

DEAKIN UNIVERSITY STUDENT ASSOCIATION INC

# **STUDENT COUNCIL MEETING MINUTES**

4th Meeting

26 March 2021

11:00AM

Burwood Corporate Centre and Via Zoom



**Student Council Meeting Minutes**  
**Friday 26 March 2021**

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★ Indicates starred item

📁 Indicates document attached

⊗ Indicates document absent

## DUSA Student Council

Friday 26 March 2021  
Commencing at 11:00AM  
Burwood Corporate Centre and via Zoom

As we gather for this meeting physically dispersed and virtually constructed, let us take a moment to reflect on the meaning of place and in doing so recognise the various traditional lands on which we do our business today.

We acknowledge the Elders past, present and emerging of all the lands we work and live on, and their Ancestral Spirits, with gratitude and respect.

### Procedural Matters

#### 1.0 Welcome

- 1.1 The Chair, Emily Sagolj formally welcomed all in attendance and declared the meeting open at 11:04AM.

The Chair welcomed Elizabeth Blunt from BDO Auditors, and advised that Elizabeth had joined the meeting today to provide us with an update on the recent audit.

Elizabeth spoke to the meeting and advised the audit was mostly completed now and it had gone very well. The first audit with a new company is always more difficult, and then becomes easier in future years. Elizabeth referred to the report provided with the agenda advising that she would take this as being read by everyone. Elizabeth provided a verbal overview across all areas of the report.

The Chair noted that it had been good to read through the audit report as this provides Council with an extra level of confidence in the finances of DUSA. The Chair thanked Elizabeth for her time today.

#### Present

Emily Sagolj	President and Chair
Katrina Sullivan	Vice President – Education
Saipraneeth Reddy	Vice President - Welfare
Guleid Abdullahi	General Secretary
Naren Shetty	Assistant General Secretary
Georgie Brimer	Student Council Member
Jasmine Qi Xing	Student Council Member
Brendan Ho Shing Low	Student Council Member

#### Present for Debate

None

#### By Invitation

Sue Rolland	General Manager
Fionna Cooper	Finance Manager
Gavin Hodgkinson	Advocacy Manager
Lee Emberton	Student Engagement Manager
Robyn Barnden	Operations Manager
Tania Evans	Retail Manager





## 6.0 Requests for Leave of Absence

- 6.1 The Chair advised a request for leave of absence had been received from Madhab Kharel who is requesting one months' leave to attend intensive training at the College of Law, and she would move a motion to approve this leave.

The Chair further advised that a request for leave had been received yesterday from Ivanka for approx. one week due to a leg injury, however the exact dates were yet to be confirmed. We will move a motion to also approve this leave pending exact dates to be provided.

### SC04/26032021:

**That the Student Council approves a leave of absence for Madhab Kharel from 26 March to 26 April 2021 inclusive**

<b>Moved:</b>	<b>Emily Sagolj</b>	<b>Seconded:</b>	<b>Naren Shetty</b>
<b>For:</b>	<b>7</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>1</b>

**Carried**

### SC05/26032021:

**That the Student Council approves a leave of absence for Ivanka Dishan Su for approx. 1 week (with exact dates to be confirmed)**

<b>Moved:</b>	<b>Emily Sagolj</b>	<b>Seconded:</b>	<b>Guleid Abdullahi</b>
<b>For:</b>	<b>7</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>1</b>

**Carried**

## 7.0 Board Grant Applications

The Chair advised no board grant applications had been received for this meeting and she would move on to the next item.

## 8.0 Strategic Matters of Importance to Members

The Chair advised no items had been received under strategic matters and asked if anyone had any items they would like to raise.

The Vice President – Education noted that there was nothing specific to DUSA members to report on at this point.

The Chair raised for discussion the survey that will be sent out in the mid trimester break. She advised that a lot of lectures are not being recorded for students who are unable to attend lectures, which is not good and she would like to include this issue in the survey.

The General Manager advised she had spoken recently with Karly Lovell about getting students back on campus. The University are having a lot of issues trying to get students to come back to campus, so this is just something for us to note and keep an eye on.

