**Minutes**

**Student’ Representative Council Meeting**

25 October 2018, @18:30 (Dagbreek Residence)

# Prologue

A regular Students’ Representative Council meeting of Stellenbosch University on (25 October 2018), in terms of section 38 and section 39 of the Stellenbosch University Student Constitution which mandates the SRC to meet at least at least once every two weeks. The following are the minutes of the meeting thereof.

# Welcoming

C. van Wyk opens the meeting at 18:30. Thanks all the active citizens for attending and apologies for the venue not being wheelchair friendly but promises the SRC will improve in the future. Also reminds everyone that this is the last SRC meeting for the fourth term.

# Attendance

**Present:**

Jane Fourie

Eduard Beukman

Alex van Greuning

Carli van Wyk

Leighton September

Lauren Stevenson

Alchadvon Fransman

Marine Bothma

Mthunzi Matshabane

Tariq Khan

Melt Hugo

Lethiwe Mbatha

**Absent:**

John Kachoko

Tembeka Myeko

Paulu Joubert

**Proxy:**

Leighton September: Tembeka Myeko

Alchadvon Fransman: John Kachoko

# Approval of previous minutes

M. Hugo, T. Khan and A. van Greuning approve the minutes of the previous meetings.

# Setting of the agenda

There have been changes to the agenda and the minutes will be a reflection thereof.

# Feedback

# PK

J. Fourie informs everyone that welcoming programmes are being worked on. PK experienced some issues with the Matie Shop and it is currently being resolved. She also expresses everyone unhappiness regarding the amount of logos required on shirts so they are trying to figure out the reasoning behind it. A PSO task team met on the 25 October 2018 and a document is being drafted which will explain why PSO need spaces on campus, what it will be used for and why the PSO houses cannot be used as a space.

# Societies Council

A.Fransman announces that the Societies Council hasn’t had another meeting since the last SRC meeting except yesterday when the council met with the finance department to discuss outstanding debt. There are more or less 5 societies with outstanding money and the department will be unable to pay societies this money due to auditing purposes. The department will only be able to debit the amount from student accounts next year resulting in a double deduction if the student joins the society again and the council finds this unfair due to administrative reasons. The council does not know how to resolve this matter as some societies like UNASA which has an outstanding amount of R40 000 planned their budget on the basis that they would receive the money. The current dilemma is that finance department claims Hannah Lester, former Societies Council Chairperson, did not send the list in however H. Lester has proof that she did.

The council has discussed that sign up forms will only be used at the general societies fair thereafter societies’ sign-up sheets will only be available electronically to avoid societies not being paid.

Office spaces are still under discussion and will be finalized once A. Fransman has met with J. Fourie. The deadline for registering societies was on 23 October 2018. All societies that registered on time will have their constitutions evaluated after which approval letters will be sent allowing further planning for the societies fair.

The Executive of the Societies Council, are finalizing artists for the Societies Festival as planning for the fair continues. A. Fransman also thanks all societies, in their absence who have been working with non-positional and positional leaders on the Khayelitsha fire initiative.

**Questions:**

***C. van Wyk asks regarding the money matter of societies if it was paid into the wrong cost point and how did it not go into the cost point of the societies?***

According to the Finance Department, sign up list received had wrong student numbers or members had joined at events. Finance department received H. Lester list too late as the system closes on 15 August 2018 and she only sent the list on 15 September 2018. Money has not been debited from student accounts as of yet.

***L. Stevenson asks if the people who attended events signed up to be members and if he has copies of these forms?***

 A. Fransman states he has received forms from H. Lester and the finance department which he is currently reviewing to see if the Finance Department slipped up due to only 86 members having student numbers out of the 190 members.

*L. Stevenson suggests that the council ask students if they are willing to let a double fee be deducted next year*. A. Fransman states that the idea has been proposed but UNASA pointed out certain problems.

C. van Wyk thanks A. Fransman for all his hard work and everyone who assisted with the Khayelitsha fire and then closes the point.

# c) ABR

ABR had their last meeting on 22October 2018 where they discussed various projects and the budgets thereof. They have also resolved the Law Faculty missing money dilemma. Due to tutor training, ABR has also began working with the Student Access portfolio and has begun the process of developing a universal program of teaching which focuses on how to teach and engage rather than focusing on content. Engagement with MILAC tutors has also begun as well as Elsenburg who does not have any tutors. ABR has also started organizing a scientific committee for the conference which will be held next year and focus is also being placed on improving admission processes for next year.

