

Central Coast Campus Union Limited
Minutes of Student Representative Committee Meeting
Tuesday 1 May 2018
Venue: IRC Room 8 – A2.27 (Library Building)

Committee in Attendance: Karen Dimmock (Chair), Michael Maas (Chief Executive Officer), Peter Marshall, Sue Wilson.

Also in attendance: Claire-Adelie Collardeau, Vanessa O'Neill.

Secretary: Claire-Adelie Collardeau

The meeting opened at 12:05 pm.

1. Acknowledgement of Country

We proudly acknowledge that we are situated on Darkinjung Land and we give respect to Elders past and present as well as our promise to treat this land with respect.

2. Apologies

Jennifer Tomkins

3. Leave of Absence

None

4. Declaration of Interests and Conflict of Interests

There were no Declarations

5. Notice of Additional Agenda Items

The Chair noted that additional agenda items should be advised before the meeting, unless it pertains to an urgent matter that had arisen on the day of the Student Representative Committee Meeting.

Additional Agenda Items were called for by the Chair and any noted for discussion have been placed under General Business.

6. Previous Minutes

The Minutes from the Student Representative Committee Meeting held on 27 March 2018 were presented.

Motion: *Moved SW Seconded MM: That the Minutes of the Student Representative Committee Meeting held 27 March 2018 be adopted.*

The Motion on being Put to the Meeting was Carried.

7. Matters Arising

Outstanding action items from the last Student Representative Committee Meeting held 27 March 2018.

7.1 Action: *CH to contact Infrastructure and Facilities Services, with a copy to the Ourimbah Health and Safety Committee to advise on accessibility to toilets for people with a disability and whether all doors comply with the relevant accessibility standard.*

In progress

7.2 Action: *Yourimbah to engage and work with UON with its implementation of recommendations from the Australian Human Rights Commission report titled Change the Course: National Report on Sexual Assault and Sexual Harassment at Australian Universities – 2017 together with UON's other initiatives to provide support services and education programs to prevent sexual assault and sexual harassment and provide support for survivors in the UON community.*

In progress

7.3 Action: *The SRC President to contact the UON Student Advisory Council Chair to advise their concern that students who identify as having a disability and/or as members of other equity groups are not properly represented on the UON Student Advisory Council; therefore, an appropriate student representative position on the UON Student Advisory Council should be created as soon as possible.*

In progress

- 7.4 Action:** Michael Maas to contact Adam Bird (Information Technology Services, University of Newcastle) to investigate new login issues on the UON website and what communication was sent out to students.

Completed

- 7.5 Action:** That Yourimbah organise for the newly upgraded Parent Room be opened on the Global Day of Parents on 1 June 2018.

In progress

- 7.6 Action:** That Yourimbah contact Linda Cooper (Associate Director - Campus Coordination) to discuss train timetables, the frequency of train services and the difficulty experienced by students attending class with the current train timetables.

Completed

- 7.7 Action:** That Yourimbah contact Darrell Chapman (Project Manager – Infrastructure and Facilities Services) on water stations and their accessibility around campus, noting in particular in the Library and including near the Central Coast Community College and the full circuit of the SSAF fitness track.

Completed

- 7.8 Action:** That Yourimbah contact Security to confirm availability of the shuttle bus service to students at any time and communicate this to students.

Completed

- 7.9 Action:** That the SRC Chair contact the Dean, Central Coast and discuss the lack of consultation with students about the re-introduction of designated smoking areas on-campus and the University's apparent 'backflip' on its previous decision to have a smoke-free campus.

Completed

- 7.10 Action:** That Yourimbah contact Darrell Chapman (Project Manager – Infrastructure and Facilities Services) and raise concerns about the lack of visibility of pedestrian crossings, lack of appropriate signage for pedestrian crossings, and the condition of the pedestrian and driving surfaces of the carparks.

Completed

8. Chair's Report

The Chair had nothing to report.

