

UNIVERSITY COUNCIL MEETING NO. C209

CONFIRMED Minutes of the University Council meeting
held at 9.00am on Friday 1 May 2020
via Videoconference.

IMPORTANT NOTE:

The web version of these minutes has been edited to remove the confidential minutes of the Closed Session and management actions arising from the meeting.

MEMBERS OF THE UNIVERSITY COUNCIL

At the date of this meeting, the following people are the members of the University Council:

| Member | Position | Term Commenced | Term Ends |
|------------------------------------|---|------------------|------------------|
| Professor Tom Calma AO | Chancellor (s11(1)(a)) | 1 January 2014 | 31 December 2022 |
| Dr Chris Faulks | Deputy Chancellor (s11(1)(d)) | 1 January 2014 | 30 June 2020 |
| Professor Paddy Nixon | Vice-Chancellor and President (s11(1)(b)) | 6 April 2020 | 5 April 2025 |
| Professor Elisa Martinez-Marroquin | Chair, Academic Board (s11(1)(c)) | 1 January 2020 | 31 December 2022 |
| Dr Tom Karmel AM | Ministerial Appointee (s11(1)(d)) | 19 November 2018 | 18 November 2021 |
| Mr Glenn Keys AO | Ministerial Appointee (s11(1)(d)) | 1 July 2017 | 30 June 2020 |
| Mr Barry Mewett | Ministerial Appointee (s11(1)(d)) | 21 October 2011 | 20 October 2020 |
| Ms Annabelle Pegrum AM | Ministerial Appointee (s11(1)(d)) | 19 November 2018 | 18 November 2021 |
| Dr Michael Schaper | Ministerial Appointee (s11(1)(d)) | 19 November 2018 | 18 November 2021 |
| Mr David Sturgiss | Ministerial Appointee (s11(1)(d)) | 23 January 2018 | 22 January 2021 |
| Ms Patricia Kelly PSM | Ministerial Appointee (s11(1)(d)) | 9 April 2019 | 8 April 2022 |
| Assoc Prof Kate Pumpa | Elected Academic Staff (s11(1)(e)) | 1 January 2020 | 31 December 2021 |
| Ms Melissa Hankinson | Elected General Staff (s11(1)(f)) | 1 January 2020 | 31 December 2021 |
| Mr Anthony Davidson | Elected PG Student (s11(1)(g)) | 1 January 2020 | 31 December 2020 |
| Ms Emma Montgomery | Elected UG Student (s11(1)(g)) | 1 January 2020 | 31 December 2020 |

1.1 WELCOME AND APOLOGIES

The Chancellor opened the meeting at 9.00am with an Acknowledgement of Country and welcomed members and attendees.

Present:

| | |
|---------------------------|--------------------------------------|
| Professor T Calma AO | Chancellor |
| Dr C Faulks | Deputy Chancellor |
| Prof Paddy Nixon | Acting Vice-Chancellor and President |
| Prof E Martinez-Marroquin | Chair, Academic Board |
| Dr T Karmel AM | External Member |
| Ms P Kelly PSM | External Member |
| Mr G Keys AO | External Member |
| Mr B Mewett | External Member |
| Ms A Pegrum AM | External Member |
| Mr D Sturgiss | External Member |
| Dr M Schaper | External Member |
| Assoc Prof Kate Pumpa | Academic Staff Member |
| Ms Melissa Hankinson | General Staff Member |
| Mr Anthony Davidson | Postgraduate Student Member |
| Ms Emma Montgomery | Undergraduate Student Member |

