

## Student Representative Council Meeting #6 Meeting Minutes December 2021

A meeting of the University of Newcastle Students’ Association (UNSA) Student Representative Council (SRC) was held at 5:30pm on Wednesday 1<sup>st</sup> December 2021 via zoom.

In attendance:	<ul style="list-style-type: none"> <li>• President- Luka Harrison</li> <li>• Vice-President Education (VPED)- Chloe Jones</li> <li>• Vice President Experience &amp; Engagement (VPEX)- Georgie Cooper</li> <li>• Vice-President Welfare &amp; Wellbeing (VPW)- Jessica Philbrook</li> <li>• Postgraduate Students’ Senate Convenor (PSSC) – Feisal Masmali</li> <li>• International Students’ Senate Convenor (ISSC)- Shuang Zhang</li> <li>• Central Coast Campus Committee Convenor (CCCC)– Mandip Kour</li> <li>• Cloud Campus Committee Convenor (CLCC)- Rachel McGuinness</li> </ul>	<ul style="list-style-type: none"> <li>• Sydney Campus Committee Convenor (SCC)- VACANT Acting Queer Collective Convenor (AQC)- Max Tran</li> <li>• University Council Student Representative (UCSR)- Lucas Dowling</li> <li>• Accessibility and Equity Collective Convenor (A&amp;EC)- VACANT</li> <li>• Indigenous Collective Convenor (INCC)- VACANT</li> <li>• Women's Collective Convenor (WCC)- VACANT</li> <li>• Parents and Carers Collective Convenor (PACCC)- VACANT</li> </ul>
Minute Taker:	<ul style="list-style-type: none"> <li>• UNSA Student Representative Support Officer (SRSO)- Jen Hanson</li> </ul>	
By Invitation:	<ul style="list-style-type: none"> <li>• UNSA General Manager (GM)- Georgia Killick</li> </ul>	

### Meeting opens: 5:36pm

#### 1. WELCOME AND APOLOGIES

##### 1.1. ACKNOWLEDGEMENT OF COUNTRY

Chair acknowledges the traditional custodians of this land, the Pambalong clan of the Awabakal people, on whose traditional land this Callaghan Campus of the University of Newcastle is situated and lands that members are zooming in from.

##### 1.2. APOLOGIES

Apologies received from Academic Senate Student Representative (ASR)- Evan Gibbs and Port Macquarie Campus Committee Convenor (PMCC)- Stephen Bennett. Newcastle Campuses Committee Convenor (NCC)– Harry O’Brien Smith did not attend and did not send apologies.

##### 1.3. QUORUM

Chair confirms that quorum is established.

##### 1.4. RIGHTS OF AUDIENCE AND DEBATE

Rights of audience and debate are granted to UNSA GM and SRSO.

#### 2. CONFLICTS OF INTEREST

The chair calls on the Student Representative Council (SRC) to declare any previously undisclosed conflicts of interest relevant to today’s agenda.

None declared.

**3. CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETINGS** See Dropbox Folder 3.

Motion: To confirm the minutes from the previous meeting.

Moved by: VPW

Seconded by: VPEX

In Favour: 10

Motion carried.

**4. ACTION ITEMS FROM THE PREVIOUS MEETING**

ACTION	ASSIGNED TO	STATUS
Draft Terms of Reference for the Parents and Carers Collective. (POCO?)	VPW, SRSO, Manager, Student Representation	In progress

ACTIONS JUNE SRC MEETING	ASSIGNED TO	STATUS
Reach out to Dean of Regional Campuses to explore possibility of extending library hours for Port Macquarie students.	GM.	In progress
Coordinate an UNSA trip to Port Macquarie for semester 2. Picnic.	GM, SRSO, PMCCC	On hold, covid-dependent
Adjust SAR PD slightly to accommodate for whichever committees SAR will sit on. Also adjust the time commitment and responsibilities accordingly.	GM, SRSO.	Complete
Amendments to the SRC TOR should be edited to match PD with A&E Collective amendment.	SRSO, VPW	Complete
Draft SRC Flying Minutes Policy and bring to the next SRC meeting.	GM, SRSO.	In progress
Research (potentially) indigenous artist-designed, sustainable, high quality picnic rugs for bulk order. To be considered in the next SRC meeting. (With provision to add some picnic rugs to Port Macquarie campus while it is still open)	VPW	
<ul style="list-style-type: none"> <li>Send information re: indigenous-designed, sustainable picnic rugs to VPW.</li> </ul>	GM	Complete
Create risk assessments procedure for SRC funding proposal events.	GM, SRSO	In progress
Continue researching self-defence class quotes to bring to the next SRC meeting.	VPW	On hold, covid-dependent.

