

MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 5.30 pm on Thursday 8 February 2018 in the Meeting Room 4, Level 4, MUSE Building, 18 Wally's Walk.

PRESENT:	Fiona Reed (Chair) Alex Cullen James Cummins Amanda Fotheringham Aidan Galea	Alexander Hablutzel Sam Hurrell Milind Lokhande Caitlin Rhodes Paul Russell	Anthony Ryan Zwe Paing Sett Aditya Srivastava
APOLOGIES:	Dmytro Bondarenko Kimberly La Sarah McCabe	Tamara Paulin Mahyar Pourzand Cissy Shen	Dee (Danica) Zegarac
IN ATTENDANCE:	Nicole Saunders, Manager, Campus Engagement		
ABSENT:	Timothy Mathew Suren Missaghi	Maddison O'Gradey-Lee Samuel Palmer	
SECRETARIAT:	Megan Kemmis, University Committee Secretary and Manager of Secretariat Services		

1. ACKNOWLEDGEMENT OF COUNTRY

Amanda Fotheringham provided an Acknowledgement of Country on behalf of the SRC.

ACTION:

Alex Cullen will provide the Acknowledgement of Country at the next SRC meeting, 5 March 2018.

2. WELCOME AND APOLOGIES

The Chair welcomed members and noted the apologies outlined above.

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

- Ellen Carlson - Policy Manager
- Benjamin Dougall - Policy Officer
- Megan Kemmis - University Committee Secretary and Manager of Secretariat Services
- Nicole Saunders – Manager, Campus Engagement

and confirmed that a quorum had not yet been achieved but that some members were running late. It was noted that Cissy Shen is on approved leave (while on exchange overseas) and she was not included in the calculations for quorum.

Members were informed of the following:

- A resignation was received from Stacey Broll as the Postgraduate Student Representative from the Faculty of Medicine and Health Sciences and Grace Goddard as the Postgraduate Student Representative from the Faculty of Arts.

3. ARRANGEMENT OF AGENDA

3.1 Disclosure of conflicts of interest

Anthony Ryan advised that he is an employee of Transport NSW and asked that a perceived conflict of interest be noted for Item 6.1. Paul Russell asked that a perceived conflict of interest be noted for Item 10.3 given his involvement in preparing the grant request.

Aidan Galea arrived and joined the meeting at 6:10 pm. At this point the meeting became quorate.

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 Student Policy Gateway

Presented by Ellen Carlson, Policy Manager, and Benjamin Dougall, Policy Officer.

The Committee noted that this project is based on the comments at a student advisory panel that MQ policies are hard to find. The current web search function brings up policies that are embedded on various portals. Following a review of various effective policy websites, common scenarios and keywords in student searches, results on the Student Journey Map and student feedback from an information session at UBar, the key parts of the project were validated and a draft design then went out to a range of key stakeholders.

The Student Policy Gateway design was soft launched in December 2017 and will be formally launched at the Session 1 2018 commencement. The URL link will be embedded in unit guides, iLearn and hopefully eStudent whilst students will be advised via MyMQ, Teche, Facebook, MacSync, buddies and mentors.

Members were advised that not all policies applicable to students are referenced on the Student Policy Gateway, but the most important ones mapped against the student lifecycle are reflected. The team is working on uploading a quick link on the student portal. The Committee was asked to consider promoting this Student Policy Gateway on the SRC Facebook page.

5. MINUTES OF THE PREVIOUS MEETING

5.1 Minutes of the Meeting Held 13 November 2017

RESOLUTION:

The SRC resolved unanimously to approve the minutes of the meeting held 13 November 2017 as a true and accurate record.

5.2 Matters Considered By Circular Resolution

The aim of establishing an O-Week Steering Committee, from the model of Re:Conception's Steering Committee, is to gain a broader level of input and involvement with other students as well as helping the University improve the quality of Orientation Week for all students. Members discussed whether an establishment of the O-Week Steering Committee is necessary if similar matters are managed by the existing Marketing and Communication Sub-committee.

