

Minutes of the UniSA Student Association Board Meeting

Monday 20 March 2023 – 6:00pm

Jeffery Smart Building JS6-13

(also via Zoom)

Present	Isaac Solomon Daniel Randell Alexandra Feilicia Joe Brendan Ritter Zahra Bayani Jeel Bhatt Kush Modra Rhys Peden * Oliver Shephard-Bayly Lucy Fawcett Samrat Bhattacharjee Riya Kaur Bhaizada Jayce Dimitriadis Hayate Yamada	President & Meeting Chair USASA Chief Executive Officer International Student Representative Online Student Representative City East Student Representative Mawson Lakes Undergraduate Student Representative City East Undergraduate Student Representative Aboriginal and Torres Strait Islander Student Representative Magill Student Representative Magill Undergraduate Student Representative Mawson Lakes Student Representative Graduate Student Representative City West Undergraduate Student Representative City West Student Representative
Observers	Cristine Dagnoni Richard Irons * Brendan Hughes * Luis Gardezabal	Coordinator Governance and Student Leadership Director Student and Academic Services Director Student Engagement Unit Manager Student Support and Retention
Apologies	Kaveeta Magandram Arthur Siow	Finance Advisor Legal Advisor
Guest	Tom Steer	Chief Academic Services Officer
Minute Taker	Fulvia Lorenzon	Agency staff

* attendance via Zoom

The Chair declared the meeting open at 6:03 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 on the lands of others who are attending from locations beyond this country. We recognise and respect their cultural heritage, beliefs and relationship with the land and acknowledge that these are of continuing importance to Aboriginal People living today.

The Chair extended this welcome to include all areas of Australia.

1.2 Leave Requests

1.2.1 Riya Bhaizada – requested leave of absence to attend University Governance course in Brisbane from 11-14 April 2023 (9:00am-5:00pm) inclusive and intends to remain in Brisbane for a further 4 days of personal time thereafter.

Motion: To approve leave of absence for Riya Bhaizada as per advised schedule.

Moved: Sam Bhattacharjee **Seconded:** Brendan Ritter

All were in favour and the motion was **CARRIED** unanimously.

1.2.2 Zahra Bayani – reminder to submit retrospective personal leave request. IS to follow up.

1.3 Conflict of Interest

There were no conflicts of interest.

1.4 Previous Meeting Minutes

1.4.1 Confirmation of Previous Meeting Minutes

Motion: That the Minutes of the USASA Board Meeting of **20 February 2023** be accepted as an accurate and true record of proceedings with the following amendments:

- a) Typographical error in Item numbering: **Item 4** - should read **Item 3** with corrected number sequence to follow.
- b) **Item 5.3 - Pop 6:** amend last sentence to reflect "RP is working with UniSA College on a project"

Moved: Riya Bhaizada **Seconded:** Zahra Bayani

All were in favour and the motion was **CARRIED** unanimously.

1.5.2 Action Log

No items to update.

2. CASO Presentation – Tom Steer

Tom Steer presented on the University's Academic Services Portfolio, outlining the ASP's agenda as well as its Strategic direction and priorities and the key projects for 2023:

- Opening of Global Study Centre Vietnam
- Student Experience Programs Review
- Student Hardship Fund – next phase
- Mental Health Framework
- Student Code of Conduct – Revision
- Regional Program Delivery Review
- Contribution to New University Planning

TS also spoke about the ASP's functions and responsibilities and introduced the Enterprise Leadership Team and detailed their respective roles.

IS 2/7

TS also addressed the program in place to support a positive student experience at UniSA. The program includes the following student experience initiatives:

- Getting started (pre-arrival/orientation, cultural support, tailored activities, etc.)
- Student Academic journey (study support, student voice, academic advocacy, etc.)
- Student Wellbeing (counselling, clubs and societies, financial support, health, events, etc.)
- Professional Development/Recognition (industry engagement, mentoring programs, scholarships, leadership programs, etc.)
- Cohort-Specific (Aboriginal Tutor Program, Elite Athletes and Performers Program, STAR program, etc.)

A Q&A session followed at the conclusion of TS's presentation with the main discussion covering the measures used to set the criteria for increasing the ranking for student engagement at University to first in Australia. The quality indicators are learning and teaching - a standard for student experience at all Universities - as well as working with students and receiving their input. Private organisations are also engaged to carry out similar work, e.g. conduct international student barometer surveys in addition to a domestic and online student ones. The data from these surveys is currently being processed.

