



SENATE MEETING MINUTES

MEETING DATE:	22nd of November 2019 (Friday)
MEETING TIME:	0918- 1053 hours
MEETING LOCATION:	8.302 (JO) 3.106 (BU)

1.0 - ATTENDANCE

1.1 - In Attendance

A Mehta
E Chew
F Akram – on the phone
R Kumar
S Behrami (entered meeting at 9.21am)
Georgia Maher
S Shah (Abbas)
W Gichira – SW, on skype, holds Ellen's proxy

1.2 – Accredited Observers

L Dwyer
M Johnston

1.3 - Observers

S Taylor- incoming general senator

2.0 – APOLOGIES

S Cavanaugh- Maternity Leave
Ellen Mayhew – SW, LOA granted (prac), proxy to Wakiini
D Om
V Khetiya
B Njane- LOA granted (exam)

3.0 – PRELIMINARY MATTERS

3.1 - Acknowledgement of Country

“The Guild acknowledges that we are meeting on Wadjuk Noongar land and also Wardandi Nyoongar land, and acknowledges their elders, both past and present. We recognise the land was stolen and never ceded, and always was and always will be Aboriginal land.”

3.2 - Approval of Previous Senate Meeting Minutes- **(appendix 1 for the 5th of November 2019)**

Motion SM1911/02- Senate approves of draft minutes from 5th of November 2019 and it will be published on the Guild website once redaction has taken place.

Moved: Elsa

Seconded: Faizan

Results: Motion carried unanimously with 8 votes yes, 4 abstain

Seema arrived at 9.21am

3.3 - Declaration of Conflict of Interest

- Faizan Akram declare a conflict of interest for motion **SM1911/05**

3.4 – Announcements

- *Abhishek announced that this is the last senate meeting for the 2019 term.*
- *After interviews conducted yesterday, the potential candidate for the Dircksey chief editor role- Shaun Salmon has been chosen. Elsa further elaborated that Lauren, Anthea, Lisa and herself was there to conduct the interviews and Shaun came out as the strongest candidate compared to the two others. With good qualities shown such as facilitation abilities, graphic design skills and also previous experience in the similar role, therefore, the choice of choosing him from the other 2. Seema has also asked if Dircksey was potentially looking at transitioning into more online content. Elsa elaborated that this could happen in the near future but more discussions will need to be made with the chief editor and other team members before anything can be fully decided. Currently, the Guild is looking at harbouring and fully utilizing all editors' strengths and potentials such as incorporating social media skills, website design skills and also looking at the overall budget for the 2020 editions as suggested by Dircksey before confirming the direction of Dircksey moving forward.*

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Abhishek has also suggested that the chief editor will be joining new senate in the inductions for the 2nd to the 6th of December 2019 to know more about the Guild and the structure. It would benefit Dircksey to better work with the Guild and also build networks for a great start in 2020. The chief editor will also need to start recruiting for sub-editors and start date is the mid of February.

- *Abhishek also remind current senators that there will be a handover for the 5th of November 2019.*

3.5 - Office Bearers Reports

3.5.1 - President – *Abhishek has been meeting with Universities from Sydney and Melbourne to finalize a few student matters which will be discussed at a national level before his term ends. And he has been doing a handover to the next President slowly. Abhi has been replying to emails and attending meetings with the University.*

3.5.2 - General Secretary – *Elsa has been attending regular meetings with operations manager weekly, organizing the new senate inductions, receiving handover material from Abhi. She has also been*

conducting interviews yesterday in relations to Dircksey and also planning for the 2020 senate term. She has also attended PAC, and OHS meetings and also ECC associate membership reviews with related staff members to discuss issues in further detail. Also, she has sat in demos related to the software platforms that the Guild will potentially be transitioning into that would improve efficiently in regards to the website that the Guild is currently using which would provide more features. Like Abhishek, she has been attending University meetings and replying to emails. She is also collecting materials to be handed over to the next general secretary.

