

Minutes Student Council Meeting

28April 2016

Building 111 Room 1033

Meeting Opened: 1.30 pm

Item No.	Agenda Item
1.	Welcome – Sheri Downs
2.	<p>Attendance</p> <p>Present: Matalena O’Mara (Student President/Chair) Sherree Dayal (Waitakere Campus Rep) Sheri Downs (Maori Rep) Swati Chawla (International Rep) Taotafa Matafeo (Vice President) Lani Mikaio (Pacific Rep)</p> <p>In Attendance: Sue Higgins (minute taker)</p>
3.	<p>Apologies:</p> <p>No apologies.</p>
4.	<p>Previous Minutes – SC minutes of meeting held 14 April 2016 tabled with Agenda papers.</p> <p><i>THAT the SC2016 accepts the minutes of the Student Council meeting held 14 April 2016 inclusive of amendments as a true and accurate record.</i></p> <p>Moved Lani Mikaio Seconded Sheri Downs Motion carried.</p>
5.	<p>Matters Arising from the Previous Minutes</p> <ul style="list-style-type: none"> • Student Council to discuss whether or not to have a Student Council plan for the Maori Success Strategy – Agenda item for this meeting • Student President to check info included in response to PNG students’ Association SIE funding. Noted that no communication had been received yet from the PNG Students’ Association in response to email advising of the grant funding that had been allocated - RUNNING ITEM. • Student Council members to send through their timetables blacking out times not available for rostering –RUNNING ITEM. Student Council members to send through to the Student Council Secretary.

- Student President and Ed. Collective Events Manager to draft rules/etiquette for building 63 for Student Council consideration – ONGOING

- Email to Carolyn Cox re: possible solutions to issues around cigarette butts being discard off-site – delegated to Student Council Secretary. ACTIONED.

Response from Carolyn Cox tabled and discussed. Noted that littering is illegal and can be reported to Auckland Council; Grounds and Cleaning contracts also require removal of litter, so if butts are accumulating in any part of campus you can log a job with Facilities Management team to clean these up; Unitec Health and Safety Manager can provide more information on Unitec’s smoking cessation support as there are little business card size info packs that can be handed to smokers.

The Student President will organise a meeting with Carolyn Cox for a presentation to Student Council about how the Student Council can make the building 63 student space environmentally sustainable.

PDF of Unitec’s One Planet Strategy is to be sent out to Student Council members.

- Asian Family Services request to be forwarded to Student President for referral to Unitec – ONGOING

This item is put on hold until Building 63 Student Space is operational.

- Student Council Secretary to follow-up with Health & Safety Manager re: parking concerns – ACTIONED

Unitec Security will be doing checks on the Gate 4 Student Carpark after the school holidays re: parents using this as a drop off zone for children attending Gladstone Primary School.

The Student President read out an email sent to students last year about changes to on-site parking.

Noted that not one of the Student Council members recalled receiving this communication from Unitec about the changes to on-site parking.

Noted that the Student President has requested that she be added to the mailing list for communications to students so that she was kept informed about what information students were receiving.

- Student President to follow-up with Darren Horsman about IMS no longer providing a walk in service – follow on from initial communications. ACTIONED

Response from Darren Horsman tabled with Agenda papers.

- International Rep to clarify student concern re: lecturer’s accent and forward communications to the Student President if required. RESOLVED

	<ul style="list-style-type: none"> • Logo competition close dates to be checked and extended if need be. More promotion and communication with lecturers about this to encourage participation from design students. ONGOING <p>Student Council will discuss and develop their own logo design.</p> <ul style="list-style-type: none"> • Student President to follow-up with FM re: signage for Student Council parking at Building 63 – ACTIONED <p>Requests for work or renovation supplies to be directed via Amos Sandler at Facilities Management.</p> <ul style="list-style-type: none"> • Reimbursements Pacific Rep (Bush & Hike trip), Waitakere Campus Rep (Shave for a Cure expenses) – ONGOING <p>Pacific Rep and Waitakere Campus Rep to bring through receipts before the next pay cycle so that these may be processed for reimbursement</p>
6.	<p>Updates from Student Council Training 21 April</p> <p>Tabled with Agenda papers and discussed.</p> <ul style="list-style-type: none"> • <i>Bay of Islands Experience NZ Trip</i> – originally identified as possibility for Student Council team building, however as many Student Council members are unable to attend this will now be attended by the Student President and Vice President who will now utilise this for one-on-one time. Neither the Student President nor Vice President will be paid for their time attending this trip as the costs of the trip will be paid. • <i>Student Council interest in involvement as helpers with Unitec Graduations</i> - The Student President will contact the Graduation team to find out more info and will provide this to the next Student Council meeting. Noted that the Waitakere Campus Rep will be on placement next semester and will not be available to attend. • <i>Insufficient advance notice of Unitec meetings</i> – Noted that the Student President has expressed this to Unitec acknowledging however that sometimes there were genuine reasons why meetings were convened with little advance notice. • <i>Student Council group and individual posters</i> – photo session for these is scheduled for 1 pm next Thursday • <i>Generic email addresses for Student Council members</i> – ongoing • <i>Unitec Student Council email signature block</i> – ongoing • <i>Unitec Student Council generic contact info card</i> – on hold until generic email addresses resolved • <i>Regular Student Council info inclusion as part of the emails Unitec sent out to students</i> – Student Council secretary to send an invitation to Unitec Marketing personnel to come and meet with Student Council so that Student

