

DEAKIN UNIVERSITY STUDENT ASSOCIATION INC

STUDENT COUNCIL MEETING MINUTES

2nd Meeting

17 December 2020

11:00AM

Via Zoom



Student Council Meeting Minutes
Thursday 17 December 2020

★ Indicates starred item

📁 Indicates document attached

⊗ Indicates document absent

DUSA Student Council

Thursday 17 December 2020

Commencing at 11:00AM

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 11:05AM.

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
Jasmine Qi Xing	Student Council Member
Madhab Kharel	Student Council Member
Georgie Brimer	Student Council Member
Ivanka Dishan Su	Student Council Member
Brendan Ho Shing Low	Student Council Member <i>(joined meeting at 11:11am)</i>

Present for Debate

None

By Invitation

Sue Rolland	General Manager
Fionna Cooper	Finance Manager
Gavin Hodgkinson	Advocacy Manager
Lee Emberton	Student Engagement Manager

Observers

None

Minute Taker

Annette Allen	Executive Officer
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1.2 Apologies

Robyn Barnden	Services Manager
Tania Evans	Retail Manager
Cassandra Prigg	Warrnambool Campus Coordinator

1.3 Absent

None

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 November 2020.
 - 4.2 Actions arising from the Minutes
 - 8.0 Strategic Matters of Importance
 - 8.1 Draft Deakin / DUSA Head Agreement
 - 9.0 Regulations and Constitution
 - 9.1 Proposed amendments to the General Regulations
 - 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
 - 12.0 Minutes of DUSA's Committees Received
 - 13.0 Reports Received
 - 14.0 General / Other Business
 - 14.1 Cause related days and charity partnerships
 - 14.2 DUSA Talks project proposal
 - 14.3 eSports Room
 - 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.

SC01/17122020:

The Student Council agrees that all remaining unstarred reports be received without further discussion

Moved:	Emily Sagolj	Seconded:	Madhab Kharel
For:	8	Against:	0
		Abstain:	1

Carried

- 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.

SC02/17122020:

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:	8	Against:	0
		Abstain:	1

Carried

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

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 29 October 2020.

SC03/17122020:

That the Minutes of the Student Council Meeting held on 26 November 2020 be accepted as a true and accurate record of proceedings

Moved:	Emily Sagolj	Seconded:	Guleid Abdullahi
For:	8	Against:	0
		Abstain:	2

Carried

4.2 Actions Arising from Minutes

The Chair advised there was one item on the action list for updating and referred to the General Manager to speak to this

Action Item SCA01/24092020

The General Manager advised this item was still on hold as there were quite a few issues around the website that relate to this item and there would not be any further updates until the new website is up and running and live.



5.0 Endorse all Motions Approved by Circular Resolution

The Chair advised there had not been any motions approved by circular resolution since the last meeting and she would move on to the next item.

6.0 Requests for Leave of Absence

6.1 The Chair advised one request for leave of absence had been received from Katrina for the period 13 January through to 19 January and she would move a motion to approve this leave request.

SC04/17122020:

That the Student Council approves a leave of absence for Katrina Sullivan for the period commencing 13 January to 19 January 2020 inclusive.

Moved:	Emily Sagolj	Seconded:	Guleid Abdullahi
For:	7	Against:	0
		Abstain:	3
Carried			

Presentation by Auditors - BDO

The Chair advised that Elizabeth Blunt from BDO had joined the meeting to provide a presentation on their audit plan for DUSA.

Elizabeth spoke to Council showing the audit plan on screen and provided an overview of the key parts of the plan.

Elizabeth further advised that her email details were included in the plan and if anyone had any questions in the future, they were welcome to communicate these directly to her.

The Chair thanked Elizabeth for taking the time to come and present to Council today.

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 there was one item received for discussion under strategic matters, which was the Deakin / DUSA Head Agreement and she referred to the General Manager to speak to this.

8.1 Deakin / DUSA Head Agreement

The General Manager advised that this is our overarching agreement with Deakin, and sitting under this are the various service level agreements. There are not a lot of changes to the agreement this time, however one change that we are happy about is the inclusion of the \$450,000 which the University agreed to a few years ago to cover Student Council costs. We were hoping to have this amount indexed, however the University have advised they will review this from year to year.

Questions and discussion ensued.



SC05/17122020:

That the Student Council approve the draft Deakin / DUSA Head Agreement as submitted

Moved: Emily Sagolj

Seconded:

Katrina Sullivan

For: 9

Against:

0

Abstain:

1

Carried

The Chair asked if anyone had anything else they would like to raise under strategic matters.

