

DEAKIN UNIVERSITY STUDENT ASSOCIATION INC

STUDENT COUNCIL MEETING MINUTES

3rd Meeting

21 January 2021

11:00AM

Via Zoom



Student Council Meeting Minutes
Thursday 21 January 2021

★ Indicates starred item

📁 Indicates document attached

⊗ Indicates document absent

DUSA Student Council

Thursday 21 January 2021

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 11:04AM.

Present

Emily Sagolj	President and Chair
Katrina Sullivan	Vice President – Education
Guleid Abdullahi	General Secretary
Naren Shetty	Assistant General Secretary
Madhab Kharel	Student Council Member
Georgie Brimer	Student Council Member
Ivanka Dishan Su	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

Observers

Regena McBeath	Cloud Campus Coordinator
Ebony Martinez	Burwood Campus Coordinator

Minute Taker

Annette Allen	Executive Officer
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1.2 Apologies

Jasmine Qi Xing	Student Council Member
Robyn Barnden	Services Manager
Tania Evans	Retail Manager

1.3 Absent

Saipraneeth Reddy	Vice President – Welfare
Brendan Ho Shing Low	Student Council Member

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 17 December 2020.
 - 4.2 Actions arising from the Minutes
 - 8.0 Strategic Matters of Importance
 - 9.0 Regulations and Constitution
 - 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 Honorary Life Memberships
 - 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.

SC01/21012021:

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

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

Carried

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 many of the University meetings were not up and running yet since we started back in January. She did attend the Student Complaints meeting last week, however Lisa Hanna had not been able to attend. At this meeting they discussed students not being able to access academic units via student connect and were therefore not able to do a late withdrawal. Also, the need to have units that are more accessible to students at the start of the trimester was discussed.

The Chair advised that she and the General Manager had met with the Vice Chancellor in Geelong on Tuesday. At that meeting he confirmed that if there was an increase in cases occurring on campus, he was fairly sure they would be able to cordon off those areas affected and clean them, and the campus would still be able to operate. Unless there was a major outbreak on a campus, they will be following this plan.

The also discussed the issue of duplication when inserting details on entering a room via the Q Code system, and the General Manager confirmed that she will speak to eSolutions about this.

The Vice Chancellor also spoke to them regarding the plan for Graduation Ceremonies. They intend to spread these out over a week so that students can come on campus to attend them, rather than having one large ceremony which would not be possible under current restrictions.

They discussed some of DUSA's ideas for this year, including the eSports room which he seemed favourable to. However, he was not in favour of a fee freeze.

The Vice Chancellor had stressed the importance of building confidence for students to come back on campus. He had further advised that he did not anticipate any International students returning until around June or July.

Discussion ensued.

The Assistant General Secretary noted that there is a National Cabinet Meeting scheduled for Feb 5 to discuss the return of International students.

The Advocacy Manager advised a media release had come out last week from the Victorian Coroner's Office which had stated there had been 47 suicides by International students between 2009 and 2020. There were a number of common themes detected, such as financial pressure, isolation, family peer pressure etc. He advised that all of these things have been previously identified by Advocacy staff when providing support to students.

The University has a mental health strategy, a taskforce and various sub-committees to help improve the mental health processes, however this is something we still need to be aware of.

Discussion ensued.

9.0 Regulations and Constitution

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

9.1 Proposed changes to General Regulations

The General Secretary spoke to this item advising the proposed changes related to clause 33 of the General Regulations, around the Honorary Life Membership Committee.



This had been discussed recently at the Executive Committee, where it became apparent that no meetings had been held in the last two years. These minor changes to the clause were required as there has been no Honorary Life Members appointed in the last three years, so the clause requiring two Honorary Life Members appointed within the previous three years to be on the committee has been amended. The number of people on the Committee has been changed from five to three.

This clause has also been amended to be able to consider multiple people at one time for membership.

The General Secretary also noted that Honorary Life Member Committee meetings can be held at any time of the year, not just in November.

The Chair noted that it would be better to only have three members on the Committee, as it will make it much easier for scheduling of meetings. The Chair further advised that there was one minor amendment which was needed in clause 33.5 where it refers to clause 33.2, this should actually refer to clause 33.2(a).