In attendance:

| | |
|----------------------|---|
| Professor G Crisp | Deputy Vice-Chancellor, Academic (DVCA) (Parts 1-4, Items 5.1, 5.3) |
| Professor L Sullivan | Deputy Vice-Chancellor, Research and Innovation (DVCRI) (Parts 1-4, Items 5.1, 5.3) |
| Ms V Williams | Vice-President, Finance and Infrastructure (VPFI) and Vice-President Critical Response (VPCR) (Items 4.2, 4.5, 4.6, 5.1, 5.3) |
| Ms B Robinson | Vice-President, University Relations and Strategy (VPURS) (Items 4.2, 4.5, 4.6, 5.1, 5.3) |
| Ms W Flint | Acting Chief Executive, People and Diversity (CEPD) (Parts 1-4, Items 5.1, 5.3) |
| Mr D Formica | Acting Vice-President, Finance and Infrastructure (A/VPFI) (Parts 1-4, Items 5.1, 5.3) |
| Mr E Wells | General Counsel and University Secretary (GCUS) |
| Ms S Norton | Deputy University Secretary (minutes) (DUS) |

1.2 DECLARATIONS OF INTEREST

The Chancellor called for any declarations of interest in addition to those included in the Register of Standing Interests. The following declarations were made.

- Dr Chris Faulks has submitted an Expression of Interest for her reappointment as an External Council Member and will leave the meeting for the discussion at Item 5.2.2.
- Council members Prof Tom Calma, Ms Patricia Kelly, Dr Tom Karmel and Mr Glenn Keys advised that they know one or more of the proposed Council appointees (names withheld from the Minutes).

1.3 REVIEW OF AGENDA

The Chancellor called for any other business, including items to be moved out of the Consent Agenda.

- Council Member Tom Karmel requested that Item 2.2.3 Update on Environmental Sustainability Initiatives be moved out of the Consent Agenda for discussion.
- The Council agreed to move Item 4.2 CFO's Report to immediately after Item 4.5.
- The Council agreed to move Item 5.2 Council Appointments to immediately after Item 5.3.

PART 2 CONSENT AGENDA

2.1 CONFIRMATION AND/OR NOTING OF PREVIOUS COUNCIL MINUTES

RESOLUTION C209/1

The Council resolved to **approve** the Unconfirmed Minutes of C206 Ordinary Council Meeting held on 28 February 2020.

RESOLUTION C209/2

The Council resolved to **approve** the Unconfirmed Minutes of CS207 Special Council Meeting held on 16 March 2020.

RESOLUTION C209/3

The Council resolved to **approve** the Unconfirmed Minutes of CS208 Special Council Meeting held on 3 April 2020.

RESOLUTION C209/4

The Council resolved to **note** the 2020/FM1 Flying Minute dated 7 April 2020.

2.2 MATTERS FOR ACCEPTANCE OR NOTING FROM COMMITTEES

RESOLUTION C209/5

The Council resolved to **accept** the unconfirmed minutes of the Academic Board meeting held on 8 April 2020.

RESOLUTION C209/6

The Council resolved to **accept** the Confirmed Minutes of the Finance Committee Meeting held on 4 March 2020.

RESOLUTION C209/7

The Council resolved to **accept** the Unconfirmed Minutes of the Finance Committee Meeting held on 16 April 2020.

RESOLUTION C209/8

The Council resolved to **accept** the Report on Cash and Debt Position.

RESOLUTION C209/9

The Council resolved to **accept** the Workforce Profile.

RESOLUTION C209/10

The Council resolved to **accept** the Confirmed Minutes of the Special Audit and Risk Management Committee Meeting held on 4 March 2020.

RESOLUTION C209/11

The Council resolved to **accept** the Unconfirmed Minutes of the Audit and Risk Management Committee Meeting held on 25 March 2020.

RESOLUTION C209/12

The Council resolved to **accept** the Exercise of Financial Delegations Report.

RESOLUTION C209/13

The Council resolved to **accept** the Unconfirmed Minutes of the Planning and Development Committee Meeting held on 24 March 2020.

RESOLUTION C209/14

The Council resolved to **accept** the Campus Development Report.

RESOLUTION C209/15

The Council resolved to **accept** the Campus Estate Report including Capital Works Update.

