



Student Guild of Curtin University

Guild Council

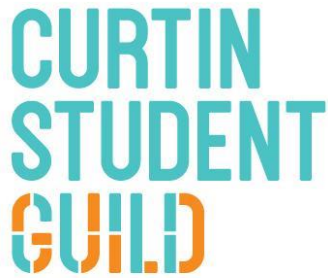
Declaration of Approval of Meeting Minutes

I declare that the minutes of the Guild Council held on the 30th January, 2020 have been approved and are true and accurate.

Signed,

A handwritten signature in black ink, appearing to read "Fatma Sehic".

~~Katelyn Colson~~ Fatma Sehic
Guild Council Chairperson



Student Guild of Curtin University

51st Guild Council - Meeting #2

Held at 10:00am on Monday the 30th January, 2020

In the University Council Chambers, Building 100

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

2. Attendance

- 2.1. Members Present; Katelyn Colson (Chair), Hana Arai, Chris Hall, Bridge Truell, Lachlan Lee, Fatma Sehic, Luke Bronson, Nicola Gulvin;
- 2.2. Others Present; David Luketina (Managing Director), Nika Velios (Minute-Secretary);
- 2.3. Apologies and Leave of Absence; Beatrice Panganiban, Chris Grant, Jason Kim, Jesse Naylor Zambrano, Min Dee Chia;
- 2.4. Absent; Dylan Botica.

3. Disclosure of any potential or perceived Conflicts of Interest

Nil

4. Confirmation of the Minutes of the Previous Minutes

RESOLVED/ GC #2-2020

Motion: That the Guild Council approves the minutes of its meeting held on 2/12/2019 and the meeting held on 25/11/2019 as true and accurate records of proceedings

Moved: Lachlan Lee (Secretary)

Seconded: Chris Hall (Vice President - Education)

5. Matters Arising from the Minutes – None

Nil

6. Reports and KPI's

6.1. President –

Hana shared there has been progress in in the current issues within the School of Public Health. Hana noted that the implementation plan devised by the faculty is extremely unfavourable and will negatively impact forty-four (44) Higher Degree by Research (HDR) students. A lot of feedback has been received as well as consultations undertaken with affected students and the NTEU. The Guild intends to express disapproval towards the lack of transparency, accountability and communication of the process and the planned changes and redundancies in the School. Highlighting the lack in following the required formal process and the negative outcomes that will impact students. Hana shared that while it is not possible to get the staff redundancies reversed, the Guild is creating a campaign which will list demands

to ensure these students are looked after. This may include mental health support, financial compensation and so forth.

Hana noted that she will be away for the National Union of Students President's Summit Conference next week, and that Bridge will be acting President. Hana shared that she is contactable via email, however any time sensitive or urgent matters can be forwarded to Bridge.

6.2. Vice President – Education –

Chris noted that to assist other teams within the Guild, it is ideal to identify primary and secondary KPI's. Chris shared his main KPI's include:

- The Student Partnership Agreement, which will work alongside and be similar to Curtin University's Students as Partners Program;
- Rural, Regional and Interstate (RRI) Orientation/Sundowner event; and
- Stress-Less Week.

Chris shared that Student Assist have been identifying and dealing with issues at international campuses, namely identified spikes in issues with plagiarism and students not reaching out to get assistance. Chris is further looking into this and will commence discussions within the University. The intention is to determine strategies around addressing plagiarism on Curtin's international campuses.

Chris highlighted that he will be providing submissions to the Academic Registrar soon, and requested any supporting or assisting information around the proposals including how such may have benefited in the past.

Hana positively commented on the relevance of the RRI project and suggested to hold an event for this within the Tavern, similar to the previous Mature Age Sundowners. Nicola added that she is pleased to see the RRI Orientation retuning.

Nicola queried the appointment of the new Vice Chancellor (VC). Chris responded that the current VC is expected to leave in August 2020, however this could be earlier. The criteria for the new appointment is currently under consultation through University sub-committees and Faculty areas as well as the Guild Executives. Once the criteria are confirmed by the University Council, they will be used as a basis for the candidate search and evaluation. It is anticipated the new VC will commence around August or September 2020.

Nicola shared that in relation to the submissions to the Academic Registrar, there was feedback provided in relation to Group Work; adding that she is pleased to see this initiative.

6.3. Vice President – Activities –

Bridge shared that the following are primary KPI's for his portfolio:

- Increasing accessibility at events, both physical and sensory;
- Increasing sustainability at all events; and
- Assisting with the implementation of the new Clubs software.

Bridge noted that the remaining are secondary KPI's.

6.4. Secretary

Lachlan added that Nicola Gulvin and Chris Grant have not yet completed their police clearance checks. Lachlan instructed that these are to be completed as soon as possible and for Chris Grant to also complete his onboarding paperwork.

Lachlan shared he has been in discussion regarding the Regulations changes, and pleased that he is able to provide feedback on this. Lachlan noted that these will go through Guild Council prior to submission to the University.