9. Correspondence

Accessibility of Toilets: email correspondence dated 24 April 2018
Change the Course: email correspondence dated 19 April 2018
IT Issues: email correspondence dated 23 April 2018
Shuttle Bus: email correspondence dated 1 May 2018
Smoke-Free Campus: email correspondence dated 18 April 2018 and 27 April 2018
Carparks on Campus: email correspondence dated 4 October 2016 and 30 April 2018
2018 SSAF Survey: email correspondence dated 19 April 2018

10. Items for Discussion

10.1 Accessibility of Toilets

The SRC discussed the progress of accessibility of toilets.

Michelle Campbell (Senior Manager, Student Support and Equity) to sign off on Darrell Chapman's (Project Manager, Infrastructure and Facilities Services) email before the SRC considers this as completed.

The SRC had further discussions before making a final decision. **Refer to Items for Decision.**

10.2 Change the Course: Sexual Assault and Sexual Harassment

The SRC discussed the progress of *Change the Course* initiatives from UON.

That the SRC Chair will follow up with Kate Robinson (Project Manager, University of Newcastle) on the draft UON guidelines for student-staff interaction.

The SRC had further discussions before making a final decision. **Refer to Items for Decision.**

10.3 IT Issues

The SRC discussed the progress of IT issues for students.

The reach to students was limited, especially for the Central Coast Campus. As a result, a recommendation has been made to student communications for notifications to be sent to student emails and on blackboard.

The SRC had further discussions before making a final decision. **Refer to Items for Decision.**

10.4 Parent Room

The SRC discussed the progress of the Parent Room.

The chair has been installed in the Parent Room and the change table has arrived on campus and will be installed prior to the official opening of the Parent Room.

The SRC had further discussions before making a final decision. **Refer to Items for Decision.**

10.5 Train Services

The SRC discussed the progress on train services to Ourimbah station.

The SRC Chair to email The Dean, Central Coast to discuss train timetables, the frequency of train services and the difficulty experienced by students attending class with the current train timetables.

The SRC had further discussions before making a final decision. **Refer to Items for Decision.**

10.6 Water Station

The SRC discussed the progress to re-fill water bottles on the east side of campus.

Vanessa O'Neill (Student Experience and Events Officer) surveyed the campus and found a sufficient amount of water at the Community College. Darrell Chapman is to advise when the CORA will have a drinking fountain.

The SRC had further discussions before making a final decision. **Refer to Items for Decision.**

10.7 Shuttle Bus

The SRC discussed the progress on the shuttle bus service for students.

Vanessa O'Neill (Student Experience and Events Officer) to email Security following the SRC meeting to discuss how the Shuttle Bus operates in an emergency situation.

The SRC had further discussions before making a final decision. **Refer to Items for Decision.**

10.8 Smoke-free Campus

The SRC discussed the progress of the smoke-free campus.

The SRC had further discussions before making a final decision. **Refer to Items for Decision.**

10.9 Carparks on Campus

The SRC discussed the progress of the carparks on campus.

The SRC Chair to contact The Dean, Central Coast and raise concerns about the lack of visibility of pedestrian crossings, lack of appropriate signage for pedestrian crossings, and the condition of the pedestrian and driving surfaces of the carparks.

The SRC had further discussions before making a final decision. **Refer to Items for Decision.**

10.10 2018 SSAF Survey

The SRC discussed the 2018 SSAF Survey.

That Yourimbah will write to Trevor Gerdson (Director of Regional Campuses) about the inclusion of the capital expenditure of the Café Bar and Cafeteria in the 2018 SSAF Survey.

The SRC had further discussions before making a final decision. **Refer to Items for Decision.**

11. Items for Decision

11.1 Accessibility of Toilets

Motion: Moved SW Seconded MM: Michelle Campbell (Senior Manager, Student Support and Equity) is to sign off on Darrell Chapman's (Project Manager, Infrastructure and Facilities Services) email as completed.

The Motion on being Put to the Meeting was Carried.

Action: Michelle Campbell (Senior Manager, Student Support and Equity) is to sign off on Darrell Chapman's (Project Manager, Infrastructure and Facilities Services) email as completed.

