

**MONSU CAULFIELD INC**  
**STUDENT COUNCIL EXECUTIVE 2020**  
**MEETING SCE 20.4**

Held on 21st April 2020 at 11:00am  
Level 2 Meeting Room  
S Building, Monash University (Caulfield Campus)

**MINUTES**

**1. PREAMBLE**

MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Kulin nation, the traditional custodians of the lands upon which MONSU Caulfield operates.

**Present: Jasper Wells, Daniel Stonehouse, Caitlyn Dunne, Sophie Dai, Yika Hao**

**Apologies:**

**Absent:**

**Others: Lyn Nye**

**1. MINUTES OF THE PREVIOUS MEETING**

**1.1 Minutes of the Previous Meeting**

**Motion SCE 20.4-1**

MONSU SCE 20 moves to pass the minutes SCE 20.3

**Moved: Caitlyn Dunne      Seconded: Daniel Stonehouse**

**CARRIED**

Attached in this Email

**3. BUSINESS ARISING**

**4. GENERAL BUSINESS**

**4.1 CommBank Collab**

Caitlyn Dunne updated Executive regarding the upcoming CommBank Collab around scams and online banking. Executive provided direction in the following:

- Better to be ongoing resource than direct workshop
- Better to be shorter specific videos than extend, something like a series

#### **4.2 CMT Terms of Reference**

##### **Motion SCE 20.4-2**

MONSU SCE 20 moves to approve the Crisis Management Team Terms of Reference

**Moved: Daniel Stonehouse**

**Seconded: Jasper Wells**

**CARRIED**

#### **4.3 AGM**

##### **Motion SCE 20.4-3**

MONSU SCE 20 moves to hold the Annual General Meeting for 2020 on 27/5 at 3pm via online platform

**Moved: Jasper Wells**

**Seconded: Caitlyn Dunne**

**CARRIED**

#### **4.4 Explanatory Memorandum**

##### **Motion SCE 20.4-4**

MONSU SCE 20 moves to approve the amended Explanatory Memorandum for the Annual General Meeting.

**Moved: Caitlyn Dunne**

**Seconded: Daniel Stonehouse**

**CARRIED**

#### **5. CONFIDENTIAL BUSINESS**

#### **6. OTHER BUSINESS**

##### **6.1 President Update**

#### **7. PAPERS PROVIDED FOR INFORMATION**

##### **7.1 MONSU SCE 20.3 Minutes**

##### **7.2 CMT Terms of Reference**

##### **7.3 Representative Reports**

#### **8. DATE OF NEXT MEETING: May 5th, 11am**

**Meeting Closes 12:13pm**

## MONSU Caulfield Student Representative Report

Name- Yijia Hao	Date: 20 April 2020
Portfolio- Education Officer	Honorarium Requested: 3 hours p/w

Basecamp
What projects did you contribute to?
Company HQ MONSU Exec 2020 Education+Welfare+SRS

External Emails
Emails Received/Action items
Education: Agenda and papers for Education Committee Meeting 3/2020 Caulfield Student Experience Network Meeting

Student Engagement
Key Activities: (What have you done to engage with students?)
Push Examity survey to students

Student Advocacy
Key Activities: (What have you done to support students?)
N/A

Meetings and Functions Attended:	Notes for Council:
MONSU Exec Meeting	
MONSU Council Meeting	

### **Timesheet**

Day	Times (wk1)	(wk2)	Activities (wk1)	(wk2)
Monday	5:30pm-		Writing the	

Monday	9.30pm-6.30pm		writing the proposal for Timeline on Moodle	
Tuesday	11am-1.30pm 3.00pm-3.30pm		MONSU Exec Meeting MONSU Council Meeting	
Wednesday		4pm-4.30pm		Talk with MMC and Caitlyn about online music event
Thursday				
Friday	8.30pm-9.30pm	2.30pm-3pm	Write public accounts tweets for Examity survey and post it on WeChat (work with clubs)	Time for view and reply emails and basecamp during this week
Status of activities: Online Music Events -- Cancelled				

Action Items for upcoming weeks:
<ol style="list-style-type: none"> <li>1. Get information from the Education Committee Meeting and deliver it to Exec.</li> <li>2.</li> </ol>
Previous Actions Items Status: <ol style="list-style-type: none"> <li>1. Online Music Events -- Cancelled</li> <li>2.</li> <li>3.</li> </ol>

Report Approved	
Honorarium to be received by representative	

### Reflection

Goal for previous fortnight:
How did you try and achieve this? <ol style="list-style-type: none"> <li>1. I put forward more ideas, and thank Caitlyn for helping me</li> <li>2.</li> </ol>
How can MONSU Improve? Keep in touch with students and deliver the newest information from university to attract students' attention.
Goal for next fortnight: Through the next education committee meeting, more information can be obtained and provided to students, especially on the grading policy.



