

## MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 5.30 pm on Monday 27 August 2018 in the Meeting Room 4, Level 4, MUSE Building, 18 Wally's Walk.

<b>PRESENT:</b>	Fiona Reed (Chair) Alex Cullen James Cummins Leanne Freame Aidan Galea Alexander Hablutzel	Sam Hurrell Heather Lockwood Maddison O'Gradey-Lee Tamara Paulin Mahyar Pourzand Caitlin Rhodes	Paul Russell Anthony Ryan Zwe Paing Sett Cissy Shen
<b>APOLOGIES:</b>	Kimberly La Dee Zegarac	Sarah McCabe	Aditya Srivastava
<b>ABSENT:</b>	Timothy Mathew	Suren Missaghi	Samuel Palmer
<b>IN ATTENDANCE:</b>	Alexei Feofiloff, Undergraduate Student Member from the Faculty of Human Sciences to Academic Senate Nicole Saunders, Manager, Campus Engagement Megan Kemmis, Manager, Secretariat Gail White, Executive Director, Student Engagement and Registrar		
<b>SECRETARIAT:</b>	Air Sinthawalai		

---

### 1. ACKNOWLEDGEMENT OF COUNTRY

The Chair provided an Acknowledgement of Country on behalf of the SRC.

#### ACTION:

Mr Anthony Ryan will provide the Acknowledgement of Country at the next SRC meeting, 27 September 2018.

### 2. WELCOME AND APOLOGIES

Members were reminded to conduct themselves in an appropriate manner and be respectful to other members either inside or outside of SRC meetings. Concerns regarding lack of respect and bullying behaviour have been raised and the University affirms that this type of behaviour will not be tolerated. Should this behaviour reoccur, members will be asked to leave the meeting and a formal complaint may be submitted.

Members are expected to complete a Respectful Relationship Course, conducted by the Student Diversity and Inclusion Team, prior to the next SRC meeting. Further information about this course will be circulated to members by 31 August 2018. Any members who are unable to attend the course MUST contact Ms Nicole Saunders, Campus Engagement Manager, immediately.

#### ACTION:

Campus Engagement to provide the dates of the Respectful Relationship Course.

The Chair welcomed members and noted the apologies outlined above.

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

- Cissy Shen – attended via Skype
- Alexei Feofiloff - Undergraduate Student Member from the Faculty of Human Sciences to Academic Senate as an observer
- Nicole Saunders – Manager, Campus Engagement
- Megan Kemmis – Manager, Secretariat
- Gail White - Executive Director, Student Engagement and Registrar

and that the meeting was quorate.

The Committee noted updates on the membership as followed:

- A resignation was received from Amanda Fotheringham, Student Representative for Aboriginal and Torres Strait Islander Students. As there were no other candidates from the latest selection process, the process to fill this position is under determination; and
- The next best candidates from the latest selection processes will be contacted to fill the following casual vacancy positions:
  - Postgraduate Student Representative;
  - Postgraduate Student Representative from the Faculty of Science and Engineering.

*Mr James Cummins joined the meeting at 5:41 pm.*

### **3. ARRANGEMENT OF AGENDA**

#### **3.1 Disclosure of conflicts of interest**

Mr Paul Russell and Mr Sam Hurrell declared possible conflicts of interest in relation to the funding application items.

#### **3.2 Adoption of unstarred items**

The items not starred for discussion were noted, and where appropriate, adopted as recommended.

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

#### **4.1 Minutes of the Meeting held 2 August 2018**

**ACTION:**

The SRC resolved to approve the minutes of the meeting held 2 August 2018 as a true and accurate record.

### **5. BUSINESS ARISING FROM THE PREVIOUS MINUTES**

#### **5.1 Summary of Outstanding Action Items**

The Committee noted updates on the following items:

- Student Elections Subcommittee membership: ongoing, Mr Timothy Mathew and Mr Suren Missaghi are to confirm their membership with the SRC Secretariat; and
- Postgraduate Funds: ongoing, Campus Engagement to search for the list of previous MUPRA postgraduate activities.

