

Student Representative Council Meeting #3 Minutes May 2022

A meeting of the University of Newcastle Students’ Association (UNSA) Student Representative Council (SRC) was held via zoom.

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 	<ul style="list-style-type: none"> • Port Macquarie Campus Committee Convenor (PMCC)- VACANT • Queer Collective Convenor (AQC)- Frey Cooper • 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)- Nivya Abraham • Student Accommodation Representative (SAR)- Holly Nicholas
Minute Taker:	<ul style="list-style-type: none"> • UNSA Acting General Manager and Student Representative Support Manager (AGM)- Jen Hanson 	
By Invitation:	<ul style="list-style-type: none"> • NUservices General Manager (NSGM)- Sarah Sylvester 	

Meeting opens: 5:35pm

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: Central Coast Campus Committee Convenor (CCCC)– Tylah Roberts

1.3. QUORUM

Chair confirms that quorum is established.

1.4. RIGHTS OF AUDIENCE AND DEBATE

Granted to AGM/SRSM and NUservices General Manger.

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 are declared.

3. CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

See Dropbox Folder 3.

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

Moved by: Chair

Seconded: Georgie

In favour: 15

Abstain: 1

Motion Carried.

4. ACTION ITEMS FROM THE PREVIOUS MEETING

ACTIONS JUNE SRC MEETING	ASSIGNED TO	STATUS
Draft SRC Flying Minutes Policy.	GM, SRSM.	In progress
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 DECEMBER MEETING	ASSIGNED TO	STATUS
Purchase 3 wobble chairs.	GM	On hold until UNSA Sensory Room is complete.
Room Hire Fees For Clubs And Societies: 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	Completed and presented on by VPEx and Clubs Manager during May Campus Activation meeting. VC has asked Venues and Events team to address room hire fees.
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. Set up Rosella Street for UNSA and choose a name for the group.	OE&EO OE&EO	In progress Complete

ACTIONS FROM FEBRUARY MEETING	ASSIGNED TO	STATUS
Revamp templates for reports, agenda item and funding requests before next meeting (mid-March).	SRSM and Chair	In progress
VPEx and UCSR to meet with GM to discuss preparation for second campus activation meeting of the year. Change action item to in progress	VPEx, UCSR, GM SRSM	Complete
Forward any information from 2021 Welfare and Wellbeing action items: picnic rugs, self-defence classes etc. to VPW	Chair	Complete.

SRC Vacancies: Notify SRC when EOIs open for each role. Spread the word on vacancies to interested students.	SRSM All	In progress
Student Musician Directory on the UNSA Website 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	In progress, see agenda item 5.5.
Share UNSA's draft strategic plan with SRC. President's letter and Acknowledgement of Country to be added this year.	SRSM	In progress

ACTIONS FROM MARCH MEETING	ASSIGNED TO	STATUS
Food options on campus: Speak with NUservices Board and GM about the limited food options available on campuses (Callaghan and Ourimbah). Explore options regarding gf/vegan/vegetarian options and potential extension of trading hours. Also request more communications to students regarding the closure of food/bev venues on campus.	VPEx	Complete, see agenda item 5.1.
Pride Week 2022: Email QCC if interested in joining the Pride Week working group. Send any ideas or suggestions to QC. Specifically, ideas for PRIDE celebrations on campuses besides Callaghan. Form the working group after mid-semester break.	All QCC	Complete. Complete.
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	In progress.
UNSA TikTok Account: Form TikTok Committee/working group consisting of VPED, WCC, SRSM, VPEx, and Opus Editor. Chair to help review policy and approvals. Ask Opus Editor if they would be interested in sitting on the committee/working group.	VPED SRSM	In progress
Access to University Software on Personal Computers: Further investigate this issue with individual cohort. Tabled for the next SRC meeting when NCCC is present. Contact IT to investigate the scope of this proposal to see what is possible.	All SRSM NCCC	Complete, see agenda item 5.4.
Student Feedback Channels: <ol style="list-style-type: none"> 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. 	VPEx & Chair	In progress, see agenda item 5.1.
Tertiary Blood Drive: Look into the courtesy bus and/or mobile blood drive bus and incentive options. Contact AD Student Wellbeing Stephanie Brookman to ask who would have organised the mobile bus.	VPEx VPEx	In progress
Ukraine/Lismore Fundraiser(s) <ol style="list-style-type: none"> 1. Research reputable charities for students to donate to. 2. Provide contact details for Vinnies club to VPEx. 	VPEx	In progress

3. Reach back out to Student Central Staff on what the next steps would be in coordinating a charity gig.	VPEd VPEX	
VPW Items for noting: Table these for next meeting.	SRSM	Complete, see item 6.2
Volunteers for City Campus Free Lunch: Send out via doodle poll.	SRSM	Complete, filled by staff.

