

DEAKIN UNIVERSITY STUDENT ASSOCIATION INC

STUDENT COUNCIL MEETING MINUTES




1st MEETING

25 January 2018

10:00AM

Warrnambool Campus – Room A3.41



-  Indicates starred item
-  Indicates document attached
-  Indicates document absent

DUSA Student Council

Thursday 25 January 2018
Commencing at 10:00AM
Warrnambool Campus
Room A3.41

The meeting notes that it meets on the land of the Gunditjmara people and we pay our respects to their elders past and present.

Procedural Matters

1.0 Welcome

- 1.1 The Chair, Lauren Hustwaite formally welcomed all in attendance and declared the meeting open at 10:02AM.

Present

Lauren Hustwaite	President – Chair
Jacinta Spithill	Vice President
Jean-Marc Kurban	General Secretary
Nick O'Neill	Assistant General Secretary
Dani Timtschenko	Welfare Officer
Tegan Whitten	Education Officer

Present for Debate

Vanessa Agar	Queer Officer
Alex Zhang Wang	International Officer
Tam Hovenga-Wauchope	Burwood Campus Coordinator
Josh Gilligan	Cloud Campus Coordinator

By Invitation

Sue Rolland	General Manager
Tania Evans	Manager – Bookshop & Retail
Robyn Barnden	Services Manager
Gavin Hodgkinson	Advocacy Manager
Lee Emberton	Student Engagement Manager

Observers

None

Minute Taker

Annette Allen	Executive Officer
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1.2 Apologies

Amo Chakravarthy	Community Engagement Officer
Alannah Buller	Social Engagement Officer
Peg O'Keefe	Warrnambool Campus Coordinator
Abir Mahmud	Geelong Campus Coordinator

1.3 Absent

None



2.0 Question Time

The Chair advised no questions had been received prior to the meeting, and asked if there were any questions. None were received.

3.0 Starring

- 3.1 The following items were starred for further discussion (*including automatic starring as per agenda*):
 - 3.2 To consider a recommendation from the Chair that all remaining unstarred reports be received without further discussion.
 - 3.3 To consider a recommendation from the Chair that all remaining unstarred items on the agenda be received and that all recommendations therein be approved without further discussion.
 - 4.1 Minutes of the Student Council meeting dated 13 December 2017
 - 4.2 Actions arising from the Minutes
 - 5.0 Leave of Absence requests
 - 7.0 Strategic Matters of Importance
 - 9.0 Policy, Procedures and Systems
 - 10.0 Reports and Operational Matters
 - 10.1 Human Resources
 - 10.2 Finance Report and Profit & Loss (verbal)
 - 10.3 Ratification of 2018 Budget
 - 11.0 Minutes of DUSA's Committees Received
 - 12.0 Reports Received
 - 13.0 General / Other Business
 - 13.1 Update on Bookshop
 - 14.0 Next Meeting
 - 15.0 Meeting Closed

Items Requiring Resolution

- 3.2 To consider a recommendation from the Chair that all remaining unstarred reports be received without further discussion.

SC01/250118:					
The Student Council agrees that all remaining unstarred reports be received without further discussion.					
Moved:	Lauren Hustwaite	Seconded:	Jean-Marc Kurban		
For:	6	Against:	0	Abstain:	0
Carried					

- 3.3 To consider a recommendation from the Chair that all remaining unstarred items on the agenda be received and that all recommendations therein be approved without further discussion.



SC02/250118:

The Student Council agrees that all remaining unstarred items on the agenda to be received and that all recommendations therein be approved without further discussion.

Moved:	Lauren Hustwaite	Seconded:	Nick O'Neill		
For:	6	Against:	0	Abstain:	0

Carried

4.1 Minutes of the Student Council Meeting

The Chair advised she would move a motion to accept the Minutes of the previous Student Council meeting held on 13 December 2017.

SC03/250118:

That the Minutes of the Student Council Meeting dated 13 December 2017 be confirmed as a true and accurate record of proceedings.

Moved:	Lauren Hustwaite	Seconded:	Jean-Marc Kurban		
For:	6	Against:	0	Abstain:	0

Carried

4.2 Actions Arising from Minutes

The Chair referred to the Action Sheet and advised there was one action from the December 2017 meeting which was outstanding.

