

MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 5.40 pm on Monday 3 June 2019 in the 188 Tutorial Room, 14 Eastern Road.

PRESENT:	Susannah Lynch (Chair)	Neenah Gray	Liz Vrazas
	Shlomie Bension	Francisco Gutierrez Becerra	Emily Ward
	Anna Cheng	Alexander Hablutzel	Angus Webber
	Alex Cullen	Masumi Parmar	Georgia Weeden
	Jarod Cunningham	Ateka Rajabi	Jayden Whaites-Fruitrich
	Max Gale	Daniel Roberts	
	UK Gautum	Nadya Rykina-Tameeva	
APOLOGY:	Ibrahim A Ibrahim	Marlene Khouzam	Jade Quisumbing
	Didhiti Girdhar	May Thet Naing	
IN ATTENDANCE:	Adam Anderson - Executive Officer – Property Services		
	James Booth – Grapeshot Editor in Chief		
	Nicole Saunders - Associate Director, Student Engagement		
	Gail White - Executive Director, Student Engagement and Registrar		
	Ms Zoë Williams - Director of Governance Services and Deputy Registrar		
SECRETARIAT:	Air Sinthawalai		

1. ACKNOWLEDGEMENT OF COUNTRY

Ms Georgia Weeden provided an Acknowledgement of Country on behalf of the SRC.

Members discussed and agreed that each member will produce an Acknowledgement of Country in their own words by consulting Ms Neenah Gray, the Aboriginal & Torres Strait Islander Students Representative.

ACTION:

Mr Jayden Whaites-Fruitrich and Mr Shlomie Bension will provide the Acknowledgement of Country at the following SRC meetings on 26 August and 24 October 2019 respectively.

2. WELCOME AND APOLOGIES

Ms Gail White welcomed the new SRC Chairperson, Ms Susannah Lynch, who is passionate about student experience. The Committee noted Ms Lynch's extensive experience in the governance of Clubs and Societies at the University of Newcastle as well as chairing meetings in a variety of contexts. During her study at Macquarie University, Ms Lynch was a resident at Dunmore Lang College, and participated in several student-led programs and chaired the social committee.

The Chair welcomed all members and noted the apologies outlined above. The Chair also noted that in addition to the SRC members, the following were in attendance:

- Mr Adam Anderson - Executive Officer – Property Services;
- Mr James Booth – Grapeshot Editor in Chief;
- Ms Nicole Saunders - Associate Director, Student Engagement;
- Ms Gail White - Executive Director, Student Engagement and Registrar;
- Ms Zoë Williams - Director of Governance Services and Deputy Registrar;
- Ms Liz Vrazas attended this meeting via Skype;

and that the quorum was met.

3. ARRANGEMENT OF AGENDA

3.1 Disclosure of conflicts of interest

Ms Vrazas declared a possible conflict of interest in relation to the University Medicine Society (MUMS)'s grant application.

3.2 Adoption of unstarred items

The item not starred for discussion was noted, and where appropriate, adopted as recommended.

4. PRESENTATIONS BY INVITED GUESTS

4.1 Central Courtyard Learning and Teaching Committee

Presented by Mr Adam Anderson, Executive Officer – Property Services.

An expression of interest was circulated to all SRC members to participate in the Central Courtyard Learning and Teaching Committee; which is chaired by Professor Dominique Parrish, Pro-Vice Chancellor (Learning and Teaching). The Committee has been established to provide learning and teaching advice in relation to the building's operation from Session 1 2021.

This committee will identify potential opportunities to progress learning and teaching that can be incorporated into the Central Courtyard Project and monitor the Project's delivery of the vision for learning and teaching.

ACTION:

The SRC Secretariat to re-circulate the EOI to all members following this meeting.

Mr Anderson departed the meeting at 5:50 pm.

5. MINUTES OF THE PREVIOUS MEETING

5.1 The Minutes of the previous meeting held 3 June 2019 are provided.

RESOLUTION:

The minutes of the SRC meeting held 3 June 2019 were confirmed and approved as a true and accurate record of proceedings.

6. BUSINESS ARISING FROM THE PREVIOUS MINUTES

6.1 Summary of Outstanding Action Items

The Committee noted updates on the following items:

- Student elections: ongoing, SRC members to discuss alternative selection processes for the SRC representative on the Selection Panel at future meetings;
- Sustainable SRC: ongoing, SRC members to create a roster that two students per meeting clean up at the end.