2.3 OTHER MATTERS FOR NOTING OR RATIFYING**RESOLUTION C209/16**

The Council resolved to **note** the Conferral of Awards under Chancellor's Delegation.

RESOLUTION C209/17

The Council resolved to **note** the Update on Implementation of Broderick Review Recommendations.

PART 3 GENERAL BUSINESS**3.1 REVIEW OF ACTION LIST**

Council noted the items listed on the Action Sheet.

3.2 ANNUAL PLAN

The Council noted the amended Annual Workplan.

3.3 CHANCELLOR'S REPORT

The Chancellor welcomed the new Vice-Chancellor and President, Professor Paddy Nixon, to his first meeting of the University Council and thanked Ms Belinda Robinson for her contribution as Acting Vice-Chancellor and President from December 2019 to March 2020.

The Chancellor acknowledged the current impact of COVID-19 on the University and noted the increased workload on senior management in managing the impact on staff and students. He advised that, as a result of COVID-19, the UCC AICD University Governance course has been deferred to 2021 and a number of other proposed key higher education sector conferences have either been deferred or cancelled.

The Chancellor advised that Sir Angus Houston was chairing a review of Vice-Chancellor remuneration across the higher education sector and the survey has been circulated to all Universities.

RESOLUTION C209/18

The Council resolved to **accept** the Chancellor's Report.

3.4 VICE-CHANCELLOR'S REPORT

The Vice-Chancellor (VC) provided an overview of the key matters outlined in his report and requested that it be taken as read. He acknowledged the role of Ms Belinda Robinson and University senior management in managing the impact of COVID-19 on the University staff and students. He recently met with the Student Representative Council who are very appreciative of the support received.

The VC commented on the impact of COVID-19 in the following areas of the University;

- staff who are working from home, in particular, those staff with school age children learning at home due to school closures;
- research activity;
- critical IT infrastructure security and management; and.
- staffing levels given a projected significant reduction in revenue in 2020 and 2021.

The VC advised that the recent Town Hall, which was live streamed due to COVID-19, was attended by 600+ people. This illustrates good engagement by staff and the feedback has been positive, with staff appreciating the candour and transparency.

In response to questions and comments from Council members the VC advised as follows.

- The University is currently working closely with both ANU and the ACT Government. While the ACT Government is presently focussed on its community response to COVID-19, the University is discussing a number of proposals under which it can receive financial and other assistance from the ACT Government. These proposals include a line of credit, payroll tax waiver or deferral and capital grant. These discussions are continuing.
- The University is looking carefully at international partnerships and the best options to support international students in second semester.
- The University is considering a number of future revenue generating proposals including:
 - a teaching and research relationship with Western Sydney University (WSU);
 - the introduction of a short course program including UC Pro;
 - a collaboration by the Faculty of Health with ECA for a teaching facility at Castle Hill, Sydney; and
 - various international partnership opportunities.
- The proposed UNSW Canberra campus is proceeding but the timing is likely to be affected by the impact of COVID-19 on the finances of UNSW.

RESOLUTION C209/19

The Council resolved to **accept** the Vice-Chancellor's Report

PART 4 MATTERS FOR DECISION AND/OR DISCUSSION

4.1 STRATEGIC DIRECTION

There were no reports submitted to the meeting.

4.2 CFO'S REPORT

4.2.1 Financial Management Report March 2020

Ms Vicki Williams, Vice-President Finance and Infrastructure (VPFI), provided an overview of the Financial Performance Report for March 2020 and advised the following in relation to comments and questions from the Council:

- The current ratio has reduced following changes in Accounting Standards regarding the recognition of revenue in the Balance Sheet and the timing of University cash movements. For the reasons previously noted, the current ratio is not presently causing concerns.
- Salaries and benefits are favourable to budget reflecting reduced recruitment activity early in 2020 and the current recruitment freeze.
- The higher costs for the demolition of Arscott House relate to the removal of asbestos.

RESOLUTION C209/20

The Council resolved to **note** the Financial Management Report for March 2020.

