



agenda

Unitec Council

Monday 25 May 2015, 9.00am
Mt Albert Campus, Building 48
Executive Boardroom

- Open Meeting**
- 1 Council Business (10 minutes)**
 - 1.1 Minutes of Council meeting held on 20 April 2015
 - 1.2 Matters Arising
 - 1.2.1 Unitec Council Action List
 - 1.3 General Business
- 2 Items for Decision (10 minutes)**
 - 2.1 International Fee 2015 – Study Abroad Certificate of Proficiency (SACP) 5
- 3 Items for Information (30 minutes)**
 - 3.1 Research Paper
 - 3.2 Executive Summary Report
 - 3.3 Health and Safety Report
 - 3.4 Academic Board Report and Minutes
 - 3.5 Runanga Minutes
 - 3.6 Fono Faufautua Minutes



agenda

Unitec Council Confidential Meeting

Monday 25 May 2015, 10.00am
Mt Albert Campus, Building 48
Executive Boardroom

- 1 **Karakia**
 - 2 **Apologies**
 - 3 **Disclosure of Interest Register**
 - 4 **Formal motion for moving into Committee for Specific Agenda items**
 - 5 **Confidential Council Business (15 minutes)**
 - 5.1 Confidential Minutes of Unitec Council Committee meeting held on 20 April 2015
 - 5.2 Matters Arising
 - 5.2.1 Unitec Council Action List
 - 6 **Items for Decision (60 minutes)**
 - 6.1 The Mind Lab by Unitec Loan Agreement
 - 6.2 International Fees for 2016
 - 6.3 Wairaka Land Company
 - 7 **Items for Information (120 minutes)**
 - 7.1 Blueprint Student Services Update
 - 7.2 Whetu Project Update
 - 7.3 Clusters Project Update
 - 7.4 NZ Police Contract
-

Lunch 12.30 – 1.00pm

- 7.5 Confidential Finance Report
 - 7.5.1 Forecast Update
 - 7.6 Confidential Executive Summary Report
 - 7.6.1 Personal Grievance Summary Report
 - 7.6.2 Student Complaints Report
 - 7.7 Executed Contracts
 - 7.7.1 List of Executed Contracts

 - 8 Council Members only discussion**

 - 9 Formal motion for moving out of Committee**
-



agenda

Unitec Council

Monday 29 June 2015, 10.00am
Mt Albert Campus, Building 48
Executive Boardroom

- Open Meeting**
- 1 Council Business (10 minutes)**
 - 1.1 Minutes of Council meeting held on 25 May 2015
 - 1.2 Matters Arising
 - 1.2.1 Unitec Council Action List
 - 1.3 General Business
- 2 Items for Decision (20 minutes)**
 - 2.1 Remuneration Committee Terms of Reference
 - 2.2 Common Seal Policy
- 3 Items for Information (30 minutes)**
 - 3.1 Executive Summary Report
 - 3.2 Health and Safety Report



agenda

Unitec Council Confidential Meeting

Monday 29 June 2015, 10.00am
Mt Albert Campus, Building 48
Executive Boardroom

- 1 Karakia**
 - 2 Apologies**
None received
 - 3 Disclosure of Interest Register (5 minutes)**
This is an opportunity for members to declare any conflict with items for discussion on today's agenda as well as to review and confirm the Disclosure of Interests Register as correct and current.
 - 4 Formal motion for moving into Confidential Session for Specific Agenda items**
 - 5 Confidential Council Business (5 minutes)**
 - 5.1 Confidential Minutes of Unitec Council Committee meeting held on 25 May 2015
 - 5.2 Matters Arising
 - 5.2.1 Unitec Council Action List
 - 6 Items for Decision (1 hr 15 minutes)**
 - 6.1 Project Whetu Proposal Meredith Morgan
 - 6.2 Meridian Power Supply Contract Graeme Archer
 - 6.3 Transformation Implementation Plan (Workforce Strategy) Meredith Morgan
 - 6.4 Insurance Renewal Graeme Archer
 - 6.5 Strategic Plan Meredith Morgan
-