ACTION:

- Student Engagement to purchase sustainable crockery for future SRC meetings; and
- Mr Max Gale to share an online roster with other SRC members;
- Review function of the SRC Spokesperson and establish SRC Subcommittees: Mr Francisco Gutierrez Becerra has since been appointed as the Marketing and Communication Subcommittee's Chair and as one of the SRC Spokespersons to improve the function of both roles. The SRC Secretariat have shared access to the live SRC subcommittees' membership information, via OneDrive. The Committee noted an issue with the SRC mailbox access.
- Improving Mental Health Resources: Completed, members have contacted srcsecretariat@mq.edu.au if they wanted to join the Mental Health working group; and
- Accessible Exchange Programs: Ongoing, the E&D subcommittee to engage in further consultation with University stakeholders, including the Accessibility Services, and bring back to the SRC further information and recommendation at a future meeting.

7. UPDATE FROM SRC TREASURER

In the absence of the Treasurer, Mr Alexander Hablutzel provided updates on the following:

7.1 SRC June 2019 Expenditure Report

The Committee noted the outlined SRC June 2019 expenditure report and congratulated Mr Nathan Ricardo and Ms Nessa Salvador; who received funding from the SRC for their flights and accommodation to attend the Nelson Mandela World Human Rights Moot Court Competition in Switzerland, on their achievement as the runners up in this competition.

7.2 Postgraduate Fund June 2019 Expenditure Report

The Committee noted the outlined June 2019 Postgraduate fund expenditure and that the Shark Tank project is moving forward with further interviews later this year. Student Engagement is currently in the process of recruiting student casual roles.

8. UPDATE FROM SRC SPOKESPERSON

SRC members have been invited to participate in O-week activities, including the Scavenger Hunt game. Whilst the SRC mailbox issue is being resolved, enquiries are being forwarded to SRC Spokespersons by the SRC Secretariat as a temporary solution.

Members discussed SRC promotions via its social media channels and noted that the former SRC had established a SRC communication framework with student publications that all SRC members adhere to. The framework includes the ability of Equity and Diversity members to provide their specific comment and feedback whilst a constant message is maintained. The current SRC may review the framework, via the Marketing and Communication subcommittee, if necessary.

The Committee noted that Mr Hablutzel wishes to step down from the SRC Spokesperson position when a new person is appointed. Whilst the position is open to all SRC members, female members are encouraged to apply for gender equity. Candidates will be appointed and trained by the Marketing and Communication subcommittee.

ACTION:

- SRC Spokesperson and Officer Bearers to contact Student Engagement and complete the sponsored OneID form for SRC mailbox access.
- SRC Secretariat to investigate the social media use guidelines approved by the former SRC Spokespersons;
- Mr Hablutzel to circulate the SRC Communication Framework with Student Publications to all SRC members;
- SRC Secretariat to investigate if a Spokesperson position can be limited to candidates of a particular gender; and
- Marketing and Communication subcommittee to appoint and train the new SRC spokesperson.

Mr Booth left the meeting room before the next item be discussed.

9. REPORT FROM UNIVERSITY COUNCIL

The University Council met on 20 June 2019 and discussed the following:

- Vice-Chancellor's response to the Sydney Morning Herald's article; and
- Postgraduate and Research innovation strategy.

10. REPORT FROM STUDENT EXPERIENCE COMMITTEE (SEC)

The Chairperson declared a perceived conflict of interest due to her position at the University of Newcastle University. The SEC met on 6 June 2019 and discussed the following:

- Presentations on the Learning and Teaching Strategy and Respect. Now. Always action plan progress report;
- Election results for SRC Office Bearers and SRC members on the SEC;
- Approval of the appointment of the new SRC Chairperson; and
- SRC Treasurer's reports and update on SRC initiatives.

Mr Booth rejoined the meeting whilst Mr Hablutzel departed at 6:18 pm.

11. AGENDA ITEMS FOR DISCUSSION

11.2 Better Lighting on Campus

Paper submitted by Mr Hablutzel, University Council Student Member. Mr Whaites-Fruitrich spoke to the item in Mr Hablutzel's absence.

Lighting on Macquarie University's Campus has been a consistent issue raised by students who stay after dark at the university. The SRC led the initiative to keep Wally's Walk lit by fairy lights however other key areas such as the path towards Macquarie Centre, Macquarie University Metro Station, Talavera Road

and the Gymnasium area are not adequately lit. The proposed budget will assist Property with installing and powering the lights.

RESOLUTION:

The SRC unanimously resolved to commit up to \$12,000 to assist Property with the installation of lights in key locations around campus, subject to the brightness of the proposed LED lights being appropriate for safety. Proposed by Mr Jayden Whaites-Fruitrich and seconded by Ms Emily Ward.

Ms White departed the meeting at 6:25 pm.

11.3 R U OK? Day

Submitted by Ms Marlene Khouzam, Student Representative for Students with a Disability. Mr Whaites-Fruitrich spoke to the item in Ms Khouzam's absence.

