



MACQUARIE UNIVERSITY STUDENT ADVISORY BOARD

Minutes of a meeting of the Student Advisory Board held at 6.30pm on the 12 March 2014 in the Council Room, E11A, Macquarie University.

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

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 Bailey-Melouney, Ms Slack, Mr Morgan, Mr Falzon, Ms Gojer, Ms Miles, Mr Slaven, Mr Hendry and Mr Wearne.

Mr Wall welcomed the new members and invited them to introduce themselves to the Board.

1.2 DECLARATIONS OF INTEREST

There were no declarations of interest.

1.3 ACCEPTANCE OF THE PREVIOUS MINUTES

Ms Heiniger detailed the amendments to the minutes which had been received, including a name misspelt in Item 5.1, the addition of SAB members volunteering for



the Grapeshot Editorial Review Board in Item 5 and the noting that Mrs Quinn provided a verbal report on the Student Experience Committee of Council in Item 8.

Minutes of the 11 December Board meeting were accepted as read, subject to including the changes just described.

2 AGENDA ITEMS

Due to Mr West needing to leave the meeting early, Mr Wall requested Mr West speak to his agenda items first.

2.2.2 SAB ROLE DESCRIPTIONS

Mr West spoke to the Board advising that he is in the process of developing a role description for his role on the Board. Mr West explained that he would like to work with the Board to develop a role description for every member to ensure a clear, concise handover and directive is provided to the next Student Advisory Board intake.

The Board raised concerns around ensuring that the Student Advisory Board members continue to work as representatives for any and all students on campus and requested that focus isn't solely directed at the particular role each member holds. A discussion was also held regarding the purpose and function of the job descriptors; whether they should be wrapped into the broader review of the Board Charter; whether they were intended to clarify the essential tasks to be performed by Board members or intended to function as more detailed internal procedure guidelines.

It was agreed that further clarification was required and for the Mr West to continue to consult with each member of the Board to gauge their opinions on what this role description needs to include and what it should achieve and for Mr West to report back with his findings at the next meeting.

ACTION: Mr West to continue to meet with the Board regarding the proposed role description document and report back at the next meeting with an overview of what this document will include and what it will achieve.

ACTION: Ms Voerman to circulate Student Advisory Board contact list.

2.3 INTERNATIONAL DAY AGAINST HOMOPHOBIA AND TRANSPHOBIA

Mr West provided the Board with an overview of the International Day against Homophobia and Transphobia event on 15 May 2014. Mr West invited the Board to raise awareness about and promote this event and encouraged anyone who is interested in assisting with the event to contact him.

ACTION: Any Board members interested in assisting in the planning for the International Day against Homophobia and Transphobia event on 15 May 2014 to contact Mr West.

Mr West and Ms El-Gashingi left the room at 7.24pm.



2.1 UNOFFICIAL MEETING MINUTES

Mr Oakley spoke briefly to the Student Advisory Board Informal Meeting paper, reiterating the discussions that were had at the meeting relating to the development of role descriptions for all members.

2.2 OPERATIONALISING SAB PRIORITIES

2.2.1 PRIORITIES FORUM FEEDBACK

Mr Gilmour provided the Board with a summary of the Forum and spoke to the priorities.

Mr Oakley detailed the need to develop simplified guidelines in plain English (to function as cheat sheets) for students which clearly and simply provide an overview of the different University policies and rules. Mrs Quinn agreed and advised she had previously met with Marketing to discuss this, in particular regarding the Code of Conduct and development of a student focused policy central.

ACTION: Mrs Quinn to send details of her work around student focused policies to Mr Oakley.

Ms Voerman confirmed that policy central now sat under Governance Services and that it would be beneficial for a meeting to be scheduled with them to discuss the development of student focused policies and cheat sheets.

ACTION: Ms Voerman to facilitate a meeting with policy central and Mrs Quinn, Mr Oakley, Mr Foulsham, Mr Khine, Mr Vassallo and Mr Rock.

2.2.3 SAB INDUCTION PROGRAM ACTIONS

Ms Voerman addressed the Board, detailing that planning had commenced for the development of a Student Advisory Board Induction Program. Ms Voerman confirmed the Board would be consulted throughout the development and called for any Board members who would be interested in assisting with the program to contact her.

ACTION: Any Board members interested in assisting with the development of the Student Advisory Board Induction Program to contact Ms Voerman.

