

MONSU CAULFIELD INC
STUDENT COUNCIL EXECUTIVE 2020
MEETING SCE 20.8

Held on 18th June 2020 at 2:00pm
Zoom Meeting

MINUTES

1. PREAMBLE

MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.

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

Apologies:

Absent:

Others: Lyn Nye

2. MINUTES OF THE PREVIOUS MEETING

2.1 Minutes of the Previous Meeting

Motion SCE 20.8-1

MONSU SCE 20 moves to pass the minutes SCE 20.7

MOVED: Daniel Stonehouse

SECONDED: Jasper Wells

CARRIED

Attached in this Email

3. BUSINESS ARISING

4. GENERAL BUSINESS

4.1 Survey

MONSU SCE discussed the academic concerns during online study survey currently being designed. Caitlyn Dunne stressed the importance of sharing feedback with the University regarding learning online as it will remain a feature in Semester 2.

Initial Comments:

Daniel: Noted that it would be good to have data that can be applied to specific demographics such as Queer and international students.

Jasper: Stated that the survey was designed to focus heavily on students academic progress, and aimed to include long form and simple choice response. He noted that it included reminder of grading policy changes to ensure students were aware this.

Caitlyn: Noted that it was important to focus the survey on concerns regarding how issues are routed in online learning

Yika: Stated that she thinks survey has necessary info needed

Sophie: Stated she was happy with holistic approach of education online

Comments for survey revision:

Lyn: Stressed importance of having a holistic consideration of academic progress in terms of factors that are dually affected like mental health and a sense of connection.

Jasper: Stated that the purpose of the survey is to identify what MONSU and the university can do to assist students in performing and engaging with their course

Caitlyn: Stressed the importance of tying questions back into education so that they can be presented to the university directly. The ideal outcome is to consult with uni with survey results to align student needs with directions of the university, especially regarding questions results regarding mental health and connection, as well as questions regarding demographics.

Actions Moving Forward

Caitlyn to liaise with creatives

Daniel to review questions around mental health and demographics

4.2 Clubs

Following on from previous discussions regarding the concept of a forum for MONSU to communicate with Club Presidents collectively for input Caitlyn presented the matter again to the Executive.

Lyn: Stressed that a forum like this could be crucial, as clubs are a core pillar of the student experience and are struggling due to COVID-19.

Caitlyn: Aim of this is to help clubs get back on track throughout the next 6 months so that 2021 can be a successful year for them.

Daniel: Reiterated that clubs are essential and that having a forum for direct communications and discussion would be ideal

Yika: Stated that the club she is involved with is currently doing well, but it would be a good welcome back to campus

Jasper: Stated that it would be a good way to revitalise clubs, especially those hibernating

Sophie: Stated she is not involved in clubs currently, but could be useful to send out a survey to clubs regarding how to improve and get in contact. Liked the idea of a workshop for clubs.

Actions Moving Forward

Caitlyn and Lyn to develop framework and agenda with Sanjiv, with consultation with Jasper and Yika

4.3 Acknowledgement of Country

Lyn Nye spoke to the steps required to actioning the Diversity and Inclusion Policy

Lyn: Actioning Diversity and Inclusion Policy requires directive from MONSU. Live motion to be sent out as directive and reminder to all staff and reps, and users of MONSU emails. Stated that it would be important to investigate appropriate Zoom acknowledgement as well.

4.4 Modelling

Lyn Nye spoke to the financial modelling being undertaken by MONSU

Lyn: Currently still waiting on more spreadsheets for financial modelling, currently have roughly 60 spreadsheets. Upon completion and reconciliation with budget these documents will be made available to the Executive. Noted that we do have reserves, but it is preferable for these to not be drained by losses expected. Currently we are heavily dependent on government and university decisions. MONSU will need to be prepared for online learning as an ongoing feature. Our financial position will dictate what we look like moving forward, expecting more information at next meeting.

4.5 Financial Report

Lyn Nye spoke to MONSU Finances

Lyn: Our income is down, and we are still awaiting second payment of JobKeeper as well as further funding from University. Jobkeeper will exist until the end of September and has been a necessity. Budget is tight but we are able to prepare the union moving forward through Jobkeeper and are forging a vision for the future.

4.6 Brainstorming

Caitlyn Dunne reminded Executive that brainstorming needs to be undertaken for Semester 2 and orientation planning. Amie has made a document for ideas before brainstorming session on the 1st July. Stressed that it was best to have a variety of ideas that can stand out online. Executive unanimously agreed this would be a good approach and are to contribute.

