

MEETING MINUTES 50th STUDENT ASSOCIATION COUNCIL

PRESENT:

Tom O'Grady (President), Kyran Mellor (Vice President), Alexander Nott (Cairns Campus Officer), Emily Mulroy (Townsville Campus Officer), Claire Barr (International Student Officer), Rei Asai (Postgraduate Student Officer) Alison Edwards (General Manager), Kimberly Thornley (Staff Representative), Theresa Priddle (Council Secretary)

Zoom Meeting Link: https://jcu.zoom.us/j/8987184717

IN ATTENDANCE:

Meeting opened at 11.06 am on Monday 6th April by Thomas O'Grady (President, Chair)

ACKNOWLEDGMENT OF COUNTRY:

Yes

1. APOLOGIES AND PROXIES

Laura-Anne Bull (VC Nominee) - No Proxy given

2. DECLARATION OF CONFLICTS OF INTEREST

Nil

3. APPROVAL OF UNSTARRED ITEMS

The Chair will invite members to indicate which unstarred items they wish to star.

Thereupon, all unstarred items will be deemed to have been approved or noted as approved or noted as presented.

4. CONFIRMATION OF MINUTES & FLYING MINUTES

- 4.1 Minutes of the 2nd Ordinary Meeting of the 50th Student Association Council 13th March 2020
- 4.2 Outcome of flying minute enhanced Health Contract Variations
- 4.3 Outcome of Flying Minute Sport & Recreation based refunds, Opening of outdoor sporting facilities
- 4.4 Outcome of Flying Minute- Sport & Recreation based Refunds Memberships, Gym Memberships, Pool, Social Sport
- 4.5 Outcome of Flying Minute- Gym Closure 23/02/20 at midday 2 week payments to casuals and refunds for academic gym memberships
- 4.6 Outcome of Flying Minute Approval of Campus recreation Activities as at 24.03.2020
- 4.7 Outcome of Flying Minute 24.03.2020 Club ratification
- 4.8 Outcome of Flying Minute 24.03.2020 Club ratification
- 4.9 Outcome of Flying Minute 25.03.2020 Club ratification
- 4.10 Outcome of Flying Minute 11.03.2020 Club ratification
- 4.11 Outcome of Flying Minute Enhance Health & Fit College lease payments 31.03.2020
- 4.12 Outcome of Flying Minute 01.04.2020 Club ratification
- 4.13 Outcome of Flying Minute 31.03.2020 Nomination date
- 4.14 Outcome of Flying Minute 26.03.2020 Club ratification
- 4.15 Outcome of Flying Minute 27.03.2020 Club ratification
- 4.16 Outcome of Flying Minute-Approval of the operational Budget 01.04.2020
- 4.16.1 2020 Draft Budget COVID 19

RESOLVED

4.1 That the minutes of the 2nd Ordinary Meeting of the 50th Student Association Council are approved as a true and accurate record

That items 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10, 4.11, 4.12, 4.13, 4.14, & 4.15 are confirmed and approved

Moved TO Seconded KM All in Favour

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5. LEGAL MATTERS

Nil

6. REPORTS

6.1 Finance Officer report

Not supplied

6.2 President's report

Verbal report given. Attended a number of different meetings regarding issues with the virus. Managed to have the Census date extended and is in meeting regarding refunds on parking. Meetings with various clubs some clubs are doing online events to keep student engaged Engagement with lots of worried students.

Moved KT Seconded RA All in Favour

6.3 Vice President report

Verbal report given Not very much to report. Answered questions from clubs that have been emailing me.

Moved TO Seconded AK All in Favour

6.4 Cairns Campus Officer report

Report to Council (3rd Ordinary Council Meeting - 07/04/2020)

POSITION:

NAME: Alex Knott

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS	
No events have taken	N/A		
place			

MEETINGS ATTENDED:

• No formal meetings attended, several telephone meetings participated in.