5. GENERAL BUSINESS & FUNDING REQUESTS

5.1. Food options on campus

NSGM is interested in SRC feedback/suggestions regarding food options on campus. GMNS has been in their role since 1st June 2021 and brings an extensive retail background in luxury and shopping centre management.

NSGM works closely with IFS (Infrastructure and Facilities Services) on venue management, retailer property management (e.g., the retail outlet at Ourimbah, Post Office, University merchandise sales, Local Connections) and looks after service agreements (e.g., Bar on the Hill). Takes SFUN survey results into account, and notes that food and beverage is #1 issue on campuses in general this year. NSGM acknowledges there is a lot of work to do to align student experience with commercial retailing. The focus is now on making improvements to retail spaces following the loss of the Hunter Building (five tenants); and Shortland (four tenants) due to wet weather and safety issues. This has given NUServices the opportunity to reimagine what Shortland retail spaces could be like. This is where the critical mass of people is on campuses. Rule of thumb is for every 3K people on campus, one retail outlet is viable in a seasonal environment such as Callaghan campus.

IFS is currently looking to students for feedback to open the Shortland space to retail and increased student dwell zones. The Isabella student social space (next to Shortland) is launching in semester 2.

NSGM opens the floor to the SRC for questions:

- SRC: Is accessibility considered for planning of new retail spaces?
 - NSGM: Yes, legally it must be considered.
- SRC: Will retailers possibly stay open after 2pm in the future?
 - NSGM: Yes. For example, Pinkies has expanded hours although many have been hit by COVID-19 on and off resulting in closures. The biggest challenge is communicating to students in a timely manner regarding food and bev operations and offers etc.
- SRC: Will the Ourimbah library café be opening back up?
 - NSGM: Yes, the Ourimbah library café will be opening back up for the morning rush during semester 2.
- SRC: Is there scope for hiring students to staff on-campus retailers? (Students are more inclined to support retailers that employ students).
 - NSGM: Yes, this is done by NUServices already e.g., Local Connections.
- SRC: Have you considered offering discounts for students at local food retailers in the CBD"?
 - NSGM: No, not yet.
- SRC: What is the plan with the food trucks on Callaghan Campus?

- Food trucks are a temporary solution to fill the gap resulting from retailers being closed for renovations (Shortland and Hunter Building retailers). There is now a pool of operators that have been inducted into beacon system (compliance, liability insurance etc.) that are permitted on campus. Soon retailers will be sat down and shown feedback from SFUN survey so that they know what the students want.

GMNS offers to speak to the SRC a few times per year with an update and suggests UNSA could work with GMNS to facilitate use of retailers for UNSA's free lunch offerings.

5.2. Student Feedback Channels – Semester 2 BBQs.

VPEX proposes that SRC members attend the weekly BBQs, perhaps on a roster, but instead of serving, be available to chat with students and take their feedback about their university experience. UNSA could set up a stall/table with a sign to invite people over. They could have a particular question to ask people each week and/or just be a general feedback station.

Chair adds that it is *absolutely essential* for SRC to be present and engaged at UNSA events. This is to both support service provision and ensure advocacy for students. It would also be a great chance to hand out flyers on UNSA's mission, services, collectives, clubs etc.

Chair will set up a roster for SRC availabilities to attend UNSA events/activities for semester 2.

5.3. HDR Festival Event

PSSC has been helping university Grad Research to provide feedback and ideas for the week-long HDR fest coming up at the end of June. This will include 3-minute thesis (3MT) session, poster competition and social event which PSSC had planned to get SRC input on. Since the agenda was sent out, this social event has been tabled for now but may be happening during mental health week/ R U OK? Day instead of the HDR festival. There is a big networking event happening instead.