4.2.2 Year End Forecast #1

The VPFI provided an overview of revised Year End Forecast and noted the following key issues.

- The 2020 Budget budgeted for a \$5.8m surplus which is now at significant risk due to the impact of COVID-19.
- The Forecast presents a range of scenarios relating to the impacts of COVID-19 on the University for 2020. It presents Best Case and Likely Case alternatives for revenue impact.
- The revenue impact in the Forecast to Budget 2020 under the Best Case is (\$13.7m) and Likely Case is (\$26.1m).
- The 2020 revenue will also be impacted by the reduction in student accommodation revenue, loss of parking revenue, rental relief provided to commercial tenants and the closure of child-care centres.
- The Forecast does not include any expenditure savings, but work has commenced on reviewing and reforecasting University expenditure for 2020. There are likely to be significant expenditure savings resulting from the closure of the campus, the inability of staff to undertake travel and the recruitment freeze.

RESOLUTION C209/21

The Council resolved to **note** the Year End Forecast #1.

4.3 STRATEGIC FUNDS

There were no reports submitted to the meeting.

4.4 OTHER MATTERS FOR DISCUSSION AND/OR DECISION

4.4.1 Work Health and Safety Report

Ms Wendy Flint, Acting Chief Executive People and Diversity, provided an overview of the tabled report and noted the following key issues.

There has been an increase in reported student related incidents, including mental health related issues, following the introduction of the COVID-19 related measures. However, it was noted that there has been an improvement in the manner in which students report incidents and the information is collected.

- There was one notifiable incident as defined under the Work Health and Safety Act 2011 which related to a gas leak resulting from stormwater excavation works.
- Most University staff are now working from home and have received advice and support to ensure their home working environment is safe. There has been no increase in incidents to date as a result of the changed working arrangements.

RESOLUTION C209/22

The Council resolved to **accept** the Work Health and Safety Report for January to March 2020.

4.4.2 Items moved from Consent Agenda

Item 2.2.3 - Update on Environmental Sustainability Initiatives was moved out of the Consent Agenda for discussion.

In response to questions and comments from Council members, Dr Chris Faulks, Chair of the Planning and Development Committee advised the following:

- The University does not currently have Environmental Sustainability Policy or Strategy the previous strategy covered the period to 2015. The University is currently working on new policy and 3-year sustainability strategy.
- The report provides an update on the progress in developing the new policy and strategy and noted that the new Environmental Sustainability Policy was conditionally endorsed by the Planning and Development Committee on 24 March 2020.

RESOLUTION C209/23

The Council resolved to **note** the update on Environmental Sustainability Policy and Strategy.

4.5 COMMITTEE REPORTS

4.5.1 Academic Board

Professor Elisa Martinez-Marroquin, Chair of Academic Board, provided an overview of matters considered at the meeting of Academic Board on 8 April 2020 and in her report.

The Board's focus has been on the academic response to COVID-19, oversight and review of its processes, the quality of academic activities, and better collaboration with Faculty Boards.

The final version of the TEQSA Risk Assessment Framework will be released by TEQSA shortly and will be discussed with the ARMC.

The VC advised that the University will be offering a small number of short courses in IT, Education and Health leading to graduate certificates.

The Chancellor acknowledged the achievements of the academic community in their response to COVID-19.

RESOLUTION C206/24

The Council resolves to:

1. **accept** the Academic Board Report;
2. **approve** the appointment to Academic Board of:
 - a) the Pro Vice-Chancellor (Students, Partnerships and International) with a term commencing 29 June 2020 and concluding on 28 June 2022;
 - b) the Pro Vice-Chancellor (Learning and Teaching) to Academic Board with a term commencing 29 June 2020 and concluding on 28 June 2022; and
 - c) the elected general staff member to Council with a term commencing on 1 May 2020 and concluding 31 December 2021;

3. **note** the academic response measures to the COVID-19 pandemic; and
4. **note** the annual reports from the Animal Ethics Committee and Human Research Ethics Committee.

