



JCU Brisbane Student Association Minutes

Date: 19.04.2023

Time: 11.00 – 12.15pm

Minutes from Agenda

1. Attendees: In person:, Manasvi, Kunal, CJ, Tejaswi, Joey, Juliana, Dr Elizabeth O'Brien, Lu Liu, Quentin, Cassandra

Apologies: Nil

A warm welcome to all, especially new appointees and new members

2. Safe Environment and Practices

- Nil

3. Confirmation of minutes 10.03.2023

Previous minutes taken as read. Confirmed by Tejaswi and Kunal

No business arising to date.

Key Actions from previous minutes

Action 44 RSA update

RSA is now an online course that is being promoted to Hospitality students and open to others as appropriate, O'Week and in Joblinx Workshops

Action 1 Coffee Consumption

The following has been put in place to commence from the 15 May 2023

- Work on the sustainability focus and remove all cups over time and promote students to bring keep cups and water bottles
- Reduce hours of access 9.00am to 4.30pm
- No access across the weekend
- Coffee to be consumed in the Lounge only as spilling are occurring in; lifts, stairwells and class rooms
- Signs on the door, reduce external people



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- Communications to students prior to implementation of ideas, via JCUBInform

It was also suggested do we have the capacity to sell merchandise ie Keep Cups and Water Bottles?

Action 2 Meeting attendance and format

Action 3 Orientation 2023 – Merchandise, Format, SA member support – refer to general business

Action 4 Accommodation – Flyer, Wellbeing Team and Project all in play

Actions completed:

2022

Action 44 Completed - RSA organisation in place, providing an online option. 35 places secured

2023

Action 3 Orientation for 2023

All Actions carried over:

Refer to Action Table

4. Correspondence In:

In: Merchandise costings and options – Portfolio – Student Essentials Pack

Out: JCUBInform to all students – Coffee consumption

5. Reports

Presidents Report

Manasvi is happy with items covered in the meeting so far. Keen to hear the feedback relating to pending changes to the provision of Coffee and Hot Chocolate.

For consideration as to cover off in O'Week/Registration process is 'How to get your Student ID Card'.



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Need to be a clarity around how a student can connect with lecturers around; assessment extensions, special consideration etc.

Response from Dr Elizabeth O'Brien was the Lecturer is the 1st port of call. They will advise accordingly. The subject outline also references this. Perhaps this area could be uplifted in the Academic presentations on the Friday of O'Week?

Advisor Report

General report

Student volumes have provided a different vibe around the Campus.

Potentially another 400 to arrive for TR2_2023, hence need to plan for Orientation and supporting upwards of 1100 students on Campus. ie Events and activities

Two initiatives underway at present:

Sustainable Coffee Consumption – Key driver being overall costs @approx. \$1000.00 per week

Concept plan for the Student Association moving forward – Key drivers, new guidelines for Student Amenities and pending student volumes

Financial report

Spending to date \$25,942.00 (as at 31.03.2023, includes all wages to date)

2022 Budget v Expenditure all but reconciled, waiting on feedback from Finance team on a small variance and GST

Actual spend \$89,923.86 against budget of \$123,290.00

Once finalised this will be visible to members then all students for feedback

Need to ASAP finalise a solid draft for 2023 – See new Budget format

Acknowledge the work undertaken by Cassandra and CJ

Miscellaneous:

- NON SSAF Debit Card = \$2,916.00
- Woolworth and BigW Gift Cards still available = \$3,400 + 500 = \$3,900
- Charlies Fruit Credit = \$500 to pay (delayed accounts update their end)