2.4 ELECTIONS

Ms Voerman thanked Mrs Quinn for her work with the Marketing Team and for writing a piece to encourage students to nominate as student representatives at the election. Ms Voerman invited the Board to assist with the promotion of the elections.

2.5 SAB ANNUAL REPORT DRAFTING

Ms Voerman outlined the requirement for the Student Advisory Board to provide an annual report and invited interested members to work with her on the development of this report.

Mrs Quinn, Mr Foulsham, Mr Vassallo, Mr Oakley and Mr Gilmour volunteered to assist Ms Voerman with the development of the annual report.



ACTION: Ms Voerman to schedule a meeting to begin work on the Student Advisory Board Annual Report.

2.6 SAB CHARTER REVIEW PROCESS

Ms Voerman provided an overview of the requirement to conduct a review of the Student advisory Board Charter. The Board questioned the process of the review and when this review would commence.

ACTION: Ms Voerman to advise the Board of the process and timeline for the Charter review.

2.7 2014 SAF PRIORITIES - REQUEST FOR MORE INFORMATION

Ms Voerman noted the 2014 Student Amenities Fee Identified Priorities paper and requested an update on the priorities adopted by the Board.

Mrs Quinn provided an update, advising these priorities were developed by the Priority Sub Committee and the recommended process would be to display these priorities on the Student Advisory Board website for feedback by students. Pending student feedback these priorities would then be formally adopted by the Student Advisory Board.

Mrs Quinn also noted that some priorities were already being investigated by the University. Ms Voerman advised she will also get an update from the University on the status of the priorities endorsed by the Board.

ACTION: Ms Voerman to get a progress update on the 2014 priorities and to display the priorities on Student Advisory Board website for student feedback.

3 STANDING AGENDA ITEMS

3.1 STUDENT FEEDBACK

There was no discussion in Item 3.1.

3.2 REPORTS FOR SAB SUB COMMITTEES

3.2.1 MUSE SUB COMMITTEE

Mr Foulsham updated the Board on the MUSE space and called for expressions of interest from the Board to participate in a YouTube video to promote the MUSE Space.

ACTION: Any interested Board members to contact Mr Foulsham should they wish to participate in a YouTube video on the new MUSE space.

ACTION: Ms Voerman to follow-up with next MUSE meeting is scheduled for and to invite all Board members.

3.2.2 COMMS SUB COMMITTEE



Mr Gilmour provided the Board with an update on the Comms Sub Committee, advising that meetings had been held with Marketing to discuss the Student Advisory Board website. Mr Gilmour requested the Board provide him with their comments and feedback on his website brief. Mr Gilmour noted that the Board would need to decide who will manage the new Student Advisory Board website.

ACTION: All to provide Mr Gilmour with any feedback or comments on the Student Advisory Board website brief.

Mr Gilmour advised the Comms Sub Committee had discussed the creation of a guidebook for new members. Ms Heiniger confirmed that a Student Advisory Board Manual was being created as part of the Induction Program and that these two documents could be merged.

It was agreed that Mr Seung, Ms Bassford, Mr Khine, Ms Olling and Mr Foulsham would now be part of the Comms Sub Committee .

3.2.3 POLICY AND RULES SUB COMMITTEE

Ms Voerman noted that the Acting Provost, Prof Janet Greeley was establishing four (4) working parties regarding retention and transition and that a request for student representation on these parties had been received.

Ms Voerman raised her concerns around the number of committee's some students were involved in and requested that if they become onerous, that they let her know.

Mrs Quinn noted her frustration with the Policy and Rules Sub Committee, advising that only one meeting had been held, that meeting involved only 15minutes with the General Counsel, Mr Paul Luttrell and was there was no genuine opportunity to contribute during that meeting with some members left with the impression they were being talked to rather than engaging in a consultative meeting with Mr Luttrell and the Manager Governance Services, Ms Zoe Williams. Mrs Quinn also detailed how after numerous attempts to schedule a second meeting, no response was received.

Mrs Quinn requested this matter be raised with DVC Students and Registrar, Ms Dee Anderson as it highlights the Board's concern around the level of engagement and consultation they have been receiving.

ACTION: Mr Wall to raise the Board's concern around engagement and consultation with Ms Anderson.

3.3 REPORTS FROM EXTERNAL COMMITTEES

3.3.1 STUDENT EXPERIENCE COMMITTEE OF COUNCIL

Mrs Quinn provided the Board with an update on the Student Experience Committee of Council, noting the recent discussions around the role of the Student Advisory Board.