Minor amendment to General Regulations

The Executive Officer spoke to this item and advised the amendments to the regulations had been provided in the papers. This was a minor change and was required as there was a typo in the regulations which had been raised at the December meeting and needed to be corrected. The regulations had incorrectly referred to clauses 27.6 and 27.7 when they should have referred to 28.6 and 28.7. The Executive Officer advised this would not require a motion from Student Council as it was not changing the content or meaning of the regulations, but simply correcting a numbering error and she would make this amendment and upload the amended regulations to the DUSA website.

The Chair advised this item was now completed and could be struck from the action list.

5.0 Requests for Leave of Absence

The Chair advised that several requests for leave of absence had been received. The first was from the Warrnambool Campus Coordinator for the period 19 February to 2nd March 2018 inclusive and she would now move a motion to approve this request. Requests were also received from Amogh Chakravarthy and Alannah Buller.

SC04/250118:

That the Student Council approves a leave of absence for Peg O'Keefe for the period 19 February 2018 to 2nd March 2018 inclusive.

Moved:	Lauren Hustwaite	Seconded:	Tegan Whitten		
For:	6	Against:	0	Abstain:	0

Carried



The Chair advised she would move a motion to approve a leave request from Amogh Chakravarthy for the period 1 January to 14 February 2018 inclusive.

SC05/250118:

That the Student Council approves a leave of absence for Amogh Chakravarthy for the period 1 January to 14 February 2018 inclusive.

Moved:	Lauren Hustwaite	Seconded:	Jacinta Spithill
For:	6	Against:	0
		Abstain:	0
Carried			

The Chair advised she would move a motion to approve a leave request from Alannah Buller for the period 10 January to 26 January 2018 inclusive.

SC06/250118:

That the Student Council approves a leave of absence for Alannah Buller for the period 10 January to 26 January 2018 inclusive.

Moved:	Lauren Hustwaite	Seconded:	Jean-Marc Kurban
For:	6	Against:	0
		Abstain:	0
Carried			

6.0 Board Grant Applications

The Chair advised that no Board Grant applications had been received for this meeting.

7.0 Strategic Matters of Importance to Members

The Chair advised that no items had been received, and asked if anyone had anything they would like to discuss under strategic matters.

The Chair spoke regarding the fiscal outlook and the proposed changes to the higher education reforms package. These changes had first appeared last year, but did not get through and have now reappeared again. The proposed changes to the HECS repayment will mean the threshold will change from \$55,000 to \$45,000 which is significant and will impact many students. This has yet to be passed through Senate. There is also a proposal to cap student loans at \$100,000 (or \$150,000 for medical, dental and veterinary students).

The Cloud Campus Coordinator outlined some further information regarding taxation issues which we may want to watch in future.

The Chair requested that the Cloud Campus Coordinator circulate this information to everyone.

The Chair further advised that the Commonwealth Grants Scheme has been capped and frozen at 2017 levels, and will be re-evaluated in 2020 by population growth. This has already been approved and passed through Senate. This impacts on Deakin's funding and could also impact on the number of students receiving offers.

Action: Cloud Campus Coordinator to provide information regarding taxation issues to the Student Council



VTAC offers are out with offers going through to February.

The numbers for Warrnambool Campus are up which is good to see. This information came via the local standard newspaper.

The Cloud Campus Coordinator suggested that we should be selling this as DUSA did a lot of work to support Warrnambool Campus.

8.0 Regulations and Constitution

The Chair advised there were no items for discussion under regulations, apart from the minor amendment which had already been advised in the action items.

9.0 Policy, Procedure & Systems

9.1 *Monthly Compliance Reporting – January*

The Chair advised the status of financial compliance reporting due in January had been provided in the Agenda, and unless there were any questions regarding this we would move on to the next item.

The Executive Officer provided some background information to the new Student Council members regarding the purpose of providing the status of financial compliance reporting to the Board.

The Chair requested the Executive Officer provide the annual compliance reporting schedule to the Student Council as a point of reference for them.

Action: Provide the annual compliance reporting schedule to the Student Council.

10.0 Reports and Operational Matters

The Chair advised she would refer to the General Manager to provide an update on Human Resources and Finance.

10.1 *Human Resources*

The General Manager spoke to this item and advised that we are about to appoint a Marketing Coordinator. We have got a very good candidate and an offer will be made to her today. If she accepts the offer, she will need to provide two weeks-notice to her current employer.