7	Items for Information (20 minutes)	
7.1	Access Rights Review Update	Meredith Morgan
7.2	Confidential Finance Report	Graeme Archer
7.3	Confidential Executive Summary Report	Rick Ede
	7.3.1 Student Complaints Report	Ray Meldrum
7.4	Executed Contracts	Graeme Archer
	7.4.1 List of Executed Contracts	

8 Council Members only discussion

9 Formal motion for moving out of Confidential Session

Lunch



agenda

Unitec Council Confidential Meeting

Monday 27 July 2015, 10.00am
Mt Albert Campus, Building 48
Executive Boardroom

1 Karakia

2 Apologies

None received

3 Disclosure of Interest Register (5 minutes)

This is an opportunity for members to declare any conflict with items for discussion on today's agenda as well as to review and confirm the Disclosure of Interests Register as correct and current.

4 Formal motion for moving into Confidential Session for Specific Agenda items

5 Confidential Council Business (15 minutes)

5.1 Confidential Minutes of Unitec Council meeting held on 29 June 2015

5.2 Matters Arising

5.2.1 Unitec Council Action List

5.2.2 Overview - Tranche One Business Case

6 Items for Decision (180 minutes)

6.1 Blueprint and Whetu Proposal for Change (90 minutes)

Meredith Morgan

Lunch

6.2 Sector Alignment Proposal for Change (90 minutes)

Wendy Horne

7 Items for Information (45 minutes)

7.1 Confidential Finance Report

Graeme Archer

7.2 Confidential Executive Summary Report

Rick Ede

7.3 Student Complaints Report

Ray Meldrum

7.4 Personal Grievance Summary

Meredith Morgan

7.5 Executed Contracts

Graeme Archer

8 Council Members only discussion

9 Formal motion for moving out of Confidential Session



agenda

Unitec Council

Monday 31 August 2015, 10.00am
Mt Albert Campus, Building 48
Collaborative Project Space 048-1040

Karakia

Apologies

Sarah Haydon, Alastair Carruthers

Open Meeting

- 1 Council Business (10 minutes)**
 - 1.1 Minutes of Council meeting held on 27 July 2015
 - 1.2 Matters Arising
 - 1.2.1 Unitec Council Action List
 - 1.3 General Business

 - 2 Items for Decision (30 minutes)**
 - 2.1 Verbal Update: Transformation Overview Rick Ede
 - 2.2 Student Disciplinary Statute Ray Meldrum
 - 2.3 Integrated Fee Structure for Council members of TEIs Sarah Exeter

 - 3 Items for Information (30 minutes)**
 - 3.1 Executive Summary Report Rick Ede
 - 3.2 Health and Safety Report Carla Tonks
 - 3.3 Student Council Report Ray Meldrum
 - 3.4 Academic Board Report Ray Meldrum
 - 3.5 Council Terms of Appointment Sarah Exeter
-



agenda

Unitec Council Confidential Meeting

Monday 31 August 2015, 10.00am
Mt Albert Campus, Building 48
Collaborative Project Space 048-1040

1 Apologies

Sarah Haydon, Alastair Carruthers

2 Disclosure of Interest Register (5 minutes)

This is an opportunity for members to declare any conflict with items for discussion on today's agenda as well as to review and confirm the Disclosure of Interests Register as correct and current.

3 Formal motion for moving into Confidential Session for Specific Agenda items

4 Confidential Council Business (15 minutes)

4.1 Confidential Minutes of Unitec Council meeting held on 27 July 2015

4.2 Matters Arising

5.2.1 Unitec Council Action List

5 Transformation (30 minutes)

5.1 Transformation Dashboard Update

Rick Ede

Lunch 12.15pm

Transformation continued (60 minutes)

5.2 Wairaka Land Company Incorporation Approval

Graeme Archer

5.3 Programme Business Case Independent Quality Assurance Report

Will Smith

5.4 Blueprint and Sector Alignment Proposal For Change Update

Meredith Morgan



agenda

6 Items for Decision (90 minutes)

6.1	Strategic Plan	Rick Ede
6.2	Unitec One Planet Strategy	Leon Fourie
6.3	IMS Business Case: Windows 10	Meredith Morgan
6.4	Mind Lab Loan Agreement	Graeme Archer
6.5	Student Services Fees 2016	Alison Dow
6.6	Domestic Fees 2016	Graeme Archer
6.7	Waitakere Civic Development Settlement Agreement	Graeme Archer

