACTION ITEM: Provide a briefing to Council on the academic quality assurance framework involving Academic Board and its subcommittees (Assignee(s): Andrew Rose; Due Date: 14/02/2023).

KEY TRANSFORMATION MATTERS

11. ***Confidential: Strategy Update**
12. ***Confidential: Marketing Update**
13. ***Confidential: What's keeping the Executive up at night**

KEY REGULATORY AND COMPLIANCE MATTERS

14. ***Confidential: 2023 University Budget**

It was resolved:

Council approved the 2023 University Budget.

15. ***Confidential: Vice Chancellor's Performance Review**

16. ***Council and Committee Evaluations**

The briefing paper was taken as read. The Chancellor noted that the evaluation provided an opportunity for Council to reflect on how well it had met its objectives, and consider opportunities for improvement.

Council discussed:

- the development of the proposed survey questions. The Council Secretary confirmed that the Chancellor and Vice Chancellor had both reviewed the questions and provided feedback.
- the circulation of surveys for each of the Committees which would be managed via the relevant Chairs.
- attendance of Council members as observers at Council committees where they are not members.
- the different approaches taken by other universities and managing possible conflicts of interest.

17. *Southern Cross Campus Services Update

This item was deferred for discussion at a future Council meeting.

COMMITTEES REPORTS

18. *Audit and Risk Management Committee

19. *Finance and Investment Committee

20. *People and Culture Committee

OTHER ITEMS FOR APPROVAL

21. Confidential: Technology One Contract Renewal

22. Confidential: Dell Australia Pty Ltd Contract

23. Council Member Succession Planning Guideline

It was resolved:

Council ratified the Council Member Succession Planning Guidelines.

ITEMS NOTED

24. Policy Report

The report was noted.

25. Confidential: Budgeted Expenditure greater than \$1 Million

The report was noted.

26. Course Approvals and Removals Report

26.1 Course Approvals

The report was noted.

26.2 Course Removals

The report was noted.

27. Confidential: Use of the University Seal

The report was noted.

28. Council Schedule of Business

The report was noted.

29. *Committee membership

Council noted that the Chancellor had appointed Geoff Stalley to the following Council committees:

- Finance and Investment Committee

- People and Culture Committee

CLOSING BUSINESS

30. Confidential: Determination of matters for public disclosure

No additional agenda items were identified as being confidential.

31. Meeting Evaluation

A meeting evaluation was not conducted due to timing constraints.

32. Next Meeting

The next Council meeting was scheduled for Tuesday, 14 February 2023.

The meeting closed at 1.40 pm

Belinda Atkinson
Council Secretary

Signed as a true and correct record of the meeting:

Ms Sandra McPhee AM
Chancellor