

Notice of Board of Directors Meeting

Friday, 20 February 2015

2.00 pm to 4.00 pm

T C Lamble Building Conference Room

Telephone conference (off-campus):

(phone 1800 857 029; key in guest code 97128904# for connection to the meeting)

Agenda

Any declarations of interest should be made prior to the Agenda item or relevant discussion and these will be recorded in the minutes and the register of interests.

1. **Acknowledgment of Country**
2. **Apologies**
3. **Minutes of the previous meeting** of 22 January 2015 were confirmed by flying minute to allow timely publication on the Moodle site.
4. **Business arising from the minutes of the previous meeting**
 - 4.1 RO10 – NUS/CAPA/MASNA affiliations
 - 4.2 RO19 – UNESA elections – T1 v T2
 - 4.3 RO25 – Governance training
 - 4.4 RO29 – UNESA profile/merchandising
 - 4.5 RO30 – Operational Governance
 - 4.6 RO31 – UNE Administration relationship
 - 4.7 RO32 – Trimesters
 - 4.8 RO34 – Scholarships for postgraduate students
 - 4.9 RO35 – SSAF charge to external students
 - 4.10 RO37 – UNESA 2015 budget
 - 4.11 RO38 – YARN@UNE
 - 4.12 RO39 – EBL Café
 - 4.13 RO40 – Engagement of external members at Board meetings
 - 4.14 RO41 – 2015 O-Week
 - 4.15 RO42 – UNESA Foundation
 - 4.16 RO44 – Changes to Nucleus Editing Team
 - 4.17 RO45 – UNELife and UNESA working relationship
 - 4.18 RO46 – Music students on campus
 - 4.19 RO48 – Return Library Postage
 - 4.20 RO49 – Freezing of PhD PL and RE codes
 - 4.21 RO52 – UNESA member satisfaction poll
 - 4.22 RO53 – Diaries and Wallplanners
 - 4.23 RO54 – UNESA Board representative and advocacy roles
5. **Correspondence**
6. **Reports**
7. **General business**
8. **Other business**
9. **Next Meeting**

Actions arising from the Minutes of the Meeting

R010 NUS/CAPA/MASNA affiliations

- 10/09/2013 Application for CAPA has been forwarded today.
- 03/12/2013 Affiliations with NUS, CAPA and MASNA are not seconded under the 19 points of the SSAF guidelines. UNESA's budget has been amended to exclude these affiliations and conference travel.
- 14/01/2014 President and Vice-President to explore avenues for untied funds.
- 21/02/2014 The Academic Registrar has generously supported UNESA's affiliation with CAPA for one year.
- Ongoing**

R019 UNESA elections – T1 v T2

- 21/02/2014 Polly, Ian and AJ will form the basis of the sub-committee, with the freedom to second any student they feel may contribute to the committee.
- 14/04/2014 Adrian's table of pros and cons for different timing of UNESA elections is attached, to be considered at the next UNESA Board meeting. *(See Attachment 2)*.
- 05/06/2014 End of trimester 2 election appears most popular as a way to ensure continuity
- 11/08/2014 The timing of the elections and Annual General Meeting need to be reassessed. The elections may need to be pushed back to October, after the financial year responsibilities. An election later in the year attracts first and second year students who have been here for at least one trimester.
- 09/12/2014 This is an ongoing issue for UNESA. The most desirable option for UNESA is to have the elections and Annual General Meeting a little later in Trimester 2, to alleviate the problem encountered in 2014 with the end of the financial year and the difficulty in finding an Auditor. The later timing would allow the audited financial reports to be completed prior to, and presented at, the AGM.
- Ongoing**

R025 Governance training

- 08/07/2014 Adam Blakester has submitted a quote for \$4,400.00 for the governance training, which is much less than last year. He will present a five-hour session, to include some of the Clubs and Societies' Executive members, as well as a specialised session for the UNESA Board.
- 02/08/2014 Training held for UNESA Board members and 15 members of different Clubs and Societies.
- 10/09/2014 The report from Adam Blakester, the facilitator, was impressive. It clarified a number of issues around how UNESA can best progress, with a couple of points to be addressed at a later date. The President will discuss the possibility of further training for Clubs and Societies with James Vicars.
- 09/12/2014 The recent Governance training of the UNESA Board included a number of spots for executives of a number of UNE Clubs and Societies. James Vicars, the Coordinator of Clubs and Societies is currently developing policy documents for use by the Clubs and Societies.
- Ongoing**