4.7 Honorariums

Motion SCE 20.8-2

MONSU SCE Moves to pay the following Honorariums:

Yika: 3 Hours Per week

Sophie: 3 Hours Per Week

Jasper: 3 Hours per week

Caitlyn: 0 hours per week Requested

Daniel: 6 Hours Per week

Moved: Jasper Wells

Seconded: Caitlyn Dunne

CARRIED

5. CONFIDENTIAL BUSINESS

6. OTHER BUSINESS

7. PAPERS PROVIDED FOR INFORMATION

7.1 Minutes of the Previous Meeting

7.2 Representative Reports

7.3 Diversity and Inclusion Policy

7.4 Profit & Loss Statement January - May 2020

8. DATE OF NEXT MEETING: TBA

Meeting Closes: 3:45 PM

DIVERSITY AND INCLUSION POLICY

Policy number	001	Version	0.1 Sept 2018
Drafted by	Fintan Dowling and Kristen Lucas	Approved by Council on	
Responsible person	Lyn Nye	Scheduled review date	

INTRODUCTION

The Diversity and inclusion policy as set out in this document is drawn up on the Monash University Framework. The Framework is the key document guiding MONSU Caulfield's diversity and inclusion policy. It helps to ensure that MONSU programs meet the needs of our culturally and linguistically diverse community.

MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.

MONSU Caulfield will foster safe and inclusive communities that celebrate diversity, uniqueness, respect for difference and value contributions from all stakeholders.

PURPOSE

MONSU Caulfield acknowledges that its legal and moral responsibilities cover the areas of:

- Fairness and equity in access and engagement in the provision of services offered by MONSU Caulfield
- Fairness and equity in access and engagement in employment by MONSU Caulfield
- Fairness and equity in access and engagement in the provision of information offered by MONSU Caulfield
- Fairness and equity in access and engagement to any training and development offered by MONSU Caulfield
- Fairness and equity in access and engagement to events hosted by MONSU Caulfield

The Charter integrates a set of service delivery principles concerning cultural diversity into the strategic planning, policy development, budget, and reporting processes of service delivery

POLICY

Access

MONSU Caulfield will make services available to everyone who is entitled to them, free of any form of discrimination on the basis of a person's country of birth, language, culture, race, religion, gender, sex, sexual orientation, age, medical or mental health condition or social or economic disadvantage.

Equity

MONSU Caulfield will develop and deliver services on the basis of fair and equitable treatment of all students enrolled on Caulfield Campus, Monash University.

Engagement

MONSU Caulfield will ensure that all Caulfield students have the opportunity to be actively engaged in all events and programs.

Communication

MONSU Caulfield will use all necessary strategies to inform students of the services available, their entitlements, and how they can obtain them. MONSU shall also consult with the Caulfield student community.

Responsiveness

MONSU Caulfield will be sensitive to the needs and requirements of students from diverse cultural and linguistic backgrounds, and be responsive as far as practicable to the particular circumstances of individuals.

Effectiveness

MONSU Caulfield will be focused on meeting the needs of students from all backgrounds.

Efficiency

MONSU Caulfield will optimise the use of available resources through a user-responsive approach to service delivery that meets the needs of the Caulfield student community.

Accountability

MONSU Caulfield will have a reporting mechanism in place which ensures it is accountable for implementing access and equity objectives for the Caulfield student community.

AUTHORISATION

Signature President

Date of approval by the Council

MONSU Caulfield

DIVERSITY AND INCLUSION PROCEDURES

Procedures no.	001	Version	0.1 Sept 2018
Drafted by	Fintan Dowling and Kristen Lucas	Approved by GM on	
Responsible person	Lyn Nye	Scheduled review date	

RESPONSIBILITIES

It shall be the responsibility of the GM to implement this policy and to report to the Council annually on its progress.

PROCEDURES

All MONSU Caulfield Student Representatives and staff shall, wherever feasible, have adequate support and training to provide services and information accessible to all members.

MONSU Caulfield will ensure its programs are designed and constructed to provide fair and equitable access for all users.

MONSU Caulfield, in its role as a Student Union, will ensure all people have fair and equitable access to advertised positions, interviews, equipment, office accommodation, staff training and promotion.

MONSU Caulfield shall, wherever feasible, assess proposals for any new (or substantially revised) policies or programs for their direct impact on the lives of people from all backgrounds prior to any decision to pursue such proposals.

Any new (or substantially revised) policies or programs that impact in different ways on the lives of people from identified backgrounds shall, wherever feasible, be developed by MONSU Caulfield in consultation with people from those backgrounds.

MONSU Caulfield shall, wherever feasible, for any new (or substantially revised) policies or program initiatives have a communication strategy developed and sufficiently resourced to inform people from all backgrounds of these changes.

MONSU Caulfield shall provide resources so that information on its policies and programs is, where necessary communicated appropriately to people from all backgrounds.

MONSU Caulfield shall develop complaints mechanisms that enable people of all backgrounds to address issues and provide feedback.

