

USASA Board Meeting Minutes

6th March 2017, 6pm

Jeffrey Smart Building JS5-12

Attendees: Kayla Dickeson (President), Monamee Ishika, Ryan Kennealy, Louise Kyriaki, Jordan Mumford (via Skype), Diana Wong, Han Nguyen, Natansh Modi, Izik Nehow, Kemal Brkic, Julie Baum, Daniel Randell (General Manager), Vanessa Byrt-Trenorden (Student Rep Support Officer).

Advisors: Arthur Siow, Nick Anderson (joined at 6.25pm)

UniSA Observer: Allan Tabor (Director: SAS)

Minute Secretary: Michelle Battams

The President declared the meeting open at 6.06pm.

1. Meeting Opening

1.1. Acknowledgement of Country

Kayla acknowledged that today we are meeting on the land of the Kurna people. She acknowledged elders past and present. She recognised the continuing relationship with land, culture and country. She acknowledged that the land we are meeting on today was stolen and never ceded, and that this always was, always will be Aboriginal land.

1.2. Apologies

No formal apologies were received. Jordan Mumford joined the meeting via Skype.

1.3. Conflicts of Interest

The President asked if any Members have a conflict of interest regarding any business in this agenda. As no conflicts of interest were declared, the President stated:

'That all Members are officers in attendance declare that they have read and considered all papers within this agenda that require decision making and have no known conflict of interest or potential conflict of interest with respect to those matters.'

1.4. Previous Minutes

1.4.1. Confirmation of Minutes 6th February 2017

The President moved a motion that the previous minutes of 6th February 2017 be approved. The motion was seconded by Natansh Modi. The motion was carried unanimously.

1.4.2. Matters Arising/Action Log

Student representative catch up meetings progress noted, with the City West meeting to be held on 30 March, and City East and Mawson Lakes campuses yet to determine meeting dates.

1.4.3 Presentation - Student engagement at Uni SA

Dr Laura-Anne Bull Pro Vice Chancellor

Key points:

- The student engagement project links to *Crossing the Horizon* strategic plan.
- Delivers sympathetic and responsive services to students.
- Includes all student cohorts & demographics – internal and external.
- Student voice is front and centre of the services offers – students are consulted on what they want.
- Engaged with 17 different student groups.
- Students asked to prioritise their expected outcomes and wants.
- Five top themes emerged:
 - University Life;
 - Teaching and Learning;
 - Career Development;
 - Growth and Development; and
 - Support Services.
- Five outcomes that students want emerged:
 - To gain a job of interest;
 - Personal growth;
 - Being work ready;
 - Professional skills; and
 - Student support.
- Suggested enhancements
 - Personalised experience;
 - More targeted orientation;
 - Formal channels to engage in feedback process with teaching staff;
 - Programs to develop student resilience; and
 - Delivery of wellbeing support programs.
- 2017 priorities:
 - Mentoring and buddying;
 - Orientation and transition;
 - Student wellbeing; and
 - Industry connection and integration.

Aim is the delivery of *Crossing the Horizon* strategic plan through collaboration with USASA Board and the wider student cohort.

2. Matters for Decision

2.1. Social Media Policy

Recommendation: The USASA Student Board approves the social media guidelines, subject to any proposed amendments.

The President advised that this policy follows the Board retreat discussion about increasing student engagement and increasing low voting numbers at the student elections. The policy seeks to further engage with students through social media.

Jordan Mumford queried the process around fact checking, the President advised this would be managed by marketing staff.

Arthur Siow praised the paper. Arthur sought clarification on the number of admins from marketing that would manage the policy, and whether there would be shared log ins and passwords or individual access issued. Arthur further highlighted the legal risk and

possibility of vexatious posts being made. Arthur advised that specific legislation does not need to be cited and reference to specific legislation be removed from the policy as it is implied that all legislation will be adhered to on a day to day basis.

Ryan Kennealy queried if a policy covering use of private social media accounts would also be developed. Arthur advised that any negative use of private social media accounts would be a breach of the board member code of conduct, so it is not necessary to develop a private social media use policy.

The President moved a motion that the policy be approved subject to removal of reference to legislation and that the policy does not need to come back to the USASA Board again. The motion was seconded by Ryan Keannely. The motion was carried unanimously.

2.2. Students for Academic Review (Daniel)

Recommendation: That the Board directs the General Manager to establish a program for recruiting students to participate in formal inquiry and academic review processes.

Daniel Randell advised the proposal is not about replacing students on the panels.

Allan Tabor advised that this proposal is not consistent with the UniSA policy. Any changes would need to go to the academic board for consideration and any consequent changes would not be in place until at the earliest 2018.

Ryan Kennealy asked about the recruitment process. Daniel advised he would seek agreement from board before looking at details

The President moved a motion to accept the recommendation subject to a conversation between Daniel Randell and Allan Tabor. The motion was seconded by Louise Kyriaki. The motion was carried unanimously.

2.3. Magill Bi-Election

Recommendation: The USASA Board accepts the proposed timeline for the bi-elections for the two current vacant Magill Student Representatives positions.

Vanessa Byrt-Trenorden advised the two Magill positions are vacant. Vanessa and Daniel Randell have developed a timeline for the bi-election.

Louise Kyriaki queried if the timeline to call for nominations was too short. It was agreed that a high degree of early awareness raising should be undertaken. Monamee Ishika asked if it was possible to extend the nominations through the teaching break. It was agreed that it was not appropriate to hold nominations through the teaching break and with adequate awareness raising, students will be aware of the nomination and bi-election process.

The President moved a motion that the bi-election timelines be accepted subject to high-level advertising and awareness raising. The motion was seconded by Julie Baum. The motion was carried unanimously.