# Voting

# SRC Budget

Each SRC member is given an opportunity to express their vision and mission for the year and 5 key elements they would like to achieve. Anyone is allowed to ask questions based on the budgets after which it will be voted on. For the budget to be approved it needs a 50% plus one majority vote.

**Chairperson**

C. van Wyk *vision and mission is to s*pend money in a manner that will only benefit the SRC. Has a chairperson she is required to meet with various stakeholders and students hence her budget is based on these **strategic meetings** as it allows the chairperson to network and strengthen relationships with different constituents. As chairperson she receives a lot of emails and administrative duties which is time consuming and prevents C. van Wyk from having these meetings. Therefore the budget includes a **personal secretary** to assist her. This person will be a student and serves as an opportunity for said student to familiarize with student governance structures. Budget is also aligned with the previous chairperson.

Secretary will be paid based on minimum wage. R25 an hour for 10 hours a week which amounts to R250. Annually that would be R10 000

**Questions**

*What does strategic meetings entail?*

Chair meets with different stakeholders. Some meetings will take place in a more welcoming environment to establish relationships.

*Is the R40 limited to you or the other person?*

It will include the other person. Most meetings are held in the chairperson’s office and if it is held outside the SRC office , the chairperson pays.

*Budget approved*

**Vice-chair person**

A. van Greuning states his five key elements:

**SRC training** – Vice-Chairperson is responsible for internal relationships amongst the SRC

**Team building** – will include beach days, breaks to getting everyone out of office space to ensure personal wellbeing.

**Collaborating with portfolios**- Will collaborate with E.Beukman on training class representative’s as students are displeased with the structure of it.

**Promote spirit of professionalism** **within the SRC**- Based on a previous term report of the Vice-Chairperson M. Mlangeni who said this element will assist to achieve objectives

**Discipline** – recently passed a code of conduct and disciplinary committee applications closed today. E.Beukman and him will start reviewing it.

**Budget total is R29 720**

**Questions**

Does SRC training involve mangers?

SRC training is for 15 elected members.

Budget approved

**Secretary General**

*Vision*

To ensure steady flow of communication and to make SRC as efficient and effective as possible. L. September also wants to expand the reach of the SRC and wants to be a morehands on SG. He has only requested a minute taker to allow him to engage more during meetings*.*

Minute taker payment is based on three types of meeting:

**RMT** meetings which is one a month. It is estimated to be 2 hours and R60 per hour

**Executive meetings** are weekly with an estimate of 2 hours. There are 4 meetings a month

**SRC meetings** are biweekly

These meetings in total amount to R8640

**Questions**

*Does she get paid on how many hours she worked each month?*

Can’t predict how long the meeting will be so we worked on standard amount. This is the set amount of the year and will be included is in the contract

*Clarity she will be paid R8640 so she is bound by a contract?*

She sits in the meetings and then she has to go home to edit the minutes

The amount is based on what we feel comfortable on as it can get higher.

**Budget approved**

***Communication officer***

T. Khan wants to see a SRC that is professional and can connect to students on a personal level. Focus is thus placed on social media communication which is important as well as physical interaction within for example the Neelsie and in residences to improve relationships as well as the SRC image

**Questions**

*With regards to media briefing, will it happen at the end of every term?*

Haven’t given a date as I want us to be flexible and to be able to react based on circumstance.

*Does the budget make room for example using the Neelsie screen?*

Trying to communicate on as many platforms. The Neelsie screen will be used to communicate, however, it hasn’t been listed on the budget as the previous SRC has received this service for free. Branding and Marketing manager can also be used to assist with this.

*How did you arrive to R60 per post on social media?*

T. Khan states he has access to SRC social media accounts but using the R60 will enable social media posts to be promoted.

*What will the R60 be used for specifically on social media?*

It’s a facebook option that allows you to boost the post. This will allow people who do not like our post to still be able to see it. He then makes the example of M.Hugo who is creating a mental health policy , boosting this point will allow more people to see the work SRC is doing.

*Budget approved*

**Policy officer**

M. Bothma has one specific goal which is to ensure all residences’ and societies’ constitutions are aligned with the new Stellenbosch University Student Constitution 2018

*Budget approved*

**Postgraduate**

M. Hugo’s mission is to **create a SRC postgraduate sub council** as postgraduates students are underrepresented on campus**.** The councilwill be responsible for postgraduates’ matters on campus and will have to ensure that the development of the environment is conducive for academic success.

