

DEAKIN UNIVERSITY STUDENT ASSOCIATION INC

STUDENT COUNCIL MEETING MINUTES

6th Meeting

29 April 2021

11:00AM

Via Zoom



Student Council Meeting Minutes
Thursday 29 April 2021

 Indicates starred item

 Indicates document attached

 Indicates document absent

2.0 Question Time

- 2.1 The Chair advised no questions had been received prior to the meeting.
- 2.2 The Chair asked if anyone had any questions. None were received.
- 2.3 The Chair asked if there were any conflicts of interest to declare. None were received.

3.0 Starring

- 3.1 The following items were starred for further discussion (*including automatic starring as per agenda*):
 - 3.2 To consider a recommendation from the Chair that all remaining unstarred reports be received without further discussion.
 - 3.3 To consider a recommendation from the Chair that all remaining unstarred items on the agenda be received and that all recommendations therein be approved without further discussion.
 - 4.1 Accept the Minutes of the Student Council meeting dated 26 March 2021.
 - 4.2 Actions arising from the Minutes
 - 5.0 Motions approved by circular resolution
 - 6.0 Requests for Leave of Absence
 - 8.0 Strategic Matters of Importance
 - 10.0 Policy, Procedures and Systems
 - 10.1 Monthly compliance reporting
 - 11.0 Reports and Operational Matters
 - 11.1 Human Resources
 - 11.2 Finance Report and Profit & Loss
 - 11.3 2020 Finance Report for year ended 31/12/2020
 - 12.0 Minutes of DUSA's Committees Received
 - 12.1 Cloud Campus Committee Minutes
 - 12.3 Warrnambool Campus Committee Minutes
 - 12.4 Geelong Campus Committee Minutes
 - 12.5 Executive Committee Minutes
 - 12.6 Campus Coordinators Committee Minutes
 - 13.0 Reports Received
 - 14.0 General / Other Business
 - 14.1 Perpetual Investment
 - 14.2 DUSA Talks Video Podcast budget
 - 14.3 Draft 2021 Elections Calendar
 - 15.0 Next Meeting
 - 16.0 Meeting Closed

Items Requiring Resolution

- 3.2 To consider a recommendation from the Chair that all remaining unstarred reports be received without further discussion.

SC01/29042021:			
The Student Council agrees that all remaining unstarred reports be received without further discussion			
Moved:	Emily Sagolj	Seconded:	Naren Shetty
For:	7	Against:	0
		Abstain:	0
Carried			

11:10AM Student Councillors, Ivanka Dishan Su and Madhab Kharel joined the meeting

- 3.3 To consider a recommendation from the Chair that all remaining unstarred items on the agenda be received and that all recommendations therein be approved without further discussion.

SC02/29042021:			
The Student Council agrees that all remaining unstarred items on the agenda be received and that all recommendations therein be approved without further discussion			
Moved:	Emily Sagolj	Seconded:	Katrina Sullivan
For:	9	Against:	0
		Abstain:	0
Carried			

4.1 Minutes of the Student Council Meeting

The Chair advised that if there were no questions regarding the previous minutes, she would now move a motion to accept the minutes of the Student Council Meeting held on 26 March 2021.

SC03/29042021:			
That the Minutes of the Student Council Meeting held on 26 March 2021 be accepted as a true and accurate record of proceedings			
Moved:	Emily Sagolj	Seconded:	Katrina Sullivan
For:	9	Against:	0
		Abstain:	0
Carried			

4.2 Actions Arising from Minutes

The Chair advised there were two items on the action list and referred to the General Manager to provide an update on the first item.

Action Item SCA01/24092020

The General Manager updated this item regarding having a tick box on the website for cloud students to request dental dams and condoms. This is currently being worked on and should be available in a couple of weeks' time.

Action Item SCA01/26032021

Student Councillor, Georgie Brimer updated the second item advising this had been completed and was scheduled for discussion under general business at today's meeting.

5.0 Endorse all Motions Approved by Circular Resolution

The Chair advised there had been two motions approved by circular resolution since the last Student Council meeting. The first was to approve the date for the AGM and the proposed constitutional amendments, and the second was to approve a leave of absence for Georgie Brimer. The Chair advised she would now move a motion to endorse those resolutions.

SC04/29042021:

The Student Council endorses the two motions approved by circular resolution on 9 April 2021 and 26 April 2021 respectively

Moved:	Emily Sagolj	Seconded:	Katrina Sullivan
For:	9	Against:	0
		Abstain:	0
Carried			

6.0 Requests for Leave of Absence

6.1 The Chair advised no requests for leave of absence had been received, and if there were no leave requests to be tabled at this meeting she would move on to the next item.

