

MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 5.30 pm on Monday 24 July 2017 in the Academic Senate Room, Level 3, 16 Wally's Walk (C8A).

PRESENT:

Fiona Reed (Chair)	Sam Hurrell	Caitlin Rhodes
James Cummins	Kimberley La	Anthony Ryan
Aidan Galea	Milind Lokhande	Cissy Shen
Grace Goddard	Suren Missaghi	Aditya Srivastava
Alexander Hablutzell	Mahyar Pourzand	Isuru (Izzie) Weerasooriya

APOLOGIES:

Stacey Broll	Alex Mikaelian	Zwe Paing Sett
Eliza Kitchener	Maddison Poynter	Dee Zegarac
Timothy Mathew	Paul Russell	

ABSENT: Caitlin Rhodes

IN ATTENDANCE: Mark Broomfield, Director of Property
Lilia Draganov, Student Support Coordinator, Learning and Teaching
Megan Kemmis, University Committee Secretary and Manager of Secretariat Services
Lachlan McPhail, Health & Safety Systems, Training & Data Consultant, Risk & Assurance Unit
Clare Wade, Acting Manager, Campus Engagement
Zoe Williams, Head of Governance Services
Professor Leigh Wood, Interim Pro Vice-Chancellor, Students

SECRETARIAT: Air Sinthawalai, Governance Officer

1. ACKNOWLEDGEMENT OF COUNTRY

Ms Weerasooriya acknowledged the traditional custodians of the land at this meeting.

ACTION:

Anthony Ryan will acknowledge the traditional custodians at the next SRC meeting, 24 August 2017.

2. WELCOME AND APOLOGIES

The Chair welcomed members and noted that apologies had been received from Stacey Broll, Eliza Kitchener, Timothy Mathew, Alex Mikaelian, Maddison Poynter, Paul Russell, Zwe Paing Sett and Dee Zegarac.

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

- Mark Broomfield – Director of Property
- Lilia Draganov - Student Support Coordinator, Learning and Teaching
- Megan Kemmis - University Committee Secretary and Manager of Secretariat Services
- Lachlan McPhail - Health & Safety Systems, Training & Data Consultant, Risk & Assurance Unit
- Clare Wade – Acting Manager, Campus Engagement
- Zoe Williams – Head of Governance Services
- Professor Leigh Wood, Interim Pro Vice-Chancellor, Students

The Committee noted that Cissy Shen and James Cummins attended for parts of this meeting via Skype.

3. DISCLOSURE OF CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

4. ARRANGEMENT OF AGENDA

4.1 ADOPTION OF UNSTARRED ITEMS

All agenda items were addressed.

5. PRESENTATIONS BY INVITED GUESTS

5.1 DRAFT HEALTH AND SAFETY POLICY

Presented by Lachlan McPhail, Health & Safety Systems, Training & Data Consultant, Risk & Assurance Unit

Members noted the draft Health and Safety Policy and were invited to provide feedback; especially on student's responsibilities for health and safety section.

ACTION:

Members to provide feedback to the Health and Safety Unit email account (ohs@mq.edu.au) by 7 August 2017.

Mr McPhail departed the meeting at 5.48pm.

5.2 STUDENT EXPERIENCE PROJECT

Presented by Lilia Draganov, Student Support Coordinator, Learning and Teaching.

Members noted the Student Experience project supported by Professor Leigh Wood and Lilia Draganov.

A survey of Student Experience Reporting and Analysis Project was conducted last year and now is under an implementation stage. SRC members were invited to participate in an interview with consultants in order to bring the students' voice into the project. The interviews will be conducted on 17-18 August for 45 minutes per session.

Milind Lokhande, Izzie Weerasooriya, Sam Hurrell and Mahyar Pourzand have volunteered to participate in the interviews.

ACTION:

SRC Secretariat to provide Ms Draganov with volunteers' contact details.

Ms Draganov departed the meeting at 5.52pm.

6. MINUTES OF THE PREVIOUS MEETING

6.1 MINUTES OF THE MEETING HELD 29 JUNE 2017

RESOLUTION:

The SRC resolved to approve the minutes of the meeting held 29 June 2017 as a true and accurate record.

