

# Minutes of the USASA Board Meeting

Tuesday 19 May 2020

via Zoom

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## PRESENT

Board:	Noah Beckmann Lauren Baum Jenny Chen Arunika Dutta Ned Feary Melinda Ho Linus Johnston Rhys Peden Tim Pham Daniel Randell Jaisree Ravichandran Lekshmi Shylaja Joshua Steele Diane Wilkins Emily Williams	President & Meeting Chair Mount Gambier Campus Representative City East Undergraduate Representative Magill Campus Undergraduate Representative City West Undergraduate Representative International Student Representative City West Campus Representative Aboriginal Torres Strait Islander Student Representative City East Campus Representative USASA CEO Mawson Lakes Campus Representative Post Graduate Representative Mawson Lakes Campus Undergraduate Representative Whyalla Campus Student Representative Magill Campus Representative
In attendance:	Nick Anderson Richard Irons Bridget Laffy Arthur Siow Sandy Davis	Finance Advisor Director Student and Academic Services Student Representative Support Officer Legal Advisor Minute Taker

The Chairperson declared the meeting open at 6.07 pm.

## 1. MEETING OPENING

### 1.1 Acknowledgement of Country

The USASA Board acknowledges that it meets on the land of the Kaurna people of the Adelaide Plains and pays respect to their elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land and acknowledge that these are of continuing importance to the Kaurna people living today.

### 1.2 Leave Requests

#### 1.2.1 Jenny Chen – 21 April 2020

The Chairperson reminded all members of the need for evidence to support leave requests.

Motion: That Jenny Chen be excused from attending the Board meeting on 21 April 2020 due to medical reasons.

All were in favour and the Motion was carried.

### 1.3 Conflicts of Interest – Nil.

### 1.4 Previous Minutes

#### 1.4.2 Action Log

Complete – Cultural training has been undertaken by four Board representatives and two staff members at Bookabee.

#### 1.4.1 Confirmation

Motion: That the minutes of the Board Meeting of 21 April 2020 be accepted as an accurate record.

All were in favour and the Motion was carried.

## 2. MATTERS FOR DECISION

### 2.1 2021 Budget Process and Timeline

Daniel Randell spoke briefly to the paper *2021 Budget Approval Process*, adding that a second application is to be made for the Academic Student Representative Program, but that this is core funding, and allows plenty of time for consultation.

Motion: That the timeline for preparation and approval of the 2021 Budget be approved, together with delegation of final approval of the Budget to the Finance Committee at its July meeting.

All were in favour and the Motion was carried.

## 3. MATTERS FOR NOTING

### 3.1 President's Report

The report was noted and taken as read.

NGP and withdrawal grade arrangements should be clarified by month-end. The Student Hardship Fund (SHF) has become more streamlined. Any queries should be directed to the SHF portal and email address. Proformas have been requested for this process. Work is also underway to streamline and simplify Study Adelaide's International Student Support Package (ISSP).

The Vice Chancellor's COVID-19 roadmap, announced today, with on-line lectures for the remainder of 2020, was discussed, with the following points made.

- Lekshmi Shylaja raised concern about the loss of opportunities for business students to build networks, which Richard Irons acknowledged.
- Ned Feary asked about logistics in terms of attending on-campus tutorials and online lectures which are scheduled immediately before or after them. Richard Irons will take this to the Business Continuity Planning Group; however facilities for online learning will be available on campus and students are encouraged to be on campus where appropriate.
- The value of consistency and clarity about the plan.
- Significant concerns expressed by many students about the safety of returning too soon.

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- The challenges around adjusting a timetable which was designed for the pre-pandemic convenience of consecutive sessions to one which accommodates social distancing.
- UniSA will monitor and reconsider its roadmap if the government roadmap changes.
- Management of tests and exams was raised by Tim Pham. These will be online in SP2 and 3. Anything held on campus will only proceed if social distancing can be implemented. The university is considering procedures, testing load capacity, planning for problems, including developing a help desk and devising a means for academic presence in exams. SP4 onwards has not yet been decided and will depend on the roadmap and how SP2 and 3 go. Student feedback will be very helpful on this.
- Melinda Ho reported complaints that the SHF / ISSP process is unfair. The SHF and ISSP principles were outlined. Noah Beckman has been advocating for simplification and cross referencing in the application process.

Richard Irons advised that i) those international students who applied successfully to SHF will automatically receive ISSP, ii) those whose initial SHF applications were unsuccessful will be reassessed for ISSP and there is a fast tracked process for this, and iii) those who haven't applied can still apply. Noah Beckman will enquire about further support for students for whom the SHF and ISSP is insufficient.

NB

ISSP contracts are due to be finalised by the government on 20 May and have been developed with learning from the SHF. Payments will be capped at \$500, which everyone is expected to receive, from a total fund of \$3m to be distributed by September.

