

University of Canberra

COUNCIL MEETING No. 156

held on Friday 5 April 2013 at 9.00 am in the Council Room

PRESENT: Mr J Mackay AM (Chancellor)
Dr T Calma AO (Deputy Chancellor)
Professor G Cho AM
Ms A Ellis
Dr L Grealish
Dr T Karmel
Mr B Mewett
Mr J Pace
Professor S Parker (Vice-Chancellor)
Ms P Power AM
Dr S Ryan
Ms S Salthouse
Mr G Stewart
Mr D Trewin AO FASSA
Ms M Storti (Secretary)

APOLOGIES: Ms I Davis

IN ATTENDANCE:	Professor N Klomp	Professor F Shannon
	Mr B Lines	Ms V Williams
	Ms K O'Sullivan	Mr P Hill (A&G Unit)
	Professor M Skidmore	

Council met in closed session from 9.00 – 9.55 am for the discussion of confidential items.

Opening and Apologies

The apology noted above was received.

Confirmation of the Agenda

The agenda was confirmed as presented.

Declaration of Interests

Mr Mewett declared that he was the Chair of the UCC Board and a consultant for KPMG.

Mr Trewin declared that he was consultant to the University of the South Pacific and that UC may tender for services from that university.

Mr Mackay declared that he was discussing the possibility of establishing an on-campus child care facility for children with autism with the University.

Item 1: Confirmation of Confidential Minutes of Meeting No. 155

Resolution C156/1

Council approved the confidential minutes of Meeting No. 155 held on 21 February 2013 as an accurate record of proceedings.

Item 2: Matters arising from the Minutes

The minute for this item is recorded in the confidential minutes.

Item 3: Reports, Minutes and Recommendations from Council Committees

3.1 Finance Committee - Student Accommodation Corporate Structure Analysis

The minute for this item is recorded in the confidential minutes.

3.2 Campus Development Board

The minute for this item is recorded in the confidential minutes.

3.3 Nominations and Senior Appointments / Honorary Degrees Committee

The minute for this item is recorded in the confidential minutes.

3.3.1 2012 University Performance

The minute for this item is recorded in the confidential minutes.

Resolution C156/2

Council agreed that the level of performance achieved by the University for 2012 should be rated at a 'distinction' (exceptional) level.

3.3.2 Senior Managers Remuneration

The minute for this item is recorded in the confidential minutes.

Resolution C156/3

Council ratified the resolutions arising from the matters considered at the 25 March 2013 meeting of the joint meeting of the Nominations and Senior Appointments and Honorary Degrees Committees.

3.3.3 Vice-Chancellor's Performance

The minute for this item is recorded in the confidential minutes.

Resolution C156/4

Council ratified the resolutions arising from the matters considered at the 25 March 2013 meeting of the joint meeting of the Nominations and Senior Appointments and Honorary Degrees Committees.

3.3.4 Vice-Chancellor's Performance Objectives

The minute for this item is recorded in the confidential minutes.

Resolution C156/5

Council approved the 2013 performance objectives of the Vice-Chancellor.

3.3.5 Honorary Degrees

The minute for this item is recorded in the confidential minutes.

Resolution C156/6

Council ratified the resolutions arising from the matters considered at the 25 March 2013 meeting of the joint meeting of the Nominations and Senior Appointments and Honorary Degrees Committees.

3.3.6 Council Membership

The minute for this item is recorded in the confidential minutes.

Resolution C156/7

Council ratified the resolutions arising from the matters considered at the 25 March 2013 meeting of the joint meeting of the Nominations and Senior Appointments and Honorary Degrees Committees.

3.3.7 Appointment of Chancellor

The minute for this item is recorded in the confidential minutes.

Resolution C156/8

Council ratified the resolutions arising from the matters considered at the 25 March 2013 meeting of the joint meeting of the Nominations and Senior Appointments and Honorary Degrees Committees.

Item 4: Update on UC Public Hospital

The minute for this item is recorded in the confidential minutes.

Resolution C156/9

Council:

1. noted the continuing negotiation of the supporting agreements for the University of Canberra Public Hospital; and
2. authorised the Vice-Chancellor to negotiate the final form of the supporting agreements and execute them in the order contemplated under the Acquisition and Development Deed.

Item 5: Committee Appointments

The minute for this item is recorded in the confidential minutes.

Resolution C156/10

Council appointed:

1. Dr Laurie Grealish as a member of the Environment and Works Committee until 31 December 2013; and
2. Mr James Pace to the Student Conduct Committee until 31 December 2013.

Item 6: 2012 Institutional Performance

The minute for this item is recorded in the confidential minutes.

Resolution C156/11

Council discussed and noted the latest Key Performance Indicators Report.

