

Minutes of the USASA Board Meeting

Tuesday 21 April 2020

via Zoom

PRESENT

Board:	Noah Beckmann Lauren Baum Arunika Dutta Ned Feary Melinda Ho Linus Johnston Rhys Peden Tim Pham Daniel Randell Jaisree Ravichandran Lekshmi Shylaja Joshua Steele Emily Williams	President & Meeting Chair Mount Gambier Campus 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 Magill Campus Representative
In attendance:	Richard Irons Bridget Laffy Arthur Siow Sandy Davis	Director Student and Academic Services Student Representative Support Officer Legal Advisor Minute Taker

APOLOGIES Nick Anderson Finance Advisor

Absent Diane Wilkins Whyalla Campus Student Representative
Jenny Chen City East Undergraduate Campus Representative

The Chairperson declared the meeting open at 6.01 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 – nil.

1.3 Conflicts of Interest – nil.

1.4 Previous Minutes

1.4.2 Action Log

- 1.4.2.1 Diane Wilkins' election as the Whyalla Campus Student Representative has been confirmed, with effect from 6 April.
- 1.4.2.2 Board training – Bookabee cultural safety training requires eight registrations, so Daniel Randell will try a new date of 13 May.
- 1.4.2.3 AGM timeline – Arthur Siow has provided written advice that the AGM can be conducted virtually.

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1.4.1 Confirmation

Motion: That the minutes of the Board Meeting of 17 March 2020 be accepted as an accurate record.

All were in favour and the Motion was carried.

2. MATTERS FOR DECISION

2.1 Education Committee TOR

The draft Terms of Reference were considered.

Motion: That the Education Committee Terms of Reference, as circulated in the meeting papers, be adopted, subject to the fourth paragraph being amended to refer to academic units (rather than schools) in line with Enterprise 25.

All were in favour and the Motion was carried.

3. MATTERS FOR NOTING

3.1 President's Report – noted. The Committee appreciated the President and others' good communications in the current, difficult environment.

3.2 CEO's Report – taken as read. Daniel Randell added that an opportunity had arisen through work on the website, particularly in relation to hosting clubs, for the university to possibly host USASA's website and email addresses.

He also reported on a recent presentation to Campus Facilities Managers and the Director of Facilities Management on COVID-19 and other activities of USASA, observing that Facilities Management are very proud to be part of the university's support for students during the COVID-19 pandemic.

3.2.1 COVID-19 Activities Report – noted.

3.3.2 Marketing Data Report – noted.

3.3.3 Orientation SP2 Post-Event Report – noted.

3.3 Finance Report

The report has been reviewed by the Finance Committee. Daniel Randell observed that most of the unspent variance to budget is a function of timing differences. The COVID-19 impact is approximately \$40,000 – 45,000 in unspent funds. Some of this will be repurposed, for example for UniTopia on-line and welcoming students when they do return to campus. Some of the functions which have been implemented for COVID-19 may well continue post-isolation.

3.4 Board Members Reports – Each report was taken as read, noting that some were uploaded since the meeting papers were circulated. The following updates were provided.

Melinda Ho is participating in a working party on the new Study Adelaide International Student Support Package.

Rhys Peden reported on work to improve access to a new ISSP (Indigenous Students Success Program) grant to support Aboriginal students financially affected by COVID-19.

Lekshmi Shylaja has been working through the Deputy VC Research & Enterprise on changes for HDR students, including rescoping projects and changing deadlines. These are being shared with students via Slack.

3.5 Committee Meeting Reports

3.5.1 Clubs Committee – 10 March 2020 Minutes were noted. Josh Steele added that different activities for students during COVID-19 isolation had been raised, and interest had been expressed in training services.

3.5.2 Education Committee – 13 March 2020 Minutes were noted. The Committee has met again this month. Bridget Laffy gave an update on ASR (academic student representation), including her work with the office of the Provost and the Program Manager: Organisational Transformation on communications for the election of students to the Academic Unit Boards. She has also contacted the Executive Deans to discuss training and induction for elected students.

Board members are encouraged to invite students to participate in the Education Committee and to provide feedback on past engagements.

3.5.3 Finance Committee – 9 April Minutes were noted. Financial counselling and the Finance Report generally were discussed.

4. ANY OTHER BUSINESS

COVID-19 Academic Considerations

The 20 April Academic Board Meeting had discussed non-graded passing for students this semester, fail grades, exams and assessments. Richard Irons reported ongoing efforts to make sensible decisions in the current uncertain environment, and to plan for the next study period. USASA's input has been considered, but no decisions have been made yet.

Communication plans include an email from the Vice Chancellor to students and staff on 22 April, FAQs, a student portal banner, social media, the next Student Life newsletter, and briefings to Campus Central and staff. Noah Beckman requested a briefing on the VC's email so USASA can match its communications with this.

Richard Irons encourage Board members to monitor emails over the next few weeks, and to continue to collect and submit student feedback, because this has been an important contributor to the work to date.

ALL

5. MEETING CLOSE

The Chairperson closed the meeting, encouraging Board members to take care and talk to others if they need to.

5.1 **Next meeting** – Tuesday 19 May 2020 at 6 pm via Zoom

6.2 **Meeting Close** – 6.38 pm