3.5.3 - Vice President (Academic)- Seema has been compiling documents in regards to amending affiliations policies for basic and funded club/ associations and societies. This is to help with clubs transition ready for next year which will benefit them and the Guild. It helps to streamline the process and get policies in order. She has been receiving help from Georgia previously in regards to this. She has also attended the previous PAC meeting to discuss about other policies and procedures related to the Guild.

3.5.4 - Vice President (Equity & Diversity)- NIL

3.5.5 - Vice President (Social Activity)- NIL

3.5.6 - Environmental Sustainability Officer- Elsa has been promoting new initiatives to the Guild such as recycling of coffee pods from the Nespresso machine, discussions with student entrepreneurs in regards to promoting metal straws and also bringing students to the strawberry farm in the beginning of November before the exam periods. She has also been in contact with the next environmental officer and thus would like to see the continuation of the sustainable initiatives if viable next year.

3.5.7 - International Officer- NIL

3.5.8 - Postgraduate Officer- NIL

3.5.9 - South West Officer- NIL

3.5.10 - General Senator- Abbas has been attending student appeals at ML and JO. He has also been a great help in office coverage for ML during the peak periods. He was also busy with final exams, replying to emails and attending meetings related to clubs.

3.5.11 - General Senator – Georgia has been helping Seema out with documentation for streamlining processes for affiliation of clubs/ societies and associations to go to the PAC for review because it will be more efficient coming the year of 2020. Now, they have an updated affiliations handbook and also a potential club inductions/ training day to ensure that they are ready and able to have a smoother sailing year as reviewed from this year's process. The handbook will be updated yearly (12 months) after reviewed by secretariat and compiling inputs from all VP's for what was working and what needs improvement throughout the year. Georgia has noted that it is an important process because nothing stays the same, especially annually. She has also been involved with Pride @ ECU as she is now a co-convenor of Queer collective.

3.5.12 - General Senator (SW)- NIL

3.5.13 - General Senator (SW)- NIL

3.6 - Accredited Observer Reports- Operations Manager-

[REDACTED]

[REDACTED] The Guild is going into a more cost effective way of functioning for the year 2020. Lisa has also looked at office fit outs, specifically looking at building additional offices so senators or staffs can have space to work in or hold private meetings. There are fitters who have looked at the Guild and received a general idea of what is to be expected which they have gone away and gone into a planning phase. Lisa has also had a meeting with Student life and the GSAs, it was a good meeting with many positive outcomes. They are on board for working with the Guild and developing communications in a way that would benefit the overall welfare of the students. Lisa has also sat as a panel in the Dircksey interviews yesterday. And by next week, she will be contacting Shaun to congratulate and welcome him to the chief editor role.

3.7 - Accredited Observer Reports- Financial Controller- Melissa has been working to summarize KPI SSAF reports to the University, [REDACTED]

[REDACTED] She has at the same time done a budget vs spending for the year. And to date, there are budgets left that have been organized to be utilize wisely for the start of 2020 such as resources that could help clubs/ associations and societies. Melissa has also just recently finalized election tribunal reports, as she was nominated to the tribunal panel to represent the Guild. She has heard the complains verbally from individuals who raised the allegations and who lodged evidence. At the same time, she has also acknowledged the RO's response and had a finalized meeting with the tribunal committee members. Final tribunal results suggest that complains would not have had any impact on the election results as majority of the votes were on the winning team. Also, there was no establishment that the rulings of the Returning Officer (RO) that were the primary focus of the submissions had advantaged one team over another. Nonetheless, the tribunal will collect and provide recommendations to provide for the Guild elections next year [REDACTED]

[REDACTED]

[REDACTED]

4.0 – PRIORITY ITEMS

4.1 – Circular Motions confirmations

Abhishek addressed that the circular motions as of below were moved and carried out by email. Results are as follows:

Motion CM1911/02- Basic affiliation of Sri Lankan Student Association of ECU

Moved: Raj

Second: Elsa

Result: Motion carried unanimously (10 votes yes, 2 abstain)

Motion CM1911/03- Dircksey publications are reduced to two editions per year due to the difficulties experienced this year in producing 4 editions with a view to increasing the online content of Dircksey to eventually transition to an online only publication (Likely to be over a period of 2 years +).