The Vice President – Education advised that she had met with the Campus Re-activation Group yesterday, and one of the main items out of this meeting was that the graduations due in February are currently off the table. The University are not planning to do any graduation ceremonies at all, and may look to alternative events to do in place of these.

They are planning to bring students back to campus, and are trying to bring as many back as possible by having all practical classes on campus during Trimester 1, with all classes still to adhere to the class capacity limits they are placing on themselves. They will have opt-in study halls and computer labs will be back to normal. They seem to be most concerned about space capacity requirements and scheduling.

The General Manager provided some clarification around the space capacity, advising that the Government have been quite vague regarding this, however they still have the 1.5 metre distancing rules in place and the University are following this rule.

The Vice President – Education advised that the University had intended to do 90 minute deep cleaning sessions after every class, however they have scrapped this now.

The General Manager advised that the University have recently put out information regarding staff coming onto campus. They have launched a Managers resource page, which states that from 11 January around 50% of staff will be able to come back onto campus if they wish to. However, the building capacity plans that they have drawn up which she and the Advocacy Manager looked at this morning are quite misleading. If we adhere to the 1.5 metre distancing rule, then we cannot have the number of people in space that they are saying we can have. It appears they have just looked at the total space per building, and not how the various spaces are configured.

The Student Engagement Manager advised that up to 1st February, staff will still be required to have an ad-hoc request form to come onto campus. After 1 February the respective Manager's will be able to approve staff to come back on campus without the need for an ad-hoc request form.

The General Manager noted that we are still working with the University to determine what events and activations we will be able to provide on campus during Trimester 1.

The Student Engagement Manager provided further information on discussions held recently with the University regarding events and activations. He advised that we will most likely run any events off-campus, and it would be very unlikely that clubs will be allowed to run any events on-campus during Trimester 1. It will be a very slow return to campus during Trimester 1.

The Chair advised that the UniSA fee freeze had been discussed recently at the Executive Committee, and she wanted to provide some updates to Council on this. She advised that she had recently spoken with the President of the UniSA Student Association who had advised it had taken 8 to 10 months to get the fee freeze through, and they had also managed to get the University to agree to some financial assistance for students.



The Chair advised she had raised this recently with the Deputy Vice Chancellor and Dean of Students, Liz Johnston. Liz had advised that this could be seen as unfair to some students, and that fees will need to rise to take into account CPI increases. They recommended that we seek other sources of support for students.

The Chair noted that it was interesting to see what the University's mindset was around this issue.

The Chair advised she would like to discuss organising a survey to go out to students around this, and also include a general well-being check in. This will help us moving into 2021 to see what students are wanting from us going forward.

Questions and discussion ensued.

The Chair suggested we work on questions over the holiday break given that we finish for the year tomorrow, and everyone can come back with ideas for questions in January so that we can get this survey out as soon as possible in the New Year.

9.0 Regulations and Constitution

The Chair advised there was one item for discussion which was the proposed changes to the General Regulations and referred to the General Secretary to speak to this item.

9.1 Proposed amendments to the General Regulations

The General Secretary spoke to this item referring to page 62 of the agenda, and part 7 of the regulations, and advised the proposed changes are to include the Assistant General Secretary to the Campus Coordinators Committee, and also to have the Committee meet at least once a month. It was felt that more regular communication was needed between the campuses, as this had previously been lacking. We also need to have more collaborative and frequent communication between Council and the Campus Coordinators, and monthly meetings would also benefit the campuses and ensure they are not doubling up on activities. The General Secretary advised that he will call the meetings and the President will chair the meetings.

The Chair advised that she was happy with these changes and feels the inclusion of the Assistant General Secretary will be a good addition to this Committee.

The Chair advised she would now move a motion to approve the changes to the General Regulations

SC06/17122020:

That the amendments to the DUSA General Regulations be approved as submitted

Moved: Emily Sagolj

Seconded:

Guleid Abdullahi

For: 9

Against: 0

Abstain: 1

Carried

10.0 Policy, Procedure & Systems

10.1 **Monthly Compliance Reporting – December**

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

The Finance Manager advised there were three items provided in the agenda, however the superannuation guarantee payment which was included won't be paid until January.



She further advised that all of the insurance certificates of currency had now been received, and we are up to date with our Job keeper lodgements. At this stage, it is not certain whether we will qualify for next stage of Job keeper, but it looks as if we probably will.

The Finance Manager further advised that under our current Enterprise Agreement, we have to pay in advance for all payroll runs that fall during the Christmas close down period. Therefore, there will be a pay paid today which is for the pay due on 22 December, and then another pay will be paid tomorrow for the pay due on 5 January.

This means we will be getting two pays in advance, however will not be paid again until January 19, which can make it difficult for people to budget during that period.