Item 7: Chancellor's Opening Comments

The Chancellor reported that Graduation Ceremonies held on 26-28 March 2013 had been very successful, with uplifting speakers that reflected well on the University. The organisers of the ceremonies were congratulated for their efforts.

Item 8: Confirmation of Minutes of Meeting No. 155

Resolution C156/12

Council approved the minutes of Meeting No. 155 held on 21 February 2013 as an accurate record of proceedings.

Item 9: Matters arising from the Minutes

Professor Parker reported that the appointment of Michelle Grattan as a Professorial Fellow of the University had lifted the University's number of hits on *The Conversation* to over 500,000 with Ms Grattan having generated 150,000 in her own right.

Resolution C156/13

Council received and noted the list of actions arising.

Item 10: Vice-Chancellor's Report

The following points were noted in discussion.

- The possibility of forming a transnational Asian Design Institute was being discussed with Kobe Design University. UC would form the southern node of the Institute.
- The University was currently 229 FTSL short of its 2013 Student Load Plan. The shortfall was expected to be offset by Winter Term enrolments and enrolments at Holmesglen and MSIT. Deans were aware of the need to ensure budgets were brought back into line with revenue.
- The article *Demand-driven system promises innovation gains* published in *The Australian* had received positive media coverage and impact.

Resolution C156/14

Council received and noted the report from the Vice-Chancellor.

Item 11: 2012 Financial Statements / Audit Close Report / Westpac Facility

2012 Financial Statements

Council discussed the UC Group financial statements and, given the impending expiry of the current facility with Westpac, whether there are reasonable grounds to believe the University can pay its debts as and when they fall due. Given the progress on renewing the Westpac facility and the available credit from the Commonwealth Bank facility, there are reasonable grounds to believe the University can pay its debts as and when they fall due. The disclosures in the financial statements were also reviewed. (Refer also to the discussion below on the Audit Close report and the Westpac facility).

Council noted that NATSEM was now in a negative asset position and was reliant on the University for its ongoing operations.

Resolution C156/15

Council:

1. approved the draft 2012 financial statements for University of Canberra (University and UC Group consolidated)
2. noted the financial statements of

- a) University of Canberra College Pty Ltd
- b) University of Canberra Union Ltd
- c) NATSEM Pty Ltd;
- 3. authorised Professor Stephen Parker and Dr John Mackay to sign the Report by the Members of the University of Canberra Council on behalf of Council.

Audit Close Report / Management Representation Letter

Council received a tabled paper providing the UC Audit Close Report for the 2012 Financial Statements.

Ms Storti advised that the Audit Close Report had been briefly discussed with the chairs of the Audit and Risk Management and Finance Committees.

Mr Trewin commented that the Audit Close Report raised a number of risk issues for the University but that the mitigation measures proposed by the University were sufficient for them to have a small residual risk.

Council noted that the Chancellor was required to sign a Management Representation Letter on behalf of Council in relation to the 2012 Financial Statements and that the letter needed to be signed as soon as possible. Council agreed that the Management Representation Letter could be signed by the Chancellor subject to it be cleared by Mr Trewin as Chair of the Audit and Risk Management Committee.

Council noted that the audit of the 2012 Financial Statements had been difficult and that a number of issues had been raised toward the end of the process leaving little time for their negotiation. A further meeting with the Auditor-General would be held in the week beginning 8 April 2013 to discuss the issues raised in the audit.

Resolution C156/16

Council:

- 1. received and noted UC Audit Close Report for the 2012 Financial Statements; and
- 2. agreed that the Management Representation Letter could be signed by the Chancellor subject to it be cleared by Mr Trewin as Chair of the Audit and Risk Management Committee.

Westpac Facility

Ms Williams advised that the Westpac facility expired on 18 April 2013 and that Westpac had asked for a Council resolution authorising the extension of the current agreement until 31 May 2013 and delegating to the Vice-Chancellor authority to negotiate a new facility. Council agreed to provide the authorisations requested subject to the new facility being approved by the Finance Committee.

Resolution C156/17

Council:

- 1. authorised an extension of the current Westpac facility until 31 May 2013; and
- 2. delegated to the Vice-Chancellor authority to negotiate a new facility subject to the new facility being approved by the Finance Committee.

Item 12: Annual Report 2012

Dr Ryan commented that the number of women on boards such as Council was still generally too low and that efforts should be made to increase the number of female Council members.

Resolution C156/18

Council approved the text of the annual report of the University for 2012 and authorised transmission of the published annual report to the Legislative Assembly of the ACT.

Item 13: YTD Financial Performance Report

Mr Lines reported that the University was currently ahead of budget but noted that there were timing issues in relation to expenses.

