



## **MACQUARIE UNIVERSITY STUDENT ADVISORY BOARD**

Minutes of a meeting of the Student Advisory Board (SAB) held at 5.30 pm on the 30 November 2015 in the Academic Senate Room, C8A Building, Macquarie University.

**PRESENT:**

Fiona Reed (Chair)	Gabrielle Hardy	Freya Wadlow
Kieren Ash	Jinji Kong	Cheryl Ware
Shantell Bailey	Chui-Ann Lee	Yi Wong
Alistair Booth	Lachlan McGrath	Julia Yang
Andrew Brennan	Jacqueline Olling	David Yao
Elizabeth Carter	Simon Populin	Timothy Zhang
Harry Dang	Eleanor Sanderson	Cheryl Ware
Tung Dinh	Alisha Sial	
Lachlan Greenberg	Ryan Thalari	

**APOLOGIES:**                   Jeremy Gunter                   Janson Lim                   Sherry Shi

**IN ATTENDANCE:**   Andrew Cattanach, Planning and Design Senior Project Manager  
Cassie Khamis, Orientation Program Manager  
Brad Windon, DVC-Students and Registrar Office Executive Officer  
Zoe Williams, Head of Governance Services

**ABSENT:**                   Anna Glen

**SECRETARIAT:**       Air Sinthawalai, Governance Officer

### **1. MEETING OPENING**

#### **1.1 WELCOME, QUORUM AND APOLOGIES**

The Chair welcomed members and noted that apologies had been received from Jeremy Gunter, Janson Lim and Sherry Shi.

The Chair noted that in addition to the members, the following were in attendance:

- Andrew Cattanach - Planning and Design Senior Project Manager
- Cassie Khamis - Orientation Program Manager
- Brad Windon - DVC-Students and Registrar Office Executive Officer
- Zoe Williams - Head of Governance Services

The Chair confirmed that a quorum was achieved.

Members acknowledged the sudden passing of Ms Amanda Phelps and Acknowledged Amanda contribution to the Student Advisory Board. All SAB members expressed their heartfelt condolences to Amanda's family and close friends.

#### **1.2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

Kieren Ash arrived and joined the meeting at 5.40pm.

### **1.3 CONFIRMATION OF MINUTES**

The minutes of the meeting of 27 October 2015 were approved as a true and accurate record.

#### **1.3.1 BUSINESS ARISING FROM THE MINUTES**

Updates on the action items from the meeting on 28 September 2015:

- Item 3.3 Careers and Employment Services – ongoing.
- Item 3.6 Marriage Equality – The Student Experience Committee (SEC) noted the proposal and noted that it was beyond the authority of the Committee to commit the University to sign the pledge.

Updates on the action items from the meeting on 27 October 2015:

- Item 3.1 SAB Relationship with Campus Engagement – ongoing.
- Item 3.2 Organisation Name Review – See item 2.
- Item 3.4 SAB Treasurer – See item 3.4.
- Item 3.5 SSAF Fund for the development of a new student-orientated theatre – ongoing item, pending discussion with Deputy Vice-Chancellor (Student and Registrar) (DVC S&R)
- Item 3.8 Fridges for student groups – completed.

### **2. REPORT FROM STUDENT EXPERIENCE COMMITTEE (SEC)**

From the SEC meeting on 24 November 2015, the Board was informed that:

- Issues surrounding the role of SAB Treasurer and its financial delegation were discussed. The DVC S&R approved a financial delegation of \$3,000 to the SAB Treasurer.
- The institution name change proposal was not approved. SEC discussed the strengths of the Board being a Board versus a representative Council and the role of the Board to advise SEC. A meeting between Undergraduate Student Representative and DVC S&R will be held on Wednesday 2 December 2015 for discussion. The Board noted that a name change would not be possible by the S1, 2016 orientation week as the proposal needs to be resubmitted to SEC at its meeting in February 2016 and the University Council meeting in April 2016 respectively for approval.

The Board members agreed that SAB should start promotions with the current name in S1 2016, with a view that the name change proposal would be considered for approval in 2016.

**RESOLVED:**

The Board supported the motion by Alistair Booth that the Board agreed to call itself as Student Advisory Board for 2016 and start promoting its institution for S1 2016. All in favour.

Timothy Zhang left the meeting at 6.20pm.

### **3. AGENDA ITEMS FOR DISCUSSION**

Tung Dinh and David Yao arrived and joined the meeting at 6.20pm.

