

## MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 5.30 pm on 6 February 2017 in the Academic Senate Room, Level 3, 16 Wally's Walk (C8A).

**PRESENT:**

Fiona Reed	Lachlan Greenberg	Lachlan McGrath
Alistair Booth	Courtney Knight	Ryan Thalari
Andrew Brennan	Budhaditya Majumdar	Tristan Warren

**APOLOGIES:**

Kieren Ash	Jacqueline Olling	Yi Wong
Shantell Bailey	Sherry Shi	David Yao
Elizabeth Carter	Freya Wadlow	

**IN ATTENDANCE:**

Dr Deidre Anderson, Deputy Vice-Chancellor (Students and Registrar)  
Kim Guerin, Director of Campus Life  
Megan Kemmis, University Committee Secretary and Manager of Secretariat Services  
Larissa Moore, Communications Specialist from Students Communications Team  
Niels Pantenburg, General Manager, Campus Services, Retail  
Dr Benjamin Wilkes, Manager, Allied Health, Campus Wellbeing  
Zoe Williams, Head of Governance Services

**SECRETARIAT:** Air Sinthawalai, Governance Officer

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### 1. WELCOME AND APOLOGIES

The Chair welcomed members and noted that apologies had been received from Shantell Bailey, Elizabeth Carter, Jacqueline Olling, Sherry Shi, Freya Wadlow, Yi Wong and David Yao.

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

- Dr Deidre Anderson – Deputy Vice-Chancellor (Students and Registrar) (DVC S&R)
- Kim Guerin – Director of Campus Life
- Megan Kemmis - University Committee Secretary and Manager of Secretariat Services
- Larissa Moore - Communications Specialist from Students Communications Team
- Niels Pantenburg - General Manager, Campus Services, Retail
- Dr Benjamin Wilkes - Manager, Allied Health, Campus Wellbeing
- Zoe Williams – Head of Governance Services

The Chair noted that the meeting was not quorate and the agenda was rearranged accordingly.

### 2. DISCLOSURE OF CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

### 4. PRESENTATIONS BY INVITED GUESTS

#### 4.1 STRATEGIC PLAN FOR STUDENT COMMUNICATIONS

Presented by Larissa Moore, Communications Specialist from Students Communications Team.

The Committee noted the presentation and the 3 strategic plan goals for student communication in 2017.

The Internal Communications wish to collaborate with the SRC across the student communications strategy particularly with its Marketing and Communications Sub-committee on the Strategic Plan for Student Communications.

Broad feedback on the strategy is sought, with particular feedback sought on whether members agree with the way the SRC appears throughout the strategy, as well as its particular ideas on co-creation of

communications with students.

The Chair suggested members of the Marketing and Communications Sub-committee collaborate with Ms Moore on this initiative and bring back an update to the SRC when available.

*Ms Moore departed the meeting at 6.06pm.*

#### **4.2 IDEAS INCUBATOR**

Presented by Dr Benjamin Wilkes - Manager, Allied Health, Campus Wellbeing and Niels Pantenburg - General Manager, Campus Services, Retail.

This initiative was first launched in mid-2015 in order to create a more innovative organisation by inviting staff to submit ideas online for the benefit of staff and student.

The submitted ideas progress to the Committee for consideration and have progress tracking for transparency which displays what progress has been made in the implementation. The Committee meet every 3 weeks and consist of staff members from Campus Life, Campus Engagement and Student Administration Officer DVC, which rotate every 6 months. The assigned Committee members then meet with ideas' proposers and areas responsible for further consultation and implementation.

Following the review by Dr Wilkes in the last 12 months, it was found that the majority of the ideas submitted through the Idea Incubator have come from student employees for students' benefits. As such, it is proposed that the Ideas Incubator be handed over to the SRC as a tool to communicate with students directly while having, at least, one staff member on the Committee to provide guidance.

Members suggested an additional function on wiki that allows individuals to submit comments/feedback on the progressed ideas.

*Andrew Brennan arrived and joined the meeting at 6.08pm.*

**ACTION:**

SRC to discuss the level of involvement on this initiative and provide feedback to *Dr Wilkes and Mr Pantenburg.*

*Dr Wilkes and Mr Pantenburg departed the meeting at 6.24pm.*

#### **9. AGENDA ITEMS FOR DISCUSSION**

##### **9.1 DVC S&R/SRC DISCUSSION ON THE CONSTITUTION UPDATE**

The Committee noted the paper submitted by Governance Services.

A workshop was held between the DVC S&R, the Director of Campus Life and the members of the SRC to discuss the proposed changes made to the SRC Constitution in order to support the SRC to function more effectively.

Members who attended the workshop proposed two new structures including executive positions with dedicated responsibilities for consideration. Members also suggested a paid administrative support position to assist members with document preparation.

Following the agreed structure of the SRC, feedback will be forwarded to the Office of General Council (OGC), under Dr Anderson and Ms Guerin's direction, for drafting of the new Constitution. The new Constitution is scheduled to be reviewed by the SRC and forwarded to the Student Experience Committee (SEC) meeting held on 23 March 2017 for determination.

The Chair noted that a quorum was not achieved and the decision is to be approved by circular resolution.

**ACTION:**

Members to endorse the establishment specific roles with dedicated responsibilities to be included in the revised SRC Constitution by circular resolution.