The General Manager advised we have recently engaged a graduate in communications to work with us part-time at Burwood Campus. This graduate has a particular interest in social media and photography, and it is great to be able to provide some experience to another Deakin graduate.

We will also be offering a short-term contract to an extremely experienced corporate partnerships person to conduct a feasibility study for us on corporate partnerships. We have been getting a lot of feedback that this could be a worthwhile venture, but before we proceed any further we need to do the feasibility study to ensure this is an avenue that is worth proceeding down. Our membership and reach to students is very attractive to corporate organisations.

The General Manager provided some statistics on DUSA memberships and comparisons with 2017 figures.



The General Manager took questions regarding the potential corporate partnerships venture.

The Student Engagement Manager advised that he is looking to engage a person based in Geelong for a six month project role, and provided some further detail on what this role would entail. A preferred candidate has been identified who is a past Deakin student, and we hope to receive news today that this candidate has accepted the position.

Staff Survey

The General Manager outlined the purpose of the staff survey advising that it is also a tool to assist in developing the staff engagement strategy. There was a higher participation result than received from last year's survey. The General Manager provided further data obtained from the survey.

Questions were taken by the General Manager, who also advised that the style of survey will change next year to enable us to obtain more usable data.

10.2 **Finance Report & Profit and Loss**

The General Manager provided a verbal finance report and advised that it appears we may exceed the forecast. There is a lot of work currently being undertaken on our end of year figures.

10.3 **Ratification of 2018 Budget**

The Chair advised that a copy of the 2018 Budget had been included in the papers, and noted that the 2017 Student Council had recommended the budget be formally approved in January by the 2018 Student Council.

The Chair asked if there were any further questions regarding the budget.

The General Manager spoke further to the 2018 budget.

The Chair advised she would move a motion to formally approve the 2018 budget as submitted.

SC07/250118:

That the Student Council ratifies the 2018 Budget as submitted, as per clause 62.4 of the Constitution.

Moved:	Lauren Hustwaite	Seconded:	Dani Timtschenko
For:	6	Against:	0
		Abstain:	0

Carried

11.0 **Minutes of DUSA Committees**

The Chair advised the Minutes of DUSA Committees received this month were from the Executive Committee for a meeting held on 28 November 2017, and she would now move a motion to endorse the Minutes of this committee.

SC08/250118:

That the Student Council receive the Minutes of DUSA's Committees and resolutions therein be endorsed as decisions of DUSA.

Moved:	Lauren Hustwaite	Seconded:	Jacinta Spithill
For:	6	Against:	0
		Abstain:	0

Carried



12.0 DUSA Reports

The Chair referred to the reports advising that it was really good to see that we had received almost a full quota of reports for this month. The Chair asked if any of the Managers or Student Council would like to speak further to their reports.

The Assistant General Secretary advised that he intends to spend some time this year reviewing the Constitution and Regulations to clean these up.

The Queer Officer advised that the Pride March is taking place in St Kilda on Sunday 28th January and encouraged everyone to come along. Deakin will be located in Wave R5.

The Student Engagement Manager advised that Henrietta Lawrence, a Deakin student had been selected to represent Australia at the World University cross-country championships this year. Student Engagement team member Sheridan, will be reaching out to her to see if we can support her campaign.

The Cheerleading Squad headed to Orlando, Florida in January on a self-funded trip. They finished fifth in the world in their chosen routine. We will do a communication push via social media when we receive some further info from the club on this.

The General Manager spoke regarding the website redevelopment and advised that PACE are hoping to have a draft available for the February meeting for everyone to review.

SC09/250118:

That the Student Council receive all presented and written reports.

Moved: Lauren Hustwaite

Seconded: Tegan Whitten

For: 6

Against: 0

Abstain: 0

Carried

Items for Discussion

13.0 General / Other Business

The Chair advised that the Retail Manager would now provide an update on the status of the bookshop.

13.1 Bookshop Update

The Retail Manager spoke to this item and provided an update on the current status of the bookshop. She further outlined some history regarding bookshop sales for the benefit of new Student Council members, and also provided statistics on staffing and sales.

10:56AM The Cloud Campus Coordinator left the meeting.

The Retail Manager further advised that while we are currently still making a profit, there is a need to make some changes to the way we run the bookshops due to the gradual decline in book sales and the fact that the average spend per customer has also declined.

