

## MACQUARIE UNIVERSITY STUDENT ADVISORY BOARD

Minutes of a meeting of the Student Advisory Board (SAB) held at 6.00pm on the 18 September 2014 in the Council Room, E11A, Macquarie University.

**PRESENT:**

Fiona Reed (Chair)	Nathaniel Hunt	Alexander Read
Nicola Amys from 6:43pm	Lloyd Jones	Jacob Rock
Karee Chan	Bradley Lewer	Eleanor Sanderson
Nathan Falzon	Janson Lim	Benjamin Vassallo
Kristofer Gilmour	Avia Madar	David Wilson
Kristina Hewetson	Paris Manson	Yi Wong
Seung Hoon Ha	Gemma Quinn	Lachlan Woods

**APOLOGIES:**

Kathryn Glover	Mohammed Sulemana	Harrison Howard
Nasib Mukhtarov	Sophie Cracknell	Jason-Dean Kanowitz

**ABSENT:**

Bel Bailey-Melouney	Zain Krishna Ansari	Arpita Ray
Ned Barsi	Lauren Miller	Vikas Veerareddy
James Le Faucheur		

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

**SECRETARIAT:** Amanda Phelps, University Committee Secretary

### 1 MEETING OPENING

#### 1.1 WELCOME, QUORUM AND APOLOGIES

The Chair welcomed the Board to the meeting and noted apologies were received and accepted for Sophie Cracknell, Kathryn Glover, Harrison Howard, Jason-Dean Kanowitz, Nasib Mukhtarov and Mohammed Sulemana.

The Chair noted that there were insufficient Board members to reach a quorum at the start of the meeting. The Chair proposed to restructure the Agenda to allow for those Agenda items that did not require a formal resolution to be made would be discussed at the beginning of the meeting.

With the arrival of an additional Board member at 6:43pm a quorum was reached.

The minutes are recorded in the order as the items appeared in the Agenda, but were considered and discussed out of order.

#### 1.2 DECLARATIONS OF INTEREST

There were no conflicts declared.



### 1.3 CONFIRMATION OF MINUTES

Minutes of the 5 August 2014 Board meeting were accepted as read with the following amendments:

On page 2 of the minutes, item 2.1 that the following sentence is deleted “~~The Board acknowledged this as a possible solution.~~”

On page 2 of the minutes, item 2.1 that the following words are deleted “~~for both students and businesses.~~”

The Chair noted that due to the week long illness of the Secretariat the 18 September 2014 Agenda and associated documents were not provided in accordance with the timeframe established in the SAB Charter (the Charter). The Charter provides that the Board Secretary must use reasonable endeavours to circulate an Agenda and relevant materials in sufficient time (no later than 5 working days prior to the scheduled meeting date). The Chair requested the Board to consider the short service of the Agenda and relevant documents. The Board acknowledged the short service and agreed to proceed.

The Chair noted the attendance of Craig Oliver, Director Campus Life, who had been requested to attend the meeting by the Board members to speak to Agenda item 3.1. It was also noted that a correction was required to the paper submitted for this item as it incorrectly referred to Mr Oliver as the Director of Campus Wellbeing.

Kristofer Gilmour attended the meeting from 6:24pm.

#### 1.3.1 BUSINESS ARISING FROM THE MINUTES

The following action items from the meeting of 5 August 2014 were discussed:

##### **REMOVAL OF MINIMUM EFTPOS CHARGES (Item 2.1)**

Kristofer Gilmour requested that the submission of an amended proposal into the removal of minimum EFTPOS charges on campus be deferred until the next SAB meeting of the Student Advisory Board.

##### **OCTOBER SAB MEETING (Item 2.2)**

The Chair noted that as requested at the last SAB meeting, a September SAB meeting had been arranged by the Board Secretary.

##### **SAB OPERATING BUDGET (Item 3.4)**

The Board noted that as requested at the last SAB meeting, Craig Oliver had circulated a copy of the 2014 Operating Budget to the SAB.

##### **NOMINATIONS FOR COMMITTEES (Item 4.1.1)**

The Board noted that development of the guidelines for nomination and voting for two Student Experience Committee positions had not yet been provided to Board members. Gemma Quinn expressed her disappointment that these guidelines had not



been prepared. The Committee discussed possible methods of providing nominations and conducting an election, a consensus could not be reached.

The Board was advised that there are two remaining Student Experience Committee (SEC) meetings for 2014, SEC meeting were currently attended by both Gemma Quinn and Kristofer Gilmour from the SAB.

The election guidelines are to be prepared and circulated to Board members by the Board Secretary with a view to having the election conducted and SAB members in attendance at the upcoming SEC meetings.

**ACTION:** Amanda Phelps and Fiona Reed to finalise guidelines for nomination and voting for SAB representative positions on the SEC.

Kristofer requested consideration of the use of circular resolutions and a process whereby this could be incorporated and actioned between SAB meetings.

Nicola Amys attended the meeting from 6:44pm.