11.2 Change the Course: Sexual Assault and Sexual Harassment

Motion: Moved SW Seconded MM: That the SRC Chair will follow up with Kate Robinson (Project Manager, University of Newcastle) on the draft UON guidelines for student-staff interaction.

The Motion on being Put to the Meeting was Carried.

Action: That the SRC Chair will follow up with Kate Robinson on the draft UON guidelines for student-staff interaction.

11.3 IT Issues

It is noted that this current Action Item is completed. There is no additional motion and/or action required at this stage.

11.4 Parent Room

It is noted that this is a current Action Item in progress. There is no additional motion and/or action required at this stage.

11.5 Train Services

Motion: Moved SW Seconded PM: That the SRC Chair contact The Dean, Central Coast to discuss train timetables, the frequency of train services and the difficulty experienced by students attending class with the current train timetables.

The Motion on being Put to the Meeting was Carried.

Action: That the SRC Chair contact The Dean, Central Coast to discuss train timetables, the frequency of train services and the difficulty experienced by students attending class with the current train timetables.

11.6 Water Station

Motion: Moved SW Seconded PM: That the SRC contact Darrell Chapman (Project Manager – Infrastructure and Facilities Services) to advise when the CORA will have a drinking fountain.

The Motion on being Put to the Meeting was Carried.

Action: That Yourimbah contact Darrell Chapman (Project Manager – Infrastructure and Facilities Services) on what the plan is for the installation of a water station at the CORA.

11.7 Shuttle Bus

It is noted that this current Action Item is completed. There is no additional motion and/or action required at this stage.

11.8 Smoke-free Campus

It is noted that this current Action Item is completed. There is no additional motion and/or action required at this stage.

11.9 Carparks on Campus

Motion: Moved SW Seconded PM: That the SRC Chair contact the Dean, Central Coast and raise concerns about the lack of visibility of pedestrian crossings, lack of appropriate signage for pedestrian crossings, and the condition of the pedestrian and driving surfaces of the carparks.

The Motion on being Put to the Meeting was Carried.

Action: That the SRC Chair contact the Dean, Central Coast and raise concerns about the lack of visibility of pedestrian crossings, lack of appropriate signage for pedestrian crossings, and the condition of the pedestrian and driving surfaces of the carparks.

11.10 2018 SSAF Survey

Motion: Moved SW Seconded PM: That Yourimbah emails Trevor Gerdson (Director of Regional Campuses) about the inclusion of the capital expenditure of The Millery (Cafeteria and Café Bar) and the possibility of renovating the The Millery (Cafeteria and Café Bar) in the 2018 SSAF Survey.

The Motion on being Put to the Meeting was Carried.

Action: That Yourimbah emails Trevor Gerdson (Director of Regional Campuses) about the inclusion of the capital expenditure of The Millery (Cafeteria and Café Bar) in the 2018 SSAF Survey.

12 General Business

There was no General Business.

Recommendations for presentation to the next Directors' Meeting

- a) Michelle Campbell (Senior Manager, Student Support and Equity) is to sign off on Darrell Chapman's (Project Manager, Infrastructure and Facilities Services) email as completed.*
- b) That the SRC Chair will follow up with Kate Robinson (Project Manager, University of Newcastle) on the draft UON guidelines for student-staff interaction.*
- c) That the SRC Chair contact The Dean, Central Coast to discuss train timetables, the frequency of train services and the difficulty experienced by students attending class with the current train timetables.*
- d) That the SRC contact Darrell Chapman (Project Manager – Infrastructure and Facilities Services) to advise when the CORA will have a drinking fountain.*
- e) That the SRC Chair contact the Dean, Central Coast and raise concerns about the lack of visibility of pedestrian crossings, lack of appropriate signage for pedestrian crossings, and the condition of the pedestrian and driving surfaces of the carparks.*
- f) That Yourimbah emails Trevor Gerdson (Director of Regional Campuses) about the inclusion of the capital expenditure of the The Millery (Cafeteria and Café Bar) in the 2018 SSAF Survey.*

The SRC will continue to progress all outstanding Action Items as per the SRC Minutes.