ACTIONS FROM AUGUST MEETING	ASSIGNED TO	STATUS
Clubs Merchandise Framework	VPEX, SRSO	Complete
Sensory Objects: wobble chairs		
Table for next meeting to allow adequate time to consult with students who are neurodiverse.	SRSO	Complete
Submit a proposal for October SRC meeting after consultation with stakeholders.	CLCC	Complete
Relocation of Hunter Tables: Reach out to library contact. Add to the proposal: collaborate with library to get support. Contact IFS Commercial Services.	CLCC NCCC SRSO	Complete Complete Waiting to hear back from Library staff.
World's Greatest Shave:	All	Complete.

Brainstorm potential ideas for a campus activation charity event for next meeting (October) and send through to the UNSA-office email.		
Nominate an Academic Proposal Help coordinate promotions for the initiative with VPW and UNSA Media Officer.	VPW, SRSO, Media Officer	Complete

ACTIONS FROM SEPTEMBER MEETING	ASSIGNED TO	STATUS
Send joint media release to University DVC-A and Equity and Diversity Coordinator.	AQC & VPW	Awaiting approval from UNSA President.

ACTIONS FROM DECEMBER MEETING	ASSIGNED TO	STATUS
Purchase 3 wobble chairs.	GM	In progress
O-Week Merchandise: Email GM with any additional merchandise feedback. Gather quotes and send out via flying minutes.	SRC GM	Complete
NUServices Student Director proposal: Draft letter to NUServices board on the establishment of a Student Director Position. Arrange meeting to bring ideas and further discuss what this will look like.	VPED, UCSR, President. SRSO	Complete, see agenda item 6.5.
Clubs Merchandise Framework: Send feedback to VPEx by the end of the week, as this will be sent around to the board via circular resolution next week.	SRC	Complete
Bring SRC feedback on NUSic proposal to IFS and ask that they identify a more suitable space.	GM	

## 5. REPORTS (see Dropbox folder 5)

- 5.1. President
- 5.2. VP Education
- 5.3. VP Experience and Engagement
- 5.4. VP Welfare and Wellbeing
- 5.5. Postgraduate Students' Senate Convenor
- 5.6. International Students' Senate Convenor
- 5.7. Newcastle Campuses Committee Convenor
- 5.8. Central Coast Campus Committee Convenor
- 5.9. Port Macquarie Campus Committee Convenor
- 5.10. Sydney Campus Committee Convenor n/a
- 5.11. Cloud Campus Committee Convenor
- 5.12. Student Accommodation Representative n/a
- 5.13. University Council Student Representative
- 5.14. Academic Senate Student Representative
- 5.15. Acting Queer Collective Convenor

Motion: to approve the SRC reports received.

Moved by: President

Seconded by: VPED

In favour: 10

Motion carried.

## **6. GENERAL BUSINESS & FUNDING REQUESTS**

### **6.1. CLUBS AND SOCIETIES CONSULTATION**

After extensive consultation with clubs and societies, UCSR found that clubs and societies are charged considerable fees to use rooms on campus. Each club/society is only allowed \$2000 in funding annually, and room hire for one or two events can easily eat up much of that allocation.

GM notes that this is supported in feedback gathered from clubs in SFUN surveys from students and clubs across Student Central and NU sport. (NU sport is now controlled entity of the University). GM suggests best way to move forward is to write to University to request a commitment from the University and NU sport to increase engagement for both students and clubs. The President also raised this in a meeting yesterday with the newly appointed Entities Relationship Manager, as well as the University Venues and Events team. The Venues and Events team need direction from senior University staff to prioritise campus activation over room hire fees for students.

Members ask where room hire fees end up going when clubs and societies book a room. GM answers that it all goes back to the University

### **6.2. ROSELLA STREET ONLINE TRADING POST**

VPEX gives an overview of the proposed online trading post for SRC members to consider. Rosella street is an online platform like Facebook Marketplace buy/swap/sell where individuals can sell, swap, or donate items to others. All users are verified. This group has been set up at other Universities, including Canberra, to great success. VPEX suggests it would be more appropriate for UNSA (rather than a club) to monitor and promote the platform which could bring great benefits to students without a large commitment. VPEX estimates it would take approximately 1-2 hours to set up the group and promote it on an ongoing basis. The goal is to set up the platform with OE&EO at the end of this year for people moving house or getting rid/buying textbooks with a safe, secure payment system.