6.5. Managing Director –

a) Monthly Dashboard – January (attached)

David commented that his KPI's are the Managing Director's Business Plan, which will be provided next month. He added that it takes time to compile due to encompassing all the portfolio areas of the Guild as well as being consistent with supporting the Office Bearer's KPI's.

Chris queried the length of time that Kirribilli have been catering the Graduations for. David responded that certainly since 2017, however he is not aware of prior to that.

Hana commented that she is pleased with the Branding process undertaken within the Guild and the Style Guides generated. She is impressed with how the outlets have been clearly defined; their identity and vibe. Hana shared the value in offering a distinct experience within the different outlets. David noted that prior to any circulation to the wider staff and Council members, we should wait for the draft Style Guide to be roughly 90% complete which is anticipated to be within the next week.

Nicola queried the office refurbishment timeframe. David responded that it is intended for the upstairs to be finished and staff relocated on the Wednesday (05/02/2020) of next week. Once staff are relocated upstairs, the downstairs works will commence. The downstairs is intended to be finished by the 24th of February. David noted that the completion of the overall project is dependent on the furniture arrival time and the replacing of all lighting to LED globes. This will be progressive over the coming weeks.

6.6. Chair of Representation Board –

Not present, report as tabled.

RESOLVED/ GC #3-2020

Motion: That the Guild Council approves the reports and KPI's.

Moved: Lachlan Lee (Secretary)

Seconded: Nicola Gulvin (Guild Councillor)

7. Business on Notice

7.1. 2020 Capital Budget

Katelyn shared the Finance and Risk Committee recommended these budgets at yesterday meeting, she added that the proposed amendments are due to more accurate costings replacing what were previously estimates.. David reassured that the items and projects in this budgets are consistent with those planned and discussed previously.

Hana queried if there are any further amendments expected, David responded that there will be and this will for the following costings:

- Relocation of the Bubble Lab;
- Replacing the air conditioning in GMart;
- Extent of the re-branding that will be implemented this year, once a timeline is established; and
- Changing to a new website.

David noted that the Guild's savings and anticipated cash profit can readily accommodate the proposed capital expenditure

Chris shared that many of the website integrations and add-ons were meant to be part of the current website, however were not possible in the end. He added that this funding is for a necessary upgrade to deliver the necessary capability and branding.

RESOLVED/ GC #4-2020

Motion: That the Guild Council approves the proposed changes to the 2020 Capital Budget as attached.

Moved: Lachlan Lee (Secretary)

Seconded: Hana Arai (President)

8. Minutes of Committees Reporting to the Guild Council

- 8.1. Representation Board – NA
- 8.2. Executive Committee – Meetings held on 8/1/2020 and the 15/1/2020
- 8.3. Finance and Risk Committee – NA
- 8.4. Activities Committee – NA

RESOLVED/ GC #5-2020

Motion: That the Guild Council notes the minutes of the boards and committees en bloc.

Moved: Lachlan Lee (Secretary)

Seconded: Chris Hall (Vice President - Education)

9. General Business

Monitor Emails

Chris advised for all Council members to monitor and check emails, there are polls going out as well as correspondences from the Student Experience and Student Engagement portfolio of the Guild regarding orientation week and social media takeovers.

Students of Public Health

Chris commended May (PSC President) on the dedication and hard work put in for the current Students of Public Health case.

Murals and Artwork

Chris shared that it is the intention to get murals painted for the equity department offices. He added that if anyone would like to get involved or know of any artists to recommend to contact him directly.

O-Week Festivities

Hana shared there are a few new additions and activities that the Guild Representatives are encourage to get involved in for O-week and O-day,. These include:

- Wednesday afternoon workshop (directly after O-day finishes)
This is for more information on specifically what the Guild is about. Registration are open. The run sheet is still to be confirmed however it is anticipated to have ice breaker and treasure hunt activities.
- Dodge ball game
The Guild would like to see a Student Representative's presence, potentially a Guild team, this is a great opportunity to get the brand out.
- Quiz night(s)
The desire is to have a Guild Reps team. There will be Guild related questions asked throughout.

Hana also noted that she will be giving an official welcome alongside the VC on the Monday morning of O-week. Encouraged all to attend.

Declaration of Interests & Conflicts of Interest

David shared that following a discussion from the Finance and Risk Committee, there is a recommendation that the usual process be followed for Declaration of Interests. There is an online survey, requesting Guild Council members to declare interests. This comprised of a series of questions, ranging from employment, companies you're associated with and relatives. David noted that he has emailed all Guild Council members the Guild Conflict of Interest Procedure. This outlines, and is a good guide on, what a conflict of interest is. He shared that a perceived conflict of interest is also a conflict of interest. The Guild Rules are very specific, they state that anyone that sits on Guild Council who has a conflict of interest, may not vote and may not be present unless the Guild Council votes otherwise.

10. Next Meeting –

The next ordinary meeting of the Guild Council is Thursday, the 27th February at 6:00pm in Council Chambers. Documents and motions are to be submitted no later than 3pm on Wednesday, February 19th to secretary@guild.curtin.edu.au

Meeting closed at 11.02am