

# Minutes Student Council Meeting

3 March 2016

Building 111 Room 1037

Meeting Opened: 1.05 pm

Item No.	Agenda Item
1.	<b>Welcome</b> – Sheri Downs
2.	<b>Attendance</b>  <b>Present:</b> Matalena O’Mara (Student President/Chair) Taotafa Matafeo (Vice President) Sherree Dayal (Waitakere Campus Rep) Sheri Downs (Maori Rep) Lani Mikaio (Pacific Rep) Swati Chawla (International Rep)  <b>In Attendance:</b> Sue Higgins (minute taker)
3.	<b>Apologies:</b> No apologies. All members present
4.	<b>Previous Minutes</b> – SC minutes of meeting held 18 November 2015 tabled with Agenda papers.  <i>THAT the SC2016 accepts the minutes of the Student Council meeting held 18 November 2015 as a true and accurate record.</i>  <b>Moved</b> Sheri Downs <b>Seconded</b> Taotafa Matafeo <b>Motion carried.</b>
5.	<b>Karakia</b> It was put forward and discussed that Student Council meetings be opened and closed with a karakia (or other appropriate acknowledgement). This can be done by sharing amongst Student Council who will do this at each Student Council meeting and Student Council members may choose language, cultural or spiritual representation to do this.  <i>THAT the SC2016 agrees that Student Council meetings be opened and closed with a karakia (or other appropriate acknowledgement); and That this be shared amongst Student Council with members taking turns to do this; and That Student Council will create their own karakia booklet with each Student Council member submitting their own karakia with their own language to be included in this booklet.</i>  <b>Moved</b> Swati Chawla <b>Seconded</b> Sheri Downs

	<b>Motion carried.</b>
<b>6.</b>	<p><b>Student Council General Position Update</b></p> <p>The Student President provided a verbal update to Student Council.</p> <ul style="list-style-type: none"> <li>• Last year the Student Council constitution was amended to remove Faculty Representative Positions and create a Vice President, Waitakere and Northern Campus Rep positions. No-one stood at the election for the Northern Campus Rep position and it was identified that given the short nature of courses offered at this campus that it was unlikely that anyone in future could be available for a one-year term of office. The 2015 Student Council agreed further amendments to the Student Council constitution including the replacement of the Northern Campus Rep position with a General Rep position.</li> <li>• Student Council Constitutional agreed amendments have been referred through to Unitec for feedback. Feedback is pending Unitec Council consideration.</li> <li>• Student Council Constitutional amendments also provide for mechanism for Student Council to co-opt to fill vacant positions (except for the role of President which is always required to go to bye-election)</li> <li>• Student Council discussed possible methods of co-option for the General Rep position.</li> <li>• Suggestion that students who had stood for Student Council in 2015 election and not been elected into a position be invited to submit an application for the General Rep position for Student Council consideration.</li> <li>• Suggestion that application process be opened up to also include Class Reps.</li> </ul> <p><i>THAT the SC2016 agrees that prior to the next Student Council meeting Student Council members to send through to the Student President or Council Secretary their ideas about how to recruit for the General Rep positions and any criteria; and That this will be included as an agenda item for the next Student Council meeting.</i></p> <p><b>Moved</b> Sherree Dayal  <b>Seconded</b> Taotafa Matafeo  <b>Motion Carried</b></p>
<b>7.</b>	<p><b>Logo for Student Council</b></p> <p>The Student President spoke to this item. Request to utilise the Pacific design of the Unitec “U” as part of a Student Council logo has been declined by Unitec, to which they also provided the rationale Although they had declined the use of the Pacific “U”, they did put forward the option of using the plain “U”. Option for Student Council logo discussed.</p> <p><i>THAT SC2016 agrees to having a Student Council logo; and That the Student President work with Student Media and the Vice President to put together a brief for a Unitec Student Council logo design competition open to Unitec students and that a prize be sourced for this; and that the competition run for a two week period; and that Student Council will decide the competition winner.</i></p> <p><b>Moved</b> Swati Chawla  <b>Seconded</b> Taotafa Matafeo  <b>Motion Carried</b></p>
<b>8.</b>	<p><b>Style of Branded shirts for Student Council</b></p> <p>Discussed that branded shirts would be decided/ordered after the completion of the logo competition, however t-shirts and hoodies would be printed without logo.  Print work to include:</p> <ul style="list-style-type: none"> <li>• block lettering;</li> </ul>