COMMENTS / PLANNING

- Zoom and email system seems to be operating well.
- Some clubs are sent emails detailing that reasons why they will not be applying for funding

Moved TO Seconded EM All in Favour

6.5 Townsville Campus Officer report

Report to Council (3rd Ordinary Council Meeting – 06/04/2020) POSITION: Townsville Campus Officer NAME: Emily Mulroy

EVENT / ACTIVITY DATE FEEDBACK / OBSERVATIONS

Free Breakfast 19/03

- o Hosted by SoMAG
- o Arranged for another compost bin
- o The attendance was lower than normal due to many students not on campus (left to go back home or social distancing recommendations)
- o For the pancake recipe it would be a good idea to also get measuring cups.

MEETINGS ATTENDED:

• 17/03 - Meeting with the Muslim Student Association to discuss club re-affiliation forms

Mega

• 25/03 - Meeting with the Meditation and Yoga Club to discuss club re-affiliation forms

COMMENTS / PLANNING

- The grant applications for clubs closed on 27-03-2020, therefore the Clubs and Societies Committee will be meeting to discuss all applications for this study period.
- Due to the social distancing recommendations and most students studying from home, I have been in contact with some clubs about to continue their engagement online for example online gaming or meetings via Zoom.

Moved TO Seconded CB All in Favour

6.6 International Student Officer report

Report to Council (3rd Ordinary Council Meeting - April 6th)
POSITION: International Officer NAME: Claire Barr

MEETINGS ATTENDED:

- 13/03/20 Meeting JCUISA (International Student association) regarding the international food festival and planning future events (International Ball, activities, future trainings)
- 23/03/20 Met with Tom to discuss me leaving and work from home options

COMMENTS / PLANNING

• Council be advised I have moved to the United States for the time being. I have been approved to continue working from home though and will attend all future meetings and responding to emails

Moved TO Seconded AK All in Favour

6.7 Equity & Diversity Officer report

POSITION: Acting Equity and Diversity Officer NAME: Emily Mulroy

MEETINGS ATTENDED:

- 12/03 Meeting with Batyr
- 16/03 Meeting for International Students Hosted by JCU International Support Team

COMMENTS / PLANNING

- Meeting with Batyr comments: In attendance Tom, Alison, Catherine, Mady, MMHA President and myself. Ben discussed JCU's new partnership with Batyr. Batyr. Asked Ben about involving Cairns which he stated at this staged the plans are for just Townsville, therefore it was mentioned that we do prefer any activities/programs to be based over the two main campuses. However, the partnership must have been made for with just Townsville in mind at this stage. Batyr runs three different types of programs from events with speakers sharing their stories, workshops to train these speakers and arranging an hour long talk to mainly large cohort first year students. I asked a representative from MMHA to attend and share what is already occurring on campus with regards to mental health and wellbeing themed events.
- Meeting with International Students Hosted by JCU International Support Team comments: Notice of this meeting was only an hour before it commenced, as I saw it was posted on a Facebook group for International Students ('Townsville JCU Internationals, there is a Cairns version of this group). Claire and I went along and notes from this meeting have been emailed to all JCUSA advocates and are added within this report too. The JCU International Support Team was not expecting Claire and myself to attend nor did they tell us about this meeting. After this meeting and as more concerns are occurring from the Covid-19 situation I have noticed this Facebook group being a good source to discuss/hear about problems that students are feeling. Also, as of 30/03/2020 they posted that for JCU students experiencing financial hardships, there is a free pantry located in the JCU Security Safe Zone.

JCU International Support Covid-19 Meeting

- ~50 students, mostly from the USA and Norway
- 3 options were discussed for students who have been advised by their home institutions to return home (whether mandatory or not):
- 1. Return home and continue classes externally

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- a. Not available for all subjects, externally available subject lists have not been decided yet (will be in the next week). This means students will have to decide whether they stay or leave before the full information of which classes will be available to complete online.
- b. For examinations, JCU will make arrangements with the home institutions on how a student will be able to undertake an exam.
- 2. Return home and withdraw from JCU
- a. Students will have no academic/financial penalty but will not receive credit points for subjects that they withdraw from.
- 3. Stay at JCU and study as normal.
- a. International Support Team will do all they can to help.
- b. If JCU does close than students will still be supported and transition to online classes where applicable. Fieldtrips and practical's may be affected. For large practical attendance, considerations are being made to potentially split classes in smaller groups.

If a student has received contact from their home institution that they should return and the student decides to ignore the request to return and stay at JCU, then this student should understand that the home institution could make consequences such as unenrolling the student etc.