### **6. UPDATE FROM SRC TREASURER**

#### **6.1 July 2018 Expenditure Report**

The July 2018 Expenditure Report was noted.

#### **6.2 Session 1 2018 SRC Treasurer's Report and Financial Statement**

**RESOLUTION:**

The SRC unanimously approved the Session 1 2018 SRC Treasurer's Report and Financial Statement for distribution to the Student Experience Committee (SEC). Proposed by Mr Alexander Hablutzel and seconded by Mr James Cummins.

#### **6.3 Draft SRC Budget and Program of Work for 2019**

It was noted that no budget is allocated for SRC members training which is essential. The Committee noted that the budget still needs to be approved by MQ Finance and does not need to be submitted to the SEC until November.

**RESOLUTION:**

The SRC unanimously approved the draft SRC Budget and Program of Work for 2019 for distribution to the SEC, subject to an adjustment to include an SRC development training budget for future SRC members in the final draft. Proposed by Mr Hablutzel and seconded by Mr Cummins.

**7. UPDATE FROM SRC SPOKESPERSON**

The SRC spokesperson advised that a slight confusion of the process for student publications to approach SRC for comments has been rectified.

**8. REPORT FROM UNIVERSITY COUNCIL**

Miss Shen provided updates on the following discussion items from the University Council meeting of 23 August 2018:

- falling enrolments from the domestic sector and a sharp decline in International enrolments across all Australian Universities;
- the new marketing campaign and strategy to engage future students;
- the new Curriculum Management System (CMS) enabling students to easily find course information and requirements; and
- a marketing and promotional plan for Macquarie University Hospital.

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

SEC has not met therefore there is no update for this meeting.

**10. AGENDA ITEMS FOR DISCUSSION**

**10.1 SRC Expenditure for Orientation 2019**

Submitted by Mr Sam Hurrell, Undergraduate Student Representative from the Faculty of Medicine and Health Sciences and Mr Mahyar Pourzand, Representative from a Culturally and Linguistically Diverse (CALD) Background.

The Committee noted that should this motion be approved, the money will be drawn from the 2018 marketing budget and will not affect the 2019 SRC budget.

**RESOLUTION:**

The SRC unanimously resolved to approve the expenditure of \$9,225.00 to acquire merchandise and catering for Session 1-2019 Orientation, and additional merchandise to be stored for distribution in the Session 2 2019 Orientation. Proposed by Mr Hurrell and seconded by Mr Pourzand.

**10.2 Purchase of Reusable Cups for Ubar**

Paper submitted by Mr Hurrell, Undergraduate Representative for the Faculty of Medicine and Health Sciences.

The Committee noted the amended motion for a reduced financial contribution to purchase 500 reusable spirits sized cups only. The cups are expected to last more than two years and will also be used for the free drinking water at Ubar. This will reduce a significant amount of plastic consumption. Members agreed that SRC branding on the cups for alcohol consumption would not be appropriate.

*Mr Aidan Galea joined the meeting at 6:00 pm.*

**RESOLUTION:**

The SRC unanimously resolved to allocate \$1,110.91 to U-Bar for the purpose of purchasing reusable cups. Proposed by Mr Hurrell and seconded by Ms Maddison O'Grady-Lee.

**10.3 SRC Enhancement of Ubar Parties**

Paper submitted by Mr Hurrell, Undergraduate Representative for the Faculty of Medicine and Health Sciences.

Ubar parties run four times per study period however parties during winter months tend to have a declined attendance due to the open space. The approved fund will contribute to hiring more recognized DJs to attract more people to the events. The Committee noted that Ubar has a maximum capacity of 1,200 people and Ubar is willing to extensively promote SRC on these events.

**RESOLUTION:**

The SRC unanimously resolved to allocate \$2000 to the Ubar for the purpose of enhancing the October and November Ubar Parties, under the condition that Ubar extensively promotes SRC. Proposed by Mr Hurrell and seconded by Mr Pourzand.

#### 10.4 Letter of Censure to Property

Paper submitted by Mr Hurrell, Undergraduate Representative for the Faculty of Medicine and Health Sciences.

