

## Student Representative Council Meeting #1 Meeting Minutes February 2022

A meeting of the University of Newcastle Students’ Association (UNSA) Student Representative Council (SRC) was held at 4pm on Monday 14<sup>th</sup> February in the UNSA Board Room and via zoom.

In attendance:	<ul style="list-style-type: none"> <li>• President- Jessica Philbrook</li> <li>• Vice-President Education (VPED)- Summer Harrison</li> <li>• Vice President Experience &amp; Engagement (VPEX)- Georgie Cooper</li> <li>• Vice-President Welfare &amp; Wellbeing (VPW)- Ruby Walker</li> <li>• Postgraduate Students’ Senate Convenor (PSSC) – Tegan Stettaford</li> <li>• International Students’ Senate Convenor (ISSC)- Sarthak Birani</li> <li>• Central Coast Campus Committee Convenor (CCCC)– Tylah Roberts</li> <li>• Sydney Campus Committee Convenor (SCC)- Zhangxue Zhong</li> <li>• Newcastle Campuses Committee Convenor (NCCC)- Sam Cox</li> <li>• Cloud Campus Committee Convenor (CLCC)- VACANT</li> </ul>	<ul style="list-style-type: none"> <li>• Port Macquarie Campus Committee Convenor (PMCC)- VACANT</li> <li>• Queer Collective Convenor (AQC)- Frey Cooper</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)- Tyler Bridges</li> <li>• Parents and Carers Collective Convenor (PACCC)- VACANT</li> <li>• University Council Student Representative (UCSR)- Lucas Dowling</li> <li>• Academic Senate Representative (ASR)- VACANT</li> <li>• Student Accommodation Representative (SAR)- VACANT</li> </ul>
Minute Taker:	<ul style="list-style-type: none"> <li>• UNSA Student Representative Support Manager (SRSM)- Jen Hanson</li> </ul>	
By Invitation:	<ul style="list-style-type: none"> <li>• UNSA General Manager (GM)- Georgia Killick</li> </ul>	

**Meeting opens:** 4:14pm

### 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

PSSC and CCCC will be arriving around 4:30pm.

#### 1.3. QUORUM

Chair confirms that quorum is established with 10 out of 12 members present.

#### 1.4. RIGHTS OF AUDIENCE AND DEBATE

Rights of audience and debate granted to: SRSM and GM.

### 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

Motion: To approve the previous meeting minutes from December 2021.

Moved by: VPEx

Seconded: UCSR

In favour: 9

Abstain: WCC.

Motion carried.

### 4. ACTION ITEMS FROM THE PREVIOUS MEETING

ACTION	ASSIGNED TO	STATUS
Draft Terms of Reference for the Parents and Carers Collective. (POCO?)	2021 VPW	Complete

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.	Complete
Draft SRC Flying Minutes Policy.	GM, SRSM.	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)	2021 VPW	Complete
<ul style="list-style-type: none"> <li>Send information re: indigenous-designed, sustainable picnic rugs to VPW.</li> </ul>	GM	
Create risk assessments procedure for SRC funding proposal events.	GM, SRSM	In progress
Continue researching self-defence class quotes to bring to the next SRC meeting.	2021 VPW	On hold, covid-dependent.

ACTIONS FROM SEPTEMBER MEETING	ASSIGNED TO	STATUS
Send joint media release to University DVC-A and Equity and Diversity Coordinator.	2021 AQC & 2021 VPW	In progress, to be sent early February.

ACTIONS FROM DECEMBER MEETING	ASSIGNED TO	STATUS
Purchase 3 wobble chairs.	GM	On hold until UNSA Sensory Room is complete.
Bring SRC feedback on NUSic proposal to IFS and ask that they identify a more suitable space.	GM	Complete
<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.	2021 VPEx and 2021 UCSR GM GM	In progress? Complete, on hold until letter and PowerPoint are finalised.
<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.	OE&EO	In progress

Set up Rosella Street for UNSA and choose a name for the group.	OE&EO	Complete
<b>Port Macquarie Graduation Event</b> Confirm food, drinks and venue are paid for.	GM	Complete
<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.	SRSM	Complete
<b>2021/2022 UNSA SRC zoom catch up</b> Coordinate catch up for Tuesday 14 <sup>th</sup> December at 1pm zoom.	SRSO	Complete

**4:22pm** PSSC joins meeting.

NCCC asks about October action item relating to SRC structure. Chair answers that this did not come to fruition but may be revisited this year.