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 Chair advised that she had raised a few items at the last University Enterprise Meeting, such as bringing the library back to normal 24/7 opening hours, having a fasting area in the library for students who are observing Ramadan, and bringing back the Chill Out trolley.

The library were overall very receptive to our suggestions, however advised they could not provide specific food free spaces for Ramadan as this would be too difficult to monitor. They suggested however that bookable spaces within the library be made available for those students observing Ramadan to book. The Chair advised she felt this was a good compromise.

The Chair advised that many Student Council and Representatives have been asked by students when the library is going back to 24/7 opening hours, especially with the exam period approaching. Deakin are reluctant at this stage to return to 24/7 opening hours for various reasons, but they are understanding of the students need to have this back again.

The Chair further advised that the library felt there was not a need to bring back the Chill out Trolley at this point due to the lack of student numbers on campus. However, after some Council members did a walkthrough of the library recently, it was obvious that it was well populated and there definitely was a need for the Chill out Trolley. We communicated this to them and they have agreed to look into starting this up again. There are currently some access issues to microwaves etc., so there are a few issues that they need to sort out first.

The Chair advised that at the Executive Meeting on Monday it was discussed that the University are proposing to offer a 5% rebate on fees to new International students to try and entice them to study with Deakin. On face value this seems a good incentive, however it is leaving out current International students who may need financial assistance. She will email John Devereaux about this issue as the University also needs to focus a bit more on retention of current International students, not just enticing new International students. If they have the capacity to offer a 5% discount to new International students, they probably also have the capacity to offer it to current International students as well.

The Chair advised that at the Online Steering Committee Meeting last week it was decided that 12 nursing units will now have online invigilated exams. The Chair asked whether the Vice President – Education would like to speak further to this.

The Vice President – Education advised that his had been brought to the meeting at the request of the School of Nursing, who want to do up to 12 nursing unit exams online. This decision was made in week 5, and it is deemed a very high risk by the Committee. There was a lot of discussion at the meeting regarding this, but it ended up being accepted by all members of the Steering Committee so it will go ahead. The exams will be held in Deakin labs, but will be done online. So it is taking students out of a home environment and putting them into a lab, but then doing the exam online. Students were not informed that these exams were going online, and we are very concerned about students' wellbeing around this. The affected students will all be third year or graduate diploma students.

The Chair advised we had received an update yesterday regarding this from the Director of Student Administration Services, who advised that students were told that the majority of unit exams would be held online. However, we are not sure how well this was communicated to students. The Director also advised that they feel a return to paper based exams would be too risky. Students have become acclimatised to online exams over the past year so it is not a departure from that.

The Chair noted that we do not necessarily agree with this statement, as there are many students who are not accustomed to this type of exam. It was also not very clear regarding how or whether this was actually communicated to students, or whether it was before or after the census date. There are no opt-out options applicable, as the exams are being delivered in a closed book environment and will be supervised in a Deakin space.

The General Manager raised for discussion the current situation in India and asked if anyone was aware of any specific needs by International students that we could assist them with. If anyone hears of any issues where we could potentially provide some support, please get in contact with her.

The Assistant General Secretary advised that extensions seem to be the main priority at the moment, but he is in constant contact with international students and will definitely advise if he hears of any other specific needs.

The Vice President – Welfare advised that an extension of the fee date is definitely a requirement, and Deakin's fees department have not been responding to students enquiring about fee extensions. There are many students who will not be in a position to pay their fees by the due date.

The Assistant General Secretary further noted that most students in India are currently in total lockdown, and therefore do not have access to facilities to even arrange to pay their fees.

The Chair noted that she is hearing more and more about international students in India dealing with family members who have got COVID, so even if they are not impacted by fees, they are dealing with a lot of other very difficult family related issues.

The Chair advised that the survey has some questions around job security and whether students feel they can pay their tuition fees at the moment. Once we have this data, this is something tangible that we can share with the University.

The Advocacy Manager advised the fee date has been extended to May and as per last year it is likely that students' enrolments won't be discontinued until the end of the Trimester. There is also a certain criteria around the HECS Act which the University has to adhere to. He will check with Shona to see if she has any further information on this as she has seen a few of these cases recently.

The Student Engagement Manager advised he has been working with DSL and we should see some communications soon from them regarding campuses coming back to some sort of normality. There will be some changes to the scanning process to make this easier and we probably won't need to scan into each room as we move around campus.

9.0 Regulations and Constitution

The Chair advised there were no items for discussion under regulations and constitution and she would move on to the next item.