VPW asks what other universities currently have it operating on their campus? VPEX answers ANU and Canberra University. Members ask questions regarding covid considerations. VPEX answers that UNSA can set group rules around non-contact pickup or direct delivery (pending size of items) through the website for a fee. This service through the website is carbon neutral. As an introduction, UNSA can upload the new textbook donations rescued by the library earlier this year. The platform is also capable of advertising events and accommodation.

Motion: for OE&EO/UNSA to set up and run a Rosella Street group for UON students

Moved by: VPEX

Seconded by: VPW

In favour: 10

Motion Carried.

### **6.3. PORT MACQUARIE GRADUATION CELEBRATION**

PMCC couldn't make it to the meeting tonight but has prepared a comprehensive proposal in the Dropbox folder 6.3. VPW asks why the University and/or Student Central is not involved with funding for the event. GM answers that due to the University restructure, the staff that

would ordinarily allocate SSAF to regional campuses (such as Port Macquarie) for events is no longer with the University.

Motion: To accept the proposal given GM reaches out to confirm venue, food and drinks are paid for.

Moved by: President

Seconded by: VPED

In favour: 10

Motion Carried.

#### **6.4. LOVEHONEY X UNSA/OPUS SHAG WEEK COLLABORATION**

SRSO and Media Officer responded to an enquiry from an agency who connects brands with student associations across Australia. As a result, the agency prepared a proposal for UNSA and LoveHoney to collaborate on content for Opus Magazine around sex positivity and sex safety for SHAG Week 2022. VPW supports the proposal stating LoveHoney has worked with a lot of other universities around Australia and the partnership would give students something a bit different and unique for SHAG week. VPW regards LoveHoney as a great brand to partner with. GM adds that there are no identifiable organisational risks to UNSA in partnering with Lovehoney from an ethical perspective.

Motion: To accept the proposal and explore further opportunities for partnership with LoveHoney for SHAG Week 2022.

Moved by: President

Seconded by: VPW

In favour: 10

Motion Carried.

#### **6.5. LETTER TO NUSERVICES BOARD**

VPED, President and UCSR wrote the letter as a follow up to the previous meeting. UCSR asks members if they have any questions about the letter.

VPW agrees representation on NUServices board would be very important to protect the interests of students at the University. With respect to future proofing and to ensure that UNSA meets all obligations in information flow from SRC to Board, it could be problematic for the UCSR to hold the position on the NUServices Board. The UCSR is ex-officio to the UNSA SRC and is not a member of the UNSA Board of Directors. In future, it is unclear if the person in the UCSR role would be comfortable advocating for UNSA's interests, seeing as they do not sit on the UNSA Board of Directors.

VPW suggests it could be better to choose a representative to the NUServices Board each year to ensure UNSA's interests are represented. President suggests amending the last paragraph of the letter to read that a representative is to be chosen by the UNSA SRC each year to fill the position on the NUServices Board. VPEx asks how the appointment process would work. President answers that if the NUServices board accepts the proposed arrangement, then the SRC would have a discussion at the beginning of each year to decide which representative would be appointed.

GM advises that NUServices Board would have to vote to appoint the representative and would have to pay them. It would be a demonstration of good faith for NUServices to agree to a student representative in general before knowing specifically who it was to be.

Motion: To send the letter to NUServices with amendments.

Moved by: VPEx  
Seconded by: CLCC  
In favour: 10  
Motion carried.

#### **6.6. SSAF FUNDING**

President gives an overview on the process towards securing SSAF funding for 2022 UNSA operations. President wrote a letter to the VC a few days ago after reaching a bit of a standstill (located in Dropbox folder 6.6). The document gives a run-down of what has happened so far. During the University restructure process, UNSA was told that the University would be transferring funding and responsibility to UNSA for a variety of services. GM has reached out multiple times for the last few months but was ignored. In October the University sent through a proposed funding amount that was not much more than what was allocated to UNSA for this year. UNSA was then given two and a half weeks to submit counterproposal. GM worked hard on a counterproposal; however, it was denied without feedback or reasons as to why it was denied. The outcome of this process has been disappointing because they did not respond to requests for meeting for months in attempts to sort this out in good faith. The UNSA Board had a series of discussions, and the President then wrote a letter to VC which was not well received. Essentially, the VC told UNSA to get on with it. The President notes that this was disgraceful from both the VC and the University. Student Central was gutted this year and UNSA is not getting any more funding, as originally promised. Where is the funding going if it is not going to UNSA and is not going to Student Central? It appears the SFUN survey is just a tick box for the University if they don't spend money according to the survey results.

Currently the President is working on a process with the University to ensure this does not happen next year and onwards into the future. President wants to make sure all SRC members know the difficulties of this process and what is going on.

