

Student Representative Council Meeting #5 Minutes September 2022

A meeting of the University of Newcastle Students’ Association (UNSA) Student Representative Council (SRC) was held via zoom and in person at the UNSA Building on 5th September.

Distribution List:	<ul style="list-style-type: none"> • President- Jessica Philbrook • Vice-President Education (VPED)- Summer Harrison • Vice President Experience & Engagement (VPEX)- Georgie Cooper • Vice-President Welfare & Wellbeing (VPW)- Ruby Walker • Postgraduate Students’ Senate Convenor (PSSC) – Tegan Stettaford • International Students’ Senate Convenor (ISSC)- Sarthak Birani • Sydney Campus Committee Convenor (SCC)- Zhangxue Zhong • Newcastle Campuses Committee Convenor (NCCC)- Sam Cox • Cloud Campus Committee Convenor (CLCC)- VACANT • Central Coast Campus Committee Convenor (CCCC)-VACANT 	<ul style="list-style-type: none"> • Port Macquarie Campus Committee Convenor (PMCC)- VACANT • Queer Collective Convenor (AQC)- Frey Hewitt • Accessibility and Equity Collective Convenor (A&EC)- Jen Lowe • Indigenous Collective Convenor (INCC)- Matthew Craig • Women’s Collective Convenor (WCC)-Tyler Bridges • Parents and Carers Collective Convenor (PACCC)- Kate McAlpine • University Council Student Representative (UCSR)- Lucas Dowling • Academic Senate Representative (ASR)- Dylan Shoesmith • Student Accommodation Representative (SAR)- Holly Nicholas
Apologies	<ul style="list-style-type: none"> • ISSC, WCC apologies. President (part meeting). 	
Minute Taker:	<ul style="list-style-type: none"> • UNSA General Manager- Jennifer Hanson 	

Meeting opens:

1. WELCOME AND APOLOGIES

1.1. ACKNOWLEDGEMENT OF COUNTRY

Chair acknowledges the traditional custodians of the land, the Worimi and Awabakal people, and lands that everyone is uniquely zooming in from. Extends heartfelt respects to the traditional custodians of the lands and acknowledges that sovereignty was never ceded nor was it terra nullius.

1.2. APOLOGIES

Apologies from: WCC, ISSC & President (will arrive at approximately 6pm). VPE&E to Chaired until President arrives.

1.3. QUORUM

Chair confirms that quorum is established.

1.4. RIGHTS OF AUDIENCE AND DEBATE

Granted to UNSA General Manager.

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 MEETING

See Dropbox Folder 3.

Motion: To approve minutes from the previous meeting held July 2022.

Moved by: INCC

Seconded: NCCC

In favour: 13

Abstain: 0

Motion carried.

4. ACTION ITEMS FROM THE PREVIOUS MEETING

ACTIONS JUNE 2021 SRC MEETING	ASSIGNED TO	STATUS
Draft SRC Flying Minutes Policy.	GM, Chair. VPW drafted policy.	In progress
Create risk assessments procedure for SRC funding proposal events.	GM, Chair	Complete. See Dropbox folder 7.1.

ACTIONS FROM DECEMBER 2021 MEETING	ASSIGNED TO	STATUS
Rosella Street Buy/Swap/Sell platform Reach out to the University IT department to unblock Rosella Street from the firewall settings so students can access the platform while on campus.	NCCC to contact IT	In progress.

ACTIONS FROM FEBRUARY MEETING	ASSIGNED TO	STATUS
Revamp templates for reports, agenda item and funding requests before next meeting (mid-March).	GM and Chair	Complete

ACTIONS FROM MARCH MEETING	ASSIGNED TO	STATUS
International Students Meet Up Event Edit the funding proposal and event approval form to invite all international students to attend, add the incorporation of an activity e.g., trivia or bingo and amend date to week 8 or 9 to allow more time for planning.	ISSC	Complete
Student Feedback Channels: 1. Flesh out an online feedback form for UNSA website. 2. Explore ideas/avenues for contacting Colleges to facilitate student feedback sessions (if desired). 3. Prepare a proposal to the SRC regarding drop-in student feedback sessions.	NCCC	In progress.

