

AUTSA Student Representative Council Meeting

MINUTES

Held on Tuesday 16 April 2024 | 12:00 pm – 2:00 pm | WG517 or [Microsoft Teams](#)

Chair: Regina Tao – Vice President Community

ATTENDEES:

James McBain – South Campus Representative
 Kelsey Moleu – Diversity Affairs Officer (arrived 12:25pm)
 Alicia Lemmer – President (online)
 C Fonseca – Culture and Society Faculty Representative (online)
 Sophie Lei – Design and Creative Technologies Faculty Representative (online)
 Rao Naumaan Nasim Khan – Postgraduate Affairs Officer (online)
 Rohan Patel – City Campus Representative (online)
 Sharmin Memon – North Campus Representative (online)
 Chloe McDonald – Disability Affairs Officer (online)
 Merlin Babu – Wellbeing Officer (online)

APOLOGIES:

Tasfia Mahmood – Vice President Academic
 Louisa Marschner – Health and Environmental Sciences Faculty Representative
 Ayse Almila Kilic - Business, Economics, and Law Faculty Representative
 Guy Alexander – AUTSA Board Independent Director

In attendance:

Madz Crouth – AUTSA Student Communities Manager

Minutes: Willy Leiataua – Student Representative Coordinator

#	PRE-AGENDA ITEMS: QUORUM, KARAKIA, CALL FOR GENERAL BUSINESS ITEMS
1	The meeting began at 12:10pm. The quorum of seven (7) SRC members present was reached. The Chair nominated the South Campus Representative to recite the SRC Karakia. No conflicts of interests were raised. The call for general business item call garnered no response.
#	AGENDA ITEM
1	Ratify March 5 Meeting Minutes The meeting minutes from March 5 were accepted with no opposition.
2	Discussion: What is an active AUTSA member? Under the Education and Training Act 2020, students and prospective students in an institution are not required to join a student association – in the future, prospective students enrolling into AUT have the option to join AUTSA in the form of a checkbox. The President clarified that the discussion was focused on AUTSA student members, not AUTSA employees.

	<p>The Vice President Community mentioned all students are required to pay the student services levy as part of their tuition fees, regardless of whether they are an AUTSA member. Additionally, the Vice President Community noted a lack in statistics regarding 'members' who partake in AUTSA initiatives (Tautoko, Campus Kai, AUTSA Events, etc.).</p> <p>In defining an active member, the President suggested they could be a student who interacts with AUTSA at least once a month through its services/initiatives, or a student who accesses services regularly.</p> <p>The idea of perks for AUTSA members came to mind. The City Campus Representative questioned what was currently offered, citing a lack of awareness of AUTSA and its services within the student body. The North Campus Representative agreed, noting a push for awareness on AUTSA member perks would be helpful. The Disability Affairs Officer and Wellbeing Officer agreed that perks would entice students to become AUTSA members. The Postgraduate Affairs Officer gained clarity that students would now opt-in to be a member of AUTSA, and channels to raise awareness of AUTSA services and perks for members could be on the AUT app.</p> <p>The South Campus Representative suggested targeting first-year students to become AUTSA members, reciting that they themselves were only made aware of AUTSA and its services upon their second year. The South Campus Representative believed there needs to be a lot of promotion of the perks AUTSA members receive when students enrol into AUT.</p> <p>The President pivoted to how active engagement could be defined. The South Campus Representative elaborated on QR code scanning, saying it could help gauge where focus and priorities lay for AUTSA services as well as number of members actively using services.</p>
3	Updates from March 5 Action Points
3.1	<p>AUT service access for Law graduands</p> <p>The BEL Faculty Representative will be updated on this action point outside of the meeting.</p>
3.2	<p>Complaints</p> <p>The Vice President Academic was not present to provide an update on feedback for the AUT Academic Student Complaint System.</p> <p>AGENDA ITEM: Vice President Academic to touch base on AUT Academic Student Complaint System feedback with the SRC.</p> <p>The Vice President Community touched base on the AUTSA Student Complaint system, noting that students concerned about an AUTSA service should contact the appropriate Head of Department, and if the Head does not return in a timely manner, to report to the SRC – the President and/or Vice President(s) may approach the AUTSA CEO. Complaints in regards to SRC members or SRC in general go to the President and can be escalated to the AUTSA CEO. SRC members uncomfortable approaching the President can approach AUTSA Advocacy or the AUTSA CEO. The President noted that AUTSA follows a natural justice approach where both parties of a complaint have their say before a conclusion or resolution is reached.</p>