The Chair requested an email be sent out to the student representatives advising them of the pre-payments so that there is no confusion about what they are being paid for.

The Finance Manager confirmed she would do this.

11.0 Reports and Operational Matters

The Chair referred to the General Manager to speak to the next item.

11.1 Human Resources

The General Manager spoke to this item and advised everyone was doing well, and it was good to see many people come out for the picnic yesterday.

Both of our Front of House staff at Burwood have now resigned and we are recruiting for these roles as they both finish up tomorrow. We are already in discussions with one potential candidate, and we have received approx. 400 applications for the other two day per week position. These roles are more than just being on reception, as there is a lot of reconciliation and stock management required, so we need to ensure we hire people with these types of skills and experience.

Our Geelong staff are all going out for dinner tomorrow night for their end of year break-up, and all staff will be on leave from tomorrow until January 11th, which will be a good break for them.

The Chair referred to the Finance Manager to speak to the Finance Report.

11.2 Finance Report & Profit and Loss

The Finance Manager spoke to this item noting that the finance report and profit and loss statement for November had been provided with the agenda, and she provided an overview of those reports.

The Finance Manager further advised that November figures looked very similar to October, with a surplus of \$136,000 which is \$237,000 favourable to budget. Our YTD surplus is \$1.581M. Since receiving Job keeper, our sales have been low but our expenses have also been low, so it is mainly job keeper that is causing these results. The Ambassador Program has had no effect on our bottom line as all salaries for this program are charged back to Deakin. The Government Grant of \$10,000 came in as a one-off income item. The Perpetual Investment had a huge month and was considerably up which has wiped off the losses seen earlier in the year.

Will be writing off a few things during December, such as getting rid of the goodwill for the bookshop and we look like having a surplus of \$1.4 to \$1.5 Million for the year.

The Government support will taper off a little due to some resignations.

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 9 November and 23 November 2020, and if there were no questions or comments regarding these minutes, she would move a motion to endorse them.

Discussion and questions ensued regarding submission of Campus Committee Minutes, with the Executive Officer confirming that no minutes had been submitted to her as yet from the campuses.

The Chair advised that we do not want to see the situation we saw last year where almost the entire year of Campus Committee Minutes were submitted at one meeting.

The General Secretary confirmed he would chase these up in January.

SC07/17122020:

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

Moved:	Emily Sagolj	Seconded:	Katrina Sullivan
For:	10	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.

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

SC08/17122020:

That the Student Council receive all presented and written reports

Moved:	Emily Sagolj	Seconded:	Katrina Sullivan
For:	10	Against:	0
		Abstain:	0

Carried

Items for Discussion / Decision

14.0 **General / Other Business**

The Chair advised there were some items submitted for discussion under General Business and she referred to the Student Engagement Manager to speak to the first item.

14.1 Cause related days and charity partnerships

The Student Engagement Manager spoke to this item and advised he had not received a lot of response regarding this yet. To date nine responses had been submitted, but we do need more to make decisions about this. He further advised that he had discussions with the Campus Coordinators via Teams, and they had completed their responses. He may need to re-think his approach to try and get more engagement on this.

The Chair requested that if any Student Council have not completed this, that they do so as soon as possible.



The Chair referred to Student Councillor Madhab Kharel to speak to the next item.

14.2 DUSA Talks project proposal

Madhab Kharel spoke to this item and advised that at the last meeting held in November, the proposal to form a working group had been approved and this group had now been formed. He was leading the working group which also included Ebony, Georgie, Guleid and Katrina.

After some in-depth discussions, they had decided the project should go ahead, and had taken into consideration the sustainability issues and how the project would benefit students into the future. He would like to begin this project when we return in January, and will expand the working group to include representatives from other campuses as well.

Georgie Brimer advised that they felt that one of the advantages of having this podcast will be better engagement with students, as students like to listen to or watch podcasts and it will provide more flexibility for them to listen to or watch a podcast when it suits them.

The General Manager noted that no budget for this project had been included in the submission, and advised that we do not have a lot of room in our overall budget for additional un-budgeted items. She also advised that she had thought the Student Engagement Manager was going to be included in the working group, however he had not been invited to any meetings as yet.

Madhab advised that they had had to move very quickly with this and had not had time to include the Student Engagement Manager in meetings as yet, however he will definitely be invited to be in the working group from January. He further advised that they really need this project to be approved today.

The General Manager advised that any project proposal motions need to have a detailed budget provided in order for them to be approved.