The Chair advised she would now move a motion to approve these changes.

SC04/21012021:

That the Student Council approves the changes to the General Regulations as submitted with a minor amendment as noted

Moved: Emily Sagolj

Seconded:

Naren Shetty

For: 7

Against:

0

Abstain: 0

Carried

10.0 Policy, Procedure & Systems

10.1 *Monthly Compliance Reporting – January*

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

The Finance Manager advised that the Job keeper decline in turnover had been completed. We needed to be able to show a 15% decline in turnover to be eligible to continue on the Job keeper program and we have qualified for this. Therefore, we will be on phase 3 up until the 28th March, with around 63 students and staff included in this phase.

Superannuation for the quarter ending December 2020 will be paid later this week or early next week. Our Insurance Policies are all in place and we have received certificates of currency for these. The refund of franking credits which we had applied for came through last week.

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 that our two new Front of House staff started this week at Burwood, and they are picking everything up very quickly. Robyn has been spending time on campus with a lot of students coming in to collect their membership packs.

The General Manager advised she has been discussing with staff about coming back on campus, and most staff are happy to continue working from home and only come onto campus occasionally or when required. A couple of staff in the Advocacy area want to come back to campus full-time, as they are struggling to be able to comfortably work from home. This will be possible as they will be sufficiently spaced apart to be able to do this and still meet current spacing requirements. We are waiting for next update of Rosterfy to be released so that we can use this to schedule when staff are intending to come onto campus.

All staff had a good break over the Christmas and New Year period, and are happy to be back. So far it has been a good start to the year.

The General Manager advised she went to Geelong on Tuesday with the President, and while there caught up with some Geelong staff, including staff in the bookshop warehouse who are all doing well.

The Ambassador Program is going along ok, however there has been some issues experienced with behaviour of some of the ambassadors. Lucia and Janelle have been dealing with this, and they did have to terminate the employment of one of the ambassadors due to a breach of contract. The Program is quite time consuming for Janelle, but she is doing an outstanding job.

Questions and discussion ensued regarding the possibility of holding campus committee meetings on campus, as a question had been received around this from the Warrnambool Campus Coordinator.

The General Manager advised that from February 1st, LAMPS will no longer be required, and people will be able to come onto campus as long as they adhere to the 1.5m social distancing rule. A room would need to be booked that is large enough to accommodate the number of attendees while allowing them to be at least 1.5m away from each other, and they would also be required to wear masks. The General Manager suggested that the Warrnambool Campus Coordinator could speak with the Campus Manager, Alistair or alternatively use the room booking system to book an appropriate space.

The Executive Officer noted that large rooms are quite scarce at Warrnambool and it would be worthwhile the Campus Coordinator speaking with Brother Fox with a view to using one of their large rooms located at the back of the café. They usually allow us to use these rooms if we request them.

The Chair raised a discussion regarding holding a Student Council meeting on campus soon, and the Executive Officer confirmed she can look into this and would discuss this further with the Chair off-line.

The Chair advised that the finance report and profit and loss had not been provided with the agenda due to the office close down and timing of this meeting, and referred to the Finance Manager to provide a verbal report.

11.2 **Finance Report & Profit and Loss**

The Finance Manager advised the accounts had not closed off for December 2020 as yet, as this is our year-end period and there are still some additional adjustments to be done to ensure that everything from 2020 has been submitted before close-off. They hope to have some final figures by the next meeting.

We are looking at a loss in December of around \$150,000. However, for 2020 as a whole we will see a surplus of just over \$1.4 Million. We had budgeted to break-even in 2020, and the surplus is almost solely due to the Job Keeper program. We will have received around \$2 Million from Job Keeper for 2020.



One of the more unusual items in the December figures is the write-off of bookshop goodwill of \$200,000. This will now bring the goodwill down to a zero figure. Because of the large surplus in 2020, it made sense to do the goodwill write-off in this period. The final figures for the bookshop for 2020 are not in yet, but it will not be profitable.

We also added \$140,000 to our obsolete stock provision. This is due to the fact that we have around 16,000 hoodies in stock at present, which includes the new hoodies for this year. We decided to be conservative with the figures, and are looking at various strategies to try and sell the hoodies.