<p>3.3</p>	<p>Student communities</p> <p>The Vice President Community spoke on issues raised by clubs regarding Spaces, the online platform for AUTSA-affiliated clubs. This is an ongoing conversation to be had with the AUTSA Student Communities Manager. The Vice President Community noted that the online platform works to not only be the base ground for clubs and club members, but also streamline club grants and room bookings.</p> <p>The Diversity Affairs Officer queried about searching for an alternative, more upgraded software like Spaces. The Vice President Community would note that for their conversation with the AUTSA Student Communities Manager. The Vice President Community then pointed out that if any clubs have complaints about Spaces, to approach Madz first.</p> <p>The South Campus Representative asked if there could be a list of equipment available to hire to save time and cater future event planning to what is available.</p> <p><i>AP: Vice President Community to follow up with Head of AUTSA Events regarding lists and access to lists for the South Campus Representative.</i></p>
<p>3.4</p>	<p>Academic-related club association to AUT or AUTSA</p> <p>The President spoke on queries raised in the previous SRC meeting regarding clubs falling under both AUTSA and AUT, which led to a communication issue where some clubs received communications and others did not. The President noted that by contract, all clubs should be affiliated AUTSA and not under AUT at all. The President hopes to have this matter resolved within a couple of weeks, with AUT communicating to non-affiliated clubs falling under the entity to affiliate with AUTSA.</p> <p>The Diversity Affairs Officer noted a lot of clubs having issues, and mentioned that they have told clubs multiple times that they are not in the Student Communities team but the Student Representative Council. The Diversity Affairs Officer then noted the communication lines were not open enough, in the eyes of the clubs concerned, and tied the grievances specific clubs are having to Spaces. The President suggested a meeting held between the AUTSA Student Communities team and the clubs concerned, however the Diversity Affairs Officer would not disclose which specific clubs were passing their grievances onto them.</p>
<p>3.5</p>	<p>Subcommittee approaches to goal focus areas (Engagement, Wellbeing, Community)</p> <p>The Diversity Affairs Officer is focused on relationship building and developing trust in AUTSA from students.</p> <p>The South Campus Representative is focused on community building on South Campus, and building visibility on AUTSA within the student community. They are also intent on developing an introductory pack relating to South Campus to give their successor a headstart next year.</p> <p>The North Campus Representative is focused on student wellbeing, and mentioned conversations being had between themselves and the AUTSA Student Communities Manager about a breakfast initiative on North Campus.</p>

	<p>The City Campus Representative is focused on forming connections with students to know what their role is as well as AUTSA.</p> <p>The President is focused on ensuring AUT students know what AUTSA is and that they are engaging with AUTSA services.</p> <p>The Wellbeing Officer is focused on building awareness for AUTSA and the Student Representative Council.</p> <p>The Postgraduate Affairs Officer is focused on raising awareness of AUTSA particularly in its services, as well as engaging with postgraduate students.</p> <p>The CSOC Faculty Representative had a similar focus as the President.</p> <p>The DCT Faculty Representative is focused on establishing presence through awareness from students on the SRC and AUTSA, before building communities with students which could lead to building trust with students from AUTSA.</p> <p>The Vice President Community is focused on building engagement with students and existing inclusive spaces in AUT.</p>
3.6	<p>AUTSA Advocacy</p> <p>It was mentioned that the SRC are not ideally support people for students going into disciplinary meetings, but are there to refer students to AUTSA Advocacy who will stand in as the student's support person. In the case where an SRC member is a support person for a student in a disciplinary meeting as a last resort, the SRC were reminded that they are sitting in as a student, not an SRC member.</p>
3.7	<p>Feedback update on North Campus A1 building</p> <p>This point was moved to the next meeting.</p> <p>AGENDA ITEM: Feedback update on the North Campus A1 building led by the HES Faculty Representative.</p>
3.8	<p>Update on former Pasifika Affairs Officer complaint</p> <p>The President noted that the <i>query</i> – not <i>complaint</i> – has been raised with AUT, and is currently being followed up. The President reached out to the former Pasifika Affairs Officer for evidence, but received no response. The President noted that AUT is aware, but needs more evidence.</p>
4	<p>President Report</p> <p>Nothing further to add.</p>
5	<p>Vice President Academic Report</p> <p>Nothing further to add.</p>
6	<p>Vice President Community Report</p> <p>Nothing further to add.</p>
7	<p>AUTSA x TKT Memorandum of Understanding</p>