4.5.2 Finance Committee

Mr David Sturgiss, Chair of the Finance Committee, provided an overview of matters considered at the recent meeting noting that the major issues of concern are addressed in the CFO's Report.

RESOLUTION C209/25

The Council resolved to **accept** the verbal report from the Chair, Finance Committee.

4.5.3 Audit and Risk Management Committee

Mr Barry Mewett, Chair of the Audit and Risk Committee, provided an overview of matters considered at the recent meeting and advised the following in response to questions and comments from the Council:

- The University has adopted a very effective critical response and resilience management structure which has been tested in recent months given major bushfires, many weeks of bushfire smoke, a major hailstorm and COVID-19.
- The Risk Appetite Statement has been developed by the ARMC (with the assistance of PWC) and in consultation with the University senior management.

RESOLUTION C209/26

The Council resolved to:

1. **accept** the verbal report from the Chair, Audit and Risk Management Committee;
2. **approve** the Risk Appetite Statement; and
3. **note** the Major Risk Update Report.

4.5.4 Planning and Development Committee

The Chair of the Planning and Development Committee provided an overview of matters considered at the recent meeting and advised the following in response to questions and comments from the Council:

- The Committee's focus has been on the development of the Masterplan, the finalisation of which has been deferred to late July 2020 given the impact of COVID-19 on resourcing and the need to brief the new VC on the project.
- The Strategic Asset Management Plan currently being developed is an important document that will inform the University's planning utilisation, management, maintenance and replacement of built assets over the next 15 years.

RESOLUTION C209/27

The Council resolved to **accept** the verbal report from the Chair, Planning and Development Committee.

4.6 PRESENTATIONS FROM MANAGEMENT

4.6.1 University Relations and Strategy Portfolio Report

Ms Belinda Robinson, Vice-President University Relations and Strategy, presented an overview of portfolio activities over the previous 12 months as set out in the report and advised the following in response to questions and comments from the Council:

- The marketing of University courses has been adapted to address the changing expectations of students given the impact of COVID-19.
- A revised week-long virtual approach to Open Day is currently being considered senior management.
- The University has launched the UPLIFT campaign targeting Year 11 and 12 students.

RESOLUTION C209/28

The Council resolved to **accept** the annual Portfolio Report and presentation from the Vice-President University Relations and Strategy.

4.6.2 Faculty of Business Government and Law Annual Report

Professor Jason Bainbridge, Executive Dean of the Faculty of Business Government and Law, presented the annual report for the Faculty and advised that the Faculty has the following three key priorities:

1. reviewing the curricula to develop opportunities that will result in increased student load;
2. increasing visibility locally, nationally and internationally through strategic engagements, projects and partnerships; and
3. growing links with government, industry and business.

The Executive Dean advised the following in response to questions and comments from the Council:

- The Faculty had made a decision to intensively offer studio learning early in semester one and then be able to move to remote learning. In Semester 2 studio learning is likely to now be undertaken at the back end.
- Some of the learnings from the changes made as a result of COVID-19 initiatives may change the mode of teaching delivery in the longer term.

RESOLUTION C209/29

The Council resolved to **accept** the annual report and presentation from the Executive Dean of the Faculty of Arts and Design.

The Council moved into Closed Session

PART 5 CLOSED SESSION

THE MINUTES OF THIS SESSION ARE CONFIDENTIAL.

The Council moved out of Closed Session

PART 6 MEETING FINALISATION

6.1 REVIEW ACTIONS TO BE TAKEN

There was no additional discussion.

6.2 MEETING EVALUATION

The Chancellor noted that the videoconferencing and Consent Agenda had both worked well.

6.3 NEXT MEETING

The next Ordinary Meeting of Council is scheduled to be held from 9.00am to 4.00pm on Friday 26 June 2020 in the Council Room, University of Canberra.

6.4 MEETING CLOSE

There being no further business the meeting concluded at 3.45pm.