Noah Beckman and Richard Irons reiterated that there continues to be ongoing work to make the application processes more user friendly.

#### Academic Student Representative Program (ASR)

Bridget Laffey has met with all Executive Deans. The nomination period for the Academic Unit Board election has closed, and there will now be an election for student positions. Voting links will be received via students' in boxes on about 8 June. This has been a positive, productive process and the university has taken on USASA's input. USASA will be involved in training of student reps, with support from the Executive Deans.

#### National Reconciliation Week (NRW)

This begins on 27 May and will include a Q&A with a VC. Board members are asked to publicise NRW events. Noah Beckman has been encouraging the university to engage with Aboriginal student leadership.

#### USASA Board Reps planning / review

Each Board member is asked to arrange a meeting with the President by 26 May, to discuss their plans for USASA activities next semester.

### **3.2 CEO's Report – taken as read.**

Daniel Randell reported that as at 14 May 2020, \$26,000 of the emergency grant funding had been spent, including the additional \$10,000 from the PVC. The PVC has offered (prior to any application being made) an additional \$15,000 for a second financial counsellor. The plan is for this to provide an additional

counsellor for two days per week over eight weeks, which will hopefully cover the peak period (\$3,500), with the balance to top up the emergency funding pool.

Investigations continue into merchandising, following the closure of The Co-op. USASA is working with university marketing on point of sale software, a user friendly online store, and their product preferences.

A COVID-Safe return to work plan is being prepared, with a view to returning USASA staff to campus from 20 July (with some beforehand). This will be done with reference to government advice on national employment and SafeWork standards, recently released Principles & Protocols for reducing the potential risk of transmission, and the VC's Roadmap. Team Managers' feedback is that current online work can continue, but clubs and other events will be more challenging. The national advice is to defer non-essential events and to continue to hold virtual activities, although an easing of restrictions is anticipated from 8 June.

**3.2.1 Marketing Data Report** – noted.

**3.2.2 Art Online Post-Event Report** – noted.

### **3.3 Finance Report**

The Accountants Report for the period ended April 2020 was taken as read. Linus Johnston gave a brief summary, highlighting \$45,000 unspent from April, helped by the government cash flow boost, and savings from holding Club Fest online. Daniel Randell added that although the position was currently well above budget, more clarity will emerge after June. He flagged unbudgeted IT expenditure, likely increases in spending as campus activities resume, that sponsorship, advertising and investment income will be below budget for the year, and the possibility of temporarily raising the cap on clubs grants, especially at the start of SP5.

### **3.4 Board Members' Reports** – Each report was taken as read and the following updates were provided.

Lauren Baum – report now online.

Arunika Dutta – report now online.

Melinda Ho – In addition to raising SHF and ISSP issues with Study Adelaide, job finding has also been discussed with the International Student Working Party. Melinda Ho was encouraged to liaise with USASA representatives to obtain broader input, feedback and assistance when engaging with Study Adelaide and other external bodies.

Linus Johnston – report now online.

Rhys Peden – Reiterated earlier comments about involvement in NRW, and encouraging participation. He will be part of the Q&A session.

Tim Pham – It was noted that potential Clubs Committee members should be referred to the convenor.

Lekshmi Shylaja – Gave updates on her work with the DVC: Enterprise & Research to support HDR students, the Education Future Working Group on COVID issues and roadmap, the business division for a project on student wellbeing and safety, and Academic Board on selection of committee members.

Emily Williams – Reported that the Ally Network launched on 15 May and asked Board members to promote this to students and staff. The Chairperson commented that this is an excellent outcome after years of work.

### **3.5 Committee Meeting Reports**

3.5.1 Clubs Committee – 14 April 2020 Minutes were noted. The paper about club similarity is not being pursued as it is no longer relevant.

3.5.2 Diversity, Equity and Access Committee – 26 March 2020 Minutes were noted.

3.5.3 Diversity, Equity and Access Committee – 30 April 2020 Minutes were noted.

3.5.4 Education Committee – 17 April 2020 Minutes were noted.

3.5.5 Education Committee – 8 May 2020 Minutes were noted.

3.5.6 Finance Committee – 9 April 2020 Minutes were noted.

3.5.7 Finance Committee – 7 May 2020 Minutes were noted.

3.5.8 Governance Committee – 21 April 2020 Minutes were noted.

3.5.9 Welfare and Wellbeing Committee – 6 April 2020 Minutes were noted.

**4. ANY OTHER BUSINESS** – Nil.

**5. MEETING CLOSE**

**5.1 Next meeting** – Tuesday 16 June 2020 at 6 pm

**6.2 Meeting Close** – 7.14 pm