Afternoon Tea 3.15pm

7 Items for Information (30 minutes)

7.1	Confidential Finance Report	Graeme Archer
7.2	Confidential Executive Summary Report	Rick Ede
7.3	Student Complaints Report	Ray Meldrum
7.4	Personal Grievance Summary	Meredith Morgan
7.5	Executed Contracts	Graeme Archer

8 Council Members only discussion

9 Formal motion for moving out of Confidential Session



agenda

Unitec Council

Monday 28 September 2015, 9.30am
Mt Albert Campus, Building 48
Collaborative Project Space 048-1040

Karakia

Apologies

Dianne Kidd

Open Meeting

- | | | |
|----------|---|-------------|
| 1 | Council Business (10 minutes) | |
| 1.1 | Minutes of Council meeting held on 31 August 2015 | |
| 1.2 | Matters Arising | |
| | 1.2.1 Unitec Council Action List | |
| 1.3 | General Business | |
| 2 | Items for Decision (30 minutes) | |
| 2.1 | Verbal Update: Transformation Overview | Rick Ede |
| 3 | Items for Information (30 minutes) | |
| 3.1 | Executive Summary Report | Rick Ede |
| 3.2 | Health and Safety Report | Carla Tonks |
| 3.3 | Academic Board Report | Ray Meldrum |
| 3.4 | NZQA Key Evaluation Question (KEQ) 6 | Ray Meldrum |
| 3.5 | Academic Board Minutes | Ray Meldrum |
| 3.6 | Fono Minutes | Wendy Horne |
| 3.7 | Runanga Minutes | Wendy Horne |
-



agenda

Unitec Council Confidential Meeting

Monday 28 September 2015, 9.30am
Mt Albert Campus, Building 48
Collaborative Project Space 048-1040

1 Apologies

Dianne Kidd

2 Disclosure of Interest Register

This is an opportunity for members to declare any conflict with items for discussion on today's agenda as well as to review and confirm the Disclosure of Interests Register as correct and current.

3 Formal motion for moving into Confidential Session for Specific Agenda items

4 Confidential Council Workshop (60 minutes)

4.1 Risk Workshop

5 Confidential Council Business (15 minutes)

5.1 Confidential Minutes of Unitec Council meeting held on 31 August 2015

5.2 Matters Arising

5.2.1 Unitec Council Action List

6 Transformation (90 minutes)

6.1 Transformation Dashboard Update

Rick Ede

6.2 Sector Alignment and Student Services Blueprint Update

Meredith Morgan

6.3 Concentrix Master Services Agreement

Meredith Morgan

6.4 Wairaka Land Company

Graeme Archer



agenda

7 Items for Decision (90 minutes)

- | | | |
|-----|--|-----------------|
| 7.1 | IMS Business Case: Network Refresh | Meredith Morgan |
| 7.2 | IMS Business Case: Communication and Collaboration Project | Meredith Morgan |
| 7.3 | Property Report: Building 183 Extension | William J Smith |
| 7.4 | Property Report: Core Facilities Project | William J Smith |
| 7.5 | Marketing | Steve Haddock |
| | 7.5.1 Agreement (Decision) | |
| | 7.5.2 Campaign Strategy (Information) | |
| 7.6 | Proposal for Preferred Stationery Supplier - OfficeMax | Graeme Archer |

8 Items for Information (45 minutes)

- | | | |
|-----|---------------------------------------|-----------------|
| 8.1 | Presentation: Tribal Benchmarking | Graeme Archer |
| 8.2 | Maori Governance Review | Wendy Horne |
| 8.3 | Confidential Finance Report | Graeme Archer |
| 8.4 | Confidential Executive Summary Report | Rick Ede |
| 8.5 | Student Complaints Report | Ray Meldrum |
| 8.6 | Personal Grievance Summary | Meredith Morgan |
| 8.7 | Executed Contracts | Graeme Archer |