## 9.0 Regulations and Constitution

The Chair advised that one item had been submitted for discussion under regulations and she referred to the General Secretary to speak to this item.



She further noted that the financial statements were almost completed and should be available for the next Council Meeting in April, and ready for submission at the AGM.

## 11.0 Reports and Operational Matters

The Chair referred to the General Manager to speak to human resources.

### 11.1 Human Resources

The General Manager spoke to this item advising that we had received a couple of resignations recently. Rebecca in the Burwood bookshop is moving to northern NSW and has also recently secured herself a research position with Deakin and will be able to continue with this position while residing in NSW.

The General Manager noted that it is great to see staff developing and moving on to bigger things in their careers.

We also received a resignation from Hana, our Corporate Sponsorship Coordinator. Hana is very ambitious with a career path in mind which we are unable to offer her, so she is going back to her roots to work for North Melbourne football club. While it is sad to lose her as she has done a great job, we are happy for her to be able to advance her career.

Also, two of our interns - Bonnie and Olivia are both finishing up today, and Alice who has been with us for 3 years finished yesterday.

We have appointed a Marketing Coordinator, Kathryn Fisher (Kat). She starts on 12 April and is very experienced and has a great energy, and she should fit in well at DUSA.

We have commenced advertising for Hana's role and have received around 7 applications so far, and hopefully will receive further applications in the next few weeks.

It has been great to see staff back in the office over the past few weeks for O'Fest. Density limits still currently apply to office space, however this should be lowered once COVID restrictions are lessened.

Our Ambassador Program is now winding down and is due to finish on 30 April. This was originally to be a 6 week program, and turned into an 8 month program. Janelle, our Burwood Bookshop Supervisor has done an amazing job managing this program with around 50 staff to coordinate. We gave Janelle a couple of gold class movie vouchers to thank her for the additional work she has done managing this program. The program also helped many students who were struggling financially, by providing them with some income. Tania, our Retail Manager was also instrumental in overseeing the program in Geelong and we thank Tania for her assistance with this.

The Chair noted that while it is always hard to see interns and staff leave, she agreed that it is great to see them moving on in their careers.

A query was raised as to whether the University will have any system in place to monitor social distancing once the ambassador program finishes. Discussion ensued.

The Executive Officer advised that she had been asked by the University OH&S Committee Chair to ask Council whether any complaints had been received from students about the students' COVID safe learning module. Council had advised they had not received any complaints, however they were not aware that this module even existed.





The Chair advised that the finance report and profit and loss had been provided with the agenda and asked the Finance Manager if she would like to speak further to this.

#### 11.2 **Finance Report & Profit and Loss**

The Finance Manager advised there was not a lot to say about the February figures. Only that we saw a good surplus. The Finance Manager outlined some of the figures from the profit and loss report, noting that the Burwood bookshop had been closed during January, which had obviously affected sales figures.

We are up to date with our Job keeper payments and still have two months of top up payments to claim before payments cease completely. In January and February we spent approx. \$77,000 on the ambassador program which will all be charged back to Deakin.

The Perpetual Investment is going well and we are not seeing the fluctuations that we had seen in the past year.

The expenditure during March for O'Fest will come through soon for payment. Questions were raised and answered regarding computer leasing costs.

#### 12.0 **Minutes of DUSA Committees**

The Chair advised the Minutes of DUSA's Committees received this month were from the Executive Committee for its meetings held on 8 February and 22 February 2021. The Chair advised she would assume that everyone had read these minutes, and if there were no questions or comments she would move a motion to endorse the minutes of the Executive Committee.

The General Secretary confirmed he would chase up the Campus Committee minutes to ensure these would be available for the April meeting.

#### **SC07/26032021:**

**That the Student Council receive the Minutes of the Executive Committee Meetings submitted and resolutions therein be endorsed as decisions of DUSA**

**Moved: Emily Sagolj**

**Seconded:**

**Naren Shetty**

**For: 7**

**Against:**

**0**

**Abstain: 1**

**Carried**

#### 13.0 **DUSA Reports**

The Chair referred to the reports received and asked if there were any questions regarding the reports, or if anyone would like to speak further to their reports.