Mr Lines advised that a budget reforecast would be provided to the May 2013 Council meeting noting that student revenue was less than predicted and that costs would have to be adjusted to meet revised revenue forecasts.

Council noted that Current Liabilities exceeded Current Assets but this issue would be addressed through the actions being taken with respect to the Westpac facility (See Item 11, above). Once the Westpac facility was renegotiated the amount could be reclassified to Non-Current.

Council noted that overheads represented 45% of the costs of the University and this needed to be addressed over the next twelve months. It was also noted that the small size of the University did not allow it to achieve the economies of scale of other universities and that it would have relatively higher overhead costs in comparison with other universities.

Resolution C156/19

Council noted the February 2013 YTD Financial Performance Report.

Item 14: Report from Academic Board**Meeting No. 13/2 (25 March 2013)****14.1 Accreditation of Course – Bachelor of Environmental Health****Resolution C156/20**

Council:

1. agreed to amend the *University of Canberra Courses & Awards (Degrees, Diplomas & Certificates) Rules 2010* to add the following new award:
 - Bachelor of Environmental Health (B EnvHealth)
2. noted that Academic Board had resolved to accredit, on behalf of Council (under Resolution C32/3 (d)) the following course leading to the above award, to be implemented for semester 1 2014:
Faculty of Health
 - Undergraduate degree course in Environmental Health [xxxAA] (leading to the new award of Bachelor of Environmental Health)

14.2 Accreditation of Course – Bachelor of Human Nutrition (Honours)**Resolution C/156/21**

Council:

1. agreed to amend the *University of Canberra Courses & Awards (Degrees, Diplomas & Certificates) Rules 2010* to add the following new award:
 - Bachelor of Human Nutrition (Honours) (B HumanNutr (Hons))
2. noted that Academic Board had resolved to accredit, on behalf of Council (under Resolution C32/3 (d)) the following course leading to the above award, to be implemented for semester 2 2013:
Faculty of Health

- Undergraduate honours degree course in Human Nutrition [xxxAA] (leading to the new award of Bachelor of Human Nutrition (Honours))

14.3 Accreditation of Course – Bachelor of Web Design and Production

Resolution C156/22

Council:

1. agreed to amend the *University of Canberra Courses & Awards (Degrees, Diplomas & Certificates) Rules 2010* to add the following new award:
 - Bachelor of Web Design and Production (B (B WebDes&Prod)
2. noted that Academic Board had resolved to accredit, on behalf of Council (under Resolution C32/3 (d)) the following course leading to the above award, to be implemented for semester 1 2014:

Faculty of Arts and Design

- Undergraduate degree course in Web Design and Production [xxxAA] (leading to the new award of Bachelor of Web Design and Production)

14.4 Accreditation of Course – Bachelor of Exercise Physiology and Rehabilitation

Resolution C156/23

Council:

1. agreed to amend the *University of Canberra Courses & Awards (Degrees, Diplomas & Certificates) Rules 2010* to add the following new award:
 - Bachelor of Exercise Physiology and Rehabilitation (B ExPhysiol&Rehab)
2. noted that Academic Board had resolved to accredit, on behalf of Council (under Resolution C32/3 (d)) the following course leading to the above award, to be implemented for semester 1 2014:

Faculty of Health

- Undergraduate degree course in Exercise Physiology and Rehabilitation [xxxAA] (leading to the new award of Bachelor of Exercise Physiology and Rehabilitation)

14.5 Changes to Course requiring a New Award – Bachelor of Biomedical Science

Resolution C156/24

Council:

1. agreed to add the following award to the *University of Canberra Courses & Awards (Degrees, Diplomas & Certificates) Rules 2010*: Bachelor of Biomedical Science (B BiomedicalSc)
2. noted that Academic Board had approved the change of name of the Bachelor of Applied Science in Human Biology [365AE] to the Bachelor of Biomedical Science
3. agreed to exercise its authority, under Rule 5(1) of the *University of Canberra Courses & Awards (Courses of Study) Rules 2010*, and determined that the following course should cease after an appropriate 'teach out' period, noting that Academic Board resolved to close the course to new admissions and remove it from the Academic Program with effect from the end of semester 2 2013:

Faculty of Education, Science, Technology and Mathematics

Undergraduate degree in Human Biology [365AE] (leading to the award of Bachelor of Applied Science).

14.6 Granting of Award – Doctor of Philosophy (in absentia)

Resolution C156/25

Council:

1. noted that the Chair of Academic Board had exercised Academic Board's authority under Rule 7(1) of the University of Canberra Conferring of Awards 2010 and granted an award to Peter ELSWORTH who had been certified as having satisfied the academic requirements of his course of study; and
2. agreed to exercise its authority under Rule 7(2) of the University of Canberra Conferring of Awards Rules 2010 and admitted Peter ELSWORTH to his award subject to the Peter ELSWORTH compliance with the Statutes and Rules of the University.