## MONSU Caulfield Student Representative Report

<b>Name-</b> Caitlyn Dunne	<b>Date:</b> 21/04/2020
<b>Portfolio-</b> President	<b>Honorarium Requested:</b> 12 hours

<b>Basecamp</b>
What projects/teams did you contribute to?
<ul style="list-style-type: none"> <li>- Coffee with MONSU</li> <li>- Education + Welfare + SRS</li> <li>- Census Date S1</li> <li>- Immigration Seminar</li> <li>- MONSU Exec 2020</li> <li>- Company HQ</li> </ul>

<b>External Emails</b>
Emails Received/Action items
<p><b>Sue Elliot/Kris Ryan:</b> Regarding Examiy and Grading Policy  <b>Wendy:</b> Updating Student Experience + Orientation stakeholders on MONSU  <b>Campus Bookstore:</b> Budgets and meeting notes  <b>MUSA:</b> Update on their movements regarding fees and exams  <b>MCSA:</b> Questions regarding their club</p>

<b>Student Engagement</b>
Key Activities: (What have you done to engage with students?)
<ul style="list-style-type: none"> <li>• Coffee with MONSU Launch</li> <li>• MONSU Socials</li> </ul>

<b>Student Advocacy</b>
Key Activities: (What have you done to support students?)
<ul style="list-style-type: none"> <li>• Academic Survey release, communications with MUSA, MONSU Peninsula, Student Rep from Academic Board and Kris Ryan.</li> <li>• Pushing Census Date hard for students.</li> </ul>

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
MMIC Meeting	This club was looking for ideas or support with moving onto the online space, think I gave them some good encouragement and ideas to continue in 2020.

Crisis Management Team	We have reduced our meetings to a few a week currently, due to lack of developments.
Online Engagement Critical Work meeting	This was great to get everyone on the same page, aware of their tasks and what the student reps want.
Esperanto Budget Meeting	Esperanto is aware of the decisions made at Exec.
MUSA Meeting	Always love catching up with the MUSA President, we are still keeping in touch over email during this time.
Commbank Collab	Will discuss at Exec
Iso Weekly Meeting	This gave some clarity on the process of the program, hope everyone contributes!

### Timesheet

Day/Date	Times (W1)	Activities (W1)	Day/Date	Times (W2)	Activities (W2)
Mon 20/04	8-10am 4-6pm	-Work on AGM arrangements -Lots of emails to catch-up on -Call with David regarding Immigration Seminar	Mon 13/04	12-2pm	-MMIC Club Zoom Chat -Working on MONSU Socials
Tues 07/04	9.30-3.30 pm 5-6pm	- MONSU Exec Meeting - Online Engagement Critical Work Meeting - MONSU Council Catch-Up -Creating and navigating Online Engagement spreadsheet	Tues 14/04	2 hours across day	-1X Coffee with MONSU Session -Working on MONSU response to Academic concerns
Wed 08/04	3 hours total across day	-Video Call with MUSA President -Follow up action items from meetings previous day	Wed 15/04	9-11am 3-6pm	-Another email to Kris and Sue -Updating SRS regarding developments with survey -Helping with Comms for uni departments
Thurs 09/04	9.00-12pm 2.00-5pm	- E-Exams meeting + writing email for Kris Ryan - Esperanto Budget meeting -Launch Census campaign online	Thurs 16/4	9am-12pm 1.30-3.30pm	-Iso Weekly Meeting -Commbank Collab meeting -Push planning for upcoming events such as Immigration and SnS

		-Work with creative to finalise and prepare Mailchimp			-Communications to Company HQ regarding Iso Weekly
Fri 10/04	10-12pm	-Create Academic Concerns survey + statement - Schedule all Census posts until Tuesday - Research further into E-Exams issues	Fri 17/4	9.30-10.30am 1.30-2pm	-Send out Crisis Comms -Update MONSU on Academic Update -Post on socials regarding Academic Update
<p>Status of activities:</p> <ul style="list-style-type: none"> <li>- Coffee with MONSU is launched</li> <li>- Census Campaign launched and complete</li> <li>- New Survey launched and complete</li> <li>- AGM Planning in process and hope to be released ASAP</li> <li>- ISO Weekly on the way</li> </ul>					

Action Items for upcoming weeks:
<ol style="list-style-type: none"> <li>1. Look at MONSU's planning for long term (end of year), in scope of programs, what we need to plan, make sure we are frequently supporting students</li> <li>2. AGM planned and ready to go for online platform</li> </ol>
<p>Previous Actions Items Status:</p> <ol style="list-style-type: none"> <li>1. <i>Get all approved ideas from Exec allocated to areas with attached timelines, help lead work going forward.</i> – This is going okay, there has been some slow pick up with certain projects that I hope everyone gets on top of this week</li> <li>2. <i>Have consistent posting across MONSU FB + Insta</i> – Proud of efforts over past week or so, with census, launch of programs and updating students with Academic concerns</li> </ol>

Report Approved	
Honorarium to be received by representative	

### Reflection

<p>Goal for previous fortnight: <i>Make smart business decisions for MONSU, to better the future success of MONSU and its students. The current circumstances make it difficult, however tough decisions must be made. I want MONSU to do this with confidence and looking forward with all decisions.</i></p>
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How did you try and achieve this?

