

DEAKIN UNIVERSITY STUDENT ASSOCIATION INC

# **STUDENT COUNCIL MEETING MINUTES**




10th MEETING

27 September 2018

11:00AM

Burwood Campus – Building A Boardroom



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

## DUSA Student Council

Thursday 27 September 2018  
Commencing at 11:00AM  
Burwood Campus – Building A Boardroom

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

### Procedural Matters

#### 1.0 Welcome

- 1.1 The Chair, Lauren Hustwaite formally welcomed all in attendance and declared the meeting open at 11:02AM.

#### Present

Lauren Hustwaite	President and Chair
Jean-Marc Kurban	General Secretary
Nick O'Neill	Assistant General Secretary
Tegan Whitten	Education Officer
Amogh Chakravarthy	Community Engagement Officer
Dani Timtschenko	Welfare Officer

#### Present for Debate

Vanessa Agar	Queer Officer
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#### By Invitation

Sue Rolland	General Manager
Robyn Barnden	Services Manager
Gavin Hodgkinson	Advocacy Manager

#### Observers

None

#### Minute Taker

Annette Allen	Executive Officer
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#### 1.2 Apologies

Alannah Buller	Social Engagement Officer
Jacinta Spithill	Vice President ( <i>on leave</i> )
Josh Gilligan	Cloud Campus Coordinator
Alex Zhang Wang	International Officer
Abir Mahmud	Geelong Campus Coordinator
Tam Hovenga-Wauchope	Burwood Campus Coordinator ( <i>on leave</i> )
Fionna Cooper	Finance Manager
Tania Evans	Retail Manager
Lee Emberton	Student Engagement Manager

#### 1.3 Absent

Peg O'Keefe	Warrnambool Campus Coordinator
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## 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 23 August and 31 August 2018
  - 4.2 Actions arising from the Minutes
  - 5.0 Leave of Absence
    - 5.1 Approve leave of absence for Jacinta Spithill
  - 7.0 Strategic Matters of Importance
  - 8.0 Regulations & Constitution
    - 8.1 Amendments to General Regulations
  - 9.0 Policy, Procedures and Systems
    - 9.1 Monthly compliance reporting
  - 10.0 Reports and Operational Matters
    - 10.1 Human Resources
    - 10.2 Finance Report and Profit & Loss
  - 11.0 Minutes of DUSA's Committees Received
  - 12.0 Reports Received
  - 13.0 General / Other Business
    - 13.1 Managing Corporate Partnerships with Salesforce
    - 13.2 Program Evaluation
    - 13.3 No Confidence Vote – NUS Queer/LGBTI Officer
    - 13.4 Education & Welfare Survey
    - 13.5 Enrol to Vote Campaign
  - 14.0 Next Meeting
  - 15.0 Meeting Closed



#### 4.2 Actions Arising from Minutes

The Chair referred to the action sheet to update the status of action items from previous meetings.

***Social Engagement Officer and Student Engagement Manager to follow up with the Deakin Law Student Society to monitor the progress of their application and how funding is expended***

The Social Engagement Officer & Student Engagement Manager were not present at the meeting. The Chair updated the status of this item and the following item. Strike from list.

***Social Engagement Officer to circulate information received from the Deakin Law Student Society regarding the use of grants funds***

The Chair advised that Chris Erickson had notified her that no Cloud or Warrnambool students had taken up this event. DUSA's Finance Manager is currently arranging for funds to be reimbursed back to us as they had not been utilized. Strike from list.

**Action:** Social Engagement Officer to liaise with Sophie and the Student Engagement team to determine how we can better support Cloud and Warrnambool with events

***Set up a Working Group regarding the 'My Health' records, to initially interrogate the pros and cons list and invite other Student Council to further discussions***

The Education Officer advised the first meeting had been held, were it had been decided to create an Info-Graphic, assuming that Student Council were happy with this approach. The Info-Graphic would include the pros and cons. An email had been sent to Student Council to obtain their thoughts on this, however she did not receive much response to the email.

Discussion ensued. It was noted that the target date was completion before 15 November.

The Chair requested the Info-Graphic be distributed among Student Council first before sending out more widely, and thanked the Education Officer for taking the lead to work on this.

Item ongoing.

***General Secretary, Assistant General Secretary to work with General Manager to establish regulations around the adequacy of insurance coverage and annual reporting to Student Council, and report back to Student Council once this has been finalised***

The General Manager advised all disclosure forms had been sent back to the University Lawyers, and after discussion at the last Student Council meeting it had been decided that this item would be included in the annual compliance reporting at Student Council Meetings.