The General Manager advised that it is extremely difficult to predict each year how many hoodies we are going to need. The hoodies come from overseas and are ethically produced, and it takes a long time to get any re-orders here in in time, so we need to try and estimate how many hoodies will be needed for the entire year, which is almost impossible. Also the sizes of hoodies needed can vary greatly from year to year, one year we may sell more of the larger sizes, and the next year sell more smaller sizes, so this is very difficult to predict.

The Burwood bookshop has now moved into Building H, and they will also be selling hoodies from there and online. We hope to be able to move the 2020 stock over time and do some further promotions to help move this stock.

The Chair noted that there are many students who would love to be able to just purchase the hoodie from last year without taking out a gold membership.

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 meeting held on 7 December 2020, the Cloud Campus Committee for its meeting held in December, the Burwood Campus Committee for its meeting held in November, the Warrnambool Campus Committee for its meeting held in November, the Geelong Campus Committee for its meeting held in November, and the Campus Coordinators Committee for its meeting held in November 2020. The Chair advised that she would assume that everyone has read these minutes and if there were no questions or comments regarding these, she would move a motion to endorse all minutes received.

The Chair reiterated to the Student Council to try and come along to the Campus Committee meetings that they had been allocated to, as it is a great opportunity to meet the student representatives and see what's happening on a campus level.

SC05/21012021:

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

Moved:	Emily Sagolj	Seconded:	Katrina Sullivan
For:	7	Against:	0
Carried		Abstain:	0

13.0 **DUSA Reports**

The Chair referred to the reports received and asked if there were any questions regarding the reports. No questions were received.

The General Secretary raised the issue of Student Council submitting their monthly reports on time to the Executive Officer. He stressed the importance of submitting these reports by the scheduled due date so that they could be included in the agenda package which is circulated on the Friday before each Council meeting.

The Chair advised that the Managers would all provide verbal reports on their respective areas.

General Manager's Report

The General Manager advised that she has been reconnecting with people since coming back from leave and prioritising a lot of work, particularly the work being done on the new website so that we can get this finalised as soon as possible. Meetings are ramping up again now, and she had met with the Vice Chancellor with further meetings scheduled soon with the Deputy Vice Chancellor and also with Kean's group. The Campus Reactivation committees are also starting to ramp up again. The Student Engagement Manager will be on one stream, with the Retail Manager on the other stream.

The Services Manager's area is going along ok with membership. New members are down on this time last year, but renewing members are up. The Cloud memberships are going well. We believe member numbers will improve once students are back on campus, however we won't see a return to full membership numbers this year, as it will take some time to recover and gradually return to previously seen numbers.

The Vice Chancellor advised the numbers of domestic students is increasing, so it will be a matter of getting out to those students. There has been a lot of activity on social media with students asking questions through the DUSA contact email about collecting membership packs and issues to refer to Advocacy.

The Retail Manager has been spending a lot of time with the Burwood bookshop staff since they moved to Building H. There is a lot more foot traffic through Building H, so this will be good for us. We will determine what we are going to do with the space in Building F in due course. We will also be talking with Deakin Merchandise regarding having a range of items in the bookshop that faculty staff will be interested in to hopefully attract more Deakin staff into the bookshop.

Next month the Managers will be able to provide written reports as things should be back to normal after the holiday shut-down.

Advocacy Manager's Report

The Advocacy Manager advised that the Advocacy team had supported 90 new cases during December. This is a decrease from December 2019 which they attribute to less Academic Integrity cases. It also marks the conclusion of the academic progress review period. There has been a notable decrease in students accessing support, with the shift in the average mark last year resulting in less students receiving proposals.

It appears that those students who were disengaged in study during 2020 also failed to respond to correspondence regarding exclusion, and a lot of students waited until the last minute to respond.

The Faculty of Health implemented strategies to support students in an attempt to reduce the amount of Academic Integrity being seen. Also, one of the Information Systems units had 36 students receive allegations of exam misconduct. The hearings for those students were held the last week of December, and the outcomes given to the students were quite lenient. The students had mistakenly believed there was no requirement for referencing, and it was good to see that the Faculty took our concerns around this into consideration.