It was suggested that this O-Week Steering Committee will be trialed for the Session 2 2018 O-Week event.

RESOLUTION:

The SRC noted and unanimously ratified the actions taken by circular resolutions following the 13 November 2017 SRC meeting.

6. BUSINESS ARISING FROM THE PREVIOUS MINUTES

6.1 Summary of Outstanding Action Items

The Committee noted the completed action items and an update on the other outstanding item:

- Improved Dialogue with Student Body – ongoing, a draft MoU has been submitted to the head of Governance Services for review.
- Transport Concessions For External Students – on going, the letter will be presented for SRC approval at the next meeting.
- Assessment Policy Post-Implementation Review: Request For Feedback – noted that Darren Peters has asked for some specific information on the questions SRC members wish to ask him regarding resourcing of Campus Wellbeing.

- ATMs on Campus – a request for update has been sent to the Property Director, Mark Bromfield. It was noted that while waiting for ATMs to be installed on campus grounds, all food outlets in Campus Commons are now accepting card payment.

7. UPDATE FROM SRC TREASURER

- 7.1 Expenditure Report
This item is postponed until the next SRC meeting.
- 7.2 Year to date Treasurer's report and financial statement
This item is postponed until the next SRC meeting.

8. REPORT FROM UNIVERSITY COUNCIL

The Committee noted that the University Council met on 26 October 2017 but no report was available as Cissy Shen is an apology for this meeting.

ACTION:

Cissy Shen to provide the University Council updates at the next SRC meeting.

9. REPORT FROM STUDENT EXPERIENCE COMMITTEE (SEC)

The Committee noted that the SEC met on 21 November 2017 but no students were able to attend the meeting. Updates will be provided at the next SRC meeting.

10. AGENDA ITEMS FOR DISCUSSION

- 10.1 SRC Communication Framework with Student Publications
Paper submitted by Sam Hurrell on behalf of the SRC spokespersons and Marketing and Communication Sub-Committee

This proposal was submitted for the meeting scheduled for 14 December 2017 which was subsequently cancelled. As such this item was considered by circular resolution and received a majority of votes in favour. However, two (2) members asked that it be held over to the first meeting for discussion at this meeting.

Members noted an additional flowchart tabled at this meeting and discussed the ability of Equity and Diversity members to speak directly with Student Publications. The SRC spokespersons affirmed that related SRC members will be contacted should there be any request from student publications for their specific comment and feedback whilst this mechanism ensures a constant message is maintained.

- 10.2 SRC Expenditure for Orientation 2018
Paper submitted by Mahyar Pourzand, Representative from a Culturally and Linguistically Diverse (CALD) Background and Sam Hurrell, Undergraduate Student Representative from the Faculty of Medicine and Health Sciences. In Mr Pourzand's absence, Mr Hurrell asked to speak to this item.

The Marketing Sub-committee determined that placing the merchandise order for both Session 1 and 2 2018 together will reduce the incurred cost. In addition, Mr Hurrell had negotiated with the University's Security to cover half of the phone wallets' cost. This approved contribution will be spent on SRC merchandise such as logo pens, phone wallets, calendars during Session 1 and 2 2018 O-Week and catering (such as slushies and soft serves) in Session 1 2018 O-Week.

SRC will have a stall in the middle of Wally's Walk and all members are encouraged to attend and represent SRC during O-Week between 9am to 4pm however the key period is between 11am to 1pm. At least two (2) members will attend to the stall whilst others walk around representing the SRC. The Chair recommended Mr Hurrell develop a roster for the week based on members' availabilities and members have responsibility to find a replacement if they cannot make their session.

RESOLUTION:

The SRC unanimously resolved to approve the expenditure of \$19,070 to acquire merchandise and catering for Session 1, 2018 Orientation, and additional merchandise to be stored for distribution in the Session 2, 2018 Orientation. Proposed by Sam Hurrell and seconded by Anthony Ryan.