	<p>Council can enquire about communications to students discuss other Student Council promotional/info sharing opportunities.</p> <ul style="list-style-type: none"> • <i>Student Council member events</i> – Agreed that if a Student Council member is looking at doing an event that this needs to be brought to Student Council table for discussion so that help and support can be co-ordinated and a sub-committee for the event development be established if required. • <i>Brief info/guidelines sheet to be drafted to include standard items that are approved for hour allocation on timesheets</i> – ongoing. Noted that if talking to a student than this can be allocated within worked hours. If working from home this is not claimable time unless there are special circumstances and this is pre-approved. • <i>Student Council Facebook page admin rights</i> – Student Council members were happy to support the Student President in maintaining the Student Council Facebook page. The Student President has made the Student Council members “editors” of the page and the Student President is the “admin”. The Student President noted that Student Council members needed to be mindful of language that is put on this page.
7.	<p>WSU Debrief</p> <p>The WSU Hui at Waikato 22nd and 23rd April was attended by all Student Council members.</p> <p>Student Council reflections on this hui included:</p> <ul style="list-style-type: none"> • It was an enjoyable weekend and valuable team building opportunity; • It was interesting to listen to the issues that other tertiaries are facing; • There are student related issues that are universal between Institutions and so it was good to talk with others about their approaches to various student concerns; • It was a great networking opportunity and it was useful to establish contact and connects with counterparts from other Institutions; • The work of the Waikato Student President in organising the Hui was admirable. <p>The Student President noted that she was honoured to attend the Hui with such a great group of people. It was a good show of unity from the Unitec Student Council as all of the Student Council members attended and participated as a group. It was interesting to see the different things that Unitec Student Council do that shines in the representation space. Other Hui attendees were impressed that the Unitec Student Council had turned up as a unified group; in USC branded hoodies; with the Unitec Van and provided a koha to the Hui organisers.</p> <p>AuSM @ AUT had suggested that Unitec Student Council may like to hold a team building activity at the AuSM Lodge. Future team building opportunities to be discussed and scheduled.</p>

8.	<p>Maori Success Strategy</p> <p>Discussed.</p> <p>Agreed that Student Council wish to learn more. Given the structure of Student Council it is not a matter of adopting the Maori Success Strategy but more so about learning ways of how Student Council can embed Tikanga Maori into its everyday practices.</p>
9.	<p>Student Initiated Funding Request</p> <p>Application from Tiffany Pati (Certificate in Business) tabled with Agenda papers.</p> <p><i>THAT the SC2016 approve \$120 from the Student Initiated Event Fund for the purchase of ingredients and other utilities for Tiffany Pati’s Certificate in Business “Whipped” cupcake stall 16th to 19 May 2016, approval conditional to the Student President noting Tiffany of requirements about the return of any profit to the value of \$100.</i></p> <p>Moved Lani Mikaio Seconded Sherree Dayal Motion carried.</p>
10.	<p>Members Updates</p> <p>Deferred to the next Student Council meeting.</p> <p>Other Matters</p> <ul style="list-style-type: none"> • All Student Council members are to receive list of vehicle registrations of vehicles that can park in the Student Council parking spaces. Student Council parking card is required for Student Council car windows. • Student Council lunch with Darren Horsman is scheduled for Thursday next week and will finish at 1 pm. • Student Council training is scheduled for 1 pm next Thursday – this will include a Student Council photo session. • Student Council working bee at building 63 is scheduled for this Saturday 10 am to 12 noon. This will include gardening, removing staples and sugar soaping interior walls in preparation for painting. The Student President will work on safety plan for working bee activity.

13.	General Business <ul style="list-style-type: none">• No items of General Business
14.	<ul style="list-style-type: none">• Meeting Closure – Swati Chawla

Meeting closed: 3.40 pm