



## **MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE**

Minutes of a meeting of the Student Representative Committee (SRC) held at 5.30 pm on 17 October 2016 in the Academic Senate Room, Level 3, 16 Wally's Walk (C8A).

<b>PRESENT:</b>	Kieren Ash Alistair Booth Andrew Brennan Elizabeth Carter Chui-Ann Lee	Lachlan McGrath Jacqueline Olling Sherry Shi Sinead Simpkins Ryan Thalari	Freya Wadlow Yi Wong David Yao
<b>APOLOGIES:</b>	Shantell Bailey	Sita Khiani	Budhaditya Majumdar
<b>IN ATTENDANCE:</b>	Megan Kemmis, University Committee Secretary and Manager of Secretariat Services Natalie Dainer, Campus Engagement Manager Zoe Williams, Head of Governance Services		
<b>ABSENT:</b>	Lachlan Greenberg	Janson Lim	Timothy Zhang
<b>SECRETARIAT:</b>	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, Sita Khiani and Budhaditya Majumdar.

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

- Megan Kemmis - University Committee Secretary and Manager of Secretariat Services
- Natalie Dainer – Campus Engagement Manager
- Zoe Williams – Head of Governance Services

The Chair confirmed that a quorum was achieved.

### **2. DISCLOSURE OF CONFLICTS OF INTEREST**

There were no declarations of interest.

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

#### **3.1 Adoption of unstarred items**

**RESOLVED:**

The Committee resolved that the items not starred for discussion (Items 4.1, 6, 7, 9, 10.1, 10.2, 10.3 and 10.4) are noted and, where appropriate, adopted as recommended.

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

#### **4.1 The Minutes of the previous meeting held 22 September 2016 are provided.**

**RESOLVED:**

The Committee resolved to approve the minutes of the meeting held 22 September 2016 as a true and accurate record.

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

### **5.1 Summary of actions from the Student Representative Committee Meeting on 22 September 2016**

Update on the action items from the meeting of 27 October 2015:

- Item 3.8 Fridges for student groups – ongoing, the Committee noted that the Major Student Organisation meeting is postponed until tomorrow.

**ACTION:**

David Yao to provide an update on the guidelines for equipment use and maintenance at the next meeting.

Update on the action items from the meeting of 4 April 2016:

- Item 3.1 SRC Consent to become SRC/MSO member form – ongoing, SRC Secretariat is following up on the MSO member who has yet to submit the consent form.

Update on the action items from the meeting of 27 June 2016:

- Item 4.3 Compulsory basic administrative training session for all SRC members – Student Connect advised that it is compulsory for all SRC members to attend a training session in person should they wish to provide such advice to other students.

**RESOLVED:**

SRC resolved to overturn the previous resolution and refer all student policy enquiries to Student Connect for proper advice. All in favour.

Update on the action items from the meeting of 28 July 2016:

- Item 9.2 Future of the Breakfast Bar – ongoing.

Update on the action items from the meeting of 22 August 2016:

- Item 9.2 Portable speaker systems for Student Groups - completed, Natalie Dainer from Student Engagement will finalise the required action.

*Elizabeth Carter arrived and joined the meeting at 5.49pm*

Update on the action items from the meeting of 22 September 2016:

- Item 9.4 Grade Appeal Policy Review- completed.

## **6. REPORT FROM UNIVERSITY COUNCIL**

The Committee was advised that there were no SRC action items from the University Council meeting held in August. The next University Council meeting will be held on 27 October 2016.

## **7. REPORT FROM STUDENT EXPERIENCE COMMITTEE**

The next and last meeting of the Student Experience Committee (SEC) in 2016 will be held on 29 November. Updates will be provided at the SRC meeting in December.

## **8. AGENDA ITEMS FOR DISCUSSION**

### **8.1 Annual Review of SRC Constitution for 2016 – 2017**

Following the call for members' feedback on the current SRC Constitution, Ms Williams advised that it has been incorporated with feedback from Student Engagement and Governance Services. The feedback has been endorsed by the Deputy Vice-Chancellor (Student & Registrar) (DVC S&R) and Campus Life Director and forwarded to the Office of General Council (OGC) for drafting of a new constitution. The new draft is expected to be presented at the SRC meeting on 12 December 2016 for endorsement and implementation in time for the 2017 SRC election process.

