

CONFIDENTIAL



Minutes of the meeting of the Macquarie University Student Advisory Board held in the Zofrea Room on Level 3 of the Campus Hub on Thursday 8 August 2013.

Present: Mr M. Wall (Chairperson)
Mr S. Abbas
Mr B. Bailey-Melouney
Mr E. Baker
Mr N. Falzon
Mr M. Foulsham
Ms M. Gojer
Mr T. Hendry
Mr A. Hughes
Ms M. Jamieson
Mr N. Khine
Ms M. Kwok
Ms S. McGarity
Mr J. Morgan
Ms A. Nash
Mr M. O'Connor
Ms G. Quinn
Ms B. Slack
Mr M. Slaven
Mr B. Vasallo
Mr A. West

In attendance: Mr S. Hearne (Senior Project Manager, Macquarie Property)
Mr B. Lee (Project Manager, Marketing)
Ms D. Anderson (Deputy Vice-Chancellor (Students & Registrar))
Ms L. Steele (Executive Officer, Deputy Vice-Chancellor (Students & Registrar))

Absent : Ms L. Bunnell
Ms M. Burgess
Mr L. Di-Paolo
Mr R. Gill
Mr K. Gilmour
Mr T. Hakkinen
Ms J. Kirkness
Ms E. Liu
Mr J. Manning
Ms N. Miles
Mr J. Oakley
Ms J. Olling
Ms G. Rullis
Ms Z. Rush
Mr T. Wearne

Secretariat: Ms M. Myles

1. WELCOME, QUORUM AND APOLOGIES

The Chair, Mr M. Wall, opened the meeting at 9:40am and confirmed that a quorum was present.

Apologies were noted from Ms L. Bunnell, Ms M. Burgess, Mr L. Di-Paolo, Mr K. Gilmour, Ms J. Liu, Ms N. Miles, Mr J. Oakley, Ms J. Olling and Ms Z. Rush.

2. DECLARATIONS OF INTEREST

No new declarations of interest were noted.

3. ITEMS FOR DISCUSSION

Items under 2, 3, 4 and 5 of the agenda were agreed for discussion.

**4. MINUTES
(Agenda item 2.1)**

Ms M. Kwok moved to accept the minutes of the Student Advisory Board meeting held on 23 May 2013. The motion was seconded by Ms S. McGarity.

RESOLVED

The Student Advisory Board resolved to approve the minutes of the Student Advisory Board meeting held on 23 May 2013 as a true and correct record.

**5. Establishment of Sub-Committee for MUSE
(Agenda item 4.4)**

Mr S. Hearne, Senior Project Manager for Macquarie Property, presented to the Student Advisory Board on the paper to establish a Sub-Committee to assist with the preparation of the MUSE space. Construction has commenced on the refurbishments and the Student Advisory Board's assistance was requested to assist with the preparations in a more detailed manner on matters including access control, booking spaces, space rules, events and how the space will be utilised at different times of the year. The time commitment requested was 2-3 hours per week between August and November 2013.

Ms S. McGarity, Mr B. Vassallo, Mr M. Foulsham, Ms M. Jamieson, Mr A. West and Ms G. Quinn volunteered to form the Sub-Committee. They will work directly with Property and also submit progress updates to the meetings of the Student Advisory Board. It was also suggested that this Sub-Committee contact the Library Committee to investigate opportunities to leverage lessons learnt in managing the library space that may be able to be translated to MUSE.

Mr S. Hearne left the meeting at 9:55am.

**6. Online Presence for the Student Advisory Board
(Agenda item 4.5)**

Mr B. Lee (Project Manager, Marketing) addressed the Student Advisory Board on establishing their online presence. The overall objectives of the online presence are to increase the level of accountability and transparency, promote the activities of the Student Advisory Board and provide an online space for connecting with the broader student population.

A Sub-Committee was proposed, to work with Marketing on the look, feel, content and maintenance of content. It was noted that, while there is significant scope for the Board to influence the design, the site will need to operate within the brand and policy constraints of the University. The Chair clarified that the time commitment will be approximately 1 – 2 hours per week and noted that this was an excellent opportunity to influence the content and design of the Student Advisory Board's online presence.

Ms M. Kwok, Ms M. Gojer, Ms A. Nash and Mr B. Bailey-Melouney volunteered to form the Sub-Committee. They will work directly with Marketing and also submit progress updates to the meetings of the Student Advisory Board.

Mr B. Lee left the meeting at 10:10am.

