



Minutes - COUNCIL MEETING #2:
Wednesday 16th of February

1. MEETING OPEN:

Meeting opened by James Searle (The Chair), 7:20pm.

The SSU respectfully acknowledges that this meeting takes place in the traditional lands of the Wurundjeri people of the Kulin Nation and honours their elders past and present.

2. ATTENDANCE:

Present:

President - *James Searle*
Education/Vice President - *Mark Briers*
Secretary Treasurer - *Matthew Landolfo*
Access and Equity Officer - *Conrad Corry*
Part-time Representative - *Langley Tay*
Women's Representative - *Mia Anstee*
Post-graduate Representative - *Chris Tagle*
International Representative - *Vivek Sarode*
Mature-age Representative - *Aimee McCarten*
Tafe/Apprentice Representative - *James Cooper*
Disability Support Representative - *Noel Gardiner*

Apologies:

Under-graduate Representative - *Mehr Hussain*
Hawthorn Campus Chair - *Vivan Farrelly*
Prahran Campus Chair - *Ali Ryrie-Golding*
Lilydale Campus Chair - *Charis Goodwin*
Croydon Campus Chair - *Peter Coates*

Absent:

Wantirna Campus Chair - *Keith Warburton*
Queer Representative - *Abigail Michell*

Observers:

Liz Rowe
Jacob Gillies

3. ACCEPTANCE OF PREVIOUS MINUTES:

Minutes for the meeting held 18/01/2011 amended at the request of Croydon Campus Chair Peter Coates to reflect his vote against Motion No. 6: 'FREEZING HONORARIA'.

- Moved: *Landolfo*
- Seconded: *Searle*

Carried Unanimously

4. REPORTS:

President - *James Searle:*

Preliminary report regarding the NUS President's Summit.
Report regarding prospective SSAF funding and the NUS's 'National Day of Action'.
Meeting with Andrew McFarland & Stephen Beall regarding the Union, Student Services and SSAA.
Meeting with Shirley Leitch re: Swinburne Direct (Swinburne joint venture with 'SEEK')
Meeting with Emma O'Connell from Careers.
Meeting with Rowan Tan regarding Finance and Housing.
Meeting with Kathleen Mendan re regarding Swinburne College.
Meeting with acting Vice-Chancellor Andy Flitman.
Meeting with Soullis Tavrou of the Staff club regarding Events, Catering and other opportunities.
Meeting with Andrew Sedmihradsky Engineering Faculty regarding Outreach programs.

Secretary/Treasurer - *Matthew Landolfo:*

Minutes and Report regarding Secretariat Meeting.

Education/Vice President - *Mark Briers:*

Minutes and Report regarding Education Board Meeting.

Access and Equity Officer - *Conrad Corry:*

Production of Services Charter and O-Week Booklet.

Women's Representative - *Mia Anstee:*

Progress on securing discounts and membership benefits with local businesses.

Tafe/Apprentice Representative - *James Cooper:*

Progress on securing discounts and membership benefits with local businesses.

Post-graduate Representative - *Chris Tagle:*

Explanation of the Union 'Myki Commuter Club' – Discounted yearly Myki passes for non-concession card holders and report that Oxford Aviation charges Swinburne Postgraduates a \$50 cancellation fee.

Part-time Representative - *Langley Tay-*

Reports that the Union's PA System, inflatable puzzle piece and other Equipment.
Progress on securing discounts and membership benefits with local businesses.

International Representative - *Vivek Sarode*

International Student's concerns regarding fees and processes in relation to 'Completion letters'.

Disability Support Representative - *Noel Gardiner:*

Reports of meeting with Swinburne Disability Support.
Also suggests the establishment of a disability or even wider Union based mentoring program.

5. MATTERS ARISING:

From Previous Minutes and Reports

→ **Approaching businesses**

Any volunteers who are free tomorrow, please meet in the office at 10am to help approach local businesses and either present them with our business pitch or agree to terms on previously discussed discounts and Member's benefits.

→ **Noticeboards**

There's some conjecture as to whether it is acceptable for the Union to post on noticeboards around campus without a misleading SSAA stamp on the material. Briers and Searle to investigate and report.

→ **Commuter Club**

Chris Tagle explains the cost and conditions of the Myki Commuter Club and is charged with the responsibility of promoting its benefits and administering the club.