Moved: Elsa

Seconded: Seema

Results: Motion not carried unanimously with 4 votes yes (Elsa, Georgia, Brian, Seema), 8 abstain

Motion CM1911/04- That the contracted hours of the Dircksey chief-editor is reduced to 15 hours per week to reflect the reduction of editions proposed for 2020. And that Lauren, Anthea and Elsa will be on the interview panel for the recruitment of the new Chief-editor.

Moved: Elsa

Seconded: Seema

Results: Motion not carried with 4 votes yes (Elsa, Georgia, Brian, Seema), 8 abstain

Motion CM1911/05- Dircksey publications are reduced to two editions per year due to the difficulties experienced this year in producing 4 editions with a view to increasing the online content of Dircksey to eventually transition to an online only publication (Likely to be over a period of 2 years +).

Moved: Faizan

Seconded: Elsa

Results: Motion carried unanimously with 8 votes yes, 3 abstain (Abhi, Seema, Dago)

Motion CM1911/06- That the contracted hours of the Dircksey chief-editor is reduced to 15 hours per week to reflect the reduction of editions proposed for 2020. And that Lisa, Lauren, Anthea and Elsa will be on the interview panel for the recruitment of the new Chief-editor.

Moved: Faizan

Seconded: Elsa

Results: Motion carried unanimously with 8 votes yes, 3 abstain (Abhi, Seema, Dago)

4.2- ECC membership and restructuring a motion for associate membership

Preamble: There has been a meeting between Lisa, Elsa and Lauren in regards to the associate membership as ruled out for ECC students in 2019. Currently, there has been no reception from ECC students although it was previously suggested to be of interest by ECC staffs. One possibility could be due to ECC Academic Calendar which runs on a tri-semester basis for Diploma Students and a Bi-Semester basis for Post-Graduate Qualifying Programs. As we now have a better understanding of the current Academic Calendar structure, it might be the reason impacting ECC students from buying associate memberships as they start their 'first' semester in October which is almost the end of the year and there is no parties or events during end of November up to beginning of January which is the end of the 'first' semester for most. Thus, buying a whole year or half-year membership would have been a disadvantage to them (**ECC Academic calendar 2020 provided in appendix 2**). And the original motion applies only to bi-semester programs working on the existing ECU schedules and is no longer applicable because of the understanding of ECC's trimester schedules. There is also another possibility that because there was no confirmation on what was to be provided to the associate membership thus the saying: "we don't know what we are selling and consumers don't know specifically what they are buying", therefore there was no reception for the rest of the year in 2019. Therefore, the agreeable outcome of the meeting was to complete a Membership and Facilities Services Policy which is provided below.

ECC Affiliate Membership to include:

- Club Membership – General Membership only – ECC Affiliate Members cannot form clubs or be office bearing members of existing clubs.
- Access to external promotions
- Access to Guild Events inclusive of a guest
- Use of the Guild kitchen
- Second Hand Bookshop access (Purchase of textbooks only)
- Sausage Sizzle
- Submit articles to Dircksey

ECC Affiliate membership will be confirmed as commencing in January 2020, at which time the swipe card system at reception should be in place which will enable confirmation of membership and subsequent access to services as per the Membership Policy (To be developed by the Policies and Accountability committee). The University also has available a portable card reader which will enable membership to be checked at off-site events and Sausage Sizzle but this can also be complimented with different coloured stickers for Student Cards.

Seema left the room at 10.00am

Raj asked if ECC associate members were allowed to lend Guild resources to hold events. Melissa suggested that they would be like the regular ECU Student Guild members which won't be able to lend any resources unless it's from a club/ association or society purpose.