R029 UNESA profile/merchandise

- 11/08/2014 There was a long discussion about raising UNESA's profile through merchandising and other events. Ian Mathewson, Beth Miller and Sikiki Lloyd have formed a sub-committee to look at merchandising and awareness raising events. The President

- suggested a plan to donate to a different charity each quarter. Judd Nelson suggested using Vines/YouTube clips as well as a UNESA mascot or emblem. The “elephant in the room” was very successful and could perhaps be built upon.
- 10/09/2014 One of the important issues, or Big Rocks, that arose out of the governance training. A number of things are being considered to help raise UNESA’s profile:
- an on-campus stall during intensive schools
 - a UNESA “mascot” for orientation and intensive schools, etc. Judd knows of a professional costume maker/student and will follow up with her
 - a dedicated Clubs and Societies space, that will include plasma screens in the windows to maintain updated information
 - the old CPSU space has been allocated to UNESA, with board room and courtyard and could be used as a formal Clubs and Societies space, as well as for UNESA board meetings
 - UNESA needs to work with other organisations and departments on campus. The Association has been asked to run the ToolKit sessions during orientation, operated by Board members. At orientation this year, our profile was raised significantly during the sessions.
 - “Well Fair” needs to be publicised more extensively, particularly the fact that it comes under UNESA’s banner, not Clubs and Societies or Uni4Me as separate entities.
 - the new Board members to be fitted with new formal shirts, as well as more casual polo shirts.
 - that the new Board members be provided with a professional name badge, similar to the one produced for the teacher education students
- 30/09/2014 The residential college dispute has proved to be a watershed moment, with UNESA’s profile being lifted substantially. Board members’ shirts have been ordered and name badges have been completed. Judd has contacted a student who makes costumes and she is willing to discuss the idea with UNESA. Ian Mathewson will send information through on what he has found out about merchandise. The anti-stress “elephant in the room” has proved very popular. Judd has contacted a student who makes costumes and she is willing to discuss the idea with UNESA. Ian Mathewson will send information through on what he has found out about merchandise
- 16/10/2014 Board members’ shirts have been ordered and name badges have been completed. UNESA’s profile has risen significantly lately. Sura Adnan will investigate the possibility of a UNESA presence on the Dixon Library electronic noticeboard and enquiries will be made of UNELife to have a screen in a number of areas around campus, as well as a standard, dedicated noticeboard. Chris Purcell will produce a poster that may be used in advertising. Judd reported that the costume maker he had in mind to make an elephant costume has moved to Melbourne and does not yet know if she will be able to make it. She will advise when she has settled in if she has time. A decision will be made at the next Meeting on 13 November to look for other sources if necessary. A new batch of 1,000 “elephants in the room” have been ordered. Board members will post ideas to the Moodle forum about merchandise.
- 09/12/2014 External members attending the meeting electronically stated they had only recently become aware of UNESA. It was reiterated by UNESA that students have the opportunity to opt-in to membership upon enrolment, which also includes links to the Constitution and website. It is an ongoing frustration to engage prospective members.
- Ongoing**

R030 Operational Governance

- 10/09/2014 Bronwyn Pearson Consulting has been approached to look at UNESA's structure and come up with a business and HR plan to best manage all the enterprises.
- 16/10/2014 Bronwyn Pearson has almost finished the scoping of UNESA's needs. The President has received a draft memorandum of understanding between UNESA and UNELife. He will carefully check the document before circulating to ensure it is suitable for UNESA's needs.
- 09/12/2014 Bronwyn Pearson Consulting of Armidale has recently submitted a draft proposal about the best way forward for UNESA with regard to staffing. It is hoped this will be finalised in the New Year.
- Ongoing**

R031 UNE Administration relationship

- 10/09/2014 Now that Annabelle Duncan is confirmed as VC, some of the senior positions should be finalised. Bronwyn Pearson suggested UNESA work with the current organisation around items such as trimesters. The President mentioned that he does not believe the senior leadership team understands who UNESA is as a representative body.
- 09/12/2014 Although there are still some issues with misunderstandings by the senior executive of the University, it is generally believed that the relationship is becoming stronger. UNESA looks forward to working collaboratively and respectfully with the University.
- Ongoing**