VPEX updates members re: NUservices board position. VPEX will speak to GK and JP about the position before responding to Diane Allen, NUservices Company Secretary). VPEX will update on the progress of this. For context, NUservices is a controlled entity of the university, and they manage a lot of commercial services of the university including merchandise, food, and beverage operators etc.

**4:30** CCCC enters meeting.

## 5. REPORTS & INTRODUCTIONS

In lieu of reports, chair invites each SRC member to introduce themselves: pronouns, role, degree/program of study, and 2 individual goals for the year relating to their portfolio.

**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 VACANT**

**5.10. Sydney Campus Committee Convenor**

**5.11. Cloud Campus Committee Convenor VACANT**

**5.12. Queer Collective Convenor**

**5.13. Women's Collective Convenor**

**5.14. Parents & Carers Collective Convenor VACANT**

**5.15. Accessibility & Equity Collective Convenor VACANT**

**5.16. Indigenous Collective Convenor VACANT**

**5.17. Student Accommodation Representative VACANT**

**5.18. University Council Student Representative**

**5.19. Academic Senate Student Representative VACANT**

## 6. GENERAL BUSINESS & FUNDING REQUESTS

**6.1. SRC Meeting Expectations: reports, agenda/funding item requests.**

SRSM to reconfigure templates for reports, agenda item and funding requests with chair before next meeting (mid-March).

## **6.2. Convenor Payments**

Uni created the SSAF schedule and student payments structure before UNSA began operations. Now that UNSA has been operational and has trialled the current structure, the hours and workload have differed from the schedule. Chair and GM believe that Collective Convenors and the SAR should work at the same level of hours and workload as Campus Convenors. Chair and GM are seeking SRC approval before taking this proposal to the board. GM states there is definitely money in the budget to allocate for this, and no member payments will be reduced if this proposal proceeds. Members ask questions about current payment for these roles, which can only be paid as an honorarium because of the low monetary amount. Members agree that if this goes ahead, the same reporting should apply for other SRC members who are employees (vs. honorarium).

Chair recommends the SRC formally endorse the increase in payment and workload for both Collective Convenors and SAR to match the Camps Convenor payments. If approved by the SRC, the recommendation will then go to the board.

Motion: that the SRC formally endorse the increase in payment and workload for both Collective Convenors and SAR to match the Campus Convenor payments.

Moved by: VPW

Seconded by: Chair

In favour: 12

Motion carried.

## **6.3. International Women's Day**

International Women's Day or IWD (Tuesday 8<sup>th</sup> March at Callaghan) will include workshops and activities to celebrate and commemorate the achievements of women and empower women in the community. VPW and incoming WoCo Convenor are working with UNSA staff to plan the event. The SRC is encouraged to support and participate in this event based on availabilities. SRSM to coordinate shifts for interested SRC members. VPW: Tuesday would likely be stalls on Park on the Hill (typically organised by the university) coupled with an evening event. Wednesday would likely be panellists.

VPed, ISSC, NCCC, PSSC are interested in volunteering at events/activities on the day.

VPW, WoCo Conv, VPed, ISSC, NCCC, PSSC volunteer for working group.

SRSM to set up meeting around availabilities of WoCo Conv and VPW.

## **6.4. Holi Festival**

Holi, the Festival of Colours, is a popular Hindu celebration that has spread from India to other parts of the world. This event is delivered in collaboration with Indian Students Club (ISANU) and the International Students' Senate Convenor. Read more about Holi Festival [here](#). The UNSA clubs team is planning 2 days of Holi Festival in March: Friday 18<sup>th</sup> March at Callaghan (Oval 4) and Wednesday 23<sup>rd</sup> March at Ourimbah (Quad). The SRC is encouraged to attend one or both days of celebration and a roster will be made based on availabilities. SRSM to coordinate shifts for interested SRC members.

SRSM to set up a doodle poll to coordinate shifts from those who are interested in Holi Festival.

## **6.5. Harmony Day**

Harmony Day (Monday 21<sup>st</sup> March at Callaghan) is a time to celebrate multiculturalism, and the rich tapestry of cultures that make up modern Australia. In collaboration with the university, the UNSA Clubs team is coordinating Harmony Day festivities. The SRC is encouraged to support and participate in this event based on availabilities. SRSM to coordinate shifts for interested SRC members. Similar to IWD, Harmony day is typically organised by the university.