Madhab advised that he believes the cost will be minimal, as they may be able to borrow cameras from the Arts Faculty. He would like the green light to go ahead with this today because they don't want to waste further time coming back to Council again, and any budgetary or other issues can be addressed later. They want to make this viable and have it be sustainable, and there will always be someone to see this project through and hand it over to the next Council. They will be able to minimise costs, and at this stage the maximum cost to DUSA would be \$2,500 per year.

The General Manager advised that this is the type of information that should be included in the project proposal.

The General Manager requested that it be minuted that no clear budget had been provided for this project.

The General Secretary advised that there had been discussions held around the consistency and time-line to be created which they had agreed to at the working group meeting.

Further discussion ensued around software to be used, and a plan to be created which would include a time-line.

The General Secretary further noted that Madhab currently runs another podcast which has been very successful. He personally feels this is a very worthwhile project and is a good way to engage with students. He feels they have found a clear direction as to where they are going with this.



The Student Engagement Manager advised he had been providing guidance to Guleid, however ongoing support for this will primarily be provided by Dan Waters from Student Engagement at Geelong. Depending on the number of projects that we get through, it is not an efficient use of his time to be on all working groups, so Dan will be the primary person on this working group.

The Chair stressed that with the creation of working groups, please make sure everyone you have in mind for these groups are aware that you want them in the working group and are also available to be part of this, particularly in the case of staff who have a lot of other commitments and time constraints.

Questions and discussion ensued.

The General Secretary advised he had drawn up some objectives as to why this was a worthwhile proposal, and he read through these.

He further advised that he had also met with Monash, Swinburne and RMIT to discuss this and had obtained a lot of ideas and objectives from them.

The Chair advised she feels the eSports is an untapped opportunity, and if the University have funds for this it would be good to tap into this. It would also be good to get this in Geelong one day as well, and not just at Burwood.

The Finance Manager advised that depending on the level of funding required, if the University is not accepting of this, they could approach the Community Bank as they may also be a source of funding in the form of a grant. The Community Bank considers all applications on a case by case basis. She believed the highest amount paid so far in a single grant was \$10,000.

The General Manager advised that the Community Bank would want a lot of their branding on this if they agreed to provide funds, and she would like to see the proposal before it goes to the Bank as she has had a lot of experience writing up these types of proposals. It would also be best to take this to Kean's meetings to discuss it there first. The General Manager cautioned that things do not happen that quickly within the University and they will need to be patient.

SC10/17122020:

That the Student Council approves the creation of an eSports Room working group

Moved: Emily Sagolj

Seconded:

Guleid Abdullahi

For: 9

Against: 0

Abstain: 1

Carried

The Chair asked if anyone had anything further to raise under general or other business.

The Vice President – Welfare advised that he had raised International student's visa issues at the last meeting and asked what was happening regarding this.

The General Manager noted that she had answered this at the previous meeting, when she advised that she is not keen for DUSA to be providing legal advice to students on visas when we are not qualified to do this. As previously advised, we do have lawyers available who provide this sort of advice to International students. We have recently purchased more hours to allow Sashimi to do further work on visa issues. The legal firm put out a lot of information around these issues and advertise this frequently, and also via our social media pages.

The Advocacy Manager advised that given that visa legislation changes constantly and very quickly, we would not be able to keep up to date with these changes. When the legal service is about to conduct a webinar, they advertise this through our social media channels, and when we are on campus they participate in all types of engagement activities with students so that students are aware of what services are available to them.

The General Manager advised that this service is also funded via SSAF, and we are already fully utilizing all of the funding allocated to this.

Discussion and questions ensued.

The General Manager further advised that the University International Student Advisory area has been decimated with the recent workplace changes, so it is doubtful that they would be in a position to provide assistance on visa issues.

The Advocacy Manager advised that these types of enquiries are being handled through Student Central now. With regards to question and answer type scenarios, when the legal service run their webinars they include a session where students are invited to ask questions, and if the questions get too personal, the students are then invited to contact them privately to discuss their issues further. Sashimi also frequently updates the information that they put out, especially when there are changes to legislation.

The Chair advised that she feels it would still be beneficial for us to promote this service again through our social media.

The Advocacy Manager advised that this was done around five weeks ago, but they could certainly do this again.

The General Manager advised that there are peak times of the year when this information is most relevant, and the next peak time will be around March and then again in August, which is when the visas start expiring. If we promote this service around those dates, it will have more impact and be more beneficial and timely for those students affected.

The Chair asked if there was anything else to discuss under general or other business. No further items were received.

Items for Noting

16.0 Next Meeting

The Chair advised that the next Student Council Meeting would be held on Thursday 21st January 2021.

17.0 Close of Business

There being no further business to discuss, the Chair declared the meeting closed at 12:47PM.