9 Reports and Minutes from Committees (20 minutes)

- | | | |
|-----|---|-----------------|
| 9.1 | Audit and Risk Committee: Recommendations and Minutes | Sarah Haydon |
| 9.2 | Procurement Policy | Graeme Archer |
| 9.3 | Protected Disclosures Policy | Meredith Morgan |
| 9.4 | Audit and Risk Terms of Reference | Sarah Haydon |

10 Council Members only discussion

11 Formal motion for moving out of Confidential Session



agenda

Unitec Council

Monday 2 November 2015, 10.00am
Mt Albert Campus, Building 48
Collaborative Project Space 048-1040

Karakia

1 Apologies

2 Disclosure of Interest Register

This is an opportunity for members to declare any conflict with items for discussion on today's agenda as well as to review and confirm the Disclosure of Interests Register as correct and current.

3 Council Business (10 minutes)

3.1 Minutes of Council meeting held on 28 September 2015

3.2 Matters Arising

3.2.1 Unitec Council Action List

3.3 General Business

4 Transformation (30 minutes)

4.1 Transformation Dashboard Update

Rick Ede

5 Items for Decision (30 minutes)

5.1 Council Attendance at Runanga for 2016

Sarah Exeter

5.2 Council Attendance at Fono Faufautua for 2016

Sarah Exeter

5.3 Awarding of Honorary PhD

Ray Meldrum

6 Items for Information (60 minutes)

6.1 Executive Summary Report

Rick Ede

6.2 Health and Safety Report

Carla Tonks

6.3 Academic Board Report

Ray Meldrum

6.4 NZQA Key Evaluation Question (KEQ) 6

Ray Meldrum

6.5 Academic Board Minutes

Ray Meldrum



agenda

Unitec Council Confidential Meeting

Monday 2 November 2015, 10.00am
Mt Albert Campus, Building 48
Collaborative Project Space 048-1040

1 Apologies

2 Disclosure of Interest Register

This is an opportunity for members to declare any conflict with items for discussion on today's agenda as well as to review and confirm the Disclosure of Interests Register as correct and current.

3 Formal motion for moving into Confidential Session for Specific Agenda items

4 Confidential Council Business (15 minutes)

4.1 Confidential Minutes of Unitec Council meeting held on 28 September 2015

4.2 Matters Arising

4.2.1 Unitec Council Action List

5 Transformation (90 minutes)

5.1 Verbal Transformation Update

Rick Ede

5.2 Tranche One Business Case Update

Graeme Archer

5.3 Trades and Engineering Draft

Leon Fourie

5.4 Decision: Proposals for Change Outcome Documents

Meredith Morgan

5.4.1 Sector Alignment

5.4.2 Student Services Blueprint

6 Items for Decision (60 minutes)

6.1 IMS Business Case: Identity Management

Meredith Morgan

6.2 TEC Borrowing Approval

Graeme Archer



agenda

7 Items for Information (60 minutes)

7.1	Annual Report Process	Meredith Morgan
7.2	TEC & NZQA Requirements	Ray Meldrum
7.3	Confidential Executive Summary Report	Rick Ede
7.4	Confidential Finance Report	Graeme Archer
7.5	Commercial Lender RFP	Graeme Archer
7.6	Personal Grievance Summary	Meredith Morgan
7.7	Student Complaints Report	Ray Meldrum
7.8	Executed Contracts	Graeme Archer

8 Reports and Minutes from Committees (15 minutes)

8.1	Wairaka Land Company Inaugural Board Meeting	Rick Ede
-----	--	----------

9 Council Members only discussion

10; Formal motion for moving out of Confidential Session



agenda

Unitec Council

Monday 7 December 2015, 9.00am
Mt Albert Campus, Building 48
Collaborative Project Space 048-1040

Karakia

1 Apologies

2 Disclosure of Interest Register

This is an opportunity for members to declare any conflict with items for discussion on today's agenda as well as to review and confirm the Disclosure of Interests Register as correct and current.