The President moved a motion that the Board appoint Deb Arnold as the returning officer for the election. The motion was seconded by Izik Nehow. The motion was carried unanimously.

2.4. USASA Representative Board Retreat Charter

The President introduced the paper and advised that the charter formalises discussions held at the board retreat around Board member accountability (e.g. turning up on time for meetings, putting in apologies).

Louise Kyriaki asked to add an amendment under accountability *failure to submit a board report by the due date* be in line with the discipline measures around non-meeting attendance e.g. two in a row, three out of five.

Arthur Siow recommended that it is prudent practice to submit apologies in advance to the General Manager's office. Daniel Randell advised the buddy system is about keeping board members in check and not a process to use in lieu of submitting apologies.

Arthur did not agree with the point that if members are 20 minutes late then they cannot vote as this presents governance and equity issues and questioned if a different penalty could be applied. Louise suggested such misconduct be treated the same as non-attendance (two in a row, three out of five). It was discussed that technically if a member is not present at the beginning of the meeting, they are in non-attendance.

Daniel Randell clarified that the charter is a supplement to the current code of conduct however, a fulsome check of where the two documents may overlap has not been undertaken.

The President moved a motion that subject to amendments as discussed and subject to comparing with the code of conduct, that the charter be approved. The motion was seconded by Natansh Modi. The motion was carried unanimously.

2.5. USASA Student Representative Badges

Recommendation: Propose that the board approve name badges for the entire board.

Kemal Brkic asked if name badges and business cards could be provided to Board members in future at the board retreat in preparation for O Week. Daniel Randell advised there had been logistical issues previously which can cause delays. Daniel advised he will order a badge for all members; if members do not want a badge they should let Daniel know.

3. Matters for Discussion

3.1. SSAF Fees

Recommendation: USASA Student Board set aside a working bee day to plan their approach to the SSAF consultation process, and to allow feedback for Board Members into the development Consultation Survey in advance.

The President advised all members when the SSAF consultation was commencing to ensure that all members have appropriate input into the process. The Board agreed to hold the working bee on Monday 3 April 2017 at 12pm at City West, location to be advised.

3.2. UniSA Online

Recommendation: After consultation with the USASA Student Board in the March Board meeting, the President will write up a submission in response to UniSA Online with feedback from Board Members. The President will distribute a copy of the submission to Board

Members to provide any additional feedback. The President will send a copy of the final submission to the Provost. The President will add the submission to the USASA Student Board blogs, and to the subsequent Board Meeting Agenda as a Matter for Noting.

The President advised the Board that the program will be rolled out in 2018. A number of concerns from students and staff have been raised as outlined in the paper. The President recommended that the board provide feedback to the university.

Diana Wong asked how external students would be included.

Allan Tabor provided an overview of Uni SA Online, which offers 12 wholly online programs only, targeted at a specific demographic (people in workforce, people wanting to return to study). Allan advised that there is no push for internal/external study to be mixed and current programs with external component will continue to have this component. Specific academic staff are employed to run the online programs.

Action: Kayla will draft a response in conjunction with the General Manager and student support officer to be sent to Board members for further feedback.

4. Matters for Noting/Information

- 4.1. Finance Report**
- 4.2. General Manager's Report**
- 4.3. President's Report**
- 4.4. Board Members Reports**
- 4.5. NUS National Conference Report (Izik)**
- 4.6. 2016 –2017 SSAF Report**

The President moved a motion that all matters for discussion and decision be starred (items that the Board would like to discuss) and the items for noting be noted as a block. The motion was seconded by Louise. The motion was carried unanimously.

5. Any other business

5.1. NUS Welfare Campaign

Jordan Mumford introduced the item and asked that members engage with students on the NUS welfare campaign. Ryan Kennealy advised he would support the Centrelink campaign and queried if USASA was providing any funding to NUS on the campaign. Jordan advised there is no discussion of funding in the paper.

Arthur Siow asked if there is an issue with placing NUS information on counters. Daniel Randell advised the counters are primarily to promote USASA services and subject to space limitations, with USASA-specific materials prioritised over external material.

The President raised the issue of timing of campaigns and process of distributing materials that support the campaigns. Daniel advised that per the policy the general manager has the right to veto if they are not in line with USASA values or code of conduct. Process in lead up to any materials is seven days prior for Daniel's approval and distribution upon approval.

The Board discussed the need to examine the policies by a sub-committee before the Board provides its support. The Board agreed to defer the paper to the welfare committee to provide recommendations to the Board. As the welfare committee has not yet been

established, it was agreed that an ad hoc committee consisting of the President, Vice President, General Manger, Jordan Mumford and Diana Wong be formed to consider the NUS campaign material.

The President moved the motion to establish the ad hoc committee to examine the NUS campaign material consisting of the members noted above. The motion was seconded by Ryan Kennealy. The motion was carried unanimously.

5.2 USASA Board Member Payments

The President clarified that USASA Board member payments were made to members on the first Monday of each month.

5.3 Feedback for O'Week

The President advised that she wants to ensure all Board members have an opportunity to provide feedback about O'Week to the university. The President will send an email to members to seek their feedback, for compilation and forwarding to the university.

5.4 Activity reports and blog contributions.

Louise Kyriaki reminded members if there is a problem with reporting writing or uploading to blogs that she is available to assist.

5.5 Board Member Activities

Diana Wong encouraged board members to provide feedback about O Week to the President.

Diana advised members that she is liaising with ANZ to assist with information to students about money management.

On a point of order, Arthur Siow iterated to Board members that any other business is not the time to seek Board decisions, and to put forward a paper on items that seek same.

6. Closure

6.1. Next Meeting will be held on 3rd April 2017

6.2. Meeting closed at 8.09pm.

At the conclusion of the meeting, the President invited all members to attend the USASA office to take their photograph with the NUS posters.