ACTIONS FROM MAY MEETING	ASSIGNED TO	STATUS
SRC involvement with semester 2 events/activities Set up a roster for SRC availabilities to attend UNSA events/activities for semester 2.	Chair	Complete. See Spreadsheet here.
Mental Health Week/R U OK? Reach out to Paula for Mental Health Week/R U OK? Day plans and collective involvement.	VPW	Complete.

<p>Availability of software and hot desking</p> <ul style="list-style-type: none"> • Explore potential hot desking availability at Callaghan and if there is suitability for other campuses. • Discuss general need of hotdesking in next ed committee meeting. 	<p>NCCC</p> <p>VPEd & Committee, Campus Convenors</p>	<p>Complete.</p> <p>In progress.</p>
<p>UoN Muso's Consultation</p> <p>Prepare a report detailing the feedback provided by UoN Muso's and develop an action plan using this feedback in consultation with UNSA staff to share with the University.</p>	<p>UCSR & VPEX</p>	<p>Complete. See Dropbox Folder 7.3.</p>
<p>NUS Affiliation</p> <ul style="list-style-type: none"> • Add to board meeting agenda for next meeting. • Reach out to Chair if you need a hand to get in contact with your NUS counterpart. 	<p>GM</p> <p>All SRC</p>	<p>In progress.</p> <p>Ongoing.</p>
<p>SRC Achievements</p> <ul style="list-style-type: none"> • Create a template for SRC Achievements series of social media posts to be used throughout the year. • Create a social media post for expanded NUSpace hours. • Create a list of SRC Achievements to be shared on the UNSA website. • Incorporate SRC Achievements into page on the UNSA website and into annual reporting. 	<ul style="list-style-type: none"> • Chair, Graphic Designer • Graphic Designer • All SRC • GM & DO 	<ul style="list-style-type: none"> • In progress. • In progress. • In progress. • Ongoing.
<p>Volunteers for ALS presentation</p> <p>Email ALS with list of volunteers for UNSA presentation (ISSC, VPW, A&ECC).</p>	<p>GM</p>	<p>Complete (?).</p>
<p>Reconciliation Ball</p> <p>Purchase tickets for ICC and P&CC to attend Reconciliation Ball.</p>	<p>GM</p>	<p>Complete. <i>Sold Out.</i></p>
<p>SRC Merchandise</p> <p>Send desired size for hoodie and t-shirt to UNSA-Office for ordering</p>	<p>All SRC</p>	<p>In progress.</p>

5. GENERAL BUSINESS & FUNDING REQUESTS

5.1. Introductions.

Chair welcomes Dylan Shoesmith as the newly appointed Academic Senate Representative.

5.2. Supervisor Training & Accountability. See Dropbox Folder 5.2.

PSSC to speak on this.

PSSC gives an update on an issue that has arisen on the senate with respect to PhD, Masters and honours students who conduct research and their assigned supervisor. It has come to the attention of the PSSC that due to a lack of supervisor training and a fundamental lack of supervisor inexperience, students are reporting significant and upsetting mental health impacts. The PSSC sought SRC feedback as to how to properly escalate the issue and asked to brainstorm what actions UNSA and the PSSC may be able to take in order to address this under resourced area.

Members sought clarification from the PSSC as to what kind of events were taking place which are having an adverse impact on students. PSSC cites a lack of mentorship and engagement, the pushing out of timelines, and inflexibility from supervisors in allowing students to submit work when they wish to.