	<ul style="list-style-type: none"> <li>• back print - USC with Unitec Student Council written in full underneath. Emphasis to be on USC. Front print – USC, 2016, and Student Council position;</li> <li>• colour – navy blue with white print</li> </ul> <p><i>THAT SC2016 agrees that the Student Council t shirt and zip front hoodie be navy blue with white print – specifics of print as outlined in discussion and that the Student President organise purchase of these.</i></p> <p><b>Moved:</b> Taotafa  <b>Seconded:</b> Swati  <b>Motion Carried</b></p>
<p><b>9. Puna</b></p>	<p>The Student President provided a verbal update.</p> <ul style="list-style-type: none"> <li>• Now awaiting return of occupancy agreement from Unitec;</li> <li>• Things that Student Council had wanted corrected – have been;</li> <li>• The Student President has had initial discussions with a range of service providers who may like to provide drop-in service from this space – Pou Aroha, Te Puna Ako, Chaplaincy, Campus Village Living;</li> <li>• Other areas noted for consideration – International, Student Job Search.</li> <li>• Unitec Marketing have said that they will design and print some posters that will promote the student space and drop-in service roster (when this space is available and roster confirmed by Student Council).</li> <li>• Discussed costs that may be incurred with developing this area into a functional space – noted that cost of phone line would need to be considered, along with solutions for internet/Wi-Fi access.</li> <li>• Unitec have agreed to the allocation of the previous 6 Puna car park spaces to the Student Council. Discussed that a permit would be created to display and the parking area will be marked. 4 spaces will be permanently assigned to Student Council, 2 spaces will be reserved for staff.</li> </ul>
<p><b>10 Policy for Student Initiated Fund (review)</b></p>	<p>Current policy tabled with Agenda papers.</p> <ul style="list-style-type: none"> <li>• Student Council discussed possible amendments including removing sports teams from the list not covered and update of position titles.</li> <li>• Student Council noted that this was a Student Council internal policy and accordingly confidential to Student Council.</li> <li>• Student Council secretary to circulate info to Student Council members about 2015 funding approvals.</li> <li>• Student Council secretary to make amendments to the policy and send out for Student Council review.</li> </ul> <p><i>THAT the Student Council agree to leave Student Initiated Events Fund as one pool and accessible to all categories.</i></p> <p><b>Moved</b> Sherree Dayal  <b>Seconded</b> Sheri Downs  <b>Motion Carried</b></p>
<p><b>11 Student Council Conflict of Interest Policy</b></p>	<p>Copy of the draft Student Council Conflict of Interest Policy tabled with Agenda papers. Noted that this policy is required in accordance with amendments made to the Unitec Student Council Constitution last year.</p> <p>Student Council discussed the policy and also noted the following conflicts of interest:</p> <ul style="list-style-type: none"> <li>• Student President – Board Member of Student Job Search;</li> </ul>

	<ul style="list-style-type: none"> <li>• Maori Rep – Executive Member of MTT</li> <li>• Pacific Rep – Member of TTSU</li> </ul> <p><i><b>THAT</b> the SC2016 accept the Student Council Conflict of Interest Policy.</i></p> <p><b>Moved:</b> Taotafa Matafeo  <b>Seconded</b> Swati Chawla  <b>Motion Carried</b></p>
12	<p><b>Week 3 Student Council Promotion Schedule</b></p> <p>The Student President spoke to this item noting that Unitec have offered Student Council the opportunity to have presence at the Student Services and Support promotional days being held in Week 3 and the Student President has agreed to this.</p> <p>Student Council members noted availability to participate in this promotion on the following days:</p> <ul style="list-style-type: none"> <li>• Waitakere Rep – Wed, Thurs;</li> <li>• Maori Rep – Tues, Wed;</li> <li>• Pacific Rep – Tues, Thurs;</li> <li>• Vice Pres – Mon, Tues;</li> <li>• International Rep – Tues, Wed, Thurs</li> </ul> <p>Student Council agreed that this would be a good opportunity to also promote the Student Council logo design competition.</p> <p><b>ACTION:</b>  Planning session will be held Thursday 10 March 1 – 3 pm, all Student Council members to come to the planning session with an idea or game that can be used in the Week 3 Student Council promotion.</p>
13	<p><b>Meetings Schedule</b></p> <p>Student Council discussed meeting schedules and who would be attending which committees/groups.</p> <p>Fono – Lani Mikaio, Matalena O’Mara  Academic Board – Josh Hyde, Matalena O’Mara  Faculty Boards – CIB/TBE – Swati Chawla, Taotafa Matafeo, SHS – Sherree Dayal  UELCL – Sheri Downs (subject to confirmation of meeting schedule and Sheri’s availability to attend).  Student Council secretary to source UELCL meeting schedule and refer to Sheri.  SOAR – more information on this committee to be sourced</p> <p>Noted that when the Student President is asked for Student Reps for various committees and working groups, the Student President will circulate this information out to Student Council members.</p> <p><i><b>THAT</b> SC2016 agree to the above listed committee appointments.</i></p> <p><b>Moved</b> Lani Mikaio  <b>Seconded</b> Sheri Downs  <b>Motion carried.</b></p>
14	<p><b>Linsey Higgins (NZUSA)</b></p> <p>The Student President spoke to this item.  The NZUSA President will be up in Auckland on the 8<sup>th</sup> March and would like to meet with Student Council. The Student President noted that Linsey comes from Massey University (Palmerston North) and studied Social Work.</p>

