

## UNIVERSITY COUNCIL MEETING NO. CS207

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CONFIRMED Minutes of the University Council meeting  
held at 4.00pm on Monday 16 March 2020  
in the Council Room University of Canberra

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**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

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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
Ms Belinda Robinson	Acting Vice-Chancellor & President (s11(1)(b))	13 January 2020	5 April 2020
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

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## PART 1 MEETING OPENING

### 1.1 WELCOME AND APOLOGIES

The Chancellor opened the meeting at 4.00pm with an Acknowledgement of Country and welcomed members and attendees.

#### Present:

Professor T Calma AO	Chancellor
Dr C Faulks	Deputy Chancellor
Ms B Robinson	Acting Vice-Chancellor and President
Prof E Martinez-Marroquin	Chair, Academic Board
Dr T Karmel AM	External Member (by teleconference)
Ms P Kelly PSM	External Member
Mr G Keys AO	External Member (by teleconference)
Mr B Mewett	External Member (by teleconference)
Ms A Pegrum AM	External Member
Mr D Sturgiss	External Member
Assoc Prof K Pumpa	Academic Staff Member
Ms M Hankinson	General Staff Member
Mr A Davidson	Postgraduate Student Member
Ms E Montgomery	Undergraduate Student Member (from 4.30pm)

#### In attendance:

Professor G Crisp	Deputy Vice-Chancellor, Academic ( <b>DVCA</b> ) (Item 4.4.1)
Professor L Sullivan	Deputy Vice-Chancellor, Research and Innovation ( <b>DVCR&amp;I</b> ) (Item 4.4.1)
Ms V Williams	Vice-President, Finance and Infrastructure ( <b>VPF&amp;I</b> )
Ms A McKenzie	Director, Office of the Vice-Chancellor (Item 4.4.1)
Mr E Wells	General Counsel and University Secretary ( <b>GCUS</b> )
Ms S Norton	Deputy University Secretary (minutes)

#### Approved Leave of Absence:

Dr M Schaper	External Member
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### 1.2 DECLARATIONS OF INTEREST

Council Member Glenn Keys advised that his company, Aspen Medical, is providing advice and support to government and other academic institutions in relation to COVID-19.

### 1.3 REVIEW OF AGENDA

It was agreed to discuss 5.2.1 Campus Community prior to 4.4.1 COVID-19 Planning and Response.

## PART 2 CONSENT AGENDA

There were no reports submitted to the meeting.

## PART 3 GENERAL BUSINESS

There were no reports submitted to the meeting.

**4.1 STRATEGIC DIRECTION**

There were no reports submitted to the meeting.

**4.2 CFO'S REPORT**

There were no reports submitted to the meeting.

**4.3 STRATEGIC FUNDS**

There were no reports submitted to the meeting.

**4.4 OTHER MATTERS FOR DISCUSSION AND/OR DECISION**

**4.4.1 COVID-19 Planning and Response**

The Vice-Chancellor and members of the Executive Team provided an update on the University's management of the likely impact of the COVID-19 pandemic on University operations. Some of the key matters raised were the following.

a) **MANAGEMENT**

- An ACT Health Emergency was declared by the ACT Government at 1.00pm today, 16 March 2020.
- The University is following all government advice in relation to its response to COVID-19.
- On-campus health related services such as the ICON cancer centre, medical and counselling clinic and the health hub are remaining open.
- A revised University Pandemic Plan will be finalised in the next few days.
- Ms. Vicki Williams, the Vice-President Finance and Infrastructure (**VPFI**) has been appointed to lead the University's COVID-19 response for a three-month period with Mr. David Formica assuming the role of Acting VPFI during that time.
- The University's Critical Incident Team has been meeting twice weekly and the Executive Team are meeting every weekday morning to discuss and implement the University's response the COVID-19 pandemic.
- Social distancing and meeting protocols have been implemented across the University. There will be a continued focus on educating staff and students on cleaning and hand washing with cleaners paying particular attention to hard surfaces such as handrails and counter tops.
- Communications Plans and FAQs are currently being prepared.
- The Council Planning Day scheduled for 30 April will be rescheduled to a future date.
- Professor Paddy Nixon arrives on Friday 20 March and will be in isolation at Bimbimbie for 14 days.

b) **STAFFING**

- At this stage there is no government directive to work from home. The approach being taken is "business as usual".

- Staff may work from home by agreement with their manager taking into account their individual circumstances. Issues of WHS and insurance will need to be considered before any work from home directive is issued.
- c) GRADUATION CEREMONIES
- Graduations have been cancelled with all graduands to be admitted to their awards in absentia.
  - All graduates will be offered the opportunity to attend a ceremony at a later date. The Chancellor will record a video link to be attached to an email advising graduands of the cancellation.
  - A Graduation Handbook will still be produced.
- d) STUDENTS
- There are currently 264 University students offshore of which one will arrive on 17 March. 121 students have requested a deferral of Semester 1 and 143 students have not advised of their intentions regarding their 2020 studies.
  - Approximately two thirds of these 264 students are continuing and one third are commencing.
- e) LEARNING AND TEACHING
- All face to face classes are currently proceeding as normal although planning is underway for alternative modes of delivery.
  - Most enrolled students will be able to continue studies online but some rescheduling may be required eg for work placements.
  - Deferred and online course assessment options are being considered.
  - Changes to delivery mode and course structure may need to be referred to the Academic Board.
- f) RESEARCH
- Any proposed remote working or teaching obligations could impact contractual obligations and milestones under grants.
  - International HDR student may encounter issues with their visas and scholarships which may need to be extended.
- g) CAMPUS
- The University is working with Unilodge to look at the possible impact on student accommodation.
  - The University will need to have a clear understanding of what is meant by “closing the campus”.

#### **RESOLUTION CS207/1**

The Council resolved to **note** the update on COVID-19 Planning and Response and requested that the Audit and Risk Management Committee be kept informed.

#### **4.4 COMMITTEE REPORTS**

There were no reports submitted to the meeting.

#### **4.5 PRESENTATIONS FROM MANAGEMENT**

There were no presentations.

*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**

There was no additional discussion.

##### **6.3 NEXT MEETING**

The next Ordinary Meeting of Council is scheduled to be held from 10.00am to 12.00pm on Friday 3 April 2020 in the Council Room, University of Canberra.

##### **6.4 MEETING CLOSE**

There being no further business the meeting concluded at 6.30pm.