Members discussed options in order to address this. It was suggested that penning a letter of support for students (and supervisors) submitting flexibly and increasing training for supervisors would be helpful in at least starting the conversation. Members also suggested contacting the PVCSE and Academic Registrar, Laura-Anne Bull, would be helpful in platforming the student experience and enacting change. Members agreed that the PVC-SE would be best positioned to push this through Accessibility and the Student Advocates.

Ultimately, Members acknowledged that, at its roots, there is a lack of training for post-docs as well as a lack of resources for students and supervisors which is putting a strain on both student and supervisor. Perhaps if adequate training was provided, there would be more interest from Academics in engaging in supervisor roles. PSSC notes that currently, a lot of academics are more interested in researching and not as much supervising. AECC also notes that they will raise this in the EDI Committee as the DVC-A is also on said committee.

Motion in principle: Motion in principle for Tegan (as well as Jen, Kate and other any contributors) to compile a report and recommendations and send this to Laura-Anne Bull (PVC-SE)

Moved by: VPEx

Seconded by: VPW

In favour: 13

Motion carried.

5.3. Understanding the Role & Purpose of Academic Senate. See Dropbox Folder 5.3.

ASR gives an overview Callaghan undergrad academic senate rep from college of Human and Social futures. Asks if the SRC knows what the Academic Senate do and why it exists? P&CC, A&ECC & NCCC are aware of the Senate but not sure what they do entirely. Others SRC members do not indicate that they are aware of the Senate's activities.

ASR explains that at its core, the Senate is tasked with looking over teaching standards and quality, creation and review of degrees and courses, among other things. However, it is heavily geared toward maintaining and improving academic standards.

ASR and SRC acknowledge that currently there is a clear lack of knowledge on what the Academic Senate is, what it does, how it serves students etc. The ASR explains that the Senate is made up of several student reps, 2 undergrad, 1 postgrad, 1 international, 1 indigenous, all of which are volunteers.

ASR sought SRC ideas for how to promote opportunities for Student Representation across the University through Academic Senate & committees e.g., Teaching and Learning Committee, University Council, College boards. Ultimately however, the SRC agreed that a big push is needed before elections occur each year in August to maximise student involvement and awareness. SRC suggests that updates could be provided in the UNSA Newsletter and more promos could be done on UNSA channels to raise awareness of the Senate and the role on the UNSA SRC as an ex-officio.

6:03pm President enters.

5.4. SRC Elections Update. See Dropbox Folder 5.4.

President began by noting that some members of the 2022 SRC have elected to run again in the elections for 2023. Acknowledging that President stated that they would not be discussing any

nominations or candidates during this Agenda item, instead they would focus on what elections will look like if you are a current sitting representative and to what extent you should interact with elections whether you are running or not. This is important to ensure that expectations are set and that all SRC members are made to feel and be safe and comfortable. President notes that student elections can be hard sometimes and can get hairy as you have a lot of eyes on you and a lot of opinions. Unfortunately, this has been the case in previous years where some representatives were bullied as a means of advancing other student platforms in the election. As a result, guidelines are reviewed regularly to ensure they are serving elections process properly. See Dropbox for documents.

President notes that it is unacceptable for any sitting representative to use their connections or position to entice votes, and that all candidates must run on their own merits. While ever you are on the clock, you are not to discuss any nominations or elections. Be mindful of the conduct you're exhibiting while campaigning. If you are unsure, see guidelines for what is acceptable and what is not. President also highlights that if a representative is at an UNSA event in their role capacity, they are not to campaign during these events. This would be a contravention of the guidelines and it will be reported to the Deputy Returning Officer.

Ultimately, candidates must run on their own merits and engage in positive campaigning. If something happens online or in person that you feel are hurtful, unsafe, defamatory then you need to report it to the Deputy Returning Officer via the email listed in the guideline documents. Report a contravention of the rules and your job is done, they will address it from there. UNSA and the President are not involved in the election. However, President notes that UNSA unequivocally do not stand for defamation or bullying of any nature.