Mr Whaites-Fruitrich moved to amend the motion that the R U OK? Day be organised by the SRC Mental Health Working Group and supported by the SRC using its social media for promotional activities. An invitation will go out to all student groups/societies to participate with their stalls on Thursday 12 September 2019. Members noted that Student Engagement can provide funding on big events such as R U OK? Day despite receiving funding from other sources. Due to time sensitivity, the working group must meet urgently to develop the recommended scope and logistics of this event.

RESOLUTION:

The SRC unanimously resolved to provide \$1,000 for R U OK? Day merchandise and delegate the SRC Mental Health Working Group to organise the event. Amended by Mr Whaites-Fruitrich, proposed by Mr Max Gale and seconded by Mr UK Gautum.

ACTION:

SRC Mental Health Working Group to meet and propose the scope and logistics of R U OK? Day event, to be considered via circular resolution before the next SRC meeting; subject to the SRC Chair's approval.

11.1 Funding for Walanga Muru Exchange Program

Paper submitted by Ms Neenah Gray, Aboriginal & Torres Strait Islander Students.

Walanga Muru has set up a partnership with the University of Victoria, Canada, for a unique exchange program to complete the course, *Le Nonet*, that is particularly designed to welcome and support those students of Indigenous background. The applicants chosen for this exchange program this year are Mr Jett Hart and Mr Brandon Gooley. Each student received \$5,000 from Walanga Muru to assist with their costs, and will also receive \$1,500 upon completion of the program.

The Committee noted that SRC supported this program in 2018 and revisited the SRC proposal and resolution from 27 September 2018 meeting; noting the reason why the proposed grant amount was amended. Given that Mr Hart and Mr Gooley will commence their exchange program in three weeks, it was noted that it was unlikely the funding will be available in time but their expenses could be reimbursed. Members considered the SRC's remaining budget and the benefits that Mr Hart and Mr Gooley will receive from this program.

RESOLUTION:

The SRC resolved to:

- support Walanga Muru's partnership with the University of Victoria, Vancouver Island by contributing \$3,000 for each student (two students in total) completing an exchange program abroad. Proposed by Ms Ward and seconded by Mr Alex Cullen. Majority members voted in favour with two (2) abstentions;
- unanimously support in principle this initiative in 2020 without committing to the specific amount of funding and recommend future SRC members to support this exchange program moving forward. Proposed by Ms Gray and seconded by Mr Whaites-Fruitrich.

11.4 SRC Postgraduate Conference Grant's Approval Process

Submitted by Ms Liz Vrazas, Postgraduate Representative for Faculty of Medicine and Health Sciences.

Whilst eligibility criteria including funding limits must still be met, the following changes to the SRC Postgraduate Conference Grant application are proposed for SRC consideration:

- MQ students are able to pay for the conference registration themselves, and provide a tax invoice (domestic) or receipts (international) for reimbursement.

- Conferences that occurred in 2019 may be reimbursed retrospectively with the provision of tax invoices (domestic) and receipts (international).
- The applications must be received by the SRC Treasurer prior to 1 November 2019.
- Applicants must be notified by 21 November 2019; allowing them a week to meet with Student Engagement to book/be reimbursed.

RESOLUTION:

The SRC resolved to approve changes to the application form to further clarify the eligibility of applications. Proposed by Mr Cullen and seconded by Mr Whaites-Fruitrich. Majority members voted in favour with one (1) abstention.

12. UPDATE FROM SUBCOMMITTEES

The Committee congratulated the following members on being elected as Chairs of the SRC subcommittees:

- Equity and Diversity Subcommittee – Mr UK Gautum;
- Infrastructure Subcommittee – Mr Angus Webber;
- Marketing and Communication Subcommittee – Mr Francisco Gutierrez Becerra;
- Student Elections Subcommittee – Mr Alex Cullen, unopposed; and
- Student Services and Amenities fee (SSAF), SRC Budget and Finance Subcommittee – Mr Alexander Hablutzel, unopposed.

12.1 Equity and Diversity Subcommittee

Mr Gautum is organizing the first meeting to finalise its 2019 meeting dates.

12.2 Infrastructure Subcommittee

Mr Webber is organizing the first meeting to finalise its 2019 meeting dates as well as working on the Better Lighting on Campus project.

12.3 Marketing and Communication Subcommittee

Mr Gutierrez Becerra is organizing the first meeting to finalise its 2019 meeting dates.

12.4 Student Elections Subcommittee

The Subcommittee will meet on 5 August 2019 and updates will be provided at the following meeting.

12.5 Student Services and Amenities fee (SSAF), SRC Budget and Finance Subcommittee

There was no report provided at this meeting.