SRSM to set up a doodle poll to coordinate shifts from those who are interested in Harmony Day.

**6.6. Induction Follow Up**

Chair asks members if there are any follow up questions/discussion from SRC induction.

NCCC asks if he missed anything with committee/senate formation. SRSM answers no this will be covered in the coming weeks. Chair asks all members to look over committee/senate TOR and record any edits or changes within 2 weeks as an action item. Any TOR Edits will be due by the end of week 2, Friday 4<sup>th</sup> March 2022.

**7. MATTERS FOR NOTING**

**7.1. Update on SRC vacancies: Student Accommodation Representative, Cloud Campus Convenor, Port Macquarie Convenor, Academic Senate Representative.**

SAR role EOIs will be sent Tuesday 22<sup>nd</sup> February and remain open until Tuesday 8<sup>th</sup> March. SRSM asks SRC to spread the word to any interested students who live on campus.

PMC and CLCC EOIs will open in the coming days and SRC will be notified so that they can spread the word.

SRSM still working with Academic Secretariat to sort out Academic Senate Representative role amongst five representatives.

**7.2. Update on Collectives recruitment and Convenor elections**

SRSM informs SRC that Collectives Recruitment will continue in weeks 2 & 3 of semester. SRC will be notified so that they can spread the word.

**7.3. Any reminders or questions?**

UCSR speaks to the extra agenda item: Student Musician Directory on the UNSA Website.

UCSR explains the middleman issue with student bands and acts. This item is meant to be an initial discussion with the SRC, a pre-consultation before pursuing further. OE&EO advised that UniOne would be capable of the proposed functionality.

UCSR asks if anyone has any questions or concerns. Chair asks what UCSR would like as an outcome of this item. UCSR and VPEx would like SRC endorsement to conduct consultation. Chair suggests a conversation with GM to ensure this aligns to UNSA’s organisational objectives. NCCC proposes for the university to pay for a separate site for performers to share their portfolios. UNSA could direct to the website, so it isn’t part of UNSA directly. UCSR and VPEx to reach out to clubs about what support could be provided by UNSA or the university and bring to next SRC meeting.

SRSM to share the Strategic plan although it is in draft phase without president’s letter and acknowledgement of country.

**8. MEETING FINALISATION**

**8.1. Review actions to be taken**

ACTION	ASSIGNED TO	STATUS
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Move future meetings to SC408 due to technical difficulties in the UNSA zoom room.	SRSM	
Revamp templates for reports, agenda item and funding requests before next meeting (mid-March).	SRSM and Chair	
VPEX and UCSR to meet with GK to discuss preparation for second campus activation meeting of the year. Change action item to in progress	VPEX, UCSR, GM SRSM	
Collective Convenor and SAR Payments Proposal to be added to the Board Agenda 23 <sup>rd</sup> February.	SRSM, Chair	
Forward any information from 2021 Welfare and Wellbeing action items: picnic rugs, self defence classes etc. to VPW	Chair	
<b>IWD:</b> Set up meeting around availabilities of WoCo Conv and VPW. VPEd, ISSC, NCCC, PSSC are interested in volunteering at events/activities on the day. VPW, WoCo Conv, VPEd, ISSC, NCCC, and PSSC volunteer for working group.	SRSM	
<b>Holi:</b> Set up a doodle poll to coordinate shifts from those who are interested in Holi Festival.	SRSM	
<b>Harmony Day:</b> Set up a doodle poll to coordinate shifts from those who are interested in Harmony Day.	SRSM	
Look over committee/senate TOR and record any edits or changes within 2 weeks. Due end of week 2: Friday 4 <sup>th</sup> March 2022.	All	
<b>SRC Vacancies:</b> Notify SRC when EOIs open for each role. Spread the word on vacancies to interested students.	SRSM All	
<b>Student Musician Directory on the UNSA Website</b> Speak to UNSA GM about the viability of this idea. Then reach out to clubs about what support could be provided by UNSA or the university. Bring feedback to next SRC meeting.	UCSR and VPEX	
Share UNSA's draft strategic plan with SRC. President's letter and Acknowledgement of Country to be added this year.	SRSM	

**8.2. Next meeting:** Monday 28<sup>th</sup> March 5:30-7:30pm in SC408 via Zoom.

**Meeting closes: 5:19pm**