	<p>The President is currently working with Tītahi Ki Tua on the Memorandum of Understanding between the association and AUTSA. The President noted that only two SRC members gave feedback on the MoU, and stressed to the SRC to provide any feedback if possible. The MoU will undergo further drafting after the first round of feedback, and will return to the SRC for further feedback.</p> <p><i>AP: President to give further update on AUTSA x TKT MoU in regards to next feedback session</i></p>
8	<p>SRC Budgeting, Honoraria</p> <p>The President spoke on the honoraria payment. The honoraria is performance-based – taking into account SRC meeting attendance and monthly report submission – and paid at the end of each semester.</p> <p>The AUTSA Student Communities Manager spoke on funding related to SRC events. When event planning, SRC members will at one point present an event funding proposal for the wider council to ask questions before voting. Funding could range, whether it is for a single SRC member event, or a collaboration event between multiple SRC members, or a collaboration between an SRC member and an AUTSA department/service. However, a sole SRC member could aim to plan an event with at least \$250 in mind for budgeting. With that in mind, the event funding proposal should take into account how many students it will impact and if it is relevant. The South Campus Representative thanked the AUTSA Student Communities Manager for breaking down the figures, which may help in event planning go forward.</p> <p>The President spoke on the AUTSA budget divided up between its services and operations, including Events, Advocacy, Communities, Tautoko, and Administration. The Diversity Affairs Officer asked about why students pay to hire Vesbar if it is owned by AUTSA. It was clarified by the President that Vesbar is self-sufficient. The South Campus Representative also clarified that it is any excess funds made by Vesbar that goes back to AUTSA – otherwise it goes to Vesbar.</p> <p>The Postgraduate Affairs Officer asked about the costs for administration. The President noted that the figure shown to the SRC (not submitted as an appendix item) was partly-outdated, as much of the administration costs have now been reallocated to other areas in AUTSA.</p>
9	<p>Diversity Affairs Officer Event Concept Proposal</p> <p>The Diversity Affairs Officer pitched a clubs-centred event to be held in Week 12, involving engagement activities and prizes. Funding would be proposed at a later point, and it would be for food. The event would be open to all AUT students. The SRC unanimously gave approval for the event.</p>
10	<p>General business</p> <p>The Student Representative Coordinator gave a correction: a statement was made regarding a lack of Pasifika presence in the AUTSA Advocacy team. There are two student advocates on the team who are of Fijian descent.</p> <p>The President noted that SRC meeting minutes should be published once ratified/accepted by the SRC.</p>

	<p>The South Campus Representative closed the meeting with a karakia.</p> <p>The meeting ended at 1:32pm</p>
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SUMMARY OF ACTION POINTS			
ACTION POINT	WHO	NOTED ON	DUE
Vice President Academic to touch base on AUT Academic Student Complaint System feedback with the SRC.	Vice President Academic	April 16	April 30
Vice President Community to follow up with Head of AUTSA Events regarding lists and access to lists for the South Campus Representative.	Vice President Community	April 16	April 30
Feedback update on the North Campus A1 building led by the HES Faculty Representative.	HES Faculty Representative	April 16	April 30
President to give further update on AUTSA x TKT MoU in regards to next feedback session	President	April 16	April 30