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<p>6. Upcoming events for planning</p>	<p>Escape room – 11 May 2023, inclusive of a Team Building session O'Week 22 May 2023 JCU Brisbane hosted Hackathon – For a later day Design a Tour Competition - TR2 IT Coding Competition – Week 2 of TR2 Business Case Competition – TR2 – with Luke Spiller and Ian Edwards Consultations with specialist recruitment firms for select students graduating IT 'How to get a job' – Break week Teachers Registration Event Date to be confirmed</p>
<p>7. General Business</p>	<ul style="list-style-type: none"> ● Orientation TR2_2023 <ul style="list-style-type: none"> ○ Potential numbers – 400+ ○ Event Planner includes Support Services sessions and an Academic Presentation ○ Need support for Drop in sessions and Lunches – This to be staff and Student Association Members ○ Merchandise - Previous Trimesters costs presented for which is high, agreed to move forward with; a branded journal and pen, appropriate flyers and a lunch ○ A3 Planner – A generic version to be considered – Quentin working on a draft ● Budget v Expenditure 2022 ● Budget Draft for 2023 – Explain rational for change in format
<p>8. New Business</p>	<p>Cassandra presented the concept for a new look for the Student Association. The idea is to create a Student Board as this is more reflective of what they represent. The key elements are:</p> <p>A flatter structure that can still support – Employment, careers and recreational activities</p> <p>Sub Committees that sit under the Executive team</p> <p>New look Student Services Amenities Fees budget that better represents the allowable categories and ne 2022 Guidelines</p> <p>Have a terms of Reference for the Student Board as opposed to a constitution</p>



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<p>Around the room</p>	<p>Juliana – JobLinx Open to ideas that JobLinx can help: Events, Training, Work Shops It was suggested that could JobLinx assist with work trials? Also, consider the opportunities for a Barista Course that could be arranged through SRI</p> <p>African cohort interested in Aged Disability Services, do we have businesses that can service this interest? The new JobLinx platform can support this. Accessible through LearnJCU A question was raised. Should a student have a BlueCard will it still be linked to JCU Brisbane when they leave? Juliana to followup.</p> <p>Kunal thanked Juliana for the work down on connecting students to social and business platforms – Linkedin etc</p> <p>Lu Lui – Wellbeing Team Lu introduced herself as the new Student Counsellor for JCU Brisbane. Raised the matter of process for connecting with students she may be concerned about. Dr Ashley Orth is looking to meet with staff to form an in house process to support students with a medical history, disability, pregnant etc. Lu and Manasvi are keen to participate. A vote of thanks for Lu’s participation in the Wellbeing Event in class 17 April 2023.</p> <p>It was raised that what additional support could be considered around resumes for students:</p> <ul style="list-style-type: none"> • Resume writer resources • Student Hub • The Big Interview Platform • Linkedin Learning • LearnJCU <p>Dr Elizabeth O’Brien to follow up</p>
<p>Meeting Closed</p>	<p>12.45pm</p>
<p>9. Next Meeting</p>	<p>May 2023 + Budget Setting Meeting</p>



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General Actions outstanding from 2022

Action Item 9	Student Lounge Refurbishment Creative Canvas to be finalized – SA Logo and Framing Pending wait for renovations and incorporate	Quentin SA Team
Action Item 35	Send a pulse survey to see what is the best platform for notification of events Pending for 2023, close to being sent	SA Team
Action Item 37	The SA Executive team to: <ul style="list-style-type: none"> • Establish an Action Plan. Pending • Come up with a catchy 3-word phrase, much like the diary covers. Pending • Other particular focus or initiative. 	SA Team
Action Item 47	2023 Student Association Budget setting	Quentin Underhill SA Team
Action Item 50	Action: Let's think of a theme for 2023, sustainability in a theme running through a number of our events. Budget setting for 2023 to commence shortly, therefore please start thinking of opportunities. Use the approved 2022 Budget as a guide. Ideally, a planning day to occur that can start to map out events and activities for the entire year. That way we are forward planning and not reactively managing. A formal conversation is occurring with the Senior Associate Dean in relation to Advocacy and Wellbeing Services for 2023. Level of service and estimate of costs. It was also requested for more Wellbeing Team presence, in particular events and activities. Action: Build events and activities in to the 2023 budget setting in consultation with the Wellbeing team. Action: Set a budget setting day either the 1 or 2nd December 2022	



