

## MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 5.30 pm on Monday 30 April 2018 in the Meeting Room 4, Level 4, MUSE Building, 18 Wally's Walk.

<b>PRESENT:</b>	Fiona Reed (Chair) Alex Cullen James Cummins Amanda Fotheringham Aidan Galea Alexander Hablutzel	Sam Hurrell Heather Lockwood Milind Lokhande Sarah McCabe Tamara Paulin Mahyar Pourzand	Caitlin Rhodes Paul Russell Anthony Ryan Cissy Shen Dee (Danica) Zegarac
<b>APOLOGIES:</b>	Dmytro Bondarenko Kimberly La	Timothy Mathew Suren Missaghi	Maddison O'Gradey-Lee Aditya Srivastava
<b>ABSENT:</b>	Samuel Palmer	Zwe Paing Sett	
<b>IN ATTENDANCE:</b>	Megan Kemmis, Manager of Secretariat Dr Mitch Parsell, Chair of the Senate Learning and Teaching Committee (SLTC) Carly Roy, Program Manager, Macquarie University Train Station Upgrade Nicole Saunders, Manager, Campus Engagement Gail White, Executive Director, Student Engagement and Registrar		
<b>SECRETARIAT:</b>	Air Sinthawalai		

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### 1. ACKNOWLEDGEMENT OF COUNTRY

Mr Anthony Ryan provided an Acknowledgement of Country on behalf of the SRC.

#### ACTION:

Ms Amanda Fotheringham will provide the Acknowledgement of Country at the next SRC meeting, 31 May 2018.

### 2. WELCOME AND APOLOGIES

The Assistant Chair welcomed members and noted the apologies outlined above.

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

- Megan Kemmis - Manager of Secretariat
- Dr Mitch Parsell - Chair of the Senate Learning and Teaching Committee (SLTC)
- Carly Roy - Program Manager, Macquarie University Train Station Upgrade
- Nicole Saunders – Manager, Campus Engagement
- Gail White – Executive Director, Student Engagement and Registrar

and confirmed that a quorum was achieved.

### 3. ARRANGEMENT OF AGENDA

#### 3.1 Disclosure of conflicts of interest

Mr Sam Hurrell, Mr Alex Cullen, Mr James Cummins and Ms Sarah McCabe declared a conflict of interest regarding agenda item 11.4.2. being the Debating Society's members.

#### 3.2 Adoption of unstarred items

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

#### **4. PRESENTATIONS BY INVITED GUESTS**

##### **4.1 New Academic Integrity Policy**

Presented by Dr Mitch Parsell, Chair of the Senate Learning and Teaching Committee (SLTC).

The Committee noted this new policy is attempted to provide the University a modern and positive academic integrity culture which applies to all staff and students. This policy defines academic integrity as acting with values in learning, teaching and research. The policy outlines the principles, values of academic integrity (honesty, respect, trust, responsibility and support), the shared responsibility by all members of the University community, the definition and types of academic activities and the disciplinary process to be undertaken if there is an allegation of a breach of this policy. Academic Integrity Workshops are rolled out to academic staff from 1 May 2018 across all faculties. The Compulsory Academic Integrity Module will be implemented on iLearn for trailing in Session 2 2018 and will officially rolled out in 2019.

Members questioned the process of how reported academic misconduct matters be dealt with by the University.

##### **ACTION:**

Dr Parsell to provide information how the Faculties handle the reported academic misconduct matters.

*Dr Parsell departed the meeting at 5:42 pm.*

##### **4.2 Train Station Temporary Closure Update**

Presented by Carly Roy, Program Manager, Macquarie University Train Station Upgrade.

Following the train station closure announcement, a Student Townhall session, run by Macquarie University Train Station Upgrade and Transport for NSW representatives, is scheduled on 10 May 2018, 10 – 11 am. Students will be invited via MyMQ to [register](#) for this event.

Ms Roy provided the following updates:

- With the Transport for NSW, a travel survey is developed to capture how people plan to travel during the closure;
- Shift peak hour classes to other core hours (between 10 am to 4 pm);
- Increase transport availability during the examination periods with Examinations Office;
- Installation of a Opal vendor on campus;
- Transports officers on campus 4-6 weeks prior to the closure to assist people with trip planning app as well as attending O-Week and future student events;
- Working with various university stakeholders and corporate partners in Macquarie Park to maximise existing resources and on campus activities in order to decrease the number of people travelling during peak hours;
- [Changes to the North-western suburbs buses](#) from 6 May 2018;
- Signalling at Epping/Balaclava Road intersection;
- Transports has proposed to the Disability Council to plan appropriate support for this group of commuters; and
- Trip Planning won't be available until a few weeks before the closure.

Members raised concerns that students don't get enough information leading up to the closure and suggested including Student Connect and Campus Wellbeing's involvement as well as SRC communication platforms to communicate regular updates and travel plan advice. Any comments should be submitted to [transport@mq.edu.au](mailto:transport@mq.edu.au).