	<p><b>ACTION POINT:</b>  Agreed that Student Council would meet Linsey for lunch next Tuesday (11.30 am to 1.30 pm Room 111 – 1037).  Student Council members to think of any questions they may wish to ask her.</p>
15	<p><b>Shave for a Cure Event</b>  The Waitakere Campus Representative spoke to this item noting:</p> <ul style="list-style-type: none"> <li>• That this event is being held on 6 April;</li> <li>• That she had registered as an individual for this event but was interested to know whether Student Council or anyone from Student Council was interested in supporting this event;</li> <li>• That she hoped to run an event for this on the Waitakere campus and would have donation buckets.</li> </ul> <p><i>THAT the SC2016 agree support for a Shave for a Cure event led by the Waitakere Campus Rep to be held at the Waitakere Campus on the 6 April 2016.</i></p> <p><b>Moved</b> Sheri Downs  <b>Seconded</b> Swati Chawal  <b>Motion Carried</b></p> <p><b>ACTION POINTS:</b></p> <ul style="list-style-type: none"> <li>• Waitakere Campus Rep to email the Student President with all of the info to put on her personal Facebook page.</li> <li>• Waitakere Campus Rep to use the Student Council to promote that both Sherree Dayal and Matalena O’Mara would be doing the Shave for a Cure.</li> <li>• Waitakere Campus Rep will change registration from personal to group so that other students could join and register.</li> </ul>
16	<p><b>Student Space at Waitakere</b>  The Waitakere Campus Representative noted that there have been a number of changes to Student Space at the Waitakere Campus and a lot of space has disappeared.</p> <p>The Student President noted that there is now student space on the top level of the library (area for use as meeting spaces) and that the Whanau room on level 2 that previously was utilised specifically for nursing is now open for everyone. The Campus is due for redevelopment.</p> <p><b>ACTION POINTS:</b>  Waitakere Campus Representative to email the Student President with student concerns about Waitakere campus space so that the Student President may forward this communication through to the Unitec Development team for response.</p>
17	<p><b>Training Days and Team Building</b>  The Student President noted that we had already identified time on Thursdays that was workable for everyone.</p> <p><i>THAT the Student President and Student Council secretary to review Student Council member timetables and develop a schedule of possible training dates and times.</i></p> <p><b>Moved</b> Lani Mikaio  <b>Seconded</b> Sheri Downs  <b>Motion Carried</b></p>

18	<p><b>Members Updates</b></p> <ul style="list-style-type: none"> <li> <p><b>Student President</b> – thanked all of the Student Council members for all of the work everyone has put in over the past few weeks. This has assisted with the visibility of Student Council. Well done team!</p> <p>David Shearer is visiting campus next Monday and the Student President will be providing him with a campus tour including visit to some of the orientation events.</p> <p>Len Brown is scheduled to be on campus 22 March and wants to talk with people informally about public transport. The Student President will keep Student Council members informed about this.</p> </li> <li> <p><b>Maori Representative</b> – has been given the opportunity to facilitate meeting between Pene Henare and a few Maori students, 14 March – lunchtime. Basic format will be a Q &amp; A session including issues around Maori and how they can engage with their community. The Maori Representative will put a notice out during kapahaka to see who is keen to attend. If Student Council members want to attend they are welcome. The Student President indicated interest in attending. The Maori Representative will send through a calendar invite to Student Council members (when location of event has been confirmed).</p> </li> <li> <p><b>Pacific Representative</b> – noted that Pasifika was coming up and that whilst Unitec were not having a presence at this event this year that she would be attending with SPLICE. The Vice President noted that he would also be working at this event. It was suggested that Student Council and their family members look at attending Pasifika as a group as part of the Student Council team building activity.</p> </li> </ul>
19	<p><b>Meeting closure</b> – Sheri Downs</p>