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<p>Action Item 52</p>	<p><i>JCU Brisbane Football Tournament</i> Quentin presented the following opportunity:</p> <p>Please refer to the document Rebecca Allman has put together regarding the JCU Brisbane football tournament.</p> <p>Next step would be to confirm funds available and “advertise” to students & partners so that they can register their teams.</p> <p>Of course welcome any input and suggestions. All agreed a great idea, however the timing not quite right for December. This could be look at for next year.</p> <p>Action: Build into our 2023 budget planning. Incorporate in conversations occurring with Sam Russell, Juliana Nevas Braga and Tom Collin</p>	
<p>Action Item 54</p>	<p><i>Student Safe and Self Defense Seminar</i> Quentin presented the following opportunity:</p> <p>Jet LEE Grand Master 8th Dan Black Belt Korean Martial Arts Academy BodyGuard Licensed (Queensland Government)</p> <p>and learn how to control common</p> <ol style="list-style-type: none"> 1. Assault Situation Female (Release / Escape) 2. Aggressive Situation Male (Control / Suppress) <p>Time : 1hour or 2 hours also if I would like to separate class. Number : Min 10 ~ Max 30 per class Date and time : December ???</p> <p>All agreed a great idea, however the timing not quite right for December. This could be look at for next year.</p> <p>Action: Build into our 2023 budget planning. Ask Jet Lee for a formal proposal including a cost.</p>	



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Action Item 55	<p>Presentation skills – To Industry standard – Email from Kunal</p> <p>Can we build something in our Business Club events for 2023 – Toast Masters or equivalent?</p> <p>Action: Build into our 2023 budget planning</p>	
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Action Item 56	<p>Kunal – Raised the matter of motivation and could a motivational speaker be bought in and students can attend sessions. Particular topics; confidence building, life and study skills. Noting that some lecturers do this well in class. Could this be incorporated into O’Week sessions?</p> <p>Action: consider for O’Week sessions, Dr O’Brien to discuss with the Academic Team</p>	
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General Actions outstanding as at 19.04.2023

Action Item 1	<p>Coffee consumption</p> <p>Need to look at Coffee consumption sensibility moving forward as the usage will increase next trimester</p> <p>Sustainability ideas:</p> <ul style="list-style-type: none"> • Reduce cup size • Work with supplier on cost of product • Work on the sustainability focus and remove all cups over time and issue keep cups • Reduce hours of access • Cease weekend access, as we cannot service it • Coffee to be consumed in the Lounge only as spilling are occurring in; lifts, stairwells and class rooms • Signs on the door, reduce external people • Look at a particular focus during Earth Week 17 April • Communications to students prior to implementation of ideas 	<p>Completed</p> <p>For commencement 15 May 2023</p>
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<p>Action Item 2</p>	<p><i>Meeting attendance and format</i></p> <p>Need to look at the format of meetings</p> <p>Ideas:</p> <ul style="list-style-type: none"> • Develop a Terms of Reference • By invitation for staff – both ways – Agenda to be modified to allow staff to present and then leave • Executive and Club Presidents only attendance at meetings • Best timings for meetings <ul style="list-style-type: none"> ○ Tuesday/Wednesday/Thursday ○ 9.00am to 10.00am 	<p>Ongoing</p>
<p>Action Item 3</p>	<p><i>Orientation for 2023</i></p> <ul style="list-style-type: none"> • Need to tweak the format <ul style="list-style-type: none"> ○ Merchandise items and dispensing on the day • Trimester Planners, reduce purchase numbers • Wider involvement by the Student Association during O'Week 	<p>Completed</p>
<p>Action Item 4</p>	<p><i>Accommodation</i></p> <p>Accommodation is becoming a challenge for new and continuing students. As an Association and Campus what strategies could be employed to assist students?</p> <p>Development of an App or something that sits on a social platform Instagram?</p>	<p>Pending Completed</p>
<p>Action Item 5</p>	<p>A new look for the Student Association. Create a Student Board as this is more reflective of what they represent. The key elements are:</p> <p>A flatter structure that can still support – Employment, careers and recreational activities</p> <p>Sub Committees that sit under the Executive team</p>	



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	New look Student Services Amenities Fees budget that better represents the allowable categories and ne 2022 Guidelines	
	Have a Terms of Reference for the Student Board as opposed to a constitution	