MONSU Caulfield shall consider cultural diversity issues in the design and delivery of any training programs it provides.

MONSU Caulfield staff and Student Representatives shall, where necessary, receive ongoing diversity and inclusion training so that they develop knowledge and skills to work effectively in a cultural framework.

MONSU Caulfield shall, in accordance with the poster policy provide information in languages other than English.

MONSU Caulfield shall, where appropriate, consult with the University and the Caulfield student community to ensure co-ordination of services appropriate to student needs.

MONSU Caulfield shall promote diversity in the membership of its council, committees and working groups.

MONSU Caulfield shall at the opening of each formal meeting pay respect to the traditional owners of the land by stating the following:

“MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.”

MONSU Caulfield requires staff and Student Representatives to include the above acknowledgement in their email signatures.

MONSU Caulfield shall allow staff and Student Representatives to include clarification of preferred pronouns in their email signature at their discretion.

MONSU Caulfield will, in accordance with the privacy policy be sensitive to the particular needs of students from diverse backgrounds in relation to confidentiality and their privacy.

MONSU Caulfield shall protect the privacy of individuals when collecting data. Consideration will be given to:

- collecting only data essential to the particular service delivery or evaluation purpose;
- guaranteeing anonymity; and
- ensuring that all data collection proposals are non-intrusive.

AUTHORISATION

Signature General Manager

Name of GM

Date

MONSU Caulfield Student Representative Report

Name- HEXIN DAI Date: 18/06/2020

Portfolio - Welfare officer Honorarium Requested: 3 hours p/w

Basecamp:

What projects did you contribute to?:

- MONSU Exec 2020
- Education+Welfare+SRS

External Emails

Emails Received/Action items

No special e-mails received

Student Engagement:

Key Activities: (What have you done to engage with students?)

N/A

Student Advocacy

Key Activities: (What have you done to support students?)

N/A

Meetings and Functions Attended: Notes for Council:

-MONSU Exec meeting N/A

Timesheet

Day	Times (wk1)	(wk2)	Activities (wk1)	(wk2)
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Monday	1 hour			
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Tuesday		1.5 hour		
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Wednesday				
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Thursday		1 hour		
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Friday	1 hour	1.5 hour		
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Status of activities:

Action Items for upcoming weeks:

--planning for semester 2

Previous Actions Items Status:

Report Approved

Reflection

Goal for previous fortnight:

How did you try and achieve this?

-Regularly check Basecamp and emails and try to come up new ideas

How can MONSU Improve?

-Update latest information and uni policies for students

-Keep in touch with students and understand their thoughts

Goal for next fortnight:

-Keep brainstorming ideas

-participate in Basecamp more active.

MONSU Caulfield Student Representative Report

Name- Daniel Stonehouse	Date: June 18th 2020
Portfolio- Vice President	Honorarium Requested: 6 Hours Per week

Basecamp
What projects did you contribute to?
- SNS

External Emails
Emails Received/Action items
- N/A

Student Engagement
Key Activities: (What have you done to engage with students?)
- Secondbite

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

Meetings and Functions Attended:	Notes for Council:
Secondbite	

Meeting With David Copolov	
Crisis Management Team	
SNS Content Check in	

Timesheet

Activity	Time	Status:
Coffee With MONSU	2	
SecondBite	7	
CMT	2	
SNS	2	
Misc Meetings	4	
Notes:		

Action Items for upcoming weeks:
<ol style="list-style-type: none"> 1. Review admin work 2. Preparations for Queer in semester 2 3. Prepare for Orientation

Previous Actions Items Status:

1. Finalise SNS Content: Completing today for submission
2. Integrate content from DGSS Advisory Group: To begin scheduling meeting
3. Develop plans for Semester 2: Ongoing

Report Approved	
Honorarium to be received by representative	

Reflection

Goal for previous fortnight: Ensure preparations are in order for Semester 2
How did you try and achieve this? - Continue to work on SNS content, review modelling and discussions with P/ GM
How can MONSU Improve? Need for engagement for Semester 2 as it will be very intensive and demanding for MONSU
Goal for next fortnight: Have admin work organised for execution

MONSU Caulfield Student Representative Report

Name- Jasper Wells	Date: 18/6/20
Portfolio-	Honarium Requested: 3 hours p/w

Basecamp
What projects did you contribute to?
Safe n Sexy Week First Year Hub

External Emails
Emails Received/Action items
Corresponding with Sexyland about sponsorship for Safe n Sexy Week (prizes for Drag Queen Trivia)

Student Engagement
Key Activities: (What have you done to engage with students?)
Keeping the First Year hub website up to date

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

Meetings and Functions Attended:	Notes for Council:
Exec Meeting	
General Safe n Sexy Week Meeting	
Safe n Sexy Week Meeting	

Timesheet

Day	Times (wk1)	(wk2)	Activities (wk1)	(wk2)
Monday		1		SnS
Tuesday				
Wednesday	1.5	1.5	SnS	SnS Trivia
Thursday	1.5	1	SnS Content	FYH Updates
Friday	1		FYH updates	
Status of activities:				

Action Items for upcoming weeks:

1. Safe n Sexy Week Preparation
2. Add to FYH for exam/assessment season

Previous Actions Items Status:

1. COVID - 19 Updates on FYH
2. Sponsorship for SnS week

Report Approved

Reflection

Goal for previous fortnight: Improve Communication with Student

How did you try and achieve this?