One of the suggestions is to re-examine the Major Student Organisations (MSO) function as it was identified that constant changes to executive positions in student groups/clubs affect the MSO representatives on the

SRC. This change will result in a broader call for nominations whereby executive members from student groups/clubs, subject to their eligibilities, can apply for the positions on the SRC directly.

Members made the following additional comments at this meeting:

- Members questioned the rules and appointment process of the SRC Deputy Chair position and whether it is a staff or student nomination.
- It was suggested that a change be made to the SRC term of office commencement date to align with study sessions, subject to advice from the Legal Office. Members noted that should they expect to graduate before their term of office ends, the official conclusion date of their SRC term of office is the last day of their last study session.

Members advised that there is more feedback surrounding the SRC structure and its function following the Retreat. Ms Williams advised that further feedback can be reviewed early next year as it is unlikely to meet the current deadline for the early 2017 SRC elections.

Members suggested a workshop with Governance Services on feedback for the SRC Constitution revision.

## 8.2 SRC Budget and Program of Work for 2017

The Chair was advised that the SRC Retreat was held on Sunday 16 October 2016 and the following questions were frequently raised by the members:

- University's expectation of SRC members;
- SRC members' expectation of support from the University;
- clear guidelines for SRC members and staff, including their expected commitment, during co-creation of events; and
- effectiveness of the current SRC Structure.

Although the major purpose of this Retreat was to discuss the 2017 SRC program of work, the Chair was advised that no input has been received from SRC members during this time and therefore the program could not be finalised. Subsequently, the 2017 budget cannot be estimated.

Members actively discussed their concerns with the current SRC structure and its function. They suggested a new constitution structure with new categories of membership for executive positions. Members were advised that it would be in the SRC's best interest if members met outside of this forum and came to an agreement of what SRC wants to proceed with before the work can be established.

*Freya Wadlow departed the meeting at 7.37pm. Kieren Ash departed the meeting at 7.43pm.*

## 9. UPDATE FROM SRC TREASURER

The September 2016 expenditure report was noted.

## 10. UPDATE FROM SUB-COMMITTEE

### 10.1 Major Student Organisation (MSO) Sub-Committee

The MSO Sub-Committee has not met since the previous SRC meeting and therefore there is no report.

### 10.2 Student Services and Amenities fee (SSAF), SRC Budget and Finance Sub-Committee

SSAF figures have been finalised and made available on the MQ webpage.

### 10.3 Marketing and Communication Sub-Committee

The MSO Sub-Committee has not met since the previous SRC meeting and therefore there is no report.

### 10.4 Property Sub-Committee

Mr Zhang who drives the Unisex bathroom project is an absentee at this meeting and therefore there is no report.

**11. QUESTION TIME**

No questions were raised at this meeting.

**12. OTHER BUSINESS**

12.1 Memberships

The Committee noted that Governance Services conducted an appointment process to fill vacant positions on the SRC. A Selection Panel was appointed to conduct interviews and determine successful candidates for the following positions:

- Representative for Women Students – Courtney Knight
- Postgraduate Representative from Faculty of Business and Economics – Tristan Warren
- Representative for Distance Students – Both candidates from March 2016 selections no longer meet the eligibility criteria. As such this position is currently vacant.

The successful candidates have been informed of the outcomes. Their term of office commences immediately until 13 May 2017.

12.2 Feedback from Retreat

The Chair was advised that the formal documents will be sent through for distribution to all members and university bodies shortly.

12.3 SRC After Party – Student Group Award Night

Members were reminded to RSVP for this event. One person will be appointed to manage the bar tab.

12.4 Update from Postgraduate Representative

Mr Thalari advised that a Facebook group has been set up to share events and seminar information for Postgraduate students. The group currently has more than 500 members.

The Welcome Back Semester event was held last week with more than 100 people attending. The group is currently working on a Postgraduate and Professional Development Evening event in November as well as a Trivia Social Event after the examination period.

12.5 Members noted the current elections for student members to Faculty Boards.

**13. MEETING CLOSE**

There being no further business the meeting closed at 7.50 pm.

**14. NEXT MEETING**

Members are reminded that agenda items for the meeting of Thursday 17 November 2016 are due by Monday 31 October, 5.00pm.

**CONFIRMED** as a true record.

**MS FIONA REED  
CHAIR**