#### **OTHER BUSINESS (Item 5.1)**

The Board noted that the Student Advisory Board contact list had been provided to Board members.

#### **SAB PROFESSIONAL DEVELOPMENT (Item 5.1.1)**

The Board noted that Ms Voerman was to circulate a list of potential training to the Board and this is to be followed up prior to the next SAB meeting.

## **2 AGENDA ITEMS FOR DISCUSSION**

### **2.1 COMMUNICATIONS PROPOSAL**

Nathaniel Hunt spoke to the submitted paper regarding a planned free barbeque for students and how this would enable SAB members to interact and collect feedback from fellow students.

The Board members were supportive of hosting a free barbeque for students.

Consideration was given to providing information or links to information about SAB at the barbeque. The Board discussed how this event could be marketed, including the possible use of the big screen in the central courtyard. Eleanor Sanderson volunteered to assist developing a marketing strategy for this planned SAB event.

The timing of the barbeque was discussed and consideration was given to having the event after the mid semester break or during "O Week".

Benjamin Vassallo commented that attendance of SAB members at SAB organised events is very vital and encouraged all SAB members to be actively involved.



The Board noted the current proposal requires funding of \$376 and discussion was had around increasing the funding for this event up to \$1000 and increasing the vegetarian options available.

The Chair commented that visibility of the SAB was key and strongly encouraged the Board to implement this proposal.

SAB resolved to host a barbeque for students with a maximum budget of \$1000. Eleanor, Jacob, Paris, Kristofer, Nathaniel and Yi volunteered to be in coordinating the arrangements and implementation of the barbeque.

**ACTION:** Eleanor Sanderson to assist in developing a marketing strategy for the planned SAB Barbeque event and determining the costing for promotional T-shirts.

**ACTION:** Eleanor, Jacob, Paris, Kristofer, Nathaniel and Yi to continue to progress the coordination of the hosting of a SAB barbeque.

## 2.2 SAB FEEDBACK: WHERE IT IS DIRECTED AND HOW

Eleanor Sanderson spoke to the paper submitted by the Communication and Marketing Committee. The Committee recommends that feedback emails are to go directly to the SAB and that there should be portfolio specific email addresses established (as set out in attachment 3 to the Agenda).

The Board noted that currently the SAB has only one email address [sab@mq.edu.au](mailto:sab@mq.edu.au), previously monitored by Beth Heiniger and it was unclear if this would now be monitored by new Board Secretary Amanda Phelps.

The Board expressed their overall support for the guidelines and noted that the guidelines provide for the responsibilities of those responding to emails on behalf of the SAB.

The work that has been put into developing the paper was acknowledged.

SAB resolved to proceed with the proposal as presented and to work with University Marketing and Communications unit to implement.

Gemma Quinn suggested the separate of “non local” into “international” to allow for the distinction between international students and distance students.

**ACTION:** The Board Secretary to determine how the current [sab@mq.edu.au](mailto:sab@mq.edu.au) inbox is managed and SAB emails distributed.

**ACTION:** Eleanor Sanderson to contact the University Marketing and Communications unit for their assistance in implementing this proposal.



## 2.3 INCREASED STUDENTS' AWARENESS OF QUEERSPACE AND QUEER FACILITIES

Yi Wong spoke to the submitted paper proposing increased signage for Queerspace, noting the overall goal of increasing students' awareness of Queerspace and Queer facilities within the University.

It was proposed to request installation of two Queerspace signs on campus. Gemma Quinn noted that there are currently renovations underway in Building C10A and signage for both the Women's Room and Queerspace is under review. Gemma Quinn noted her involvement on the Committee considering C10A signage and offered to raise this at her next meeting.

The Board suggested that the paper submitted to the Student Advisory Board be amended to provide more detail about where the proposed signage is to be placed around the University. Board member Eleanor Sanderson offered to assist Yi Wong with these amendments.

The Board resolved to proceed with the proposal for increased signage for Queerspace and the Women's Room and the overall goal of increasing students' awareness of Queerspace and queer facilities.

**ACTION:** Eleanor Sanderson and Yi Wong to amend the submission to Student Advisory Board to include specific details of the location of the proposed Queerspace signage.

## 2.4 FORMATION OF MUSE SUBCOMMITTEE

Lloyd Jones spoke to the proposal for the formation of a MUSE Subcommittee to represent students at MUSE administrative meetings.

The Board resolved to form a MUSE Subcommittee and noted the potential for a dedicated Student Advisory Board space in the MUSE building.

The following Board members nominated themselves to become members of the MUSE subcommittee:

Lachlan Woods  
Jacob Rock  
Lloyd Jones  
Janson Lim  
Bradley Lewer  
Sueng Hoon Ha

**ACTION:** That a MUSE Subcommittee is formed and that communication between the MUSE Subcommittee and Student Connect Management is ongoing.



### 3 AGENDA ITEMS FOR NOTING

#### 3.1 FACULTY BOARD STUDENT ELECTIONS

The Board members noted the updated timetable for the student elections for two student representatives on Faculty Boards and noted that a copy of the Faculty Rules and Organisation Chart had been provided.