Strike item from list.

The Chair requested action items for inclusion in the September and January meetings.

**Action:** Executive officer to include the following compliance items in the agenda for future Student Council meetings:-

- 'Insurance disclosure forms to be completed' – September Meeting
- 'Insurance policies to be in place' - January Meeting

***Schedule the first meeting of the 'My Health' records Working Group for next week***

The Executive Officer confirmed this had been scheduled and held.

Strike from list.



The Chair noted that there will be some suggestions for amendments to our elections regulations which will come out of the Returning Officer's report, and she strongly recommends that these are implemented as soon as possible, with the first batch of amendments to come through for the October Student Council Meeting.

## **9.0 Policy, Procedure & Systems**

### **9.1 *Monthly Compliance Reporting – September***

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

## **10.0 Reports and Operational Matters**

The Chair advised that 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 there had been a couple of changes in staffing recently. We have started advertising for a Financial Counsellor to join the Advocacy team 2-3 days per week. To date six applications had been received, which is good as this may potentially be a difficult role to fill.

We are also advertising for a six month position to fill Jess Salomone's role, as Jess is stepping into another role within Advocacy. We have also had a good response to this role.

A number of staff are on leave at the moment, especially in the bookshop during the quiet time.

The Chair noted the good work being done by the bookshop staff in transitioning to the new on-line model.

The General Manager advised that in early to mid-October we should be able to do a soft-launch on the new bookshop.

### **10.2 *Finance Report & Profit and Loss***

The General Manager spoke to this item and advised the figures are looking good, however we need to ramp up our expenditure. There will be some costs to come out of the University Games. Overall, the figures are looking good.

We have had close to an additional \$100,000 income from the \$5 increase in the gold membership price, which is a great result. We may also see a surplus of close to \$85,000 by the end of the year. The balance sheet is looking strong, and our investments are doing well. We may be in a position to invest further funds early next year, but will confirm this at that time.

11:32AM The Services Manager left the meeting.

General Manager provided information on recent clubs activities.

Discussion and questions ensued regarding finance.

The General Manager provided some information and statistics on memberships.





The Community Engagement Officer advised he had attended a Campus Committee meeting where various issues had been discussed. There had been some complaints about The Mez not being accessible in the evening, as there was no access from the top level. However, students could come up from the ground floor.

Discussion ensued around 24 hour access to the Mez.

The General Manager advised that there is a Security detail in place, so it may be a requirement that students need to go via Security to enter The Mez.

The Education Officer suggested that complaints around this could be taken to the Student Complaints meeting.

The Advocacy Manager noted that access to The Mez via the ground level stairs only would mean that the area was not wheelchair accessible after hours.

The General Secretary spoke to his report and advised that the Insurance Risk Assessment meeting regarding the Alfred Times had taken place. They are now waiting on follow-up from this meeting, however are one step closer to getting this up and running.

The General Secretary read out further highlights from his report, noting that September had been fairly quiet. He has had discussions with the International Officer and Community Engagement Officer regarding having a louder voice on campus for communities who do not currently have a voice, such as post-grad students, or specific community and cultural groups.

The Chair noted that the International community have struggled to get a committee up and running that would represent the issues of all international groups.

The General Secretary advised he had been assisting some of the cultural groups, and would like to see a Culture and Diversity Committee created.

Discussion ensued.

The Chair referred to her report and spoke to the Respect Now Always campaign and the Australian Human Rights Commissions' recommendations, and advised the University are developing a respectful relationships module. This is being developed in-house with an anticipated release date of Trimester 1. Bystander intervention training is also being offered.

The Chair noted that the Stress Less events had been very well attended, and the Food Fest at Burwood which was a Corporate Partnerships event had also gone very well.

Harvey Norman had also sponsored an event in Geelong which went well, and it was good to see the corporate partnerships area up and running and bringing in revenue.

The Chair advised she would now move a motion to accept all reports submitted.

**SC08/270918:**

**That the Student Council receive all presented and written reports.**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Dani Timtschenko</b>
<b>For:</b>	<b>6</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>
<b>Carried</b>			

## Items for Discussion

### 13.0 General / Other Business

The Chair advised there were several items for discussion under General and Other Business and she would refer to the General Manager to speak to the first item.