TS's presentation to be circulated.

Tom Steer left the meeting at 6:42pm

3. MATTERS FOR DECISION

3.1 Appointment of a Vice President

Taken as read.

IS further commented on his paper noting that, whilst the appointment is optional and at the Board's discretion, there has not been an USASA Vice President since 2017. IS further outlined the limited responsibilities of the role, including deputising for the President in the event the latter is unavailable (an honorarium for the Vice President is applicable in this instance). The Vice President would assist the President with information sharing and support with the numerous currently occurring events. Any member of the board can self-nominate.

The meeting continued discussion re the honorarium parameters, the term of office and provision of a formal policy (previous policy lapsed in 2017).

RP advised a 2020 version of the policy updated to 2023 is available for review via Teams. The amendments are not substantive and primarily involve the responsibilities of the Vice President.

DR commented that the policy needs to be approved prior to any motion to appoint a Vice President for the 2023 term.

The meeting continued to discuss the Vice President role/duties and policy content/version. IS outlined the process as 1) decision to appoint a Vice President, 2) nominations for Vice President and 3) Voting.

Recommendation: to appoint a Vice President

Moved: Isaac Solomon

Seconded: Sam Bhattacharjee

Apart from R Peden, all were in favour – CARRIED.

The meeting discussed the nomination process and the appointment of a Returning Officer.

Motion: To appoint CD as Returning Officer.

Moved: Sam Bhattacharjee

Seconded: Lucy Fawcett

CD accepted the appointment.

Motion: To appoint Sam Bhattacharjee as Vice President

Moved: Isaac Solomon

Seconded: Hayate Yamada

SB accepted the appointment and is the duly elected Vice President.

The Board congratulated SB.

DR advised the meeting that he will be on leave from 30 March 2023 and Luis Gardeazabal will be Acting CEO during that time.

3.2 Reconciliation Committee (TOR)

Taken as read.

HY commented on the minor change to the policy, i.e. for HY to continue as Convenor of Reconciliation Committee.

Motion: The Board to approve the change to the TOR that governs the Reconciliation Committee.

Moved: Hayate Yamada

Seconded: Sam Bhattacharjee

All were in favour and the motion was **CARRIED** unanimously.

4. MATTERS FOR DISCUSSION

4.1 University Accord Submission

IS provide the background to the Submission and commented that the document was discussed at the recent Education Committee Meeting with a focus on the relevant questions contained therein.

At the last Academic Board Meeting, the Vice Chancellor announced that the University of SA would be making a submission to the Accord process with the aim of determining the future of the higher education sector in SA and the Government's role in this sector. IS will prepare a discussion paper.

As a result of a discussion with the Vice Chancellor at the Academic Board meeting, the USASA Board is to submit ideas to the Vice Chancellor's office for assessment as suitable inclusion(s) to the main Accord Submission (due on 24 March). IS suggested an "out of session" motion – wherein he would email the board requesting a yes or no response to the submission.

The meeting discussed the merits of the document, especially the pathways into research, increasing short (2 yr) courses and improved transition into universities, e.g. from VET to higher education. It was also felt there should be more support to ensure graduates are better career equipped at the conclusion of their studies. The role of international education requires further exploration including ways to better assist international students. Members provided their input re submission items for important issues such as financial provisions, methods to improve academic integrity at both domestic and international space, HDR and the proficiency testing challenges.

BH encouraged the Board to embrace this opportunity to submit ideas and contribute to important issues such as academic integrity or international education. Not only students but any individual can contribute to the ultimate outcome of the Accord. BH also said that an approach has been made to the University to ensure that students with a disability also have a voice in this process and how to make universities more accessible for these individuals.

IS to prepare a report and email to members as soon as possible.

5. MATTERS FOR NOTING

5.1 President's Report

Taken as read.

Update :

- Looking at staging "Ask Isaac" Pop Ups at all campuses.
- Reopened RP Now - yet to be advertised.
- Conversation with Tania Kanellos (Acting Academic Registrar in R Iron's absence) re Stage II; feedback was consideration be given to utilising Academic Units to disseminate information, i.e. via tutors. Not always a successful option. Meeting discussed the Issues Registers and the necessity for two.
- HDR update.