*Ms Roy departed the meeting at 6:08 pm.*

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

##### **5.1 Minutes of the Meeting held 5 April 2018**

##### **RESOLUTION:**

With a minor amendment, the SRC resolved unanimously to approve the minutes of the meeting held 5 April 2018 as a true and accurate record.

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

##### **6.1 Summary of Outstanding Action Items**

The Committee noted updates on the following items:

- The University's Parking Strategy: ongoing, Ms Saunders to provide updates at the next meeting;
- Update from SRC Treasurer: completed, see item 11.4.1;
- Updating the SRC Website and Facebook Page to Contain the SRC Grant Application Form: completed; and
- Subcommittee membership review by the Chairs: ongoing, waiting for Election Sub-Committee members to respond.

## **7. UPDATE FROM SRC TREASURER**

### **7.1 March 2018 Expenditure Report**

The Committee noted the report and that additional expenses from O-Week are being finalised.

There was a delay to the Queer Collective Grant due to some administrative matters. Student Engagement has informed all student groups who have not received their grants to submit the Statement by supplier form within 30 days of grant being approved.

## **8. REPORT FROM UNIVERSITY COUNCIL**

Ms Shen provided a verbal report from Council meeting of 5 April 2018 on the following items:

- Train station closure and additional air-conditioned buses from NSW Transports; and
- The launch of [Lighthouse Portal](#) to promote the University's research stories.

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

The Committee noted that no meeting of SEC has been held since the last SRC meeting.

## **10. AGENDA ITEMS FOR DISCUSSION**

*Sarah McCabe arrived and joined the meeting at 6:15 pm.*

### **10.1 Train Station Temporary Closure**

Paper submitted by Alex Cullen, Distant Student Representative.

Following the consultation with Ms Roy, the Program Manager, Macquarie University Train Station Upgrade, the consulting with students was set to take place near the beginning of Session 2 2018 and is supposed to feed into the larger planning process happening with Transport for NSW to optimise services.

#### **RESOLUTION:**

The SRC resolved to:

1. express concern over the sufficiency of proposed rail replacement services and calls for further actions by Transport for NSW to address constraints and improve connections;
2. recommend to the university that the university conveys this position of the SRC to Transport for NSW;
3. support consultation with the student body to gain feedback from students about the impact of the announced changes and work with the Macquarie University Train Station Upgrade Team to communicate and improve the process; and
4. delegate the Infrastructure Sub-committee to engage the university to access findings from existing consultation processes conducted by the university in relation to transport changes in Macquarie Park.

Proposed by Mr Cullen and seconded by Mr Anthony Ryan. Thirteen votes in favour, one vote against and two abstentions.

### **10.2 Re-Conception 2018 Funding**

Paper submitted by Sam Hurrell, Undergraduate Representative for the Faculty of Medicine and Health Sciences, Mahyar Pourzand, Student Representative from a Culturally and Linguistically Diverse Background and Dee Zegarac, Undergraduate Representative for the Faculty of Arts (SRC Treasurer).

Some members suggested revisiting the contribution amount however noted that the same amount was approved for 2017 Re:conception event. Apart from the financial contribution, members are encouraged to get involved and attend the Re:Conception Steering Committee meetings. The next meeting is scheduled on Tuesday 1 May at 1:00 pm.

**RESOLUTION:**

The SRC resolved to contribute \$50,000 to the 2018 Re:Conception budget and SRC members to make an effort to involve themselves in the planning of Re:Conception. Proposed by Mr Hurrell and seconded by Mr Pourzand. Thirteen votes in favour and three votes against.

**10.3 Power points in the Faculty of Medicine and Health Sciences (FMHS) Student Services**

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

The Committee was advised that most of the power points in the study booths in the FMHS Student Services are not functioning and students have to move across campus to charge their computers, phones and tablets. In addition, the SRC noted that most of power points in the Library are also not functioning.

Prior to this meeting the FMHS Student Services Team advised that actions have been taken with the Building Manager and escalated to the Property for further investigation.

**ACTION:**

- SRC Secretariat to follow up on this matter and provide an update at the next meeting.
- SRC Secretariat to notify the Property and Management for recommendation to incorporate regular checks on power points around campus.

**11. UPDATE FROM SUBCOMMITTEES**

The Chair appreciates that Subcommittees have met more regularly and asks all minutes be forwarded to the SRC Secretariat for records.

**ACTION:**

All Subcommittees' Chairpersons to forward their minutes to the SRC Secretariat.

**11.1 Infrastructure Subcommittee**

Mr Ryan confirmed the updated membership as following:

- Anthony Ryan (Chair)
- James Cummins
- Alex Cullen
- Amanda Fotheringham
- Aidan Galea
- Alexander Hablutzel
- Sam Hurrell
- Kimberley La
- Maddison O'Grady-Lee
- Mahyar Pourzand
- Cissy Shen

The Subcommittee met on 24 April 2018 which was not quorate due to the clash with the Marketing and Communication Subcommittee meeting. However there were no contentious issue and members discussed various matters including:

- train station closure and the alternative transport plans;
- broken power points at the FMHS Student Services;
- SRC office is not to be used as storage space and any non-SRC meetings should have at least one SRC member present. This proposal will be formalised and endorsed by the Subcommittee before escalating to the SRC.