5.4. Access to software on home computers

NCCC gives an overview of the proposal. There is a lot of software that is only available on university computers, which presents a challenge to students who do not live near campus. Some drive an hour or more to use the computer software (e.g., Adobe Suite). NCCC also adds that the ability to hot desk with connection to monitors/keyboards/mouse etc. would be very useful so that students are not restricted to laptops.

Chair suggests NCCC speak to the VPEd and Education Committee to discuss this issue in depth.

5.5. UoN Muso's x UNSA SRC Consultation

UCSR and VPEX conducted a consultation session with UoN Muso's. Paper details what has arisen from consultation and how UNSA can act on their feedback.

AGM suggests integrating UoN Muso's to the 'student music program' which was a program Student Central used to provide that UNSA is now helping with. Chair suggests UCSR and VPEX prepare a report and action plan from the consultation sessions that can be brought to the university and that UNSA can use to leverage for future SSAF negotiations.

Motion: For the UNSA SRC to note the feedback sourced by UCSR & VPEX from the UoN Muso's Club in conducting an UNSA SRC x UoN Muso's club consultation; approve UCSR & VPEX to create a report detailing the feedback provided by UoN Muso's and develop an action plan using this feedback in consultation with UNSA staff and bring to the University.

Moved by: USCR
Seconded by: VPEx
In favour: 15
Opposed: 0
Motion Carried.

6:53pm ASR leaves meeting.

5.6. NUS Affiliation

National Union of Students (NUS) is the peak representative body for University and tertiary education students with both state and national branches. UNSA was a member in 2020 and 2021, as were previous associations at UON. The University DVC-A is an avid supporter of the NUS and encourages UNSA to affiliate. NUS affiliation offers a range of membership benefits. First it would allow us to network and benchmark with counterparts across Australia and understand issues affecting universities in Australia and how these may or may not differ. Any student representative can also apply for a role on the NUS. Second, it provides protection if any issues would arise between the University (e.g., La Trobe University Student Association). Third it provides access to media, community activist groups, and state and federal legislators that we would never have access to ourselves. Fourth, it provides opportunity to attend national conferences and specific conferences catering to specific cohorts etc.

As a regional campus, it costs around \$5K for membership. There is a portion of our SSAF agreement specifically delegated to fees such as this, as such it would not cost us any extra funding. Chair is empowered to make this decision and expenditure but prefers to seek feedback from the SRC first. SRC members share their experiences with the NUS and NUS delegates and that they are extremely helpful and beneficial as an SRC member.

Motion: That the SRC formally endorse the decision to affiliate with NUS.

Moved by: Chair
Seconded: VPW
In favour: 15
Opposed: 0
Motion carried.

6. REPORTS & INTRODUCTIONS

- 6.1. President**
- 6.2. VP Education**
- 6.3. VP Experience and Engagement**
- 6.4. VP Welfare and Wellbeing**
- 6.5. Postgraduate Students' Senate Convenor**
- 6.6. International Students' Senate Convenor**
- 6.7. Newcastle Campuses Committee Convenor**
- 6.8. Central Coast Campus Committee Convenor**
- 6.9. Port Macquarie Campus Committee Convenor VACANT**
- 6.10. Sydney Campus Committee Convenor Not received.**
- 6.11. Cloud Campus Committee Convenor VACANT**
- 6.12. Queer Collective Convenor**
- 6.13. Women's Collective Convenor**
- 6.14. Parents & Carers Collective Convenor N/A**
- 6.15. Accessibility & Equity Collective Convenor N/A**

- 6.16. Indigenous Collective Convenor** N/A
- 6.17. Student Accommodation Representative**
- 6.18. University Council Student Representative**
- 6.19. Academic Senate Student Representative** N/A

Chair invites SRC to speak to their reports:

- VPEx attended the most recent Campus Activation Committee meeting to present clubs update with Clubs Manager. We have been invited to future meetings to present updates on clubs, SRC and UNSA as a whole.
- NCCC is looking into 'soup for students'. Will be attending Q Building Community Security Review, any members see him if they have questions or concerns to be brought to attention of Committee. Chair and NCCC met with John Fischetti to successfully expand NUspace hours to 6am-1am everyday!
- VPED is making an education complaints portfolio to collate info concerns and issues that have been coming up. Will continue to add to the list as the year goes on.