**7. Update on Student Services and Amenities Fee Expenditure
(Agenda item 3.1)**

Ms D. Anderson, Deputy Vice-Chancellor (Students & Registrar) presented the update on the Student Services and Amenities Fee Expenditure on behalf of Mr C. Oliver (Director, Campus Life). The paper provided an update on the identified priorities developed with the interim Student Advisory Board, including the University's responses and estimated timeframes for delivery.

The Board Members raised the following questions and comments after the presentation:

- More information on the costs associated with the priorities outlined in the paper was requested, which Ms D. Anderson committed to circulating to the Student Advisory Board.
- A presentation on the University budgeting process and the role of the Student Advisory Board in relation to the budget, including the revenue from the Student Services and Amenities Fee revenue and discretionary budget for the Board, was requested.
- A suggestion was made to remove the \$45 booking fee for bookings on Level 3 of the Campus Hub between 8pm and 10pm. Ms D. Anderson committed to follow the request up with the appropriate stakeholders from Campus Life.
- Clarification on the budget allocated to student clubs and societies in 2013 and for 2014 was requested.

**8. Election of a Student President of the Student Advisory Board
(Agenda item 4.1)**

Mr T. Hendry joined the meeting at 10:20am.

Ms D. Anderson presented this paper, which has been submitted to the Student Advisory Board in response to a request from the Chancellor. The purpose of the President would be to have a spokesperson to represent the Board at a range of forums and on a range of issues. The Chair noted his support for the proposal.

The following questions and concerns were discussed by Board Members in response to the proposal:

- There was a lack of clarity expressed in relation to the Terms of Reference for the proposed Student President, which made it difficult to decide whether or not this would be a sound decision.
- The appropriateness of the term 'Student President' was questioned, as it implied connotations of having more accountability or greater influence than other Board members.
- A suggestion was put forward to convene a small Sub-Committee, rather than an individual Student President, that could closely communicate with the rest of the Board and give their suggestions when called for by the Chancellor.

The Board voted on whether to further investigate the appointment of a Student President. The motion to vote was put forward by Mr M. Foulsham and carried with 9 votes for and 6 against.

Ms G. Quinn offered to collate the Board Members' comments and opinions relating to the implementation and Terms of Reference of the Student President and submit a paper for discussion to the next meeting of the Student Advisory Board.

Mr N. Falzon joined the meeting at 10:30am.

RESOLVED

The Student Advisory Board resolved to further investigate the appointment of a Student President.

**9. Postgraduate Student Representative on the Student Experience Committee of the University Council
(Agenda item 4.2)**

Ms D. Anderson spoke to this paper, which called for a postgraduate representative from the Student Advisory Board to participate on the Student Experience Committee of the University Council. The Student Advisory Board discussed the proposal and agreed to nominate Ms M. Kwok for the position.

RESOLVED

The Student Advisory Board resolved to nominate Ms M. Kwok as the Postgraduate Student Representative on the Student Experience Committee of the University Council.

10. Student Representative for the Student Entrepreneurship Working Group (Agenda item 4.3)

Ms D. Anderson presented this paper to the Student Advisory Board and requested a representative from the Student Advisory Board to participate on the newly formed Student Entrepreneurship Working Group, which is Chaired by the Deputy Vice-Chancellor (Provost). The Chair called for volunteers to participate and it was agreed the role would be shared by Mr B. Bailey-Melouney, Mr M. Foulsham and Ms M. Gojer.

RESOLVED

The Student Advisory Board resolved to nominate Mr B. Bailey-Melouney, Mr M. Foulsham and Ms M. Gojer to participate on the Student Entrepreneurship Working Group.

Ms D. Anderson left the meeting at 10:45am.

11. Postgraduate Picnic Day (Agenda item 3.2)

Ms M. Kwok outlined the background and plans for the Postgraduate Picnic Day to be held during Session 2, 2013. The proposal was focused on encouraging postgraduate students to build relationships and engage with the University through an event that is inclusive of children and families.

Ms M. Kwok also raised other areas of concern for postgraduate students, which are being discussed by the postgraduate students in the Student Advisory Board, including implementing a Mentors@Macquarie equivalent for new postgraduate students and better promotion to postgraduate students of support services on campus.

12. Student Advisory Board Email Address (Agenda item 4.7)

Ms M. Kwok spoke to this paper, which proposes that the Student Advisory Board form a Sub-Committee to discuss the appropriate method for managing the Student Advisory Board email address (studentadvisoryboard@mq.edu.au). The Board discussed the proposal, including models for managing generic email addresses of other bodies and the challenges associated with each. It was suggested that this activity could potentially be included in the Terms of Reference for the Student President.

