



# MACQUARIE UNIVERSITY STUDENT ADVISORY BOARD

Minutes of a meeting of the Student Advisory Board held at 6.30pm on the 5 May 2014 in the Council Room, E11A, Macquarie University.

<b>PRESENT:</b>	Mr Michael Wall (Chair) Mr Bel Bailey-Melouney Mr Ben Vassallo Mrs Gemma Quinn Mr Kristofer Gilmour	Ms Lipi Jain Ms Natalie Morton Ms Nicola Amys Mr Nigel Khine Mr Syed Abbas
<b>APOLOGIES:</b>	Mr Jack Oakley Mr Jacob Rock Mr Mark Slaven	Ms Melissa Gojer Mr Richard Seung Ms Sarah Bassford
<b>ABSENT:</b>	Mr Alexander West Ms Annaleigh Nash Ms Belinda Slack Mr Edward Lu Ms Georgina Rullis Ms Hannah El-Gashingi Mr Jack Morgan Ms Jacqueline Olling Mr Louise Di-Paolo	Mr Matthew O'Connor Mr Morgan Foulsham Mr Nathan Falzon Ms Nicole Miles Mr Rhys Gill Mr Tim Hendry Mr Travis Wearne Ms Zita Rush
<b>SECRETARIAT:</b>	Ms Beth Heiniger, Executive Assistant to the Director of Campus Life	

## 1 MEETING OPENING

### 1.1 WELCOME, QUORUM AND APOLOGIES

Mr Wall welcomed the Board to the meeting and noted apologies were received and accepted for Mr Jack Oakley, Mr Jacob Rock, Mr Mark Slaven, Ms Melissa Gojer, Mr Richard Seung and Ms Sarah Bassford.

### 1.2 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 1.3 CONFIRMATION OF MINUTES

Minutes of the 7 April 2014 Board meeting were accepted as read.

#### 1.3.1 BUSINESS ARISING FROM THE MINUTES

The Board noted the update on the action items from the last meeting and did not raise any questions.

## 2 MATTERS FOR APPROVAL

There were no matters for approval.



### **3 MATTERS FOR DISCUSSION**

#### **3.1 UPDATE ON ELECTIONS**

Ms Heiniger provided a brief update on the elections, confirming that they had been extended for two (2) weeks and would close on 12 May 2014. Ms Heiniger advised Mr Craig Oliver, Director of Campus Life was currently investigating the election process and noted that the report, once developed, would be circulated to the SAB via email.

#### **3.2 UPDATE ON ANNUAL REPORT**

Mrs Quinn provided an update on the annual report detailing that the Annual Report Sub Committee had met and were in the process of developing a draft report which will be circulated to the SAB for feedback shortly.

#### **3.3 UPDATE ON CHARTER REVIEW**

Mrs Quinn updated the SAB on the Charter Review confirming Mr Philip Pogson had been engaged to conduct the review. Mrs Quinn noted Mr Pogson would be conducting phone interviews with the SAB to gather their thoughts on the year and would supplement this information with previous feedback gathered at SAB meetings and the SAB Strategy Planning Day.

Mrs Quinn advised the draft Charter Review Report would be provided to the SAB, the Student Experience Committee of Council and then to the VC for final approval.

#### **3.4 STUDENT FEEDBACK DISCUSSION**

Mr Khine updated the Board on the Student Advocacy and Support Review meeting which was held earlier in the day. Mr Khine expressed his disappointment that only Mr Vassallo and he attended the meeting.

Mr Khine advised the meeting was Chaired by an external Barrister who was engaged by the University to gather feedback from students and gauge their perspectives on advocacy at Macquarie. The Board agreed this was an important meeting and steps will be taken to convene another meeting.

**ACTION:** Ms Voerman to schedule a Student Advocacy and Support Review Meeting.

The Board requested that any future subcommittee or additional consultative meetings for the SAB be scheduled at least two (2) weeks in advance, a brief be provided so the SAB know who will be attending and what will be discussed at these meetings.

### **4 MATTERS FOR NOTING**

#### **4.1 COMMITTEE MEETINGS**

##### **4.1.1 MUSE**

There was no discussion in Item 4.1.1.



#### 4.1.2 COMMUNICATIONS AND MARKETING

Mr Vassallo tabled a document detailing three (3) potential SAB logo's that had been developed by PUSH Collective as part of the Macquarie University rebrand. The Board discussed the three (3) options in detail and concluded:

- Option C was ruled out as a potential logo;
- The contrast of text colour needed to be greater and the focus should be on the word 'student' not 'advisory';
- Option A and B were preferred however a new design could be created with the Macquarie image size smaller than Option A but larger than Option B;
- It may be beneficial to include on the logo the year the University was established

In addition the Board discussed their thoughts on the proposed Macquarie Lighthouse emblem.

Mr Gilmour circulated a mock-up of the revised SAB website homepage for discussion and feedback. Mr Gilmour confirmed that although the website was not perfect, it would be sufficient for its purpose and recommended that the Board approve the homepage so that it is up and running prior to Semester Two (2) commencing.

After some discussion the Board concluded that the Marketing and Comms Sub Committee should meet with Marketing to discuss the final revised SAB website for approval either by the subcommittee or referral to the SAB for endorsement via an electronic circular as appropriate.

**ACTION:** Ms Voerman to schedule a Marketing and Comms Sub Committee Meeting with Marketing to discuss the revised SAB website.

The Board discussed confidentiality issues arising from student referrals and the sensitivities and or legal considerations that may apply in responding to and assisting with these enquires. It was agreed that further training is required to assist the SAB to field difficult and confronting issues and to document and map a clear process for identifying matters that should be escalated to the University.

**ACTION:** Ms Voerman to schedule mental health awareness training and provide the SAB with a process map on which issues should be escalated and to which department of the University.

#### 4.1.3 POLICY AND RULES

There was no discussion in Item 4.1.3.

#### 4.1.4 STUDENT EXPERIENCE COMMITTEE

Mrs Quinn advised the Board that there was no update to provide as the Student Experience Committee of Council had not met since the April SAB meeting.

### 5 MEETING FINALISATION

## 5.1 OTHER BUSINESS

The Board thanked Mr Wall for his support and time as Chair of the Student Advisory Board.

There being no further business the meeting closed at 8.00pm.

## 5.2 ACTIONS TO BE TAKEN

ACTION REQUIRED	RESPONSIBLE	DUE
Ms Voerman to schedule a Student Advocacy and Support Review Meeting.	Ms Voerman	Next 2 weeks
Ms Voerman to schedule a Marketing and Comms Sub Committee Meeting with Marketing to discuss the revised SAB website.	Ms Voerman	Next 2 weeks
Ms Voerman to schedule mental health awareness training and provide the SAB with a process map on which issues should be escalated and to which department of the University.	Ms Voerman	Next meeting

## NEXT MEETING

Wednesday, 4 June 2014 at 6.30pm in the Council Room, E11A, Macquarie University.

**CONFIRMED** as a true record

**MR MICHAEL WALL**  
**CHAIR**