7. BUSINESS ARISING FROM THE PREVIOUS MINUTES

7.1 SUMMARY OF ACTIONS FROM THE STUDENT REPRESENTATIVE COMMITTEE MEETING ON 29 JUNE 2017

Mark Broomfield, the Director of Property, was invited to attend this meeting to provide updates on the following matters:

- Gender-neutral Bathroom – members noted that the University has to comply with building regulations regarding bathroom facilities and that these regulations are silent on the issue of gender-neutral bathrooms. The University has decided to use accessible toilets for this purpose but accessible toilets are not available in all buildings. The planning and implementation including the signage design should carefully be consulted and the decision needs to be inclusive for everyone. Members are invited to work with Mr Broomfield on this project and reminded to be aware of any possible conflicts. The Committee noted that GLBTIQ Students Representative (Paul Russell), who wants to be involved in this project, was an apology for this meeting.

ACTION:

GLBTIQ Students Representative (Paul Russell) and/or any SRC members to contact Mr Broomfield to participate in this project.

- Indigenous tribal area signage – Mr Broomfield was not aware of any overarching discussion about this signage on campus but has been in contact with Dr Leanne Holt from Walanga Muru for the Courtyard area. Following the research conducted by Walanga Muru on a culturally appropriate approach, Dr Holt will continue to work closely with Shantell Bailey, former SRC Representative for Aboriginal and Torres Strait Islander Students on this issue.
- New Student Hub – Property had liaised with the previous SRC members and surveys were taken during orientation period last year. The Courtyard and Campus Common projects will create teaching and study spaces, student accommodation, a graduation hall and food outlets. 80 Expression of Interests were received and offers have been made to 9 food and beverage operators for space in the Campus Common, however, the names cannot yet be released until all offers are accepted. Property is also considering food trucks around campus. The Marketing Communication team will provide updates to students during the first week of S2 2017 session.

Cissy Shen disconnected from Skype connection at 6.10pm as she needed to attend the University Council Seminar.

Suren Missaghi arrived and joined the meeting at 6.11pm.

Professor Wood departed the meeting at 6.17pm. Mr Broomfield departed the meeting at 6.19pm.

The Committee noted updates of the following:

- Rainbow Flag – Professor Wood has met with the Chief Operating Officer and Marketing to discuss displaying the Rainbow Flag. Whilst a physical flagpole has been identified, the group is working on the protocols for flying the flag with the Vice-Chancellor's Office. It was suggested that the Rainbow Flag be shown on the screen in the Central Courtyard during O-Week and that the flagpoles on Wally's Walk display MQ students' national flags to demonstrate the diversity of culture at the University.
- Improved Dialogue with Student Body – Secretariat Team will prepare a two-page summary document capturing what is discussed at each meeting. This document will be available on the [SRC website](#) shortly after each meeting.
- Meeting with Grapeshot - ongoing, Mr Cummins to provide an update at the next meeting.
- Budget allocation for S2 2017 O-Week– Ms Weerasooriya has submitted several invoices for food for events during O-Week.
- Budget allocation for Study Material – Ms Wade will meet with the Equity and Diversity Manager and E&D Representatives in August as many are currently on holiday. An update will be provided at the next meeting.

8. REPORT FROM UNIVERSITY COUNCIL

The Committee noted that Ms Shen attended the first part of the meeting via Skype but needed to excuse herself for the Council Roadshow. Ms Shen has asked another member to pass on Council and Student Experience Committee updates.

Ms Weerasooriya advised that Council is mindful of Respect. Now. Always. which is not only about female students but also extended to GLBTIQ individuals.

James Cummins joined the meeting via Skype at 6.30pm.

9. REPORT FROM STUDENT EXPERIENCE COMMITTEE (SEC)

The Committee noted that the Student Experience Committee met on 19 July 2017 and discussed:

- a new strategic plan to extend library hours and open more study space during examination periods;
- issues with the agreement between SRC and Grapeshot regarding confidential items. The agreement should address in camera sessions and that confidential matters from Council and SEC are not to be published; and

- the SRC elections for three (3) officer bearers, and SEC recommended that all three (3) office bearers should become members elected by the SRC to sit on the SEC.