Members were agreed that the SRC appreciated the University parking strategy presentation at its last meeting and this letter of censure is not directed towards the new parking system, but rather towards the timeliness of communications to students. It was noted that the student newsletter is not the best way to communicate to students and that posters around campus or a direct email to students would be more effective choices of communication.

The Committee noted that SEC has previously discussed the train station closure but not the new parking strategy. It was recommended that this letter be addressed to SEC and escalated to Council for a better communication strategy.

##### RESOLUTION:

The SRC unanimously endorsed the attached letter of Censure to Property Services, for its failure to adequately communicate with the student body about the upcoming changes to the parking system, subject to minor edits and paragraphs rearrangement. Moved by Mr Hurrell and seconded by Ms Tamara Paulin.

##### ACTION:

The letter be forwarded to Property Services by Campus Engagement on behalf of the SRC.

Mr Alexei Feofiloff left the room whilst members discussed whether observers should be in attendance for discussion of sensitive topics. There were fourteen votes in favour of allowing observers to remain with one abstention. On his return, Mr Feofiloff was reminded of his rights and obligations as an observer.

#### 10.5 Livestreaming of SRC Meetings

Paper submitted by Mr Aidan Galea, Major Student Organisations Representative.

Whilst members agreed with allowing observers to physically attend SRC meetings for transparency, digital record of meetings can be misinterpreted and may cause reputational risk. Members noted that the proposal is made in good will but is lacking information in many aspects; such as any conflict with the SRC constitution, available facilities and recording devices, how meetings would be recorded, internet connection stability, members' responsibility to respond to questions from the public, etc.. The Chair suggested that the motion be deferred pending detailed information.

##### ACTION:

Mr Galea to work with the Marketing subcommittee, Campus Engagement and possibly other University stakeholders involved to consider and put together appropriate details for discussion at the next meeting.

#### 10.6 Invitation for Grapeshot to attend SRC meetings

Paper submitted by Mr Hurrell, Undergraduate Representative for the Faculty of Medicine and Health Sciences.

A draft Memorandum of Understanding (MoU) to govern the relationship between Grapeshot and the SRC has been established following consultation with the Grapeshot Editor in Chief and suggestions from Governance Services. It is highly recommended that the draft MoU goes through General Counsel for advice.

##### RESOLUTION:

The SRC approved in principle to have one Grapeshot reporter sitting in each meeting under the MoU as tabled, subject to amendment to the MoU to make it expressly clear that SRC articles are to be provided to the SRC 48 hours prior to printing (for SRC comment), and subject to any comment from General Counsel and approval by Grapeshot. Proposed by Mr Hurrell and seconded by Mr Paul Russell. Fourteen votes in favour with one abstention.

##### ACTION:

Advice and comment on the draft MoU be sought from General Counsel.

#### 10.7 Standards and Dispute Resolution for University Funded Publications

Paper submitted by Mr Alex Cullen, Distant Students Representative, Mr Russell, Student Representative for GLBTIQ Students and Mr Ryan, Student Representative for Students with a Disability.

The Committee noted the current complaint handling process against student publications however requested clarity of the current process in order to provide informative feedback for improvement.

##### ACTION:

Campus Engagement to provide the written process outlining the current complaints process for dealing with university publications.

*Ms Shen dropped out from the meeting due to internet connection instability.*

The SRC recommends to the University that the existing standards and processes are published through multiple channels to ensure that students groups and societies understand these standards and their rights in response to any alleged breaches of these standards. Proposed by Mr Cullen and seconded by Mr Russell. Five votes in favour, one vote against and eight abstention. The motion did not pass.

#### 10.8 Editorial Review Board (ERB) Reform

Paper submitted by Mr Cullen, Distant Students Representative, Mr Russell, Student Representative for GLBTIQ Students and Mr Ryan, Student Representative for Students with a Disability.

Apology was made by Grapeshot that the new editorial team has not met with the ERB.

##### RESOLUTION:

The SRC recommends to the University that the Editorial Review Board be reformed to provide clearer standards, functions and mechanisms for accountability as well as to strengthen the independence of this body. Proposed by Mr Cullen and seconded by Mr Russell. Nine votes in favour and five abstention.

