

Minutes of the USASA Board Meeting

Tuesday 21 May 2019

Jeffery Smart Building JS6-13

PRESENT

Board:	Grace Dixon	President & Meeting Chair
	Nida Baig	Post Graduate Representative
	Bridget Barletta	City West Campus Representative
	Noah Beckmann	Mawson Lakes Campus Representative
	Laurena Byers	Mount Gambier Campus Representative (by telephone)
	Arunika Dutta	Magill Campus Co-Representative
	Ned Feary	City West Undergraduate Representative
	Julie Ma	City East Campus Co-Representative
	Thanusshan Packiyarajah	Mawson Lakes Undergraduate Representative
	Harsh Rana	International Students Representative
	Daniel Randell	USASA CEO
	Wenona Reddaway-Worth	Whyalla Campus Student Representative (by telephone)
	Kate Riggall	Magill Campus Co-Representative
	Puthearothsopor Tan	City East Campus Co-Representative (by telephone)
In attendance:	Nick Anderson	Finance Advisor
	Richard Irons	Director Student and Academic Services
	Bridget Laffy	Student Representative Support Officer
	Narelle Lieschke	Manager, Student Counselling Services, SEU (until 6.45 pm)
	Arthur Siow	Legal Advisor
	Sandy Davis	Minute Taker
ABSENT	Christine Doolan	Aboriginal Torres Strait Islander Student Representative

The Chairperson declared the meeting open at 6.09 pm.

1. MEETING OPENING

1.1 Acknowledgement of Country

The Board of USASA respects the Kurna Peoples' spiritual relationship with their country and that today we meet on the land of the Kurna people of the Adelaide Plains. We recognise and respect their cultural heritage, beliefs and relationship with the land and acknowledge that these are of continuing importance to the Kurna people living today.

1.3 Leave Requests – Nil. Christine Doolan was absent, but her appointment is yet to be finalised.

Conflicts of Interest – Nil.

1.5 Previous Minutes

1.5.1 Confirmation

Motion: That the minutes of the Board Meeting of 11 April 2019 be accepted as an accurate record of the meeting, subject to amending the title and text of item 4.2 to refer to "mental health first aid training" (not "mental health safety training").

All were in favour and the Motion was carried.

1.5.2 Action Log – noted. Item 4.5 Student Placements is now complete.

1.2 Guest Speaker – Narelle Lieschke – Manager: Student Counselling Services, Student Engagement Unit (SEU)

Narelle Lieschke gave a presentation, noting that the Counselling Service is one of several which the SEU provides for both well students and those needing support. Key points about the Counselling Service were:

- A free and confidential service for all students across four sites. There were 5,796 contacts with 2124 individual students in 2018, 3729 of which were face to face. Skype and phone services are also available. Local external providers are used for the Mount Gambier and Whyalla campuses.
- There are 6.6 FTE counsellors, one manager and one counsellor and training co-ordinator (sexual assault & harassment).
- The usual wait for an appointment is five days, (but up to three weeks when busy). There are always some same day urgent appointments and they are working to expand this capacity.
- Referral can be from anyone – with the student's consent. The service works with academic staff, as needed, to assist students.
- They use a brief intervention model of approximately four sessions per student per major study period. To maintain this, the service uses referrals to community services when required. However, more complex case management is available for specific cases.
- Counselling is required for a wide range of issues including mental health concerns, relationship issues, life / study balance, crisis and transition to university (especially relevant for international students).
- Bookings can be made online (but urgent appointment spots may not show), face to face, by email, or through the Campus Central counter.
- Lifeline also provides a specifically tailored, out of hours university crisis line, which is a brief intervention model to de-escalate a crisis and find short term solutions, with referral to other services if needed, and reporting back to the Student Counselling Service.
- Feedback indicates that the Counselling Service works well for students. Their strategy is to remain compact, in order to be able to provide good coverage.

Narelle Lieschke also spoke to the needs of student leaders, who have competing demands, which can result in avoidance, exhaustion, insomnia and inability to meet deadlines. She recommends that student leaders manage time, identify priorities, set goals and stay motivated, maintain a support network, make changes early when things aren't working, manage stress and procrastination, commit to looking after themselves and ask for help where they need to.

General discussion followed, with Narelle identifying key mental health issues as mobile phones, acceptance of mental health, higher numbers of mature age students with different priorities and mental health literacy for international students.

N Lieschke left the meeting at 6.45 pm.

2. MATTERS FOR DECISION

2.1 Finance Policy

The proposal referred by the Finance Committee was considered.

Motion: to approve the updated Finance Policy, as tabled with the Agenda.

All were in favour and the Motion was carried.

2.2 Budget Timeline

Daniel Randell spoke briefly to the *2020 Budget Approval Process* board paper and explained that a more appropriate funding pattern is being discussed with the SEU. The financial Counselling Service pilot will probably need to be one of several added to core funding requests.

While the process is more complex than in the past, it presents good opportunities for Board member involvement. The Board will also need to consider a strategic approach to non-SSAF spending and the need to continue to build USASA's capital base in an environment of falling interest rates.

Motion: that the Board notes the timeline for preparation and approval of the 2020 Budget and delegates final approval of the Budget to the Finance Committee at the July meeting.

2.3 Clubs Committee Terms of Reference (TOR)

Noah Beckman spoke to this paper. Arthur Siow noted that the Clubs Committee makes recommendations to the Board, rather than decisions in its own right. He also highlighted the importance of minutes reflecting alternate views put at meetings, even though they may not be adopted.

Motion: to approve the terms of reference of the USASA Clubs Committee.

All were in favour and the Motion was carried.

3. MATTERS FOR NOTING

3.1 President's Report – taken as read.

3.2 CEO's Report – taken as read.

The financial counselling pilot has been well utilised so far, and Daniel Randell thanked Brendan Hughes, the SEU Director, for promoting the service through academic staff. Feedback has been positive and the UniSA Finance Department is keen to work with the counsellor and be able to refer students to her. A more formal report will be made to the next meeting.

The counsellor's services will overlap with the MoneySmart program and Blackbullion, both of which are already in use within the university.

3.3 Finance Report – noted.

The variance to budget for salaries and wages is the result of a timing difference (caused by monthly pays being billed fortnightly), unbudgeted maternity leave provisions, and one pay period for the Financial Counsellor.

3.4 Board Members' Reports – Noted and taken as read.

Bridget Laffy will email Board members about the forthcoming mental health first aid training dates.

BL

3.5 Committee Meeting Minutes

3.5.1 Clubs Committee – 1 April Minutes noted.

3.5.2 Diversity, Equity and Access Committee – 7 March Minutes noted.

3.5.3 Diversity, Equity and Access Committee – 2 May Minutes noted.

3.5.4 Education Committee – 5 April Minutes noted. When it is available, Harsh Rana will circulate the web link (for confidential submission of issues) for inclusion in Board members' email signatures.

HR

3.5.5 Finance Committee – 11 April Minutes noted.

3.5.6 Governance Committee – 11 April Minutes noted.

3.5.7 Welfare Committee – 4 April Minutes noted.

BL will provide a style guide and standard template for committee minutes.
BL thanked the Committee Secretaries for prompt submission of Minutes.

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3.6 April By-Election Report – noted.

4. ANY OTHER BUSINESS

4.1 Student Representatives

Grace Dixon congratulated Board members on their contributions and activations across the campuses, especially given their busy workloads.

4.2 Land Care tree planting date – Sunday 23 June 2019.

5. MEETING CLOSE

5.1 Next meeting – 18 June 2019 at 6.00 pm

5.2 Meeting Close – 7.13 pm