3 Council Business *(10 minutes)*

3.1 Minutes of Council meeting held on 2 November 2015

3.2 Matters Arising

3.2.1 Unitec Council Action List

3.3 General Business

4 Transformation *(20 minutes)*

4.1 Transformation Dashboard Update

Rick Ede

5 Items for Decision *(40 minutes)*

5.1 Remuneration – Council, WLC & General Process

Sarah Exeter

5.2 Register of Interest Annual Return

Sarah Exeter

5.2.1 Declaration of Interest

5.2.2 Protocols

5.3 Financial Delegations Policy & Schedule

Graeme Archer

5.4 Directors and Officers Liability Insurance

Graeme Archer

5.5 Audit New Zealand

Graeme Archer

- Arrangements Letter
- Engagements Letter

5.6 Policies

Graeme Archer

5.6.1 Conflict of Interest



agenda

5.6.2 Sensitive Expenditure

5.6.3 Travel

5.6.4 Fraud

5.6.5 Treasury

6 Items for Information (20 minutes)

6.1 Executive Summary Report

Rick Ede

6.2 Health and Safety Report

Carla Tonks

6.3 EER: Monitoring Educational Performance

Ray Meldrum

6.3.1 EER Overview

6.3.2 EER Monitoring – AB Matrices

6.3.3 EER Health Check

7 Reports and Minutes from Committees (0 minutes)

7.1 Rūnanga September 2015 Minutes



agenda

Unitec Council Confidential Meeting

Karakia

Monday 7 December 2015 9.00am
Mt Albert Campus, Building 48
Collaborative Project Space 048-1040

1 Apologies

2 Disclosure of Interest Register

This is an opportunity for members to declare any conflict with items for discussion on today's agenda as well as to review and confirm the Disclosure of Interests Register as correct and current.

3 Formal motion for moving into Confidential Session for Specific Agenda items

4 Confidential Council Business (15 minutes)

4.1 Confidential Minutes of Unitec Council meeting held on 2 November 2015

4.2 Matters Arising

4.2.1 Unitec Council Action List

4.3 Amendment to the minutes of Council Meeting 31 August 2015

4.4 Minutes of the Special Meeting of 4 May 2015

5 Transformation (2 hours 25 minutes)

5.1 Information: Transformation Update (Verbal)

Rick Ede

5.2 Decision:

Tranche One Business Case

Rick Ede

5.2.1 Appendix A: Assumptions Deck

5.2.2 Appendix B: Mini Business Cases (provided for supplementary reading only):

- Academic Portfolio
 - T1 Workforce Strategy and Culture
 - Workload
 - Property and Infrastructure
 - Trades and Engineering
 - Sector Alignment
 - Student Services Blueprint
 - Enquiries to Enrolment (EAE)
-



agenda

- Business Intelligence
 - T1 Technology
- 5.2.3 F16 Budget Graeme Archer
- 5.3 Decision: Debt Financing Recommendation Graeme Archer
- 6 Items for Decision (37 minutes)**
- 6.1 3D Printer – CAPEX Request Graeme Archer
- 6.2 Property Committee Disestablishment William J Smith
- 6.3 Computer Lease Renewals Meredith Morgan
- 6.4 Digital Student Portal Business Case Meredith Morgan
- 6.5 EdCollective Contract Extension Graeme Archer
- 7 Items for Information (55 minutes)**
- 7.1 IBM/Concentrix Relationship Stocktake Steve Haddock
- 7.2 Student Net Promoter Score (NPS) Presentation Steve Haddock
- 7.3 Staff Survey Presentation Meredith Morgan
- 7.4 Personal Grievance Report Meredith Morgan
- 7.5 Student Complaints Report Ray Meldrum
- 7.6 Executed Contracts Graeme Archer
- 7.7 Confidential Executive Summary Rick Ede
- 7.8 Confidential Finance Report Graeme Archer
- 8 Reports and Minutes from Committees (10 minutes)**
- 8.1 Audit & Risk Committee Report
- 9 Council Members only discussion**
- 10 Formal motion for moving out of Confidential Session**
-