3.3.2 FBE BUSINESS ALLIANCES

Mr Khine updated the Board on the FBE Alliance advising its role is to facilitate engagement throughout the faculty.

4 EVENTS

4.1 FEEDBACK ON NEW MQ BRAND SESSION

Mr Oakley provided an update to the Board on the recent Macquarie Branding meeting, detailing the draft branding narrative of 'nurture to break free'. Mr Oakley noted the concern by the majority of students in the room that this new branding does not represent what Macquarie is known for.

The Board agreed that they believe their feedback was not taken into consideration and it was noted that there are concerns around why the Student Advisory Board exists as the peak consultative group on campus if multiple working and focus groups are still going ahead with general students and in some cases, with no representation from the Student Advisory Board. It was agreed that Mr Wall will raise these concerns with Ms Anderson when he discusses Student Advisory Board engagement and consultation.

4.2 VC ATTENDANCE AT APRIL SAB MEETING

There was no discussion in Item 4.2.

4.3 APRIL WORKSHOP WITH PHILIP POGSON – HOW TO INFLUENCE

Ms Voerman confirmed she would circulate the date and information regarding the influencing workshop with Mr Pogson.

ACTION: Ms Voerman to confirm the date and details of the influencing workshop with Mr Pogson.

5 OTHER BUSINESS

5.1 SAB MEETING DATES 2014

Ms Heiniger suggested the next meeting be scheduled for Monday, 7 April 2014.

5.2 GENERAL BUSINESS

Mr Foulsham promoted the World's Greatest Shave event happening on Thursday, 13 April.

Mr Abbas raised his concerns around the lack of parking on campus, in particular if you arrive on campus after 10am. The Board agreed and also noted that they had on occasion received fines for parking when the Student Advisory Board meetings ran overtime.

ACTION: Ms Heiniger to investigate if daily parking passes can be provided to Board members to attend the Student Advisory Board Meetings.

There being no further business the meeting closed at 8.34pm.

5.3 ACTIONS TO BE TAKEN

ACTION REQUIRED	RESPONSIBLE	DUE
Mr West to continue to meet with the Board regarding the proposed role description document and report back at the next meeting with an overview of what this document will include and what it will achieve.	Mr West	Next Meeting
Ms Voerman to circulate Student Advisory Board contact list.	Ms Voerman	Next Meeting
Any Board members interested in assisting in the planning for the International Day against Homophobia and Transphobia event on 15 May 2014 to contact Mr West.	All	Next Meeting
Mrs Quinn to send details of her work around student focused policies to Mr Oakley.	Mrs Quinn	Next Meeting
Ms Voerman to facilitate a meeting with policy central and Mrs Quinn, Mr Oakley, Mr Foulsham, Mr Khine, Mr Vassallo and Mr Rock.	Ms Voerman	Next Meeting
Any Board members interested in assisting with the development of the Student Advisory Board Induction Program to contact Ms Voerman.	All	Next Meeting
Ms Voerman to schedule a meeting to begin work on the Student Advisory Board Annual Report.	Ms Voerman	Next Meeting
Ms Voerman to advise the Board of the process and timeline for the Charter review.	Ms Voerman	Next Meeting
Ms Voerman to get a progress update on the 2014 priorities and to display the priorities on Student Advisory Board website for student feedback.	Ms Voerman	Next Meeting
Any interested Board members to contact Mr Foulsham should they wish to participate in a YouTube video on the new MUSE space.	All	Next Meeting
Ms Voerman to follow-up with next MUSE meeting is scheduled for and to invite all Board members.	Ms Voerman	Next Meeting
All to provide Mr Gilmour with any feedback or comments on the Student Advisory Board website brief.	All	Next Meeting
Mr Wall to raise the Board's concern around engagement and consultation with Ms Anderson.	Mr Wall	Next Meeting
Ms Voerman to confirm the date and details of the influencing workshop with Mr Pogson.	Ms Voerman	Next Meeting
Ms Heiniger to investigate if daily parking passes can be provided to Board members to attend the Student Advisory Board Meeting.	Ms Heiniger	Next Meeting

NEXT MEETING

Monday, 7 April 2014 at 6.30pm in the Council Room, E11A, Macquarie University.

CONFIRMED as a true record

**MR MICHAEL WALL
CHAIR**