The Retail Manager spoke to the report received from the Retail Doctor and the recommendations contained therein, noting that we have already implemented many of the recommendations. We are also holding regular 'Retail Working Group' meetings and these are attended by Deakin Academics who provide their input.



We have also implemented many new items into the bookshops which did increase the foot traffic through stores, but did not necessarily reflect through to increased profits.

Book net software has now been upgraded throughout. This was a very long-winded process, but is now finalised which means we can now liaise with the website people to upgrade our website. It is important to stress to students that all profits from DUSA bookshops go back into DUSA to provide services to students, such as the DUSA scholarships. It is important for everyone to promote the bookshop, not just staff.

The Retail Manager finished off by advising that she would be happy to receive any suggestions to assist or improve bookshop sales.

Discussion ensued regarding Deakin tiles.

The Chair advised it is important for us all to be staunch advocates of the bookshop, as we provide peer to peer influence to students and can make sure that they are aware that all profits go back into supporting students. We can also ask Lecturers if we can do a spruik to new students regarding using the DUSA bookshop.

Questions were raised regarding speaking at Faculty Welcomes, as parents also attend these along with students making it a good area to target.

The General Manager advised that we need to work on our relationships with the faculties so that we can get some time from them to promote the bookshop to incoming students.

A copy of the Retail Doctor Report was requested.

<p>Action: The Retail Manager to circulate the document she referred to during her verbal report, plus a copy of the Retail Doctor report to the Student Council for their information.</p>
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The Chair asked if anyone had any other items they would like to discuss under General or Other Business.

The Chair spoke to the recent changes to parking on campus outlining some of these, such as no annual general parking permits available at Waterfront campus. We need to ramp up our campaign regarding parking issues in Trimester 1 to target new students and also obtain their responses as it will be good to get some data out of this.

The Chair advised that O'Week is coming up shortly, and it has been good to see the collaboration between the Student Council and staff leading into this period. It is important for Student Council to take an active role during O'Week. A roster will be circulated shortly to ensure we have a presence at the various events during O'Week.

The Student Engagement Manager advised that the energy and enthusiasm received from Student Council regarding working collaboratively has been very exciting. Each local Campus Committee have conducted workshops regarding what they would like to see happening on their campuses this year, including Cloud Campus students.

The Student Engagement Manager further outlined some of the themed weeks, including Pride Week where we will have the message 'Australia said Yes, but now what?'. SHAG Week will focus on the first steps towards cultural change and to open the dialogue around sexual health. We would like the Campus Committees to take the messages and engage locally with students on their campuses.

The Chair encouraged everyone to keep the momentum and energy going on this.



The Chair advised she would now move the meeting in camera.

SC10/250118:

That the Student Council meeting move In Camera at 11:19AM.

Moved: Lauren Hustwaite

Seconded:

Nick O'Neill

For: 6

Against:

0

Abstain: 0

Carried

SC11/250118:

That the Student Council move Out of Camera at 11:52AM.

Moved: Lauren Hustwaite

Seconded:

Dani Timtschenko

For: 6

Against:

0

Abstain: 0

Carried

The General Manager took questions regarding memberships, and outlined the statistics regarding the increase in memberships for 2018 advising that we are currently up by 23% as of this week.

Items for Noting

14.0 Next Meeting

The Chair advised the next meeting of the DUSA Student Council was scheduled for Thursday 22nd February via VMP.

15.0 Close of Business

There being no further business, the Chair declared the meeting closed at 11:59AM.

STUDENT COUNCIL MEETINGS ACTION SHEET

Number	Action	Responsibility	Status
13 December 2017 Meeting			
SCA01/131217	Clauses 28.6 and 28.7 of the Regulations to be amended by the incoming 2018 General Secretary and the Assistant General Secretary as they refer to incorrect clauses	Jean-Marc Kurban / Nick O'Neill	Completed
25 January 2018 Meeting			
SCA01/250118	Circulate information to the Student Council regarding taxation issues discussed at January meeting	Josh Gilligan	
SCA02/250118	Provide the annual compliance reporting schedule to the Student Council	Annette Allen	
SCA03/250118	Circulate the document referred to during the Retail Manager's verbal report, plus a copy of the Retail Doctor report to the Student Council for their information	Tania Evans	