In sum, UNSA encourage anyone who is interested to run for a role! For Collective Convenors, these elections are separate to the standard SRC elections as they are voted on by members of the Collective only. This will be addressed before the end of the year.

5.5. Mental health Events proposal. See Dropbox Folder 5.5.

A&ECC highlights that this proposal came out of a discussion with Paula Convery on Mental Health Day. They want to look at mental health in a broader sense, not just anxiety and depression but Bipolar, Schizophrenia, etc. and the intersectionality of these in mental health. A&ECC highlights that they have had a good response within the A&ECC among volunteers with lived experience to pair them up with people. General gist is profiles will be created and then people can book in with them to chat- these would be people with lived experience. Second part is an event/expo.

A&ECC explains that the expo would be held first and then the workshop with peer to peer lived experience. In terms of dates, the A&ECC has tentatively suggested October with the final date yet to be determined by the working group and external service providers as well. Ideally, A&ECC would like to see a financial commitment for the project with gift cards being provided to the students involved to support them.

President suggests reaching out to Batyr. A&ECC notes that they have done this and plans to put together a working group to workshop the peer-to-peer phase of the proposal. SRC are keen to support this initiative and discuss components of the proposal.

SRC ask if there are going to be additional counsellors and campus care on site. A&ECC states that these supports will be part of the working group and there on the day, as well as Ally trained security guards.

Working group membership to comprise of A&ECC, PSSC, P&CCC and QCC. President is also happy to assist with coordination of the working group if needed.

5.6. Therapy Dogs proposal. See Dropbox Folder 5.6.

VPW outlines that there would be 2, possibly 3 sessions scheduled during Stress Less Week. It would be 2-5 dogs per session with their carer on a lead for 90 minutes. The total cost per session is \$720 +GST (if at least 4 sessions can be run). VPW suggests partnering with the library, so that we can run 4 sessions during Stress Less week! VPW notes that they have spoken with numerous stakeholders including the Library, Student Central, Student Wellbeing, IFS, many students, and they are all on board with the idea.

VPW notes that therapy dogs already approved to come on campus, the organisation just needs to fill out affiliate forms with IFS. Dog sessions would be held at the library for accessibility and visibility of the therapy dogs. Can have it in a separate room to make sure it is not distracting or scary for anyone who are allergic or uncomfortable with dogs. Could also split dogs at NUspace to increase visibility and accessibility of the initiative. VPW also notes that the University Library are also keen to run therapy dogs 1x month next year but this will be presented as a separate proposal in due course.

A&ECC and ASR declares conflict of interest working at the library. SRC do not perceive this as a conflict but appreciate their disclosure. A&ECC and ASR state that they will abstain from voting anyway to be safe.

Motion: For the SRC to approve the expenditure and support the initiative to support the therapy dogs in the library paying for 2 sessions.

Moved by: VPW

Seconded by: President

Abstain: A&ECC and ASR

5.7. Fruit & Veggie Boxes proposal. See Dropbox Folder 5.7.

VPW begins by outlining the proposal. UNSA to provide subsidised weekly fruit and vegetable boxes supplied at Callaghan and Ourimbah. VPW notes that fresh food is really expensive right now so this fills a gap from students not being able to make it to Free Food Friday. VPW also notes that UNSA have received lots of enquiries from students and staff as NUSA used to run this initiative successfully in the past.

VPW has spoken to 4 different providers for the initiative. The actual cost of boxes would be \$12 for students. To facilitate Ourimbah service, staff would have to transport from Callaghan to Ourimbah. Alternatively, the provider "Apple A Day" can drive to Ourimbah and do a drop off if they are paid. This would be at a \$30 per hour cost.

President states that UNSA would need to prepare a communications strategy and survey to gauge interest. VPW has spoken to Digital Officer, and he has provided an entire umbrella called "Grocery Hub" with Free Food Friday, fruit and veg boxes, pantry project, breakfast bar etc. However, agreed that more work needs to be done in this space before launching.

