



## **MACQUARIE UNIVERSITY STUDENT ADVISORY BOARD**

Minutes of a meeting of the Student Advisory Board (SAB) held at 5.00 pm on the 19 August 2015 in the Academic Senate Room, C8A Building, Macquarie University.

**PRESENT:**

Fiona Reed (Chair)	Jeremey Gunter	Alisha Sial
Kieren Ash	Gabrielle Hardy	Ryan Thalari
Shantell Bailey	Chui-Ann Lee	Freya Wadlow
Alistair Booth	Janson Lim	Cheryl Ware
Andrew Brennan	Lachlan McGrath	Yi Wong
Elizabeth Carter	Jacqueline Olling	Julia Yang
Anna Glen	Eleanor Sanderson	David Yao
Lachlan Greenberg	Sherry Shi	Timothy Zhang

**APOLOGIES:** Harry Dang                      Tung Dinh

**ABSENT:** Jinji Kong

**IN ATTENDANCE:** Craig Oliver, Director Campus Life

**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 Harry Dang and Tung Dinh. The Chair also noted that Sherry Shi, Gabrielle Hardy and Jacqueline Olling would be late arrivals.

The Chair noted that in addition to the members Craig Oliver, Director Campus Life and Air Sinthawalai, Governance Officer were in attendance.

The Chair confirmed that a quorum was achieved.

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

There were no declarations of interest.

#### **1.3 CONFIRMATION OF MINUTES**

The minutes of the meeting of 28 May 2015 were accepted as read with a minor correction:

- Lachlan McGrath was supporting the unisex bathroom project but did not put forward the motion. Timothy Zhang put forward the motion.

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

There was no business arising from the minutes.

#### **1.4 MEETING START TIME**

- The members were encouraged to vote for a new meeting preference time as per the request from one of the members and the majority of the members voted for 5.30 –

7.30pm.

**RESOLVED:**

The Board resolved to change the remaining SAB meetings in 2015 to 5.30 – 7.30pm.

- The Chair reminded all members of the importance of submitting agenda items by the advised due date and asked for the Board approval of the Mental Health Awareness Month item (3.3) which was submitted late to be discussed at this meeting.

**RESOLVED:**

The Board approved the discussion of item 3.3 Mental Health Awareness Month at this meeting.

- The members raised concerns that the administrative process of submitting papers in accordance with the current SAB Constitution can slow down the decision making process and questioned if urgent items can be processed prior to the next meeting. The Chair advised that it is part of the challenge for the SAB to consider a proposed item properly and make an informed decision, that any item proposed should include essential information to enable the SAB to consider and the most efficient way is usually to submit documentation in a correct format and timely manner.

**RECOMMENDATION:**

SAB agreed to have regular informal meetings to which all SAB members are invited in a less formal environment to discuss relevant items prior to submitting items to the formal SAB meeting for approval. The discussions can be made and agreements can be reached prior to each SAB meeting to fast track the process. However formal agreement, approval or determination of SAB's position on an item must occur at formal SAB meetings.

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

SAB Representatives on SEC reported to the Board on the items discussed at the previous Student Experience Committee meeting in July.

- The Board was informed that discussions of the SAB retreat program on 1-2 August 2015 and its logo were discussed at the SEC meeting in July.
- The Board was advised that there was a presentation on the UniWellbeing Course. One of the mentioned clinics was the MindSpot Clinic which is an online and a free service available to people in need of help with anxiety and depression. The information of patients is confidential and online form option is available for those who prefer not to approach MindSpot Clinic in person.

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

### **3.1 UNFURL THE RAINBOW FLAG ON CAMPUS**

The paper submitted by Timothy Zhang was noted. Timothy advised that after the call of agenda item due date and SAB informal meeting among the members on 12 August 2015, he would like to amend the recommendation from unfurling the rainbow flag on a fortnightly basis to all year. The Board was informed that there currently are 3 flags (National flag, Aboriginal and Torres Strait Islander flag and Macquarie flag). The Board was informed that the Campus Engagement Office may cover the cost of the rainbow flag whilst the cost of an additional pole stand needs to be discussed.

RESOLVED:

The Board unanimously resolved to unfurl the rainbow flag every day and that it should be raised outside of Macquarie Theatre where the existing flags are, subject to further discussions with the Property Office. If an additional Pole stand is required and should there be financial implications for the SAB, this item is to be referred back to SAB for approval. Flying of the rainbow flag must also be in accordance with MQ policies. Moved by Timothy Zhang and seconded by Yi Wong.