When a decision is made on the student's part, they need to advise in writing and email:

- 1. Internationaladmissions@jcu.edu.au
- 2. International support@jcu.edu.au (students to CC so international support team are also aware of student's decisions) If a student has not yet received an email from their home institution (therefore the student wants to stay at JCU). The student is advised to still notify JCU International that they will be staying. If in days/weeks the home institutions contacts the student to return, the student will have to send a follow up email saying they have decided to leave (online classes or withdraw completely) or stay at JCU.

Financially:

- Tuition fees will be 100% refunded to those who have paid already.
- Students who have studied in a previous semester, but decided to leave during this semester will be refunded for only this semester.
- Overseas Student Health Cover (OSHC) will be partially refunded. This health insurance will only cover students who are in Australia, if students decide to return to their home institutions they will no longer be covered once they leave Australian borders.
- SSAF fee will (possibly) be refunded. JCUSA have a signed agreement for SSAF funding, hopefully this does not impact us. JCU and its departments will have their own separate conversation regarding SSAF.
- If they decide to leave JCU, those living on campus will not be financially held to their residential contracts.
- If a student has set up their tuition fees with their home institution, they will need to contact the home institution about their refund policy.

Residential Colleges:

• Students were advised to speak to their RA's regarding the college's procedures and any questions

Moved TO Seconded AK All in Favour

6.8 Postgraduate Student Officer report

Report to Council (03 Ordinary Council Meeting – 06/04/2020)
POSITION: Postgraduate Officer

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EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS		
Student success week breakfast	09/03	85-90	85-90 students	
Free breakfast	18/03	25 s	tudents	

Email from CPS concerning HDR students and how to support HDR students in the field. RE will forward email to TO regarding setting up meetings for HDR students.

MEETINGS ATTENDED:

02nd ordinary council meeting

Moved TO Seconded CB All in Favour

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NAME: Poi Acai

6.9 Sport and Recreation Officer report

TO Acting sport & Recreation Officer gave a verbal report. No sport to report on due to closure of fields and gym and all sport facilities on campus, all social sport has stopped due to Covid 19.

Virtual games are going at the moment. Mario Cart is running and is proving to be popular.

Moved TO Seconded KM All in Favour

6.10 Advocacy report

Report to Council (3rd Ordinary Council Meeting – 06 April 2020)

POSITION: Staff Representative and Student Advocacy and Welfare Officer

NAME: Kimberly Thornley

ADVOCACY REPORT

I reviewed the meeting notes from November 2019 and realized that October and November states had not yet been provided to Council (I had believed that these were provided at the First Ordinary meeting on 28 November 2019). Therefore, for the 3rd Ordinary Council meeting, I am producing the October, November and December stats with the intent to produce the January, February, March states at the 4th Council meeting to prevent providing 5 months' worth of advocacy reports at once.

October 2019 – We had a higher number of case in October 2019 compared to October 2017 and 2018. October 2019 had a 21.5% increase in case numbers between 2018 and 2019 with approximately the same amount of hours worked on student matters, being approximately 270 hours. The number of interactions with students was up 55% between 2018 and 2019, with 433 interactions in October 2018 and 671 interactions in 2019. This information indicates that the Advocates are becoming more efficient in addressing student matters as our interactions and file numbers are up but our hours worked remain approximately the same. This raises potential concern for a higher risk of staff burnout along with mistakes or matters being overlooked as time pressures become more critical. We had 14 students present with Welfare matters.

November 2019 – We had the same number of November cases in 2019 as we saw in 2017 being 255 files. This was an increase of 17% when compared to 2018. Our interactions for 2019 were up 6% on 2018 numbers. We had 19 students present with Welfare matters. Tichava Batiya left the organization due to relocating with her family to Brisbane. Madeline Keogh joined our organization.