It was agreed by the Board that the development of an approach for managing the Student Advisory Board email address be dealt with as part of the Sub-Committee established under agenda item 4.5 to develop the online presence for the Student Advisory Board.

RESOLVED

The Student Advisory Board resolved to include the strategy for managing the Student Advisory Board email address in the scope of the Online Presence Sub-Committee.

13. **Student Advisory Board Remuneration Proposal (Agenda item 4.6)**

Mr M. Foulsham addressed the Student Advisory Board in relation to this paper to submit a recommendation to the Student Experience Committee that Student Advisory Board Members and Ex-Officio Members receive remuneration (or honoraria) for their service on the Student Advisory Board.

The Student Advisory Board discussed the paper and raised the following points:

- A risk was identified that the honoraria may be abused by student representatives who receive these benefits without satisfactorily contributing to the Student Advisory Board, for example through attendance at meetings.
- A concern was raised in relation to the reputational damage this proposal may do to the Student Advisory Board's reputation with the student population – that the Board has not yet had the opportunity to demonstrate many visible achievements for the student population and yet are discussing providing themselves with honoraria.
- A suggestion was made to recommend the implementation of honoraria for the next term of the Student Advisory Board, so that the proposal benefits future student representatives rather than the current Board Members, to help address the reputational risk.
- In order to build the case for establishing honoraria, including an analysis of the situation in other Universities in relation to payments for student representatives into the paper was suggested.
- An alternate payment method was proposed, whereby student representatives receive payment at the end of their term based on their effort and time investment during the course of their term.

For the purposes of greater clarity, the Chair suggested voting on each of the elements of remuneration separately. This was agreed by the Board Members who submitted the paper, Mr M. Foulsham and Mr B. Vassallo. The outcomes of the voting were:

- The proposal to include \$1,000 of food vouchers in the remuneration package for Student Advisory Board Members was carried with 11 votes for and 3 against.
- The proposal to include gym memberships in the remuneration package for Student Advisory Board Members was carried with 12 votes for and 0 against.
- The proposal to include a parking permits in the remuneration package for Student Advisory Board Members was carried with 8 votes for and 2 against.
- As an alternative to parking permits, incorporating a travel reimbursement equivalent into the remuneration package for Student Advisory Board Members was also voted on. This was carried with 13 votes for and 1 against.

RESOLVED

The Student Advisory Board resolved to recommend to the Student Experience Committee of Council the re-establishment of remuneration (or honoraria) for the members of the Student Advisory Board as well as its Ex-Officio Members.

14. Other Business

Invitation to lunch with the Provost (Agenda item 5.1)

The Secretariat drew the Student Advisory Board's attention to an invitation from the Deputy Vice-Chancellor (Provost), Professor Judyth Sachs, to attend a lunchtime consultation session with her on 28 August. Board Members were encouraged to attend and RSVP directly to Ms Barb McLean (barb.mclean@mq.edu.au).

2014 strategic plan and budget (Agenda item 5.2)

The Chair proposed a strategic planning session for the Student Advisory Board, to be run by an independent facilitator, to support them in developing the 2014 strategic plan for the Board and corresponding budget. The Board was in favour and the Secretariat undertook to organise the logistics.

Student Advisory Board Standing Committees (Agenda item 5.3)

The Charter of the Student Advisory Board requires the establishment of Undergraduate and Postgraduate Standing Committees. The Chair proposed, and the Student Advisory Board agreed, that items relating to undergraduate and postgraduate matters be dealt with as part of the formal Student Advisory Board meetings. Additional meetings of these standing committees will be convened in the future as required.

Confidentiality for Student Advisory Board Members (Agenda item 5.4)

The Chair circulated the proposed confidentiality agreement for the Student Advisory Board Members, which is a formal acknowledgement by individual Board Members of their duties and obligations under the Charter of the Student Advisory Board. This document was accepted by the Student Advisory Board and signed by the members present.

Student Code of Conduct Consultation

The Secretariat raised that a meeting has been requested by the Office of General Counsel to conduct consultation with the Student Advisory Board on the draft Student Code of Conduct. The Secretariat undertook to arrange the meeting between General Counsel and the Student Advisory Board Members.

Introduction of the new Secretariat to the Student Advisory Board

The Chair introduced the new Secretariat for the Student Advisory Board, Ms L. Steele, who will be replacing Ms M. Myles on maternity leave. The Chair welcomed Ms L. Steele and thanked Ms M. Myles for her contribution to the Student Advisory Board.

CLOSURE

There being no further business, the meeting concluded at 11:45am.

Chair

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