10.0 Policy, Procedure & Systems

10.1 *Monthly Compliance Reporting – April*

The Chair advised the status of financial and insurance compliance reporting due in April had been provided in the Agenda, and asked the Finance Manager if she would like to speak further to this.

The Finance Manager advised the Job keeper declaration for March has been done and we received the subsidy in April, and all of our obligations under the Job keeper scheme are now finished.

The SSAF reporting which was coordinated by Sue has been sent through to Deakin now. We have not yet provided them with the signed copy because the audited accounts still need to be signed off.

The BAS was extended to May, so we will pay this closer to the date.

Super payments for the quarter have now gone to the clearing house and will be distributed to super funds probably next week.

There is no need to revise the Workers Compensation remuneration estimate as it is sufficiently close to the actual remuneration.

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 have now appointed a Corporate Partnerships person, and thanked the Assistant General Secretary for his involvement in the interview process. The new person will commence next Wednesday and we think she will be great for this program.

Everyone else is going along well, with some staff back on campus more frequently now. At the last staff information session she had encouraged staff to return to campus.

We will be recruiting for more interns as Lee has a couple of positions available in Student Engagement.



We are also about to appoint a Design Intern for Marketing. We have a preferred candidate and are just doing the due diligence before appointing her.

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 the March figures showed a healthy surplus of \$472,000. Post pandemic conditions have been very challenging for our retail areas, with the bookshop, memberships and sponsorships being very down. But on the plus side of this expenses are also down. The Job keeper subsidies have been what has propped us up. There was a discrepancy in the March wages budget with a \$200,000 over budget for March which should have been in the December figures.

We may need to look at what we have spent in welfare and similar areas, as we receive SSAF for these areas so we need to ensure we are spending the funds that have been allocated. Overall the finances are looking good.

The Chair advised that the end of year Financial Report as at 31/12/2020 had been provided with the agenda and referred to the Finance Manager to speak to this.

11.3 Financial Report for Year ended 31/12/2020

The Finance Manager advised the Financial Report was now available. Most of what is in this report are mandatory requirements for financial statements and technical disclosures which we need to make and lodge with various regulators. The Financial Report now needs to be signed off by the Auditors, the President and the General Secretary before it goes to the AGM in May.

The Chair noted that the notes provided are really helpful when reading the financial report, and advised that if there were no questions for the Finance Manager, she would move a motion to accept the 2020 end of year Financial Report and submit the report at the upcoming AGM.

SC05/29042021:

The Student Council approves the Financial Report for 2020 to be submitted to the Annual General Meeting in May

Moved:	Emily Sagolj	Seconded:	Katrina Sullivan
For:	9	Against:	0
		Abstain:	0

Carried

11:40AM Student Councillor, Madhab Kharel dropped out of the meeting.

12.0 Minutes of DUSA Committees

The Chair advised the Minutes of DUSA's Committees received this month were from the Cloud Campus Committee for its January and February meetings, the Warrnambool Campus Committee for its January, February and March meetings, the Geelong Campus Committee for its January and February meetings, the Executive Committee for its meetings held on 9th March and 22nd March, and the Campus Coordinators Committee for its meetings held in January and February.

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 these committees.



SC06/29042021:

That the Student Council receives the Minutes of the Cloud Campus Committee, the Warrnambool Campus Committee, the Geelong Campus Committee, the Executive Committee and the Campus Coordinators Committee Meetings as submitted and resolutions therein be endorsed as decisions of DUSA

Moved:	Emily Sagolj	Seconded:	Katrina Sullivan
For:	8	Against:	0
		Abstain:	0

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. No questions or comments were received.

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

SC07/29042021:

That the Student Council receive all presented and written reports

Moved:	Emily Sagolj	Seconded:	Guleid Abdullahi
For:	8	Against:	0
		Abstain:	0

Carried

Items for Discussion / Decision

14.0 General / Other Business

The Chair advised there were three items for discussion under general business and she referred to the Finance Manager to speak to the first item.

14.1 Perpetual Investment

The Finance Manager provided a current update on the perpetual investment. The Chair asked if anyone had any questions about the investment. No questions were received.

The Chair referred to Student Councillor, Georgie Brimer to speak to the next item.

14.2 DUSA Talks Video Podcast budget

Georgie referred to the outline she had provided for the Podcast project, noting that the podcasts will be a good tool to inform students of DUSA activities. She has been meeting with student representatives who are interested in contributing content and assisting with production of the podcasts. The first two episodes have now been scripted. They have reached out to the Deakin TV Club to obtain assistance from students who have some knowledge in creating podcasts. They also reached out to Deakin Film and TV Department and have booked a time at their studio for the video to go into production.