December 2019 – We had a higher number of case in December 2019 compared to December 2017 and 2018. December 2019 had a 27.5% increase in case numbers between 2018 and 2019 with slightly less hours worked on student matters, being approximately 164 hours. This reduction can be accounted for by the shorter work month as the office closed at midday on 20 December 2019. This meant that we worked less than $2/3^{rds}$ of the month. In addition to this, $1/3^{rd}$ of the time we did work, we were down an advocate as Catherine needed to take personal leave. Madeline was still quite new and was thrown into the deep end. We had 15 students present with Welfare matters. Despite the number of hours worked being down, our number of interactions was 75% up, with a total of 617 interaction in December 2019 compared to 352 interactions in 2018. Another difference identified in 2019 compared to 2018 was the high number of academic misconduct matters arising in December. Normally these matters are dealt with much earlier in the study period.

December 2019 was particularly busy for myself and I know that I reached burnout and became very sick over the Christmas closure.

End of 2019 Summary -

We assisted approximately 2 592 students in 2019 totaling 7 120 interactions with students. This equates to approximately 9 interactions with students per advocate per day. This number is an average across the number of work days and does not take into consideration staff leave absences. The actual number of interactions per advocate per day is much higher as Tichava took 6 weeks off in the middle of the year and worked 4 days per week not 5.

Moved TO

The

7. GENERAL BUSINESS

7.1 WHS Riskware Report from 21 Nov 19 to 5 Mar 20 AE Supplied to council .No major hazards to report.

7.2 Swimming Pool Report

AE Lots of concerns within this report. They have been identified and are being looked at need to look into what actions need to be taken. The report has been passed onto Estates & WHS JCU. Won't be on their radar as yet due to dealing with the virus. Has been documented and passed on.

7.3 Motion to Amend Regulations

Discussion regarding amendments to Regulations.

KT Changing papers and reports due date needs to be looked at.

Make requirement for Bullsheet optional, not get rid of it. (see below highlighted)

KT. 4.6.3 Nominations for the appointments will be called for on the Association's Website, on the Association's Official Notice Board, and where time permits the Association publication, fourteen (14) days before the date of the Association Council meeting at which the positions are to be filled

KT regarding committee members at each campus. If the Equity & Welfare officer is deleted there would be not be a staff member on the committee from Cairns Campus.

Change wording to "JCUSA employee from Cairns nominated by The General Manager and approved by the Council President"

Do we have a requirement under our current MOU regarding having a JCU staff member on the Clubs & Societies committee. TO is happy to not have a JCU representative on the committee and will remove this section from regulations. Section to be simplified.

KT requirement for clubs & Societies to notify Council of their AGM, needs to stay in there, KM pointed out that it is not feasible as if you go by the amount of clubs in TVL there would be at least 2 meetings a week that they would have to attend. AK ok with it. TO happy to leave it as Clubs must notify you of annual meetings. AK & EM both would like it to stay EM noted that some clubs will still fail to comply.

KM are we going to be proactively seeking 7.3.4 inclusion of orientation handbook. TO Happy to chase clubs

KT We don't produce the Orientation handbook, our events go in to it but there is no information regarding Clubs & Societies in there.

Club information is found online on our JCUSA website. TO we can remove that section entirely if it is not relevant. All liked the concept but need to take out the inclusion to the handbook.

- 7.3.1 Regulations Tom's Amendments 2020
- 7.3.2 Potential Regulations Amendments List

TO proposed a motion to accept the amendments to his motion of amendments to Regulations

Moved TO Seconded RA All in Favour

7.4 Indigenous Nationals

National have been deferred to 2021 will have to hand back all the SSAF.

- 7.5 Emily Mulroy Motion –minutes of 2nd Ordinary Council meeting 13th March 2020
- 7.5.1 Amended Motion to JCUSA Council- Acknowledgement of Country

Moved TO Seconded CB All in Favour

7.6 SP1 2020 Student Success Checklist Data

AE sent these to council thought they would be of interest to them.

AE Motion to Ratify flying minutes late to the agenda

4.16 Outcome of Flying Minute-Approval of the operational Budget 01.04.2020



AE Due diligence registers from WHS still required by TO

8. QUESTION TIME

Members of the Student Association may direct questions in writing to officers of the Student Association through the Secretary. Questions may be put on notice.

Meeting Closed At 12.24 pm

Minutes confirmed by Thomas O'Grady

President, Chair

Minutes Prepared by Theresa Priddle Secretary to JCUSA Council

Theresa Priddle Secretary to JCUSA Council

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