The Chair asked the Student Engagement Manager if he would like to give a verbal report.

The Student Engagement Manager apologised for not submitting a written report due to the hectic month we have had with O'Fest. The Student Engagement Manager provided the following statistics for inclusion in the minutes:

##### **Student Leadership Conference:**

- 36 sessions delivered across 5 days (1,098 registrations with 717 attendees).

##### **O'Fest:**

- 75 events delivered across 3.5 weeks (12,582 registrations with 23,932 total attendees)



**Short Courses:**

- 4 short courses delivered already in Trimester 1 (40 in the calendar on sale to be delivered for the remaining of Trimester 1) – online and back on campus.

Club events will be back on campus ASAP, with communication of the process to be sent on 29<sup>th</sup> March 2021.

The Chair confirmed that the last 4 weeks had been hectic, and noted she was very proud to see so many Student Council assisting at events.

The Chair advised she would now move a motion to accept all written and verbal reports.

**SC08/26032021:**

**That the Student Council receive all presented and written reports**

**Moved:** Emily Sagolj

**Seconded:** Naren Shetty

**For:** 7

**Against:** 0

**Abstain:** 1

**Carried**

## Items for Discussion / Decision

### 14.0 General / Other Business

The Chair advised no items had been submitted for discussion under general or other business and asked if anyone had anything they would like to raise for discussion.

The General Manager advised she would like an in camera session after general/other business.

#### DUSA Talks

The Chair advised this project had been discussed in the pre-meeting. Madhab and Georgie had looked into borrowing equipment from Deakin and found that this would be possible, and they are still confirming and finalising some of the other items.

Georgie advised the University MTV Department had confirmed they have equipment we can borrow. The only funding we require at present is to provide vouchers to give to students who assist with this project to pay them for their time. Discussion ensued.

The Vice President - Education noted that as this project had been discussed for some time now, she suggests they look at recruiting additional help from campus committees and clubs to assist with some of the work on this project to get it up and running, especially considering Madhab will be on leave for the next month and has a lot on his plate at present.

The General Manager advised that we need something written down around this project, as the detail so far has been a little sketchy and it would be good to have a solid written plan around what the project is about, the funding required, the number of students needed to give it some more structure.

The Chair agreed it would be good to have some more structure around this project and we will make this an action item.

**Action:** Georgie to formalise a structure for the DUSA Talks Project to ensure its sustainability, and recruit more students to be involved from the campuses and clubs.

The Chair advised that if there was no further business to discuss, she would move the meeting in camera.

**SC09/26032021:**

**That the Student Council Meeting moves In Camera at 12:14pm**

<b>Moved:</b>	<b>Emily Sagolj</b>	<b>Seconded:</b>	<b>Naren Shetty</b>	
<b>For:</b>	<b>7</b>	<b>Against:</b>	<b>0</b>	
			<b>Abstain:</b>	<b>1</b>

**Carried**

**SC10/26032021:**

**That the Student Council Meeting moves Out of Camera at 12:22pm**

<b>Moved:</b>	<b>Emily Sagolj</b>	<b>Seconded:</b>	<b>Guleid Abdullahi</b>	
<b>For:</b>	<b>8</b>	<b>Against:</b>	<b>0</b>	
			<b>Abstain:</b>	<b>0</b>

**Carried**

**SC11/26032021:**

**That the Student Council approves the General Manager to engage Work Logic to undertake an investigation on behalf of DUSA into the complaint received**

<b>Moved:</b>	<b>Emily Sagolj</b>	<b>Seconded:</b>	<b>Katrina Sullivan</b>	
<b>For:</b>	<b>8</b>	<b>Against:</b>	<b>0</b>	
			<b>Abstain:</b>	<b>0</b>

**Carried**

## Items for Noting

### 16.0 Next Meeting

The Chair advised that the next Student Council Meeting would be held on Thursday 29th April 2021.

### 17.0 Close of Business

There being no further business to discuss, the Chair declared the meeting closed at 12:25PM.  
The Chair advised that lunch would now be served.