R032 Trimesters

- 11/08/2014 Judd has been asking a lot of students their opinion on trimesters. The overwhelming response is apathy. They do not know the difference. A suggestion was made to survey students and to run a campaign through Nucleus and social media. The only way to get the attention of the administration is to gauge the discontent of students and academic staff and run a campaign. Judd Nelson and Beth Miller volunteered to take the reigns of researching and organising UNESA's response to the trimester issue.
- 10/09/2014 A number of ideas to get students more engaged were mooted. Support has been forthcoming from a number of number of people, both staff and students. It was suggested that a sub committee be formed to progress the issue of trimester.
- 30/09/2014 Following the on-campus forum on Trimesters, Milly is considering a survey to be sent to all members. Need to make sure there is a well balanced response, representing our diverse range of student experience and thoughts. UNESA will promote the survey through social media and Moodle. It is envisaged a draft of the survey will be available on 15 October, for a 30 October release.
- 13/11/2014 600+ respondents so far to the survey. A reminder will be sent to members. Judd will sort the data and come up with a date to close the survey
- 09/12/2014 The Vice-President discussed the Moodle forum on Trimesters and the survey currently running. Further discussion on the survey will be held over until Judd Newton is present to provide an update. General discussion was held around the differing needs of external and internal students, with externals largely in favour of Trimesters and internals largely not in favour.
- Ongoing**

R034 Scholarships for postgraduate students

- 10/09/2014 Scholarships for postgraduate students The Vice President, together with Chris Purcell, offered to take up the issue of scholarships for postgraduate students and

- 09/12/2014 draft a response. The President will provide a summary of the Federal budget and the implications to students in order to inform the response.
As Board member Polly Wong has been following this issue, the item will be held over until she is back on campus.
Ongoing

R035 SSAF charge to external students

- 10/09/2014 The President suggested he write to the Vice Chancellor requesting reconsideration of charging SSAF to external students, or at least to those external students who live within a 100 kilometre radius of UNE, and to highlight the implications in light of the current reduced budget.
- 16/10/2014 Some external students have written to the university about the lack of services for them following the scrapping of the SSAF for external students. A discussion thread will be started on Moodle.
- 09/12/2014 Extensive discussion was held with an outline of history and the importance of a collegiate response from both external and internal students. Board members reiterated the responsibility of each and every Board member to the whole of the student body and reassured members present that, without fear or favour, advocacy and representation is for each and every student, regardless of their mode of study. It was generally agreed that internal and external students have similar issues related to communication, respect and trust from the University. There was some discussion about how the University might be able to restore amenity service lost as a result of the decision by the former Vice-Chancellor to waive SSAF as a “gift” to external students.
Ongoing

R037 UNESA 2015 budget

- 30/09/2014 UNESA’s SSAF draft budget for 2015 has been prepared, totalling \$1,154,600.30. It is not expected that this full amount will be approved.
The \$500,000 originally set aside to build a shopping precinct on the site of the old Wright College, to provide an income stream for UNESA, will now not go ahead. It was suggested that the \$500,000 for the project be relinquished and injected into discounts for food and drink on campus, the possible running of a “Well Fair” type event each quarter, as a fundraiser – for example, in conjunction with the Earle Page College Fun Run and the RSPCA Cupcake Day, all underpinned with lots of activities.
- 16/10/2014 Posted on Board Moodle forum for submission to the next SSAF meeting in November. David will be away for the next meeting – Leah, Michael, Milly, Judd and Sikiki will attend.
- 13/11/2014 David was not aware that 2015 allocations had been pre-approved. There are a couple of issues around UNE recurrent funding and SSAF. A letter will be written by the President to the Senior Project Manager for clarification. (*See Attachment 8*).
- 09/12/2014 Portions of the UNESA 2015 budget were pre-approved, although reduced receipts for SSAF will result in decreased amenity service. Particularly hard-hit will be Clubs and Societies with over 50% of their budget being cut for 2015. UNESA will have to work hard to demonstrate any additional funding based on need. The UNESA budget is limited to SSAF and has no untied resourcing.
Ongoing

R038 YARN@UNE

- 03/12/2013 UNESA has been advised that SSAF guidelines will not allow for affiliation with YARN.