7. MATTERS FOR NOTING

7.1. SRC Volunteers for presentation:

Academic Learning Support has requested 1-2 volunteer(s) from the SRC to conduct a short presentation about UNSA as part of a welcome program for international students. Session will be held 1:00-1:30 on Thursday 23rd June, but the date is slightly flexible.

7.2. Reconciliation Ball:

Requesting another SRC member to attend the Reconciliation Ball with Indigenous Convenor. P&CC volunteers to attend.

7.3. VPW items for noting:

- 7.3.1.** Therapy dogs – VPW is still looking into quotes for Newcastle-based doggies, with SRC support.
- 7.3.2.** Environment collective – VPW is working on gaining representation for environmental causes within the UNSA SRC. This role (if it is created) would involve integration with Community Garden, (previously existed under NUSA), collaboration with clubs like NUSEC and Wilderness society, and help lead environmental events/activities throughout the year. There is an argument against this being a collective since it is not an identified equity group like the five existing collectives and the environment is everyone's responsibility. Still workshopping this idea with UNSA and university staff.
- 7.3.3.** Getting involved with community groups – VPW suggests UNSA SRC increase support to community groups and campaigns. VPW had the chance to meet with the head of Hunter Workers Alliance and May Day rally would be a chance for the SRC to support.
- 7.3.4.** Pill testing kits -- VPW is also working with University Community Drug Action Team (CDAT) on bringing back pill testing kits and workshops for students.

7.4. Sizes for SRC merchandise:

AGM asks SRC to please send sizing preferences to UNSA office if you do not have SRC merchandise. Merchandise includes name badge, hoodie (sizes unisex S-XXL), t-shirt (women's 8-20 or unisex S-XXL).

7.5. Semester 2 events and activities for SRC to get involved with:

- HDR Festival: Thursday 30th June (semester break)

- Semester 2 Orientation: Wednesday 13th Callaghan, Thursday 14th Ourimbah, Friday 15th NUSpace. Includes BBQs and Our Shout sessions (TBD).
- Welcome back party at Bar on the Hill: Wednesday 20th July (Week 1)
- Auto Week: week of 1st August (Week 3)
- Pride Week: week of 22nd August. (Week 6)
- R U OK? Day Thursday 8th September (Week 8)
- Colour Run at Ourimbah Campus week of 12th September. (Week 9)
- Clubs Week, Oktoberfest, and Interfaculty sports event: (Week 10)
- Green Week: week of 10th October (Week 11)
- Halloween week of 24th October: movie night, party at bar on the hill etc. TBD (Week 13)
- UNSA Ball: Friday 18th November TBD

Chair asks SRC to note the big events/activities coming up for semester 2. Bigger events will have working group formed for them.

Chair shares important notices for Collectives:

- Privacy of members: some collectives have members that will want to keep their membership private. Privacy and confidentiality of collective members are of utmost importance. If you are in a meeting or with each other (representing your cohort) and you are speaking about a member of a collective, please ensure you do not share names and keep this anonymous. We are entrusted with confidential information, and we are to keep this private.
- Boundaries: your role is to lead your portfolio, please understand this role and ask questions if you do not understand. We all have distinct roles to play, and we need to let others have space to grow in their own role. We are all human and we may make mistakes, but please be mindful of this.

8. MEETING FINALISATION

8.1. Review actions to be taken

ACTION	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	
Mental Health Week/R U OK? Reach out to Paula for Mental Health Week/R U OK? Day plans and collective involvement.	VPW	
Availability of software and hot desking <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. 	<ul style="list-style-type: none"> • NCCC • VPEd, Ed Committee, Campus Convenors 	
UoN Muso's Consultation 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.	UCSR & VPEx	
NUS Affiliation		

<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. 	<ul style="list-style-type: none"> • AGM • All SRC 	
<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 • AGM 	
<p>Volunteers for ALS presentation</p> <p>Email ALS with list of volunteers for UNSA presentation (ISSC, VPW, A&ECC).</p>	AGM	
<p>Reconciliation Ball</p> <p>Purchase tickets for ICC and P&CC to attend Reconciliation Ball.</p>	AGM	<i>Sold out</i>
<p>SRC Merchandise</p> <p>Send desired size for hoodie and t-shirt to UNSA-Office for ordering.</p>	All SRC	

8.2. Next meeting: SRC meeting #4 will be held on Monday 18th July in the UNSA Building and via Zoom.

Meeting closes: 7:39pm