14.7 Education Plan 2013-2017 and Research Plan 2013-2017

Resolution C156/26

Council noted that Academic Board had endorsed and recommended to Council the final draft Education and Research Plans under the University's Strategic Plan.

14.8 Disestablishment of the University of Canberra College Academic Committee and Restructure of University Education Committee Sub-Committees

Resolution C156/27

Council noted that Academic Board had resolved to disestablish the University of Canberra College Academic Committee as a sub-committee of Academic Board and transfer the functions of the UCC committee to a new International and Third Party Providers sub-committee of the University Education Committee.

14.9 Undergraduate Academic Program for 2014

Resolution C156/28

Council noted that Academic Board had approved the undergraduate Academic Program for 2014.

14.10 New Enrolment Policy

Resolution C156/29

Council noted that Academic Board had noted and endorsed the actions of the Chair of Academic Board, acting on behalf of the Board (under Resolution 10/3/6) to approve the Enrolment Policy.

14.11 Reaccreditation of Courses

Resolution C156/30

Council noted that Academic Board had reaccredited four Bachelor courses.

14.12 Flexible Course Delivery for Existing Courses

Resolution C156/31

Council noted that Academic Board had approved flexible course delivery options for the following courses to be delivered in 'mixed mode' from semester 1, 2014 and that courses will be added to this list.

Faculty of Business, Government and Law

- Bachelor of Commerce [762AA]
- Bachelor of Justice Studies [248JA]

Faculty of Education, Science, Technology and Mathematics

- Bachelor of Information Technology [322AA]

Faculty of Health

- Bachelor of Sports Management [688AA]

- Bachelor of Sport Coaching and Exercise Science [153JA]

Item 15: Report on Advancement

Professor Parker highlighted some of the achievements of the Office of Advancement since its creation on 1 July 2011 including the following.

- The total alumni body had grown by approximately 7% since December 2011 and the number of alumni with a valid email or postal address had grown by 67%.
- In 2012, 34 email communications were sent to approximately 230,000 alumni. Of the approximately 69,000 emails that were opened only 361 had unsubscribed.
- The Office of Advancement was strategically important to the University providing students with an ongoing connection to the University and lifting the general goodwill of students toward the University.
- The profile of the College of Adjuncts was continuing to develop.
- The UC Foundation had raised \$6.1m at the end of 2012 including \$2.3m received through the Aurora Program.
- Pledges for the Degree in Civil Engineering amounted to \$2.3m, which was approximately half of the amount required to commence the degree.

Council requested that it be provided with the forward plans for the Office of Advancement at the May 2013 meeting.

Council noted that the Honorary Appointments Panel was responsible for honorary appointments and that appointments and reappointments were closely scrutinised to ensure they were adding value to the University. Council requested that it receive a break-down of honorary appointments by gender at the May 2013 meeting and emphasised the need for gender to be considered when making such appointments.

Resolution C156/32

Council:

1. received and noted the report from the Office of Advancement;
2. requested that it be provided with the forward plans for the Office of Advancement at the May 2013 meeting; and
3. requested that it receive a break-down of honorary appointments by gender at the May 2013 meeting.

Item 16: Review of Standing Orders

Ms Storti advised that the revised Standing Orders had been reviewed by the Legislation Committee and had been updated to reflect changes since their introduction and the current operation of Council.

Resolution C156/33

Council approved the amendments to the Standing Orders of Council with immediate effect.

Item 17: Annual Reports from Committees and Reviews of Terms of Reference**17.1 Campus Development Board**

Council noted that it was intended to make the quorum requirements for the Campus Development Board consistent with those of other committees.

Resolution C156/34

Council:

1. received and noted the Annual Report for the Campus Development Board for 2012; and
2. agreed to delete the current requirements for meetings to be quorate from the terms of reference for the Campus Development Board.

17.2 Nominations and Senior Appointments and Honorary Degrees Committees

Resolution C156/35

Council received and noted the Annual Report for the Nominations and Senior Appointments Committee and Honorary Degrees Committees for 2012.

Item 18: Other Business

No matters were raised at this item.

PLANNING SESSION

Item 1: Update on the Strategic Plan and development of Supporting Plans

1.1 Education

The minute for this item is recorded in the confidential minutes.

1.2 Research

The minute for this item is recorded in the confidential minutes.

1.3 Internationalisation

The minute for this item is recorded in the confidential minutes.

Item 2: Professional Staff Initiatives

The minute for this item is recorded in the confidential minutes.

Item 3: Update on Campus Development

The minute for this item is recorded in the confidential minutes.

The meeting was closed at 1.05 pm.