→ **Flood Appeal**

It's agreed without dissent that funds raised by the sale of cakes during O-week be donated to Victorian flood victims via the Red Cross.

→ **Public Officer:**

Details have been updated with Consumer Affairs.

Noel Gardiner (The Public Officer) is investigating the Union's 'Collective Seal'

6. NOTICES OF MOTION:

→ **Notice of Motion No. 1:**
SERVICES CHARTER.

- Moved – *Corry*
- Seconded – *Landolfo*

Preamble:

It's vital that the Union makes absolutely clear what services we can provide and in what context. The Services Charter is a short document which outlines some common issues faced by students that the Union intends to assist with. The Services Charter will be published on the SSU website and will serve as a basis document for the Access & Equity Officer and Welfare department to work from. A private 'Service Provisions and Procedures' document will also be produced with advice from University departments and issued to SSU Representatives and Staff to guide them in their dealings with students' issues.

Motion:

The Council approves and agrees to adhere to the Services Charter attached and asks that it be published online for access by interested parties. The Access and Equity Officer will distribute a Service Provisions and Procedures guide at the next Council meeting.

Carried Unanimously

→ **Notice of Motion No. 2:****MEMBERSHIP PACKAGE & O-WEEK/ WELCOME BACK WEEK - BUDGET**

- Moved – *Searle*
- Seconded – *Tay*

Preamble:

The Union's revenue has continually declined over recent years, as has the Union's paid membership base. Membership is essential for the survival of the Union and we must do everything we can to encourage new paid members. The 2011 Membership package aims to be as attractive as possible to new members by offering substantial incentives to join, as well as a fee which is as affordable as is reasonably possible.

Merchandise for 1000 'show-bags' for new members costing \$4,911 will be purchased to add an immediate, tangible value to SSU Membership. This is a capital investment in that it will pay for itself as we attract more Members. According to our estimates, it will only take 323 Members for us to pay for the stock. In the unlikely event that we fall short of attracting 323 members, the merchandise will remain relevant for future years and will not decline in value.

Our O-week program at Hawthorn runs from Tuesday the 22nd to Friday the 25th. Space has been booked for a marquee between the UN and AD buildings. We will hire a fairy floss machine with free fairy floss for new Members, charging \$2 a serve for non-members, subject to review by the Secretariat after Tuesday. The same arrangement will be made for a 'Snow Cone' machine for Welcome Back Week. We will also stock and staff the Student Bar between 5pm and 10pm during O-week. Membership fees in addition to profits made on the bar during O-Week will see all costs covered if we attract 323 Members.

Motion:

The Council agrees that the price of a 2011 SSU Membership will be \$20 during the month of March and \$30 thereafter. The Council approves a total expenditure of \$4,911 to cover merchandise to be given to new Members upon signing up, O-week attractions and O-week event costs.

Carried Unanimously

→ **Notice of Motion No. 3:**
MEXICAN PARTY.

- Moved – *Landolfo*
- Seconded – *Anstee*

Preamble:

This is our first major event of the year. We will promote this event extensively and hope to welcome a capacity attendance. Total costs will add up to \$2,058 which includes security, liquor license, bar stock, decorations etc. We expect an absolute minimum of \$2,700 in total revenue, resulting in at least \$642 profit.

Motion:

The Council authorises the \$2,058 cost of a party to be held on Thursday the 3rd of March under the understanding that the event will produce a profit.

Carried Unanimously

→ **Notice of Motion No. 4:**
BOOK KEEPER INVOICE.

- Moved – *Searle*
- Seconded – *Anstee*

Preamble:

On the 27th of January the Union's previous book keeper, Rupa Fitzgerald, issued the President and Vice President with a 7 hour financial handover report. She has since invoiced us for her services.

Motion:

The Council authorises payment of \$280.00 to 'Rupa's Bookkeeping & Office Support Services' for 7 hours of financial advice.

***Landolfo abstention, McCartin against – 'Absolute Majority' unreachd.
Following a discussion the vote is recounted - 7 for. 4 abstentions.***

→ **Notice of Motion No. 5:**
BOOK KEEPER INVOICE II.

- Moved – *Searle*
- Seconded – *Anstee*

Preamble:

On the 27th of January the Union's previous book keeper, Rupa Fitzgerald, issued the President and Vice President with a 7 hour financial handover report. She has since invoiced us for her services.