### **3.1 CENTRAL COURTYARD PRESENTATION**

Andrew Cattanach, Planning and Design Senior Project Manager presented the proposed design for the courtyard to members..

After a long consultation process with both internal and external bodies, Macquarie University has planned to convert the central courtyard to a more active space for student activities, including 1,000 student accommodation spaces.

This is a long term (5-10 year) project and is subject to funding. The portfolios were presented at the meeting together with a short video presentation. The Board was informed that study space at MUSE will be closed at some stage for constructions; however a plan for alternative study spaces will be put in place.

Andrew Cattanach left the meeting.

### **3.2 SAB FUND FOR ORIENTATION 2016**

The paper submitted by Cassie Khamis, Orientation Program Manager, was noted.

The requested funding from the SAB budget is to conduct dedicated activities/events by appointing permanent paid positions for two (2) current students. One of the positions could be restricted to a SAB member. Ms Khamis also seeks SAB input into the position descriptions. Ms Khamis informed that MQ currently uses many student volunteers who could be paid for their work.

The Board agreed to the proposed concept but were concerned of the limited SAB 2015 budget and suggested to defer the decision until the end of this meeting.

Shantell Bailey arrived and joined the meeting.

**RESOLVED:**

The Board resolved to support the vision and the planning for orientation 2016. Moved by Eleanor Sanderson. All in favour.

The Board agreed to defer the budget discussion until the end of the meeting after determining the remaining 2015 SAB fund.

Later in the meeting the Board resolved to approve up to \$5,000 to be attributed to the orientation positions. Moved by Chui-Ann Lee, seconded by Ryan Thalari. 14 votes in favour and one (1) member who abstained.

### **3.3 MARKETING AND SOCIAL MEDIA CO-ORDINATOR**

The paper submitted by Chui-Ann Lee, was noted. The Board was informed that following consultation with Kim Guerin, Campus Life Interim Director, it was suggested that one or two SAB members should be appointed to moderate the Facebook page and emails sent to the SAB mailbox.

The Chair suggested that it is appropriate for the Marketing sub-committee to appoint two (2) of its members for managing the workload. All SAB members in attendance agreed with Marketing sub-committee members appointing its Chair.

**RESOLVED:**

The Board supported the motion proposed by Kieren Ash of the Marketing sub-committee to

appoint its own Chair and delegate two (2) Marketing sub-committee members to moderate Facebook page and emails sent to SAB mailbox. All in favour, except one (1) vote against.

### **3.4 TREASURER**

The Chair informed the Board that Lachlan McGrath was elected as Treasurer.

#### **ACTION:**

Lachlan McGrath to engage with Jenny Kumala, U@MQ Finance Manager, to arrange the Finance Induction Training.

### **3.5 LEGAL SERVICE CENTRE AT MACQUARIE UNIVERSITY**

The paper submitted by Yi Wong was noted. The Board was informed that an increased demand for legal service was identified following consultation with Student Advocacy.

Pending the budget, this project can commence immediately as a proper consultation had taken place and a number of lawyers from the Macquarie Legal Centre (MLC) have expressed their interest in getting involved with this project.

#### **RESOLVED:**

The Board resolved to support the establishment of an on-campus legal service financed through Student Services Amenities Fees (SSAF). Moved by Yi Wong, seconded by Kieren Ash. All in favour.

Should the DVC S&R disagree with this proposal, the item is to come back to the next SAB meeting for funding discussion.

### **3.6 SAB SUPPORT OF ENDING THE IMMIGRATION DETENTION OF CHILDREN**

The paper submitted by David Yao was noted. Given the current situation, children are currently detained in Nauru detention centre which is in breach with the United Nations Convention under Article 37.

If approved, the statement will be published on SAB media channels.

#### **RESOLVED:**

The Board resolved to issue the proposed form of the independent statement in support of releasing all innocent children from immigration detention in Australia and Nauru through SAB media channels. 18 votes in favour and two (2) votes against.

### **3.7 SAB ANNUAL ELECTIONS**

The paper submitted by Lachlan McGrath was noted. One of the members suggested that one of the reasons that discourage students from participating in SAB elections could be the expected commitment to a two (2) year term of office.

The Board was informed that Governance Services is planning to hold a number of student elections in 2016 at a time which is convenient for students:

- Elections of the current vacant positions that were not elected during May 2016 elections will be held in early 2016. The positions will have a two (2) year term of office.
- Elections of student representatives on Academic Senate (subsequently SAB ex-officio

members) will be held in early 2016. The positions will have a one (1) year term of office.