There were also space concerns from Raj which might potentially be the case if more ECC associate members are coming in to use the kitchen facilities. Lisa has suggested that it could be reviewed in the case of that instance if this does happen and thus could structure up a restriction times such as limits for use of kitchen to a maximum of 30 minutes to ensure that the space is used efficiently and not overcrowded at times.

Abhi suggested that there were no students this year from ECC because there was no proper promotion done much this year. Currently, there are also no connections with ECC students with ECU senators. But, ECC staffs are currently liaising with Lauren and sharing their events on Facebook and around campus for us. There were also ECC students who came to our events to observe and therefore it would be beneficial for looking into making more ECC students associate members of the Guild. It would also be good to create a campus culture for them in their early staged of college.

Georgia suggest that once we are in better grounds with ECC staffs, we might be able to promote the associate membership during their induction or orientation days and introduce it to the students and potentially have a booth to distribute the stickers after purchase of membership on the spot.

Elsa also addressed that ECC students might get stickers on their cards based on the semester membership or the full year membership which would not be too costly for the Guild to invest in if it helps with managing the system better. This will help identify them as ECC members so during sausage sizzles for instance, Paul can note if the stickers are still valid and in date. Potentially, there could be a scanning system in place to incorporate with the stickers to ensure not only that ECC students are members but also if ECU Students are members and follow up on why they have opted out as members.

Motion SM1911/03 - To repeal Motion SM1908/03 "To direct the PAC to complete a Membership and Facilities Services Policy in accordance with the preamble and permit ECC students to be associate members of the Guild for an annual fee of \$50 for the full year, \$30 per semester from the year 2020, and \$25 for the remainder of the 2019 term."

Moved: Elsa

Seconded: Faizan

Result: 8 votes yes, 1 abstain

Motion SM1911/04- To direct the PAC to complete a Membership and Facilities Services Policy in accordance with the preamble and permit ECC students to be associate members of the Guild for an annual fee of \$50 for the full year, \$20 per semester for Diploma Students and an annual fee of \$50 for the full year and \$25 per semester for Post-Graduate Qualifying Program students from the year 2020.

Moved: Elsa

Seconded: Faizan

Result: Motion carried unanimously with 8 votes yes, 1 abstain

Seema returned the room at 10.05am

4.3- VP Equity and Diversity Budget for conference

Preamble: [REDACTED]
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[REDACTED]

Faizan Akram left the call at 10.05 am

Sarah left the room at 10.05 am

Discussions IN CAMERA

Motion SM1911/05- [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Moved: Abhishek

Seconded: Elsa Chew

Result: Motion carried by SPECIAL Majority with 8 votes yes, 1 abstain

IN CAMERA

4.4- Senate wage review

Preamble: [REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

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Motion SM1911/06- [REDACTED]
[REDACTED]

Elsa, Raj and Syed declared a conflict of interest.

Moved: Abhishek

Seconded: Faizan

Result: Motion carried unanimously, 6 votes yes, 3 abstain

Sarah re-entered the room at 10.17am

5.0 - DISCUSSION

5.1- Software platforms UniOne, MSL and Campus Vibe

- Quote breakdowns for all 3 softwares –**Appendix 5**
- Proposal from MSL- **Appendix 6**
- Proposal from UniOne- **Appendix 7**
- Proposal from Campus Vibe- **Appendix 8**

Melissa has suggested that she has provided the spreadsheet for reference. The discussion she had with Lisa and Lauren after the demos was that the preferred product is Campus vibe but the price with discount is a little pricy still as suggested in the proposal. Although, it can really provide lots of tools such as an event planning tool that could benefit student clubs/ societies and associations in the future. They could potentially have a better idea of how to plan, manage and run any event on their own with taking off the load from operations staff of the Guild. And therefore, the Guild can focus on providing resources and helping with logistic and promotions that would benefit both sides. With MSL, they were not keen to integrate with social media and not willing to change the preference to fit with what we are moving into which is more social media targeting. Lisa and Melissa has also met with IT ECU and discussed the single sign on to allow students to customize records and prefills. ECU is positive with that option provided a guarantee that the software offers a high security system and policy which Campus Vibe comply with. After a few weeks more of discussion and research and keeping options open, if Campus Vibe is still the preferred software platform and can continue to tick all boxes then we will go with Campus vibe. The worry for now is to fund for it. With the provided break downs, it shows to be quite equal every year. And

with what it could potential provide to the Guild, it would be an ideal way to go with as advised. Mel has suggested that we can use some budget from this year which is left and the remainder to use some from reserves if the decision is to be made.