1. Constantly updating FYH Update section
2. Working on SnS website content

How can MONSU Improve?

Keep in constant contact with students through what means we can, e.g. Facebook.

Goal for next fortnight:

Actively prepare for Exams and assessment season, and anticipate the needs of the students.

Job Profit & Loss Statement

January 2020 To May 2020

ABN: 42 911 556 610

Account Name	Selected Period	Year To Date
Income		
Income - Advertising	\$1,288.63	\$1,288.63
Income - Hire Charges	\$102.27	\$102.27
Income - Sponsorship	\$8,200.00	\$8,200.00
Income - Grants General	\$7,000.00	\$7,000.00
Photocopying & Printing	\$14,334.83	\$14,334.83
Binding	\$51.83	\$51.83
Other Service desk income	\$114.27	\$114.27
Till Variances	\$0.06	\$0.06
Paper	\$107.18	\$107.18
Total Income	\$31,199.07	\$31,199.07
Expense		
C Membership/Subscription Fees	\$48.36	\$48.36
Honorariums	\$10,335.09	\$10,335.09
Salaries - Permanent staff	\$200,373.35	\$200,373.35
Salaries - Casual Staff	\$11,238.55	\$11,238.55
Superannuation	\$19,955.73	\$19,955.73
Staff Amenities	\$62.68	\$62.68
Training & Development	\$1,761.75	\$1,761.75
Venue Hire	-\$5,066.86	-\$5,066.86
Hire Equipment	\$18.00	\$18.00
IT operating expenses	\$5,411.75	\$5,411.75
Replacement & Additions	\$8,894.73	\$8,894.73
Clubs Grants Given	\$1,351.80	\$1,351.80
CAV - Incorporation Fee	\$236.80	\$236.80
Vehicle Hire	\$31.22	\$31.22
Merchant Fees	\$707.58	\$707.58
Audit Fees	\$6,554.55	\$6,554.55
Bank Charges	\$74.85	\$74.85
Catering Expenses	-\$3,626.20	-\$3,626.20
Insurance	\$2,818.71	\$2,818.71
Advertising & Promotion	\$824.66	\$824.66
Branding	\$2,427.00	\$2,427.00
Merchandise	\$2,531.57	\$2,531.57
Uniforms/Garments	\$239.68	\$239.68
Legal Fees	\$1,600.00	\$1,600.00
Accounting/Bookkeeping	\$4,388.18	\$4,388.18
Parking	\$1,696.38	\$1,696.38
Stationery/Office Supplies	\$86.44	\$86.44
Telephone, Fax & Internet	\$90.19	\$90.19
Miscellaneous Expenses	\$2,727.27	\$2,727.27
Photocopy Rental	\$6,207.80	\$6,207.80
Photocopying / Printing	\$9,199.02	\$9,199.02
Binding	\$67.95	\$67.95
Meter Readings	-\$381.57	-\$381.57
Total Expense	\$292,887.01	\$292,887.01

Other Income

This report includes Year-End Adjustments.

Job Profit & Loss Statement

January 2020 To May 2020

ABN: 42 911 556 610

Account Name	Selected Period	Year To Date
JobKeeper Subsidy	\$36,000.00	\$36,000.00
Total Other Income	\$36,000.00	\$36,000.00
Net Profit/(Loss)	-\$225,687.94	-\$225,687.94

This report includes Year-End Adjustments.

MONSU Caulfield Student Representative Report

Name- Yijia Hao	Date: 18 June 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
No special emails received

Student Engagement
Key Activities: (What have you done to engage with students?)
N/A

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

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

Timesheet

Day	Time s (wk1)	(wk2)	Activities (wk1)	(wk2)
Monday				
Tuesday	2h	1h		
Wednesday		1h		
Thursday				
Friday	1h	1h		
Status of activities:				

Action Items for upcoming weeks:
1. 2.
Previous Actions Items Status: 1. 2. 3.

Report Approved	
Honorarium to be received by representative	

Reflection

Goal for previous fortnight:
How did you try and achieve this? 1. 2.
How can MONSU Improve? - Keep in touch with students - (I'm interested in internationals back)
Goal for next fortnight: - Planning for next semester (Brainstorming)