13 Next Meeting Date and Time

To be held in Tuesday 5 June 2018 at 12:00 pm in IRC Room 8 – A2.27 (Library Building).

Meeting closed 12:58 pm Tuesday 1 May 2018

Claire-Adelie Collardeau, Secretary

Attachment 1: Minutes of SRC Meeting held 27 March 2018

Attachment 2: Chair's Report – No Report

Motions and Actions

Motion: Moved SW Seconded MM: That the Minutes of the Student Representative Committee Meeting held 27 March 2018 be adopted.
The Motion on being Put to the Meeting was Carried.

Action: CH to contact Infrastructure and Facilities Services, with a copy to the Ourimbah Health and Safety Committee to advise on accessibility to toilets for people with a disability and whether all doors comply with the relevant accessibility standard.

Action: Yourimbah to engage and work with UON with its implementation of recommendations from the Australian Human Rights Commission report titled Change the Course: National Report on Sexual Assault and Sexual Harassment at Australian Universities – 2017 together with UON's other initiatives to provide support services and education programs to prevent sexual assault and sexual harassment and provide support for survivors in the UON community.

Action: That Yourimbah organise for the newly upgraded Parent Room be opened on the Global Day of Parents on 1 June 2018.

Action: That Yourimbah contact Security to confirm availability of the shuttle bus service to students at any time and communicate this to students.

Motion: Moved SW Seconded MM: Michelle Campbell (Senior Manager, Student Support and Equity) is to sign off on Darrell Chapman's (Project Manager, Infrastructure and Facilities Services) email as completed.
The Motion on being Put to the Meeting was Carried.

Action: Michelle Campbell (Senior Manager, Student Support and Equity) is to sign off on Darrell Chapman's (Project Manager, Infrastructure and Facilities Services) email as completed.

Motion: Moved SW Seconded MM: That the SRC Chair will follow up with Kate Robinson on the draft UON guidelines for student-staff interaction.
The Motion on being Put to the Meeting was Carried.

Action: That the SRC Chair will follow up with Kate Robinson (Project Manager, University of Newcastle) on the draft UON guidelines for student-staff interaction.

Motion: Moved SW Seconded PM: That the SRC Chair contact The Dean, Central Coast to discuss train timetables, the frequency of train services and the difficulty experienced by students attending class with the current train timetables.
The Motion on being Put to the Meeting was Carried.

Action: That the SRC Chair contact The Dean, Central Coast & The Local State Member to discuss train timetables, the frequency of train services and the difficulty experienced by students attending class with the current train timetables.

Motion: Moved SW Seconded PM: That the SRC contact Darrell Chapman (Project Manager – Infrastructure and Facilities Services) to advise when the CORA will have a drinking fountain.

The Motion on being Put to the Meeting was Carried.

Action: That Yourimbah contact Darrell Chapman (Project Manager – Infrastructure and Facilities Services) on what the plan is for the installation of a water station at the CORA.

Motion: Moved SW Seconded PM: That the SRC Chair contact the Dean, Central Coast and raise concerns about the lack of visibility of pedestrian crossings, lack of appropriate signage for pedestrian crossings, and the condition of the pedestrian and driving surfaces of the carparks.

The Motion on being Put to the Meeting was Carried.

Action: That the SRC Chair contact the Dean, Central Coast and raise concerns about the lack of visibility of pedestrian crossings, lack of appropriate signage for pedestrian crossings, and the condition of the pedestrian and driving surfaces of the carparks.

Motion: Moved SW Seconded PM: That Yourimbah emails Trevor Gerdson (Director of Regional Campuses) about the inclusion of the capital expenditure of The Millery (Cafeteria and Café Bar) and the possibility of renovating the The Millery (Cafeteria and Café Bar) in the 2018 SSAF Survey.

The Motion on being Put to the Meeting was Carried.

Action: That Yourimbah emails Trevor Gerdson (Director of Regional Campuses) about the inclusion of the capital expenditure of The Millery (Cafeteria and Café Bar) in the 2018 SSAF Survey.