12.5.1 July 2019 Grant Applications

Submitted by Governance Services on behalf of the SRC Treasurer.

Due to the issue with SRC mailbox access, both grant applications were not considered by the SSAF, SRC Budget and Finance Subcommittee prior to this meeting.

RESOLUTION:

The SRC resolved to approve the following funds to the respective applicants:

- \$2,000 for Macquarie University Medicine Society (MUMS) for MedBall – a majority of members voted in favour with one (1) abstention. Proposed by Mr Whaites-Fruitrich and seconded by Mr Cullen; and
- \$1,500 for Harry Potter Society for the Harry Potter themed society ball – a majority of members voted in favour with one (1) abstention. Proposed by Mr Whaites-Fruitrich and seconded by Ms Masumi Parmar.

13. QUESTION TIME

13.1 Catering for SRC meetings

Members noted that the former SRC preferred to cut its catering costs and instead spend the budget on grants or SRC initiatives however Student Engagement can make alternative arrangements to accommodate people with dietary requirements.

ACTION:

Mr Gale to create an online poll for suggested alternative food options for SRC meetings.

13.2 Complementary Gym Membership for SRC members

There is a joint project of the Registrar and Academic Senate to review the recognition for students who are involved with governance committees, including consideration of rewards and remuneration. The project is due to start in August with co-convenors from SRC and Academic Senate.

In the meantime, Student Engagement has informed SRC members that the head of Campus Life agrees to offer a complementary Macquarie Sports and Aquatic Centre (MUSAC) membership to those who commit to attend the following two events:

1. the Blues Awards on 31 October 2019; and
2. the RNA event on 8th August 2019

SRC Assistant Secretary reminded all members to attend the information session with MUSAC at their Board Room on 29 July 2019 from 6:00 pm.

ACTION:

SRC members to RSVP with Student Engagement by Monday 29 July 2019.

14. OTHER BUSINESS

14.1 SRC Reporting Requirements to SEC

Submitted by Governance Services.

The Committee noted the SRC obligations to the SEC and that the outlined SRC reporting requirements are to be prepared with support from Student Engagement. These reports are to be approved by the SRC prior to SEC submission.

14.2 Proposed 2020 SRC Schedule of Work and Budget Overview

Submitted by Mr Max Gale, Undergraduate Student Representative and SRC Assistant Chairperson.

The total SRC budget has increased from \$200,000 in 2019 to \$205,000 in 2020 with more funding available for awareness events and student clubs & societies. Ms Saunders advised that Student Engagement has announced to student clubs & societies the different ways of seeking funding from Student Engagement. SRC should encourage student clubs & societies to engage with Student Engagement for support.

RESOLUTION:

The SRC resolved to approve the proposed 2020 SRC Schedule of Work and Budget Overview for distribution to the Student Experience Committee (SEC) and publication as part of the minutes for public consumption. A majority of members voted in favour with one (1) abstention. Proposed by Mr Gale and seconded by Ms Weeden.

14.3 Postgraduate Shark Tank with Student Clubs & Societies

The Incubator space has been booked for 21 August 2019 for this event. A training workshop will be offered to student clubs & societies' executives and Mr Cullen is currently working with Student Engagement to distribute the communication and forms to student clubs & societies. External sponsorships are also being sought for additional prizes.

15. MEETING CLOSE

There being no further business the meeting closed at 7:38 pm.

16. NEXT MEETING

The next meeting of the Student Representative Committee will be held on Monday 26 August 2019.

CONFIRMED as a true record.

MS SUSANNAH LYNCH
SRC CHAIRPERSON



2020 PROPOSED SCHEDULE OF WORK

Based on discussions in SRC and sub-committee meetings the SRC hopes to propose the following schedule of work for 2020.

Projects with SRC Financial Implications

- O-Week Semester 1
- O-Week Semester 2
- E&D Grants/Events
- Clubs & Societies Grants/Events
- RE: Conception
- Awareness Events
- Student Group Awards Night
- Marketing
- Administration/Stationery
- SRC Catering
- Infrastructure

Projects without SRC Financial Implications

- N/A

2020 BUDGET OVERVIEW

In line with the 2020 proposed schedule of work, a draft budget was submitted to the university requested a funding of \$205,000. The breakdown can be seen below:

Project	Amount
O-Week Semester 1	\$17,000
O-Week Semester 2	\$12,000
E&D Grants/Events	\$35,000
Clubs & Societies Grants/Events	\$35,000
RE: Conception	\$50,000
Awareness Events	\$21,000
Student Group Awards Night	\$10,000
Marketing	\$10,000
Administration/Stationery	\$3,000
SRC Catering	\$2,000
Infrastructure	\$10,000
TOTAL	\$205,000