Lisa was asking if we can potentially pay off 2 years with this year left budget if possible? Georgia suggest that if we don't like it after 1 year, we won't be able to turn back and will have to continue it for another year. Therefore, would not be advisable to be purchasing for two years immediately. She has asked if there can be ads added into the system to help generate income from the system.

Melissa has suggested that she would clarify that with the providers and it will be reviewed with senate. At this point, most likely, it would be decided by the next senate of 2020. Hopeful to see it progress to the next stage in 2020.

Abhi asked if there are any other providers other than this 3 to consider. He has then suggested that he will be liaising with other University Guild over East to clarify what software they are currently using and if any other would be of good use to the ECU Guild moving forward.

Georgia has said that if we do go down this track, during the cooling off period, we can ask Lauren for her feedback and if she's not comfortable using the particular software then we might need to think of stopping the continual use of it and revisit other possibilities for the functionalities that it provides and the user friendliness of the system.

Elsa suggest that we can meet with Lauren next week after the busy periods of the ball that t will be pass by then to review the software and the functionalities of each and if one could provide a package that the others can't and what would be the advantage and disadvantage of each wile considering also other options.

6.0 – OTHER ITEMS

6.1- Induction days for current senate to attend

Abhishek read out the pointers as suggested below.

- Please note the 5th of December 2019 from 9am to 12pm (3 hours) of handover (compulsory)
- Confirmation of attendees on the day and preparation for handover.
- Catering
- Current senator who would like to attend any other days- **Agenda in Appendix 9**

6.2- Senate tables and desktops

Abhishek also commented that secretariat has to bring in their laptops by the 28th of November 2019

- Clearing of tables by the end of 29th of November 2019 (Friday)
- Desktop to be cleared free of personal documents ready for wiping out and renewing for new senators for commencement 1st of December 2019.
- Secretariat to bring in laptops

6.3- Senate meeting minutes from 2018 update

Abhishek and Faizan has just finished redacting 2018 minutes. Please check out your emails to ensure that circular motion is being addressed efficiently. The 2018 minutes should be potentially approved and published by the end of the current senate term. Hopefully, it will be finalized on Monday and up on the website by the end of November 2019.

6.4- NUS delegates

Abhishek and Elsa will be attending the 2019 NUS conference for the 6th to the 13th of December 2019 in Melbourne.

6.5- Thank you and congratulations

Abhishek expressed his gratitude as below

- Senators, to all your amazing contributions to the ECU student Guild throughout this year and it has been a great year regardless.
- Congratulations on another semester of persevering through assignments and good luck with your future endeavours.

Abhishek also thanked all operations staffs for a great year and special recognition to Melissa who has pulled up the Guild during its needs and is a pillar of strength for the Guild throughout the year.

Meeting adjourned at 10.53am

7.0 - APPENDICES

Appendix 1- Draft Senate meeting minutes for 051119

Appendix 2- ECC Academic calendar 2020

Appendix 3- Letter from [REDACTED]

Appendix 4- Public sector commission guidelines for principles for good governance for boards and committees

Appendix 5- Quote breakdowns for all 3 softwares

Appendix 6- MSL proposal

Appendix 7- UniOne proposal

Appendix 8- Proposal from Campus Vibe

Appendix 9- Agenda for induction week of 2nd to the 6th of December 2019

Appendix 10- Election Tribunal results 2019

Next Meeting Date:	New senate 5th of December 2019
Next Meeting Time:	10am
Next Meeting Location:	JO1.447