- Elections of casual vacancy positions (as a result of members who will graduate in July 2016) will be held in July/August 2016. The positions will cover the unexpired portion of the term of office of the SAB Member being replaced.

RESOLVED:

The Board noted the motion of holding annual elections when appropriate in order to fill vacant or soon to be vacant positions on the SAB and related bodies.

Eleanor Sanderson left the meeting.

### **3.8 MUSE BLACKBOARD**

The paper submitted by Lachlan McGrath was noted.

RESOLVED:

The Board resolved to allocate up to \$2500 from the SAB 2016 fund to purchase blackboard paints to cover parts of the external wall of MUSE on the Central Courtyard side, subject to consultation with Property Manager. Moved by Lachlan McGrath, seconded by Ryan Thalari. All in Favour.

### **3.9 SAB OFFICE WHILTEBOARD WALL**

The paper submitted by Lachlan McGrath was noted. The purpose is to display ideas and any updates by SAB members to everyone with transparency.

RESOLVED:

The Board resolved to allocate \$600 from the SAB 2016 budget to purchase whiteboard paints to cover the interior side of the wall that is shared with the buildings external wall, subject to consultation with Property Management. Moved by Lachlan McGrath, seconded by Kieren Ash. 19 votes in favour and one (1) member who abstained.

### **3.10 RECONSIDERATION OF AFFILIATION WITH THE NATIONAL UNION OF STUDENTS (NUS)**

The paper submitted by Shantell Bailey and Anna Glen was noted. It was suggested that the Board adopt the proposal for a one year trial. The Board noted that the affiliation does not mean that conference expenses would be budgeted for.

RESOLVED:

The Board resolved to conduct secret voting. 13 votes in favour, four (4) votes against and two (2) members who abstained.

The Board resolved to affiliate with the National Union of Students (NUS), in the order up to \$5,000 subject to available funding for 12 months trial period. 13 votes in favour, four (4) votes against and two (2) members who abstained.

### **3.11 SAB MARKETING STRATEGY 2015/2016**

The paper submitted by Alistair Booth was noted. The Chair remarked that she felt this Board has come together and was progressing very well. However SAB should give thought to increasing awareness of the existence of SAB to raise the SAB profile and visibility of SAB within the Macquarie University community immediately.

The Board noted that by the current SAB constitution, SAB must provide the Student Experience Committee before November in each year with a Proposed Board Programme of the following year.

**ACTION:**

The Treasurer and Kim Guerin to commence drafting the 2016 budget for presentation to the first meeting of 2016 for discussion.

**RESOLUTION:**

The Board resolved to allocate \$10,000 towards the design, development and implementation of marketing collateral and strategies, with an aim to significantly increase the SAB's profile within the Macquarie community. Moved by Alistair Booth. 18 votes in favour and two (2) votes against.

**4. UPDATE FROM SUB-COMMITTEES**

**4.1 MAJOR STUDENT ORGANISATION (MSO) SUB-COMMITTEE**

The sub-committee has not met since 28 September 2015 and therefore there is no report.

**4.2 STUDENT SERVICES AND AMENITIES FEE (SSAF) SUB-COMMITTEE**

The sub-committee has not met and therefore there is no report.

**4.3 SAB BUDGET AND FINANCE SUB-COMMITTEE**

The sub-committee has not met and therefore there is no report.

**4.4 MARKETING AND COMMUNICATION SUB-COMMITTEE**

The sub-committee has not met and therefore there is no report.

**5. OTHER BUSINESS**

• Call for an interest of Property Sub-committee

The Board noted a request for members' participation in working with Property Director, Mark Broomfield, in order to improve student experience across the campus in regards to MQ facilities. It was suggested that a Property Sub-committee should be formed by six (6) SAB members.

**ACTION:**

SAB Secretariat to call for members' interest to be Property Sub-committee members.

Jinji Kong, Shantell, Alisha, Lachlan Greenberg, Andrew Brennan left the meeting.

**6. MEETING CLOSE**

There being no further business the meeting was closed at 8.30 pm.

**7. NEXT MEETING**

The members in attendance at this meeting requested to have the first 2016 meeting

scheduled in February prior to the first 2016 SEC meeting.

Members are reminded that the next meeting is scheduled on Monday 15 February 2016 where the rest of the 2016 meeting dates will be considered.

**ACTION:**

SAB Secretariat to send meeting invitations to all SAB members for the first SAB meeting on Monday 15 February 2016.

**CONFIRMED** as a true record

**MS FIONA REED**  
**CHAIR**