5.2 CEO's Report

Taken as read.

Update:

- Donna Mahoney, Manager Student Space and Retail has resigned after 8 years; was instrumental in building retail offering over the last few years. LG/DR commenced recruitment process - interviews Friday, 24 March 2023.
- Volunteering Coordinator unofficially commenced today (induction). Officially will commence on 1 May 2023.
- DR Commencing 3 month leave as of 30 March 2023.
- Prior to LSL attending NASCAR – full report on return. Undertaking campus tours and sessions on mental health and developing mental health frameworks for universities. Will return with information and ideas that will assist with the next strategic plan.
- Meeting with Amy Wilson (Manager Business Development, Enterprise Partnerships) – discussed ways of connecting with industry/professional bodies (e.g. Maths Teachers Association: opportunity to meet with student clubs in their field)
- Extra SSAF funding: Ideas put forward via Tom Steer; meeting to be held shortly to discuss ideas and fund allocations.
- LG reported - Student Support meeting next week with SAS to discuss Academic Misconduct procedures and changes that have occurred relating to appeals decision and the links to the Student Appeals Committee.
- LG reported - Critical Incidents Policy and Procedures review: invited to provide a submission on improvements/modifications. There were questions on implementation and explanation on the categories, i.e. what is considered urgent, major and/or minor incidents.

- Allied Health to manage all student polo tops and clinical health shirts via their internal system (Wink). This is an ongoing arrangement that will utilise Allied Health stock - provided at margin. Consulting with Allied Health re size of stock and the yearly quotas. Approached by School of Psychology re similar arrangements with Allied Health.

5.3 Finance Report

Taken as read.

JD spoke to his report and briefed on the Finance Committee meeting held on 14 March 2023 as follows:

- the meeting discussed the budget (on track) and noted that some of the key variances are due to the timing of some expenses (staff salaries, Club grants, financial wellbeing grants);
- planned and actual are a little off balance due to time of year;
- the Committee meeting approved the 2022 audited financials as part of the audit process and will be presented at this year's AGM.
- discussed ethical considerations in relation to the USASA investments;
- requested the Board's investment policy advisor to provide clarification on different ethical concerns aligned to its financial wellbeing.

A further point was made that USASA holds two Club accounts; these accounts are held open for a period of 3 years from initiation, after which time the funds revert into the Grant pool.

5.4 Board Members Reports

The following members submitted written reports:

Riya Kaur Bhaizada	Taken as read
Sam Bhattacharjee	Taken as read
Hayate Yamada	Taken as read
Jayce Dimitriadis	Taken as read
Jeel Bhatt	Taken as read
Brendan Ritter	Taken as read
Lucy Fawcett	Taken as read
Oliver Shephard-Bayly	Taken as read
Rhys Peden	Taken as read
Kush Ketan Modha	Taken as read

The Chair congratulated the members on duly submitting their individual reports.

HY added to his report: engaged with Undergraduate students during 'O' week. Also went to Whyalla for further student engagement. Noted there should be more Clubs to attract more people. The students do not seem to have familiarity with the Student Voice project – more marketing needed as well as advertising the University's services.

SB also added to his report: commented on visit to Mt Gambier accompanied by Cristine and Tiffany which was published in the local newspaper. Attended Uni Vibe and engaged with new students. Praised the Mt Gambier campus facilities.

5.5 Finance Committee – 14 February

Taken as read.

Amendment: Agenda Item 5.5 – Finance Committee Meeting 13 February. Date should read 14 February.

5.6 Governance Committee – 20 February

Taken as read.

5.7 Reconciliation Committee – 20 February

Taken as read.

HY said the Committee's goal is to complete a Reconciliation Action Plan this year.

6. ANY OTHER BUSINESS

6.1 Board Charter

Board members to sign Charter at the conclusion of the meeting.

6.2 UniSA Events

HY and SB congratulated USASA staff and volunteers on their excellent work during Orientation and the Campus Fair.

7. What have you done for your members?


Board members provided a brief update on their Board Members Report.

8 MEETING CLOSURE

8.1 The next USASA Board Meeting will take place on **Monday, 17 April 2023 at 6:00pm** at City West Campus Adelaide, RoomJS6-13.

The meeting concluded at **8:26pm** to be followed by an In Camera Session.



Isaac Solomon

24/5/23