### 11. UPDATE FROM SUBCOMMITTEES

#### 11.1 Equity and Diversity Subcommittee

There was no report provided at this meeting.

#### 11.2 Infrastructure Subcommittee

Members discussed the lighting issue on Wally's Walk and open spaces on campus, shelter for bus stops and other areas, issues with the SRC office and SRC room use guidelines. As the meeting was not quorate, members will be asked to vote on the room use guidelines via circular resolution.

#### 11.3 Marketing and Communication Subcommittee

There was no report provided at this meeting.

#### 11.4 Student Elections Subcommittee.

Ms Caitlin Rhodes confirmed her resignation from the Student Elections Subcommittee.

Members discussed election process and eligibility for MSO representatives. It was considered that the subcommittee seeks advice from Governance Services.

#### 11.5 Student Services and Amenities Fee (SSAF), SRC Budget and Finance Subcommittee

The Subcommittee met informally to discuss and endorse the funding applications outlined under item 11.5.1.

### 11.5.1 August 2018 Funding Application Recommendations

Paper submitted by Ms Dee Zegarac, Undergraduate Representative for Arts and SRC Treasurer.

It was suggested that societies should have funding dependent on doing community engagement activities. MUDS previously held school community days but are no longer running them due to funding and organising space issues.

#### RESOLUTION:

SRC resolved to approve the following funding applications as recommended by the SSAF, SRC Budget and Finance Subcommittee:

- Debating Society Grant: \$3,000 to subsidise MUDS competitors' registration for the upcoming World Universities Debating Championship. Proposed by Mr Hurrell and seconded by Mr Pourzand. Ten votes in favour and four abstentions.
- Queer Collective: \$1,600 for the AGMC conference. Eleven votes in favour and three abstentions.
- Women's Collective Sex Week: \$3,000 for the promotion of Sex Week organised by the Women's Collective. Proposed by Ms O'Grady-Lee and seconded by Mr Ryan. Eleven votes in favour, two votes against and one abstention.

SRC resolved to note the following funding applications approved by the Treasurer:

- Tamil Society: \$1,000 for basketball tournament.
- UNIT Macquarie: \$1,500 for Macquarie University Trading Challenge.

## 12. QUESTION TIME

- 12.1 Members questioned the process for approving apologies. The Chair advised that part of being on this Committee is having the ability to manage time appropriately and be involved with other SRC members. Members are expected to attend as many SRC meetings as possible. In some cases, an unexpected work commitment with apology submitted in a timely manner may be acceptable, but work commitments will not normally be accepted as the basis for an apology. It is not acceptable to not turn up to a meeting and these members will be issued warning letters.

#### ACTION:

Governance Services to clarify the process of declaring positions vacant at the next meeting.

- 12.2 A newsletter from Campus Engagement will be issued in the coming weeks which will include the manual on running student groups and societies. Campus Engagement advised that the appointment of the new orientation manager is under process. Members to speak with Ms Saunders before confirming the date of the next forum with student groups and societies.

#### ACTION:

Campus Engagement to advise details of treasurers and secretaries training and RNA training numbers.

## 13. OTHER BUSINESS

### 13.1 SRC Office

The Committee noted the issue with swipe card access to the SRC office and the signage on the SRC office. The SRC office currently has unrestricted access, this has allowed the theft of objects left within the SRC office and means that the SRC cannot safely store items within its office.

Additionally, the SRC office door is currently signed "Student Advisory Board". The lack of appropriate signage creates confusion for students trying to locate the SRC office and SRC members, thus this issue needs to be resolved by updating the signage on the SRC office to read Student Representative Committee.

### 13.2 SRC members' contact details to a third party

It was noted that a number of SRC members' email addresses have been released to NSW Unions without their consent. It was clarified that it was a mistake made by one of the members in forwarding an email without first removing this information and that this issue has been resolved. Members were reminded not to pass on other members' contact details without their consent.

**15. MEETING CLOSE**

There being no further business the meeting closed at 7:41 pm.

**16. NEXT MEETING**

The next meeting of the Student Representative Committee will be held on Thursday 27 September 2018.

**CONFIRMED** as a true record.

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