ACTION:

Timothy Zhang to further discuss with the Property Office.

### **3.2 ADOPT GENDER-NEUTRAL LANGUAGE POLICY AND INTRODUCE GENDER X**

The paper submitted by Timothy Zhang was noted. A question regarding possible treatment implications for Gender X medical practitioners was raised. Opinion was expressed that use of the Gender X terminology would benefit medical practitioners.

The Board suggested that an extensive education campaign by Campus Life and Campus Engagement must be organised prior to the introduction of Gender X as many people are not aware of this gender, especially with International students.

RESOLVED:

The Board unanimously resolved to recommend to the University that it introduce the third gender or gender X - Indeterminate/ Intersex/ Unspecified to University official documents and adopt corresponding gender-neutral language policy, subject to a proper education campaign of Gender X by Campus Life and Campus Engagement. Moved by Timothy Zhang and seconded by Yi Wong. All in favour.

ACTION:

Campus Life and Campus Engagement to plan and organise an education campaign of Gender X.

### **3.3 MENTAL HEALTH AWARENESS MONTH**

A current working group has already been formed and it was suggested that SAB and International student groups should also be involved in order to engage the wider student population and increase the visibility of SAB. The event involves 3 weeks of activities however the dates are yet to be confirmed.

RESOLVED:

The Board unanimously resolved to support participation and presence at each Mental Health Awareness event. Moved by Freya Wadlow and seconded by Eleanor Sanderson.

Eleanor Sanderson departed the meeting.

### **3.4 STUDENT AMENITIES FEE**

Craig Oliver spoke to the paper and provided background information to the Board. The Board was informed that engagement from student bodies had been low in previous years. In forming a subcommittee, the University and SAB will be able to create more effective expenditures.

RESOLVED:

The Board resolved to form a subcommittee for the purposes of consultation of the student services and amenities fee (SSAF).

The following Board members volunteered to participate in this subcommittee and their names will be provided to Craig Oliver:

- Andrew Brennan
- Timothy Zhang
- Alistair Booth
- David Yao
- Yi Wong
- Chui-Ann Lee
- Kieren Ash
- Ryan Thalari

Gabrielle Hardy, Sherry Shi and Janson Lim joined the meeting.

### **3.5 2016 SAB BUDGETS**

SAB was advised that it needed to develop its budget to present to the University by early September. It was recommended that members form a subcommittee to work with the Director of Campus Life on the development of their 2016 budget.

The Board was informed that the approximate yearly budget in the past was \$100,000. The Director of Campus Life also informed that there is an opportunity for SAB to review its budget midyear.

RESOLVED:

The Board resolved to form a subcommittee to work with the Director of Campus Life on the development of the SAB 2016 budget and delegated authority to the Finance subcommittee to submit the budget agreed by the subcommittee to the University.

The following Board members volunteered to be participate in this subcommittee and their names will be provided to Craig Oliver:

- Andrew Brennan
- Janson Lim
- Timothy Zhang
- Gabrielle Hardy
- Alistair Booth
- David Yao
- Lachlan McGrath
- Kieren Ash

### **3.6 SAB RETREAT FINANCE REVIEW**

The Board noted the paper submitted by Lachlan McGrath. Craig Oliver advised that he could be contacted for further information.

### **3.7 POLICY/BUDGET RETREAT FOR LATE 2015**

The paper was noted. The Board discussed whether it is necessary for the retreat to be set up outside MQ campus due to costs. It was also discussed that MSO representatives should be included in any retreat as they also are student representatives.

RESOLVED:

The Board resolved in principle to support a weekend retreat for policy/ budget meetings, subject to a further proposal of dates and costs to be submitted to the next SAB meeting. Moved by Lachlan McGrath and seconded by Ryan Thalari. All in favour, except for one member who abstained.

### **3.8 SAB POSITION REGARDING CONCEPTION DAY**

Craig Oliver addressed the escalation of issues related to drug and alcohol use at the Conception Day event. Until last year's event, the risks associated with the use of drugs had been mitigated; however this was no longer the case. Macquarie University had invested an external body to audit the risk and came to the solution of safety for students.

The Board discussed the position of SAB and its involvement with Conception Day.

**RESOLVED:**

The Board resolved to defer this agenda item to the next SAB meeting after reviewing further information to be provided from Craig Oliver.

**ACTION:**

Craig Oliver to provide the report of Conception day plan to SAB.