10. AGENDA ITEMS FOR DISCUSSION

10.1 SRC CASUAL VACANCY APPOINTMENT TIMEFRAME

Submitted by Governance Services

Members noted the list of current casual vacancies on the SRC and that there will be no campaigning period as casual vacancy positions are not filled by election but are appointed by the Selection Panel. It was clarified that the Distance Students Representative must be a person who is enrolled at Macquarie University and studying all units externally. Students who are enrolled in Open Universities Australia (OUA) are not eligible to nominate for this position.

Student feedback from previous elections suggested that by continuously running elections throughout the year, the excitement during elections seasons is diluted and students are likely to lose interest in participating. Governance Services suggested that calling for SRC nominations followed soon after by the Faculty Board nominations in October will likely create election fatigue amongst the student population and recommended the appointment/election process for both SRC and Faculty Boards run under the same timeframe. Members noted that as the Student Members' term of office on Faculty Boards do not commence until 1 January 2018, it is more efficient to commence the elections process towards the end of year.

RESOLUTION:

The SRC agreed that:

- the identified SRC casual vacancies be appointed by the Selection Panel; and
- the appointment process's timeframe to fill the casual vacancies be in conjunction with the student elections to Faculty Boards' timeframe.

Moved by Milind Lokhande and seconded by Izzie Weerasooriya. All in favour.

ACTION:

Governance Services to present a draft process timeframe at the next SRC meeting.

10.2 ELECTION OF SRC OFFICE BEARERS AND REPRESENTATION ON STUDENT EXPERIENCE COMMITTEE

Submitted by Governance Services

The Committee noted the results of the elections held to fill the new SRC office bearer positions (Assistant Chairperson, Treasurer and Assistant Secretary) and the expressions of interest received to represent the SRC on the SEC.

Currently, the SEC Term of Reference only allows two (2) student representatives elected by the current SRC to be members on SEC. SEC has considered that all new SRC office bearers should become SEC members and will recommend to Council that the SEC's Terms of Reference be amended.

RESOLUTION:

The SRC resolved to:

- Support the SEC's recommendation to change its Terms of Reference allowing three (3) SRC office bearers to be SEC members. Alexander Hablutzel and seconded by Aditya Srivastava. All in favour.
- Elect Assistant Chairperson (James Cummins) and Treasurer (Dee Zegarac) as SRC Representatives on the SEC and recommend Assistant Secretary (Alexander Hablutzel) be invited to attend SEC meetings for the time being until the SEC's Terms of Reference are amended and approved. Moved by Sam Hurrell and seconded by Izzie Weerasooriya. Eleven (11) votes in favour with one (1) vote against.

10.3 SRC CONTRIBUTION TO RE:CONCEPTION 2017

Submitted by Izzie Weerasooriya, MSO Representative

In 2016, the SRC invested \$50,000 in the Re:Conception festival. It is proposed that SRC should make the same contribution to the 2017 event which expects to have 7000 students attending. SRC can promote itself

via banners, posters and digital advertising will be placed across campus and on social media. Campus Engagement confirmed that SRC has enough budget to support this proposal.

RESOLUTION:

The SRC resolved to contribute \$50,000 to 2017 RE:Conception event. Moved by Izzie Weerasooriya and Seconded by Mahyar Pourzand. All in favour.

ACTION:

SRC Treasurer to follow up with the approved budget allocation and provide update at the next SRC meeting.

10.4 EXTENDED HOURS OF E6A COMPUTER LABORATORIES and LIBRARY ACCESS

And Submitted by Alexander Hablutzel, Undergraduate Student Representative from Faculty of Engineering and Science (Item 10.4) and Aditya Srivastava, Postgraduate Student Representative from the Faculty of Business and Economics (Item 10.6)

This proposal is to communicate suggestions to the university on behalf of the student community requesting 24/7 Student Facilities. Whilst E6A computers are only available to computing studies students, all students can benefit from the study space. Members noted that any student can use the computers in the C5C facilities, but the E6A computer laboratories have higher usage.