The next meeting will be held on 22 May 2018.

**11.2 Marketing and Communication Subcommittee**

Mr Pourzand confirmed the updated membership as following:

- Mahyar Pourzand (Chair)
- James Cummins
- Amanda Fotheringham
- Sam Hurrell
- Sarah McCabe

- Dee Zegarac

The Subcommittee met on 24 April 2018 to discuss student group events, SRC related fun events on campus and guidelines for SRC publications.

#### 11.3 Student Elections Subcommittee

The Committee noted that this Subcommittee is now co-chair by Ms Shen and Mr Galea and the membership needs to be reviewed.

The Subcommittee discussed proposals for direct election of the E&D positions and is expected to present at the next SRC meeting.

#### ACTION:

The Student Elections Subcommittee's members to confirm their membership by return email to Mr Galea and [srcsecretariat@mq.edu.au](mailto:srcsecretariat@mq.edu.au) by 5pm, Thursday 17 May 2018.

#### 11.4 Student Services And Amenities Fee (SSAF), SRC Budget And Finance Subcommittee

SRC noted the updated membership as following:

- Dee Zegarac (Co-Chair)
- Aidan Galea (Co-Chair)
- Alexander Hablutzel
- Sam Hurrell
- Kimberley La
- Suren Missaghi
- Mahyar Pourzand
- Caitlin Rhodes
- Paul Russell
- Anthony Ryan
- Cissy Shen

The Subcommittee discussed funding applications electronically.

##### 11.4.1 SRC Approved Grant Process

#### ACTION:

SRC members to distribute the SRC approved grant process and the supplier form to student groups and societies. Any question regarding this process should be referred to [campusengagement@mq.edu.au](mailto:campusengagement@mq.edu.au).

##### 11.4.2 April 2018 Funding Application Recommendation

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

An application for funding was submitted to the SRC by the Debating Society for subsidies towards major debating tournaments in July, September and December 2018. The initial funding request was \$4,000 however after consideration by the SRC Budget, Finance, SSAF, SRC Budget And Finance Subcommittee, a partial funding grant will be provided for \$2,000 as the Debating Society also gets funding from the University. However, should the SRC be under budget in the second half of the year, the remainder of the grant may be approved.

#### RESOLUTION:

The SRC resolved to approve a partial funding amount of \$2,000 towards the Australasian Intervarsity Championships and the Women's Debating Championships events.

The SRC recommended the Debating Society to submit another funding application for consideration later in the year for the World University Debating Championships (Worlds) event. Proposed by Ms Zegarac and seconded by Ms Tamara Paulin. Fourteen votes in favour with two abstentions.

## 12. QUESTION TIME

The following issues were raised during question time:

- 12.1 Travel and accommodation bookings from approved grants processed by Campus Engagement must be booked via the University suppliers.

- 12.2 Members requested updates on the resolution passed on the 19 October 2017 regarding the recommendation to the University to commit releasing the number of sexual harassment and sexual assault complaints and incidents that they receive each year.

**ACTION:**

Campus Engagement to provide updates at the next meeting.

- 12.3 Members questioned the process of Equity and Diversity (E&D) grant applications and asked if the Deadly Ball funding can be included in the future SRC budget forecast.

**RESOLUTION:**

The SRC established the E&D Subcommittee consists of all E&D representatives. This Subcommittee is to consider all E&D matters including E&D grant applications. Approved E&D grant applications will be referred to the SSAF, SRC Budget and Finance Subcommittee and SRC subsequently.

**ACTION:**

SRC Treasurer to include an updated E&D budget on the next expenditure report.

- 12.4 Members request update whether the letter to the NSW Minister for Transport has been sent.

**ACTION:**

SRC Secretariat to provide an update at the next meeting.

**13. OTHER BUSINESS**

- 13.1 Enquiries from [src@mq.edu.au](mailto:src@mq.edu.au)

Ms Zegarac advised numbers of enquiries have been received including internships, promoting event ads on SRC Facebook, NUS Women Officer would like to get in touch with the president of Women's Collective, magazine interview related to LGBT matter, Kent University Visit and their improvement advice on the operation of student body, microwave access. All enquiries have been forwarded to the relevant members for appropriate actions.

- 13.2 Breakfast Bar

The project is being planned with \$10,000 budget allocation. All SRC members are recommended to participate and present on the day.

- 13.1 SRC Membership

The Committee thanked Mr Dmytro Bondarenko and Mr Milind Lokhande for their contributions during their terms on the SRC and noted that their term will conclude on 13 May 2018.

**14. MEETING CLOSE**

There being no further business the meeting closed at 7:04 pm.

**15. NEXT MEETING**

The next meeting of the Student Representative Committee will be held on Thursday 31 May 2018.

**CONFIRMED** as a true record.

**MS FIONA REED**

**CHAIR**