Craig Oliver spoke to the submitted paper and set out the role of student representatives on Faculty Boards, it was noted that students will be able to participate in all discussions and voting except those relating to confidential matters such as student examination results.

Board members raised queries about the limit on students not being able to voice their comments on issues identified as confidential and whether they would be able to provide general comments.

**ACTION:** Craig Oliver to provide advice on specific matters all student representative members on Faculty Boards would not be able to vote on and participate in discussions on.

Craig Oliver departed the meeting at the conclusion of discussion of this item.

### 4 OTHER BUSINESS

#### 4.1 TOPIC FOR DISCUSSION – NO SMOKING POLICY ON CAMPUS

This topic for discussion was raised by Benjamin Vassallo.

Benjamin Vassallo advised the Board that he had been involved in a Smoke Free campus Group, also involving Deidre Anderson and Craig Oliver; he offered to circulate the original briefing paper to all Board members. It was noted that the original Smoke Free campus survey results had not been provided to Benjamin and it was suggested that he discuss this further with Craig Oliver.

The Board members discussed ascertaining the view of the SAB in relation the University's Smoke Free policy as it was noted that Macquarie University intends to declare itself "Smoke Free" on World No Tobacco Day - 31 May 2015. Macquarie University is experiencing the end of a five year transitional period, moving towards a smoke free campus and has for a number of years had a hybrid model with designated smoking areas.

The Board noted the comments from some members regarding the Workplace Health and Safety issues that exist when designated smoking areas are maintained on campus.

The Board members in attendance voted on their support for the Macquarie University Smoke Free Campus policy. The results were:



In favour of a “Smoke Free” campus = 8  
In favour of a hybrid campus model =11 (i.e. certain restricted areas for smoking)  
Abstainers = 1

The Board recommended that the Marketing and Communication Sub Committee consider the development of a communication strategy based on the majority view of the SAB on this issue to communicate to students.

**ACTION:** Benjamin Vassallo to circulate the original “Smoke Free” briefing paper to all SAB members and that further discussion of this item will occur at the next SAB meeting.

## **SUBCOMMITTEE UPDATES**

### **Budget Committee**

The Board noted that a written update had not been provided by the Budget Committee or Charter Review Committee.

The Board was advised that the first meeting of the Budget Committee had low member attendance; a second meeting is to be arranged shortly. The Board members considered providing the budget for comment at the next SAB meeting or for the budget to be circulated via email before the next meeting date.

The difficulties in determining the SAB budget whilst the SAB Charter Review is still in progress was noted and the Committee members noted the assistance of Craig Oliver.

### **SAB Charter Review Committee**

Kristina Hewetson provided a verbal update on the Charter Review Committee and noted that there had been low attendance by members.

### **Disability Committee**

Bradley Lewer provided a verbal update on the Disability Committee and indicated that there had been difficulties in establishing meetings with members. Bradley Lewer also expressed difficulties in establishing contact with disability students by email as there was not an available contact email list (available from Campus Wellbeing) that he could utilise for this purpose.

Benjamin Vassallo offered speak to Bradley Lewer off-line regarding the issue of contacting disability students, in the interim suggested contacting Angela Voerman who may be able to assist.

### **Marketing and Communications Committee**

The Marketing and Communication Committee and Clubs Societies Funding Committee confirmed that they had both met and both will provide a report for the next SAB meeting.

## **MACQUARIE UNIVERSITY POST-GRADUATE REPRESENTATIVE ASSOCIATION (MUPRA)**



The Chair noted that Gemma Quinn had submitted a paper on the ongoing University dispute with MUPRA the day prior to this meeting. This is an issue for discussion by the SAB, however as the paper had been submitted too late for Board members give due consideration to it prior to the meeting it was proposed that discussion of this item be held over until the next SAB meeting.

Gemma Quinn advised that she had circulated the discussion paper via Facebook to members. Consideration was then given to whether the involved parties should be invited to attend the next SAB meeting (Post-Graduate student representatives and a University representative) so as to allow the Board to be informed by both sides of this issue.

The Board discussed whether to extend an invitation to the relevant parties to attend the next SAB meeting. It was agreed that an offer to attend the next SAB meeting should be made.

**ACTION:** Bradley Lewer to submit a proposal for a Student Rights Subcommittee to the next SAB meeting for discussion.

**ACTION:** Reports to be provided by SAB Subcommittees for consideration at the next SAB meeting.

**ACTION:** Consideration to be given to the mechanism for the Disability Subcommittee to contact disability students at the University.

**ACTION:** Discussion of the MUPRA paper from Gemma Quinn to held over until the next SAB meeting.

Next meeting is proposed for Thursday 30 October 2014, the secretariat will arrange the next meeting within the next week.

## 5 MEETING CLOSE

There being no further business the meeting was closed at 8:10pm.

## NEXT MEETING

To be confirmed.

**CONFIRMED** as a true record

**MS FIONA REED**  
**CHAIR**