CLCC asks if we have any other choice but to accept. President answers no, there is not really any other choice, other than to publicly shame the University so it does not happen again.

AQC asks about the status of NUSA reserves. GM answers that the liquidation process is still ongoing. The good news is, according to the NUSA constitution, any reserves will come directly to UNSA and not the University when the liquidation is finalised. GM states that for now, only the NUSA trailer can be dealt with, but otherwise UNSA must continue to wait. GM states it is best practice to have 3-6 months operational funding allocated for reserves as emergency funding (instead of depending solely on SSAF from the University). If UNSA receives reserves, that will equip UNSA with 'in case of emergency' funding. Reserves can also be used for large asset purchases such as a van for improved service delivery across campuses.

President acknowledges that the term of this SRC is ending, but for those who are continuing next year a strong focus should be placed on the University to ensure transparency in how it is spending SSAF funding, and to ensure expenditure is contributing to a positive student experience.

VPEd flags that it is important to consider this in terms of student perception. If there are things UNSA cannot deliver, students should be informed of why. It is not because UNSA cannot be bothered, but because UNSA is not adequately funded/staffed to do so. In this situation, perception to students is important.

GM suggests 2021 SRC writes to 2022 SRC to inform students that UNSA receives 17.5 % of SSAF but is expected to deliver 50% of out-of-class experience. UNSA is not currently receiving the funding to adequately deliver. This is particularly concerning with Q building and Gosford hospital. UNSA does not have an office or facilities to run BBQs or events at Gosford hospital.

Motion: 2021 President to work with 2022 President and SRC to write a letter to all students and a public statement inform on the outcomes of UNSA's negotiations with the University regarding 2022 SSAF allocation.

Moved by: President

Seconded by: AQC

In favour: 10

Motion Carried.

**General Questions and Comments:**

VPEX and UCSR raised just over \$300 for Movember but the online trivia night had to be cancelled due to low engagement/registration. Lessons learned for 2022 re: charity activations and timing of events to maximise student engagement.

UCSR asks if there will be a handover event from 2021 to 2022 SRC on Tuesday 14<sup>th</sup> December at 1pm zoom. SRSO will set this up as a priority.

CLCC asks about filling vacant 2022 SRC positions (Cloud and Port Macquarie Campus Convenor roles). GM answers this process will be dealt with in the upcoming UNSA Board meeting.

UCSR asks about the process for filling the 2022 Academic Senate Representative position. GM answers that this process will be dealt with at the beginning of next year.

**7. MATTERS FOR NOTING**

**7.1. SRC HANDOVER**

SRSO reminds all SRC members to complete the handover template if not already completed.

**7.2. SRC LUNCHEON**

SRSO reminds all SRC members to RSVP for the SRC Luncheon on 17<sup>th</sup> December if not already completed.

**8. MEETING FINALISATION**

**8.1. Review actions to be taken**

<b>ACTION</b>	<b>ASSIGNED TO</b>	<b>STATUS</b>
<p><b>Room Hire Fees For Clubs And Societies:</b> Collaborate on a letter and PowerPoint to present to the University Campus Activation Committee in 2022. Request this item be put on the agenda for the first 2022 Campus Activation meeting. GM to allocate hours for the UNSA assistant skilled in graphic design to finalise PowerPoint slides.</p>	<p>VPEX and UCSR  GM  GM</p>	
<p><b>Rosella Street Buy/Swap/Sell platform</b> Reach out to the University IT department to unblock Rosella Street from the firewall settings so students can access the platform while on campus.</p>	<p>OE&amp;EO  OE&amp;EO</p>	

Set up Rosella Street for UNSA and choose a name for the group.		
<b>Port Macquarie Graduation Event</b> Confirm food, drinks and venue are paid for.	GM	
<b>LoveHoney Proposal for SHAG Week 2022</b> Inform Agency that the LoveHoney proposal has carried unanimously and explore further opportunity for partnership with the brand in 2022.	SRSO	
<b>Letter to NUServices Board</b> Amend the letter to reflect a general appointment of an SRC representative (appointed annually) to sit on NUServices board. Send letter to NUServices Board.	UCSR  UCSR	
<b>2022 UNSA SSAF Allocation</b> Write a letter to all students and a public statement to inform on the outcomes of UNSA's negotiations with the University for 2022 SSAF allocation.	2021 President and SRC, 2022 President	
<b>2021/2022 UNSA SRC zoom catch up</b> Coordinate catch up for Tuesday 14 <sup>th</sup> December at 1pm zoom as a priority.	SRSO	

**8.2. Next meeting:** TBC, 2022.

**Meeting closes: 6:44pm**