*Dr Anderson departed the meeting at 6.47pm.*

#### **5. MINUTES OF THE PREVIOUS MEETING**

**5.1 THE MINUTES OF THE PREVIOUS MEETING HELD 12 DECEMBER 2016 ARE PROVIDED**

**ACTION:**

Members to approve the minutes of the meeting held 12 December 2016 by circular resolution.

**6. BUSINESS ARISING FROM THE MINUTES**

**6.1 SUMMARY OF ACTIONS FROM THE STUDENT REPRESENTATIVE COMMITTEE MEETING ON 12 DECEMBER 2016**

Update on the action items from the meeting of 12 December 2016:

- Item 10.2 2017 SRC projected budget – completed, the report was circulated to all members on 12 January 2017.
- Item 12 Legal Centre – ongoing, an update to be provided at the next meeting.
- Item 12 SRC honorarium – ongoing, an update to be provided at the next meeting.

**7. REPORT FROM UNIVERSITY COUNCIL**

The Committee noted that the Council Student Representative is an absentee at this meeting and had missed a number of Council meetings which has been followed up by the University Council Secretariat.

**8. REPORT FROM STUDENT EXPERIENCE COMMITTEE (SEC)**

The Committee noted that the first SEC meeting in 2017 is scheduled on 23 February.

**9. AGENDA ITEMS FOR DISCUSSION**

**9.2 SRC WEBSITE**

Mr Booth met with the Marketing Team in late December and discussed the content and design of SRC pages on the new Student Portal. The new SRC content will be brief and simple while the governance related content remains unchanged.

Members noted that a content freeze will occur from Thursday 9 February for the launch of the new Student Portal on Monday 13 February 2017. Mr Booth will liaise with Marketing for any necessary amendments.

**9.3 IDEAS INCUBATOR**

The paper submitted by Natalie Dainer, Manager Campus Engagement was noted.

Members considered a level of ownership of the “Ideas Incubator” and agreed that representation on the Ideas Incubator Committee would assist SRC in gaining direct communication from students on student initiatives and ideas that can be budgeted by the SRC.

Members agreed that while SRC should not take ownership of the Ideas Incubator, SRC is keen to get involved and will nominate a few of its members to sit on the Ideas Incubator Committee and work closely with Campus Life moving forward.

The Committee suggested that at least one SRC participant presents at each Ideas Incubator Committee meeting and be advised if any ideas submitted should be co-creation initiatives.

**ACTION:**

Feedback is to be provided to Dr Wilkes and Mr Pantenburg by the SRC Secretariat.

**10. UPDATE FROM SRC TREASURER**

The February 2017 expenditure report was noted.

The Queer Space funding request was received last year but the budget was not approved by the end of 2016. As such, it is included on the February 2017 report.

**11. UPDATE FROM SUB-COMMITTEE**

The Committee noted the recent changes to the SRC membership.

- Timothy Zhang, GLBTIQ Students Representative, has graduated at the end of Session 2 2016.
- Sinead Simpkins, Postgraduate Student Representative from the Faculty of Arts, has graduated at

the end of Session 2 2016.

- Janson Lim, Student Representative from Culturally and Linguistically Diverse Background, has resigned from his position; effectively as of 3 January 2017.

Members were advised that while these positions are now vacant, the SRC elections will commence at the end of March 2017 to fill SRC positions by 14 May 2017. Members are encouraged to submit any elections related questions to the SRC Secretariat prior to the next SRC meeting held 9 March 2017 for clarification.

Dr Anderson and Ms Guerin have supported the feedback from SRC members and initial discussion with Campus Engagement regarding the operation of the MSO Standing Committee which will be included in the new SRC Constitution changes.

#### **11.1 MAJOR STUDENT ORGANISATION (MSO) SUB-COMMITTEE**

The Committee noted that Mr Yao is an absentee for this meeting and there is no report from the MSO.

#### **11.2 STUDENT SERVICES AND AMENITIES FEE (SSAF), SRC BUDGET AND FINANCE SUB-COMMITTEE**

Please refer to item 10.

#### **11.3 MARKETING AND COMMUNICATION SUB-COMMITTEE**

Members are busy organising activities for the O-Week. There will be shirts, t-Shirts, balloons, banners, BBQ, baking rolls, slushy, soft serve and fairy floss. Further participation in O-week by SRC members was requested.

#### **11.4 PROPERTY SUB-COMMITTEE**

There is no report provided at this meeting.

#### **12. QUESTION TIME**

No questions were raised at this meeting.

#### **13. OTHER BUSINESS**

- Harmony Day  
Shantell Bailey will communicate an update to the members via the SRC Facebook page.
- International Women's Day (IWD) – 8 March  
The Chair noted that the IWD occurs prior to the next SRC meeting. Ms Knight was encouraged to submit any initiatives that need to be approved by the Committee to [srcsecretariat@mq.edu.au](mailto:srcsecretariat@mq.edu.au) for circular resolution.
- Thanks  
Mr Andrew Brennan, who is expecting to graduate at the end of Session 3, 2016, thanked everyone for their contribution and congratulated SRC achievements in the past years.

#### **14. MEETING CLOSE**

There being no further business the meeting closed at 7.15 pm.

#### **15. NEXT MEETING**

Members are reminded that agenda items for the meeting of Thursday 9 March 2017 are due by Thursday 23 February 2017, 5.00pm.

**CONFIRMED** as a true record.

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