Members noted that the library also has computers, which can be used by all students. The Committee was informed that students face issue finding space in the library during assessment weeks. Under the same issue, Sam Hurrell also proposed to extend hours in relation to MUSE and Bassline.

Members raised concerns about possible security issues, suggested an observation period to review student usage during the proposed extended hours and further consultation with key stakeholders.

RESOLUTION:

The SRC resolved, in principle, to:

- support 24/7 access to the Library and E6A computer laboratories for Macquarie staff and students and potential extended hours in relation to MUSE and Bassline; and
- authorise Aditya Srivastava, Alexander Hablutzel and Sam Hurrell to liaise with relevant stakeholders within the University and bring a recommendation back to the SRC.

Moved by Alexander Hablutzel and seconded by Aditya Srivastava. All in favour.

ACTION:

Mr Srivastava, Mr Hablutzel and Mr Hurrell to consult with relevant stakeholders within the University and bring a recommendation back to the next SRC meeting.

10.5 DEADLINES FOR SUBMISSION OF PROPOSALS

Submitted by Dee Zegarac, Undergraduate Student Representative from the Faculty of Arts

The Committee noted that Ms Zegarac is an apology at this meeting and has requested to defer this proposal until a future meeting.

11. UPDATE FROM SRC TREASURER

11.1 EXPENDITURE REPORT

Members noted the July 2017 expenditure report tabled by Ms Wade.

Ms Wade and Ms Guerin have met for Finance induction training last week and will prepare the July-December 2017 budget forecast in August.

12. UPDATE FROM SUB-COMMITTEES

12.1 STUDENT ELECTIONS SUB-COMMITTEE

There is no report provided at this meeting.

12.2 STUDENT SERVICES AND AMENITIES FEE (SSAF), SRC BUDGET AND FINANCE SUB-COMMITTEE

There is no report provided at this meeting. Members were reminded to appoint their Chair and provide a report at the next meeting.

12.3 MARKETING AND COMMUNICATION SUB-COMMITTEE

Members are participating in Orientation sessions, including International Students Arrival Talks by Mr Pourzand and SRC items are being handed out to new students (including SRC-branded pens and post-it notes). SRC is also providing hot chocolate, sausage sizzles, slushies, fairy floss and ice cream.

12.4 INFRASTRUCTURE SUB-COMMITTEE

Members have met and discussed the following matters:

- Parking and closure of Macquarie University Train Station - carpark locations, engaging with Macquarie Centre, real-time app for available parking spaces, placement of bus stops, accessibility for shuttle buses;
- Communication of Campus Common;
- Sleeping options on Campus; and
- Safety for students - walking groups with Security, Free self- defence classes, more lighting around Wally's Walk.

Anthony Ryan volunteered to be the Chair of the Infrastructure Sub-Committee.

13. QUESTION TIME

No questions were raised.

14. OTHER BUSINESS

14.1 RESPECT. NOW. ALWAYS. SESSION FOR STUDENTS

Students have been invited to attend the Respect. Now. Always. Session on Wednesday 26 July at 12.00pm – 1.30pm, E6B, Room 149 which all SRC members are highly recommended to attend. The Chair suggested communicating to other members who are not present at this meeting about this event.

Members thanked Ms Tatiana Lozano and Mr Jonathon Papadopoulo for their work and commitment in this project.

14.2 EDUCATION OFFICER

It was suggested that SRC appoint an education officer from its members. However, this should be discussed further with Professor Sherman Young regarding the function of the proposed position and how it would fit with the role of student members of Academic Senate.

14.3 MUSE LEVEL 3 STUDENT GROUP SPACE

In August all student group executives will be invited to attend a session to get updates and discuss the new student group space on Level 3 of MUSE. The invitation will go out shortly.

15. MEETING CLOSE

There being no further business the meeting closed at 7:31 pm.

16. NEXT MEETING

The next meeting of the Student Representative Committee will be held on Thursday 24 August 2017.

CONFIRMED as a true record.

MS FIONA REED

CHAIR