- 11/08/2014 The President advised the new Board about Warren Roberts' project, encouraging people to sit and have a discussion. YARN is running in a few universities; not directly about Indigenous students, but it is about having a discussion about Indigenous issues. UNESA's request for funding for support of YARN was rejected last year as it was deemed to be a political organisation. The President suggested that Warren Roberts be invited to talk to the UNESA Board about the YARN project.
- 09/12/2014 Youth Awareness Resource Network (YARN) is a program to encourage the building of relationships through the power of a story. The President will follow up with YARN CEO, Warren Roberts, about progressing the program.
- Ongoing**

R039 EBL Café

- 17/10/2013 Kholoud has met with a staff member of the UNE Business School who advised the common room used to be a café. The staff member will liaise with the Head of the Business School about the possibility of reinstating the common room as a café.
- 21/02/2014 Discussions held with EBL staff confirmed the café was never viable. The possibility of a coffee cart was raised, but students need to demonstrate the need.
- 14/04/2014 Kholoud has been busy with her new baby. Will follow up with President.
- 05/06/2014 This could be part of the ongoing program for the student campus experience, which is being facilitated by the Strategic Programs Group.
- 11/08/2014 Previous Board member Kholoud Hilal is still following up about a coffee cart.
- 10/09/2014 Kholoud Hilal has been working with the coffee cart that is currently visiting Natural Resources. The President will contact Kholoud to obtain a timetable
- 09/12/2014 Former UNESA Board member Kholoud Hilal will follow up on the prospect of a coffee cart
- Ongoing**

R040 Engagement of external members at Board meetings

- 21/02/2014 Lync has been established in the School of Education and the Future Campus. It has capacity of recording meetings and UNE would provide technical support. The new Learning Commons at UNE is another high-definition service being offered to connect with study centres
- 05/06/2014 No further update. This matter will be handed to the new Board to find the best fit for external members.
- 11/08/2014 One of UNESA's bug bears. Have not been able to find a suitable platform to engage with external members. New Lync technology may be the answer but there is no advice on when it will be available
- 10/09/2014 The University is currently rolling out Lync technology, provided by Microsoft. Staff will undertake training shortly. It may provide a solution to engagement of external members.
- 16/10/2014 The new Lync system that is currently being rolled out to all UNE departments may be a valuable tool in connecting with external members. The Executive Officer will make enquiries of IT to find out how it can specifically benefit UNESA.
- 09/12/2014 It is hoped the new Lync system at UNE will be useful for UNESA to connect with external members. It has the capacity to allow connections for up to 200 people. The current Adobe Connect program has issues of audio feedback and is not ideal.
- Ongoing**

R041 2015 O-Week

- 30/09/2014 It was suggested that during O-Week, UNESA invite senior administration to participate in activities that will help both sides get to know "Who's Who in the

- Zoo". Suggestions include inviting members of the senior administration to talk to students during Lifesaver Day, a Sports Day, Tug-of-War, etc.
- 13/11/2014 LifeSaver Day in Trimester 1, 2015 will be brought back up top, utilising Lazenby Hall and the Northern and Central Courtyards.
- 09/12/2014 The opening of O-Week, 2015 will be on Friday, 13 February 2015 with the international student orientation. On Sunday, 15 February 2015, Townies, Indigenous and International Students will host an introduction barbecue, to which all students are welcome. The Toolkit Session, facilitated by UNESA members, will be held on Monday, 16 February and Lifesaver Day, at which UNESA will have a presence, will be held on Tuesday, 17 February. UNE's Student Support team are currently finalising a draft program for the week's activities. Friday, 20 February is planned to be a peer-based activities day, details of which are still being developed, with Clubs and Societies providing additional networking activities with a sponsored lunch. There are opportunities for students to act as guides for O-Week, to ensure freshers find the right information. Anyone interested can contact the Independent Student Advocates.
- Ongoing**