#### 13.1 Managing Corporate Partnerships with Salesforce

The General Manager spoke to this item and advised that January last year was when Salesforce had been implemented into the Advocacy area, and then later in the year this was also implemented in the membership area, and had significantly improved both of these areas.

We now need to implement this for corporate partnerships, as currently each campus manages this area using spreadsheets, which is not efficient or sustainable in the longer term. Putting this area into Salesforce will eliminate a lot of risk to the organisation as well. Rather than having information stored by specific staff on their PCs, it will be in a shared environment where other staff can view the data.

The Chair asked for Student Council to provide their thoughts on this. Discussion ensued.

#### **SC09/270918:**

**That the Student Council approves expenditure of \$22,000 for implementation of a Salesforce module to manage Corporate Partnerships**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Jean-Marc Kurban</b>
<b>For:</b>	<b>6</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>

**Carried**

#### 13.2 Program Evaluation

The General Manager spoke to this item and advised this was for information only today, no approval was required. This model would give us a framework to work with at the initial planning stage to determine how we will measure success moving forward. The model was created by the Kellogg's organisation, and as we are a not for profit organisation we can access this.

This will also help us to sell ourselves to the University, and will assist us to showcase to future external corporate partners regarding our engagement in events.

The General Manager recommended we start trialling this model.

Discussions and questions ensued.

#### 13.3 No Confidence Vote – NUS Queer/LGBTI Officer

The Queer Officer spoke to this item and referred to the paper submitted.

Discussion ensued on the information contained in the paper.

The Chair asked for Student Council to provide their thoughts on this.

The Chair expressed some concern around DUSA providing support toward such a motion, given that more information could come to light later that we are not currently aware of.

The General Manager asked whether there were any complaint mechanisms within NUS.

The Chair advised that rather than moving a motion on this issue, we will implement an action item for the NUS Representative on campus.

**Action:** NUS Representative on-campus, Jean-Marc Kurban, to raise DUSAs concerns with NUS around the 'No Confidence Vote for the NUS Queer-LGBTQI+ Officers' and request they investigate this matter.

13.4 Education & Welfare Survey

The Education Officer spoke to this item and advised this had mainly been done by first year DUSA members located at Burwood, and noted that most students felt represented and supported by DUSA.

There was some interesting statistics around events attended, with O'Week being the most well attended event, which was not a surprise. Students identified that they would like to see DUSA improve communications.

The survey report had highlighted that the biggest barriers for students engaging with us was due to work commitments and financial reasons.

The Advocacy Manager provided his thoughts on the statistics and outcomes of the survey.

The General Manager suggested that we lobby with the University as to how they communicate the services available to students, as a lot of these areas are University provided services.

The Education Officer discussed the variances between the Unit Chairs regarding such things as Learning Access Plans.

13.5 Enrol to Vote Campaign

The Education Officer spoke to this item and advised that State elections were approaching and it would be good governance for DUSA to encourage students to enrol to vote. We need to empower students to have their say on things that matter to them at a State and Federal level. It was disappointing that the Campus Coordinators were not present at this meeting, as this is something she anticipated being done at the campus level. The only foreseeable problem would be that as classes have now finished there will not be many students on campuses.

Discussion ensued on how best to manage this campaign.

The Education Officer advised it had been slated to run next week during SWAT VAC, however she realised this is very short notice. It may be preferable to do this as an on-line campaign instead.

The Chair requested the Education Officer adjust the proposal to run as an 'on-line campaign'.

**Action:** Education Officer to organise and run a social media 'enrol to vote' campaign for upcoming State elections.

The Chair advised she would now move the meeting In Camera.

**SC10/270918:**

**That the Student Council meeting move In Camera at 12:56PM**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Amogh Chakravarthy</b>
<b>For:</b>	<b>6</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>
<b>Carried</b>			

**SC11/270918:**

**That the Student Council meeting move Out of camera at 12:57PM**

**Moved: Lauren Hustwaite**

**Seconded:**

**Nick O'Neill**

**For: 6**

**Against:**

**0**

**Abstain:**

**0**

**Carried**

## **Items for Noting**

### **14.0 Next Meeting**

The Chair advised the next meeting of the DUSA Student Council was scheduled for Thursday 25<sup>th</sup> October by attendance at Waurin Ponds Campus.

### **15.0 Close of Business**

There being no further business, the Chair declared the meeting closed at 12:57PM.