### **3.9 SAB TREASURER AND MACPAY SYSTEMS**

The Chair noted that the proposal required amendments to the current SAB Constitution. The Chair suggested members work within the existing framework in the meantime.

The Board discussed the need for a Treasurer and ability to utilise SAB funding independently from the University and consistently with other student bodies on campus.

**RESOLVED:**

The Board resolved to recommend to University Council to amend the SAB Constitution in relation to finance matters including election of a treasurer and implementation of the MacPay system in accordance with protocols. Moved by Lachlan McGrath and seconded by Ryan Thalari. 18 votes in favour and 4 members who abstained.

### **3.10 SAB SOCIAL MEDIA OFFICER ELECTION**

The paper submitted by Lachlan McGrath was noted.

**RESOLVED:**

The Board resolved to establish a marketing subcommittee and presence of public social media in accordance with Macquarie University policies and procedures. Moved by Lachlan McGrath and seconded by Ryan Thalari. 22 votes in favour and 1 member who abstained.

The following Board members volunteered to participate in this subcommittee:

- Ryan Thalari
- Chui-Ann Lee
- Andrew Brennan
- Alistair Booth
- Sherry Shi

### **3.11 SAB LOGO**

The paper submitted by Craig Oliver was noted and discussion was had in parallel with the proposal for an organisation name review.

Jacqueline Olling joined the meeting.

### **3.12 ORGANISATION NAME REVIEW**

The paper submitted by Lachlan McGrath and Kieren Ash was noted. The Board noted that during the retreat discussion between SAB members, it was suggested that 'Advisory' is not an appropriate term if this Board wants to distinguish itself from the previous SAB.

The Chair noted that this proposal required amendments to the current SAB Constitution. The members were advised that changes to the Constitution can be made through the Student Experience Committee of Council which will consider them for recommendation for approval.

The Board discussed whether to change the name and seek feedback from the University whether the University is amenable to this course of action.

RESOLVED:

The Board resolved to change the name of SAB, subject to feedback from Student Experience Committee and determining the proposed name at the next SAB meeting. Moved by Kieren Ash and seconded by Lachlan McGrath. 14 votes in favour, 3 votes against the proposal and 4 members who abstained.

### **3.13 MACQUARIE WEB TRANSFORMATION PROJECT – STUDENT PORTAL**

The Board agreed to propose the members of the marketing subcommittee for participation in the needs analysis and testing of web designs.

RESOLVED:

The Board resolved to nominate the following SAB members to participate in the needs analysis and testing of web designs:

- Ryan Thalari
- Chui-Ann Lee
- Andrew Brennan
- Alistair Booth
- Sherry Shi

## **4. OTHER BUSINESS**

- SAB Subcommittee  
It is recommended that all SAB subcommittees report at each SAB meeting. This should be a standing item.

RESOLVED:

The Board resolved that all SAB subcommittees report to each SAB meetings.

- MSO Secretariat  
It was noted that consideration be given to a budget to fund an MSO secretariat.
- Student group affiliation  
A Board member raised the possibility of having a student affiliate card for a fee. However, this fee is likely to prevent a number of students from joining student groups and therefore the Board was not supportive of the proposal without further information.

RESOLVED:

The Board did not support for the introduction of a student affiliation card.

- Email address for GLBTIQ representative  
The Board was advised that requests from GLBTIQ group are generally sensitive and confidential and therefore a specific mail address for communicating between GLBTIQ student representative and students is needed.

RESOLVED:

The Board resolved that GLBTIQ student representative consults with marketing subcommittee to establish this email address and put this to the next SAB meeting for consideration.

- SAB Website  
The Board suggested that SAB webpages should be updated with SAB representative photos.

RESOLVED:

Governance Services is to update all SAB webpages with the current information and upload SAB members' photos.

- SAB Minutes on Macquarie University Website  
The Chair informed all members that minutes of previous SAB meetings are published online to the public and whether the members want this practice to continue.

RESOLVED:

The Board agreed that minutes of SAB meetings can be published publicly on the Macquarie Website once approved.

- International Student activities  
The Board was informed that International student groups hold regular activities on campus and requested that SAB support these activities.

RESOLVED:

SAB agreed to provide support to the International students groups required with on campus activities.

## **5. MEETING CLOSE**

There being no further business the meeting was closed at 7.45 pm.

## **6. NEXT MEETING**

Members are reminded that the agenda items for 28 September meeting are due by Wednesday 16 September, 5.00pm.

**CONFIRMED** as a true record

**MS FIONA REED  
CHAIR**