Last year we supported 3,839 students which is a substantial increase from 2019 figures, and is largely attributed to our welfare initiatives rolled out to support Geelong students via the GAS Trust funding that was approved. We are currently reviewing the feedback from students who responded to our survey. In total we provided 1,250 Coles gift cards to students last year.

The Chair advised she was glad to see that so many students did reach out for help, but was also sad that so many needed to.

The Advocacy Manager advised there is currently \$1,800 remaining from the original GAS Trust funding of \$20,000, and this has allowed us to provide support to a significant number of students in need.

The Chair requested further information on the intervention strategies implemented by the Faculty of Health.

The Advocacy Manager advised this was called the student engagement and transition support program, and had been designed to build motivation, increase the desire for learning, and to develop self-awareness so that students will access support when needed. They are holding workshops throughout the trimester, and have links to our services to ensure that students needing support are referred to the appropriate areas. The Advocacy team has a strong relationship with this area and are well placed to provide the support needed.

Student Engagement Manager's Report

The Student Engagement Manager advised that in the Clubs and Societies space, they are currently closing a large number of student clubs for a variety of reasons. However, they are also inducting an almost equal number of new clubs throughout Geelong and Burwood, so the numbers probably even out. The reasons for clubs needing to be closed are various, around such things as not meeting their obligations for meetings, non-response to emails etc. There is a variety of circumstances sitting behind each club's not meeting their obligations, but unfortunately if they cannot do the work required of them we cannot do it for them.

The clubs have been notified of our intended plans for O'Fest, and they have up until the 28th to respond.

In the Sports area we are building up to the induction phase, with a number of sporting clubs to see a return to physical events soon, which is very good.

In the short courses space, there are a number of RSA's and RSF's being held online, and they have sold out. The mental health, first aid and white card were the big ticket items that could not be run in an online environment.

The planning for O'Camp is going well. We have a 100 student capacity with a blend of offline/online to be run throughout February.

The Leadership Development Program which involves senior leaders within the DUSA crew, plus sports ambassadors, and clubs executives is starting up and participants will receive one year's worth of mentoring from Student Engagement staff.

The Leadership Training day will kick off on February 8th, which everyone is invited to, and there are 43 sessions occurring in the virtual environment.

The registration process is currently being developed and a flyer will go out to everyone via email next week. Everyone is encouraged to get involved in these sessions.

We received a verbal acknowledgement and approval from the University last Monday for our planned events for Trimester 1 and O'Fest. We are currently stepping through each event's specific risks, booking processes, and COVID safe items that need to be done. 83 events are planned, and if we manage to deliver all of these we will be very happy. Support from staff and internal student leaders will be needed to assist with delivery of these events. Any physical event over 500 people currently needs express approval from the Government, so it is very challenging to hold any large scale events at present.

Burwood will be looking to run three clubs showcasing sessions and one session to be run for Geelong. Organising and rolling out 83 odd events is fairly significant, and the approved event listing will be circulated via Microsoft Teams as soon as we have received the final tick of approval for finances from the University.

Questions and discussion ensued.

The General Manager confirmed that we are very close to launching the clubs section on our new website.

The Chair asked whether all events will be on Rosterfy?

The Student Engagement Manager advised that he will let Council and Representatives know as soon as Rosterfy is up and running, however events tickets will go on sale on 9th and 10th February for all events, and there will be a requirement to pre-register.

There will be a specific set of events that Student Council will be able to see, and they will be able to see where staff are requesting their support at these events.

Further discussion and questions ensued around on campus events and support required.

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

SC06/21012021:

That the Student Council receive all presented and written reports

Moved: Emily Sagolj

Seconded:

Katrina Sullivan

For: 7

Against:

0

Abstain:

0

Carried

Items for Discussion / Decision

14.0 General / Other Business

The Chair advised that the agenda had listed the Honorary Life Memberships for discussion under general business, however this has been covered earlier in the agenda in the changes to the regulations and no further discussion was required.

The Chair asked if anyone had anything else they wanted 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 18th February 2021.

17.0 Close of Business

There being no further business to discuss, the Chair declared the meeting closed at 12:14PM.