R042 UNESA Foundation

- 16/10/2014 University funding is increasingly relying on grants and philanthropic donations and if UNESA is going to engage in fundraising, it was suggested that donations could go into a UNESA Foundation. Something could be built that is student-for-student, either totally independent, with its own governance structure and Board, or set up as a subsidiary of UNESA. It was suggested it be set up as a charitable organisation, which would attract tax deductability. The President will liaise with Mark Jongebloed about the person in the Law School to speak with, and will report back to the Board.
- 09/12/2014 The President recently met with the UNE Office of Advancement who have indicated support for a Foundation by students for students, although some concern was expressed over competition

R044 Changes to the Nucleus Editing Team

- 13/11/2014 To transition to the new plan, it was suggested that the current Editors, Bridgette Glover and Alana Howard-Young be employed until O-Week to allow for a procedures manual to be produced.
- 09/12/2014 Media Director, Tania Court, outlined the changes that have recently occurred in the Nucleus editing team. John Shirley has been appointed Editor-in-Chief, with final say over the overall content of Nucleus; Sarah Owen has been appointed Assistant Editor (Design), with responsibility for the look of the newspaper. They have both been appointed for a period of 13 months. A further position for Assistant Editor (Content) will be based in the Colleges for a period of 35 weeks. The editing team have moved into the TuneFM offices, which will allow for more interaction with other creative staff.
- Ongoing**

R045 UNELife and UNESA working relationship

- 13/11/2014 Further discussion needs to be held with both UNESA and UNELife around the businesses currently operated by UNESA and the day-to-day management of the enterprises. A meeting will be held with David Schmude to clarify the issue of BBQs on campus at a later time.

09/12/2014 This relationship is an evolving one and all parties are endeavouring to work in partnership towards the best outcome for students.
Ongoing

R046 Music students on campus

13/11/2014 The issue of music on campus has been raised with Vice-Chancellor. It was noted there are implications for Theatre. Discussion was held about UNESA's role. It was decided that the response from UNESA would be to support a campaign to reinstate Music on campus.

09/12/2014 The President advised that the on-campus Music program has been cancelled and will now only be available online. A group of on-campus students recently performed at the UNE Booloominbah Open Day and will continue to find avenues to perform.
Ongoing

R048 Return Library Postage

09/12/2014 UNESA will create a briefing document on the history of external student amenity provided by SSAF and the impact of its cessation due to the University's decision in December 2013. Further investigation will be made as to the possibility of sourcing a different revenue stream for return postage. Several recommendations were made from external students through the UNESA Moodle discussion forum and a proposed petition from external students will be considered as part of the briefing document. The briefing document should provide recommendations for external student amenity.
Ongoing

R049 Freezing of PhD PL and RE codes

09/12/2014 Clarification was made as to the meaning of PL and RE codes, which are codes used with the University accounting system for all funding. PL codes are used for administration; RE codes are used for external research grants. Concern was expressed that if the RE codes are from external sources, the University should not be restricting access to the funds.
Two PhD members present at the meeting advised that there is not a freeze, rather limited access to funding, upon request and with evidence of the need for the funds. The President will further investigate the true state of the restriction on funding, in particular those under the RE codes.
Ongoing

R052 UNESA member satisfaction poll

22/01/2015 It was acknowledged that further information is needed from students to understand the issue of UNE's five-star satisfaction rating, as published in the Good Universities' Guide. A survey will be designed to measure student satisfaction at UNE.

R053 Diaries and Wallplanners

22/01/2015 The 2015 diaries and wallplanners have been funded by SSAF. There was considerable discussion around who should receive the diaries and wallplanners, as they have in effect been paid for by internal students and a number of external advertisers. A survey will be made of students who want to access the publications and allocation will be made on a first-in, best-dressed basis. A meeting will be held

after week 2 of Trimester 1 to decide on the best option for continuing the publication of the diaries and wallplanners.

R054 UNESA Board representative and advocacy roles

22/01/2015 To ensure the student voice is heard throughout the university, UNESA Board members were encouraged to take on representative and advocacy roles on committees and with individual UNE staff, such as the Orientation Week Committee, UNELife and UNE senior administration, rather than the President taking on a lot of the responsibility. **Those key roles need to be identified.** Five Board members already regularly attend the SSAF Committee meetings. Dates of meetings will be added to the Annual Plan, available to Board members through Moodle.