VPW notes that a trial at Callaghan and Ourimbah could be conducted first to see how to do it for City Campus as well to coincide with BBQ with smaller amount (25) per week. This would be until we get a regular pattern going with pre-orders. SRC note that there will need to be consideration for other campuses such as Sydney so that they can have a similar service.

VPW will set up a meeting with Apple A Day. Explore options to order through UNSA website and send orders to Apple a Day bulk order. VPW will also speak to UNSA Digital Officer about communications and promotion. Total cost for initiative is approximately \$450 per week for 50 boxes.

Motion: To support subsidised fruit and veg boxes initiative with additional supports in communications and promotions at \$450 per week for 50 boxes as a trial.

Moved by: VPW

Seconded by: NCCC

In favour: 14

Motion Carried.

5.8. Rosella Street Banner & Stall proposal. See Dropbox Folder 5.8.

VPE&E begins by explaining that the UNSA Clubs team have set up an amazing green week pop up op shop. To coincide with this, VPEx is requesting donuts and a banner to publicise the UNSA page. SRC agree this is a great idea and discuss whether an impact tracker should be implemented as well as an additional feature that students can interact with. SRC agree that this should be implemented while it is on special and is a great, tangible feature.

Motion: Approve expenditure for banner, tracker, clubs week stall and donuts

Moved by: VPEx

Seconded: VPW

In favour: 14

Motion carried.

5.9. Reviewing Outstanding Action Items.

Chair led a discussion of the SRC of outstanding action items. SRC agreed on completed actions as reflected in the Minutes.

5.10. Hours of Work and General Employment Policies.

Chair & General Manager spoke generally about employment expectations and new upcoming HR policies. More information will come when Skildare finalise the policies.

6. REPORTS

6.1. President

6.2. VP Education **Not received.**

6.3. VP Experience and Engagement

6.4. VP Welfare and Wellbeing

6.5. Postgraduate Students' Senate Convenor

6.6. International Students' Senate Convenor **Not Received.**

6.7. Newcastle Campuses Committee Convenor **Not received.**

6.8. Port Macquarie Campus Committee Convenor VACANT

6.9. Sydney Campus Committee Convenor

6.10. Cloud Campus Committee Convenor VACANT

6.11. Central Coast Committee Convenor VACANT

- 6.12. Queer Collective Convenor
- 6.13. Women’s Collective Convenor
- 6.14. Parents & Carers Collective Convenor **Not received.**
- 6.15. Accessibility & Equity Collective Convenor
- 6.16. Indigenous Collective Convenor
- 6.17. Student Accommodation Representative **Not received.**
- 6.18. University Council Student Representative **Not received.**
- 6.19. Academic Senate Student Representative

7. MATTERS FOR NOTING

- 7.1. SRC Merchandise Ordered.
- 7.2. HDR Festival Report. See Dropbox Folder 5.6.
PSSC notes the report and updates the SRC.

8. MEETING FINALISATION

8.1. Review actions to be taken

ACTION	ASSIGNED TO	STATUS
Raise need for supervisor training at next EDI Committee Meeting.	AECC	In progress
Incorporate “What Is the Academic Senate?” into UNSA Weekly Newsletter	ASR & DO	In Progress
Establish and Convene the Mental Health Event Working Group. Membership: AECC (Chair), VPW, PSSC, P&CC & QCC	AECC	In Progress
Coordinate and organise Therapy Dog Sessions	VPW	In Progress
- Set Up meeting with Apple A Day	VPW	In Progress
- Set up comms strategy and website resources	VPA & DO	In Progress
Purchase donuts, banner and tracker for Rosella Street promotion	VPEX	In Progress
Update Actions Register	President	Complete
Update Dropbox Folder Materials with late reports and other resources	President	Complete

8.2. Next meeting: SRC meeting #6 will be held on Monday 17th October in the UNSA Building and via Zoom.

Meeting closes: 7:30pm