ACTION:

Members to advise Sam Hurrell of their availability during O-Week to allow the development of a roster.

10.3 Queer Collective Computer Grant

Paper submitted by Paul Russell (On behalf of the Queer Collective), GLBTIQ Representative.

This grant proposal is part of the Queerspace Grant proposal considered during the 13 November 2017 SRC meeting.

Members recommended that the Equity and Diversity (E&D) representatives establish a sub-committee to discuss E&D budget and recommend E&D grant proposals moving forward; ensuring all E&D groups receive fair support from the SRC. Whilst student groups and societies' grant proposals be submitted to the Finance Sub-committee, E&D grant proposals should be submitted to the E&D Representatives, via Anthony Ryan as the Chair.

Following this recommendation, Mr Russell agreed to defer this discussion until the next SRC meeting.

11. UPDATE FROM SUB-COMMITTEES

Members who are not involved with any Sub-Committees were asked to contact the Secretary and advise how would they like to contribute.

All members were reminded to respect each other's time and commit to attend Sub-committee meetings.

11.1 Infrastructure Sub-Committee

The Committee noted that the Infrastructure Sub-Committee scheduled to meet on 27 November 2017 however it was cancelled due to quorum number.

The next meeting is scheduled on 27 February 2018.

11.2 Marketing and Communication Sub-Committee

There was no report provided at this meeting.

11.3 Student Elections Sub-Committee

There was no report provided at this meeting. Members will determine whether this Sub-committee should continue.

11.4 Student Services And Amenities Fee (SSAF), SRC Budget And Finance Sub-Committee

There was no report provided at this meeting.

11.4.1 Student Services and Amenities fee (SSAF) update

There was no report provided at this meeting.

12. QUESTION TIME

No questions were raised.

13. OTHER BUSINESS

13.1 Membership

The Committee noted the recent member resignations and encouraged everyone to work in unity. Members were reminded that attendance at SRC meetings is important and SRC members must only fail to attend in unavoidable circumstances. Members suggested arranging another workshop for this year.

The Chair also reminded members that proposals for SRC consideration should be submitted in a written format and by the due dates. Written proposals submitted to the SRC Secretariat one day before the meeting date will generally be rejected.

The Committee noted that Kimberley La, one of the Undergraduate Student Representatives, is unwell. A get well card will be circulated to members for signing and donations for a gift can be given to Paul Russell.

13.2 2018 Parking Permits

Security is resolving issues with the license recognition system implementation. During the meantime, 2017 parking permit holders can park at the allocated parking space until the end of March 2018. Whilst 2018 parking permit stickers will be available for purchase at the Cashier office from 5 March 2018, the new license recognition system is expected to be in place by Session 2 2018.

Members questioned if student bodies have been involved in the consultation process and what communication has been given to students in regards to changes on campus grounds.

ACTION:

Campus Engagement to invite John Durbridge, Campus Security Manager, to attend the next SRC meeting.

13.3 Train Line Closure

Members noted that the University is waiting for the NSW Government's confirmation on the precise date of closure. An Advisory Committee consisting of staff and students has been established to work with the government on this project.

Extra buses, bus stops and seats will be provided during the closure. The Pro Vice-Chancellor Learning and Teaching, Professor Sherman Young, is consulting with the Advisory Committee to develop some options regarding staggering classes and exams during this period.

13.4 2018 Re:Conception

ACTION:

Campus Engagement to provide information of this event for SRC budget forecast and planning process.

13.5 Executive Director, Campus Engagement and Registrar

The Committee noted that Ms Gail White will be joining the University in late February.

14. MEETING CLOSE

There being no further business the meeting closed at 7:21 pm.

15. NEXT MEETING

The next meeting of the Student Representative Committee will be held on Monday 5 March 2018.

CONFIRMED as a true record.

MS FIONA REED
CHAIR