I tried to achieve this by frequent communication between Lyn and myself, to balance out student reps and staff during this difficult time. MONSU has worked hard over the past fortnight to re-develop for the circumstances.

How can MONSU Improve?

Be aware of more issues with students, stronger focus on advocacy, more communication with SRS and the general student body.

Goal for next fortnight:

- Work harder to communicate with all the student reps, one on one meetings, get their perspective, input and communication with the general student body.
- Make sure MONSU's initiatives and support matches students needs

## MONSU Caulfield Student Representative Report

Name- Daniel Stonehouse	Date: 21/4
Portfolio- Vice President	Honorarium Requested: 10 hours p/wk
Basecamp	
What projects did you contribute to?	
External Emails	
Emails Received/Action items	
- N/A	
Student Engagement	
Key Activities: (What have you done to engage with students?)	
<ul style="list-style-type: none"> <li>- Coffee With MONSU</li> <li>- ISO Planning</li> </ul>	
Student Advocacy	
Key Activities: (What have you done to support students?)	
<ul style="list-style-type: none"> <li>- Exam/Grading petitioning</li> <li>- Student voice research</li> <li>- Advocacy promotion</li> </ul>	
Meetings and Functions Attended:	Notes for Council:
ISO Posting	
CMT	

## **Timesheet**

Activity	Time Allocated	Status
Survey	4 Hours	COMPLETED
Posts	2 Hours	COMPLETED
Emails	5 Hours	COMPLETED
ISO	2 Hours	Brainstorming further ideas
CMT	4 Hours	ongoing
Outreach	3 Hours	Ongoing
Action Items for upcoming weeks:		
<ol style="list-style-type: none"><li>1. Prioritise Queer</li><li>2. Organise AGM</li><li>3. ISO Posting/SNS</li></ol>		
Previous Actions Items Status:		
<ol style="list-style-type: none"><li>1. Follow up communications regarding support services: Further developing communications</li><li>2. Launch Coffee With MONSU: Launched</li><li>3. Finalise promotion/begin Census Week Promotion: Completed</li></ol>		
Report Approved		
Honorarium to be received by representative		

## **Reflection**

Goal for previous fortnight: Forge a clear path for MONSU throughout the next year and ensure that through that students still have connections and awareness of the opportunities and support available to them.
How did you try and achieve this? <ol style="list-style-type: none"><li>1. Began Coffee With MONSU</li><li>2. Focused on ways that new initiatives could be used long term</li><li>3. Further Developed comms to University</li></ol>
How can MONSU Improve? <p>The response to academic concerns was excellent, further cohesion like that would put us in very good stead throughout this period.</p>

Goal for next fortnight:

Throughout the next fortnight I will be focusing on organising the AGM and developing our Queer Community

## MONSU Caulfield Student Representative Report

Name- Jasper Wells	Date: 21/4
Portfolio -	Honorary Requested: 0 hour p/w

Basecamp:
What projects did you contribute to?:
<ul style="list-style-type: none"> <li>● Survey Students - COVID-19</li> <li>● Company HQ</li> <li>● MONSU Exec 2020</li> <li>● First Year Hub</li> </ul>

External Emails
Emails Received/Action items
No external emails received.

Student Engagement:
Key Activities: (What have you done to engage with students?)
Wrote description for examity student survey and posted to New to Monash 2020 and Stalkerspace

Student Advocacy
Key Activities: (What have you done to support students?)
Still messaging with those who responded to the Stalkerspace post

Meetings and Functions Attended:	Notes for Council:
Basecamp	
Exec Meeting	

## Timesheet

Day	Times (wk1)	(wk2)	Activities (wk1)	(wk2)
Monday		1 hour		
Tuesday				
Wednesday	1 hour			
Thursday				
Friday		1 hour		
Status of activities:				

Action Items for upcoming weeks:

1. Post COVID-19 survey
2. Analyse survey results

Previous Actions Items Status:

1. New to Monash and Stalkerspace post
2. COVID-19 Updates

Report Approved	

## Reflection

Goal for previous fortnight: Achieve more clarity in the student body about the going-on of the university semester and how the union can help

How did you try and achieve this?

1. Aiding in Examiy and privacy survey
2. Kept updating the COVID-19 Update page on FYH

How can MONSU Improve?

Commit to online delivery, and really push for student interaction with this online engagement. E.g. A strong social media push.

Goal for next fortnight:

Better understand the needs and issues of students during this time through the MONSU survey.