Filming in the studio will take place on a monthly basis on Thursday and Friday afternoons. The plan is to film two 30 minute episodes.

11:56AM Student Councillor, Brendan Ho Shing Low joined the meeting



Georgie provided further details of the scheduled timings for filming and editing, and when episodes would go out.

The Assistant General Secretary advised that it will be good to get Clubs involved in this project too to ensure the project continues into the future. This will assist to ensure there will always be someone from DUSA and / or clubs that can continue on with the project. The podcast is also a great way to engage with the Reps.

The Assistant General Secretary outlined the proposed budgetary requirements around vouchers for the Student Representatives as thanks for their assistance with the project. They anticipate three \$50 vouchers each month will be required, which totals \$150 per month.

The General Manager congratulated all those who worked on this project noting they had done a great job.

The Chair reiterated this sentiment noting that they had done a lot of work on this project, and proposed that for continuity of the project it would be beneficial to have some sort of policy drafted or some clauses inserted into the regulations, so that Council and Representatives can be appointed to work on the project as each Council changes over.

SC08/29042021:

That the Student Council approves the DUSA Talks Video Podcast budget of \$1,200 per annum as submitted

Moved: Emily Sagolj

Seconded:

Georgie Brimer

For: 9

Against:

0

Abstain: 0

Carried

DUSA Survey

The Chair spoke regarding the survey that will be going out to students around transitioning back onto campus. The Marketing team have indicated this will probably go out tomorrow afternoon. Most of the questions are quantitative and not qualitative, so it will not take too long for students to get through them. Once the survey has been released we need to promote this as much as possible, and have our student representatives promote this as well. We want to get some good data out of this survey to be able to show to the University, as data is something they take notice of.

The Chair referred to the O'Fest review document, noting that Student Council had written their feedback, and asked the Student Engagement Manager whether he has had much feedback from the Committee representatives.

The Student Engagement Manager advised he had not had not reviewed all feedback yet. The week of 10 May they will be hosting an Orientation Steering Meeting and the feedback will be reviewed and discussed there. Deakin want to see the data from this by the 21st May. The Committees have been given the opportunity to provide feedback on their areas.

The Chair asked the General Secretary and Assistant General Secretary if they could touch base with the Campus Coordinators to see if their Committees have completed their feedback yet, and if not to give them a nudge to do so.

The Assistant General Secretary advised that he doesn't believe they have done this yet, apart from the Burwood Committee.

The Chair advised the final item on the agenda was to approve the draft calendar for the 2021 Elections.



14.3 **Draft 2021 Elections Calendar**

The General Secretary advised that a couple of election changes had been made to make the elections more accessible for all students, especially after last year when the election period ran right up to exam time. We don't want to see this happen again so it would be better to start the election period a bit earlier so they don't collide with exams. Starting earlier will also give the Executive Officer additional time at the end to get all of the Council and Representatives on boarded before they start their term of office.

The Chair advised if everyone was happy with the timings in the calendar submitted, she would move a motion to approve this.

SC09/29042021:

That the Student Council approves the 2021 Elections calendar as submitted

Moved:	Emily Sagolj	Seconded:	Guleid Abdullahi
For:	9	Against:	0
Carried		Abstain:	0

The Chair asked if there were any other items to discuss under general business.

The General Manager advised that as part of the DUSA Managers remuneration packages, Managers that work across all campuses have a vehicle included their package. Previously we have had a \$35,000 cap on vehicles purchased, however as vehicles have increased in price recently we would like to raise the threshold to a more realistic \$40,000 as we don't want to have to keep coming back and forward to Council for approval of extra expenditure when purchasing vehicles. While we don't anticipate necessarily spending \$40,000 on each vehicle as there are companies such as Mazda who have some reasonable deals, we would like to increase the threshold above \$35,000 which is unrealistic.

The Chair advised she was happy to proceed with this and asked if anyone had any questions they would like to raise regarding this. No questions were received.

SC10/29042021:

That the Student Council approves increasing the threshold of DUSA owned vehicles from \$35,000 to \$40,000 excluding GST

Moved:	Emily Sagolj	Seconded:	Katrina Sullivan
For:	9	Against:	0
Carried		Abstain:	0

Items for Noting

16.0 **Next Meeting**

The Chair advised that the next Student Council Meeting would be held on Thursday 20th May 2021.

17.0 **Close of Business**

There being no further business to discuss, the Chair declared the meeting closed at 12:13PM.