Motion:

The Council authorises payment of \$280.00 to 'Rupa's Bookkeeping & Office Support Services' for 7 hours of financial advice, subject to Union volunteer Pierse O'Shay briefing the next Secretariat meeting on the finances of the Union and appropriate amendments to the invoice.

Searle against, Motion Carried

→ **Notice of Motion No. 6:**
UPCOMING MEETINGS.

- Moved – *Landolfo*
- Seconded – *Searle*

Preamble:

Constitutionally the Council is supposed to pass a schedule for the year's meetings in the first meeting. Given that the handover from the previous administration and the unclear state of Union's structure and budget, it was unreasonable to expect the schedule to have been passed in the very first meeting. An adequate schedule has now been produced containing the 6 meetings which are required in a year and all meetings can be rescheduled by a motion of Council at any time.

Motion:

The 2011 Council intends to meet under the following schedule:
7pm Wednesdays; 23rd of March, 13th of April, 11th of May, 24th of August.

Carried Unanimously

→ **Notice of Motion No. 7:**
INTERNATIONAL WOMEN'S DAY.

- Moved – *Anstee*
- Seconded – *Tay*

Preamble:

Tuesday the 8th of March is International Women's Day, this year celebrating its Centenary. A lunchtime event will be held in the George Building. The SSU has been asked to publicise the event at a cost of roughly \$30.

Motion:

The SSU will contribute up to \$30 to publicise International Women's Day on Tuesday the 8th of March.

Carried Unanimously

→ **Notice of Motion No. 8:**
\$200 LATE RE ENROLMENT FEE.

- Moved – *Briers*
- Seconded – *Landolfo*

Preamble:

When re-enrolling in a course after the set close-of-enrolment date, students are expected to pay a \$200 late re-enrolment fee. The close-of-enrolment date is poorly publicised and if students miss the close-of-enrolment date and can't afford the re-enrolment fee, they are unable to re-enrol in time to access to Allocate+ to schedule their which can dramatically affect their study and work schedule.

Motion:

The SSU Council condemns the \$200 late re-enrolment fee and the Education/Vice-President will lobby for its abolition. The Education/Vice-President will also campaign for the close-of-enrolment dates to be more widely publicised as well as widely publicise the dates using the Union's own means.

Carried Unanimously

→ **Notice of Motion No. 9:**
OVERDUE LIBRARY ITEMS.

- Moved – *Corry*
- Seconded – *Anstee*

Preamble:

Students rarely borrow only one item at a time and there are very few limits to the amount of items a student can loan simultaneously. If a student has overdue Library items or unpaid fines they're prevented from receiving notification of their academic results, changing their enrolment, or accessing Allocate+ timetabling.

Motion:

The Education/Vice-President will lobby to abolish the freeze on access to academic results, Allocate+ timetabling and change of enrolment details if an item has been returned but a fine remains unpaid.

Carried Unanimously

→ **Notice of Motion No. 10:**
EXAM CONDITIONS.

- Moved – *Briers*
- Seconded – *Aimee*

Preamble:

Students have complained that many exams are scheduled quite a distance from any Swinburne campus in venues such as Festival Hall in North Melbourne. Festival Hall can be uncomfortably cold in winter or warm in summer. There is a draft that circles the hall and light sounds can reverberate loudly around the hall. Further, students seem frustrated that they are made to: Sit multiple exams on the same day, Begin exams at particularly early times of the morning, and some exams are held on the weekends when many students work part-time jobs.

Motion:

The Education/Vice President will lobby the University to be more conscious of the affects that timetabling difficulties have on students and will demand that no more exams be scheduled at Festival Hall and that no more exams be scheduled on weekends.

Carried Unanimously

→ **Notice of Motion No. 11:**
ACADEMIC TRANSCRIPTS.

- Moved – *Searle*
- Seconded – *Tay*

Preamble:

At the NUS President Summit it was reported that Swinburne's Academic Transcripts are the most expensive in Australia.

Motion:

The President and Education/Vice President will lobby the University to have the price of Academic Transcripts adjusted to a more reasonably affordable rate.

Carried Unanimously

7. GENERAL BUSINESS:

***The Council votes unanimously to discuss General Business 'In camera'.
Observers may remain.***

8. OBSERVER QUESTIONS:

None received.

9. MEETING CLOSED:

Meeting closed by The Chair, 11:15pm.