**Questions**

What does the trips entail?

Trips ensure the transportation of students from different campuses like Tygerberg and Bellville. This will allow students to go to the facilities that they need to.

How did you arrive to R675 for public speakers?

This amount is just budgeted for gifts

Will you please elaborate on the venues you have budgeted for?

The venues that will be used is very flexible to work with one amount. Also looking into using the Coetzenburg Centre to have a postgraduate day in collaboration with the Postgraduate Office.

*Budget approved*

**Student access**

M.Matshabane’s vision is tocreate superiority in access for students so they can focus on their studies. Registration has become a joint campaign with the SRC and various other positional and non-positional leaders which is why it wasn’t budget for. Food security is continuous for the next few years as the University aims to raise R10 million for the #Move4fFood campaign.

Accommodation is to help students who come to campus with no place to stay. Transport is to help students come to campus who get dropped off by a bus at places like Bellvile. Consciousness and awareness is to help improve student awareness regarding campus issues students face.

**Question**

*Regarding consciousness and awareness will you collaborate with the manager position?*

Yes collaborations are very important. The aim is get people involved in student issues. Consciousness and Awareness related to student access.

*Tutor project focuses on one faculty, as SRC we don’t represent only one faculty, how is this benefited all students?*

Used as a pilot to save expenses. The aim is to apply to all faculties . Budgeted for one tutor and the department will pay for the rest. The amount is used as a bate to get stakeholders involved.

*Budget approved*

**Student wellness**

M. Hugo vision is to create a greater responsibility on the university to cater for mental health. His mission to create a mental health task team. A video will be made which will be boosted by the communication officer which will help with the policy.

Budget is based on creating awareness and de-stigmatizing mental health on all the campuses. A student did say the budget should be increased due to the issue of mental health.

**Question**

What is the emergency fund going to be used for?

If there is a severe emergency and someone needs to get a contact to a psychiatrist or psychologist if it is past SSVO office hours.

Is there transport for MILAC and tygerberg?

Yes there is and it will be used for information sessions. Transport will help Tygerberg and MILAC as they will be more willing to participate.

*Suggestion is to get NGO’s sponser the ribbons or raise funds to shift the discretion*

M. Hugo states he has tried to be as responsible with the budget. This is what he will work with for the year and look for sponsors throughout the year. Sponsors would be directed towards the task team.

*Why are ribbons so important, will it make such a big impact?*

There is great value in raising awareness .The discretion fund is difficult to articulate from the start as SSVO should be responsible for this fund. Not sure if the university is aware of this fund but he is looking into it.

*Due to student input being applied to this portfolio , the budget should be increased as the concern is raised by students and is 1000 ribbons enough for 3 campuses?*

He will look into getting external funding for more ribbons. He does however believe he can work with 1000 and secure sponsors. Increasing the funds would be amazing.

He has also been in contact with the UK nightline and if they agree to open their services here, he will have to contact management. If the nightline is brought to SU, it will be the first of its kind outside of the UK. M. Hugo states that this is not confirmed, however he continues to work on it.

C. van Wyk suggests that the emergency fund be increased to R4000? The nightline will come out of the strategic fund.

Increase is approved.

Vote on the entire budget included the change

*Budget improved*

**Transformation**

T. Khan states that transformation is a process of change that aims to create environments that acknowledge the rights of the Individual. His goals are as follows:

Train HK members and society individuals who believe there should be a transformation agenda on campus. This will provide them with conceptual ideas and equip them to have events related to transformation.

Relationships with NGO’s. The aim is to partner up with stakeholders and the institute of race relations

Research based information will be gathered so that students can use it to engage on topics of transformation In addition he would like to run a Constitutional literacy project. This project is important as it protects everyone dignity and the Constitution holds powers of transformation which prevents going back to discriminatory past of the country.

Projects with others universities as this will allow campus wide conversations and create relationships.

Transformation conversations will provide students with different ideologies to debate which will be done by providing platforms for engagement .

*Questions*

One thing I have noticed that isn’t in your budget is the apartheid week, is this something you will be looking at?

T. Khan responds by saying that if you look at the reports, SRC seldomly took up this project, rather other stakeholders within the university would run the project.

Do we need to have wine at the events and will we support the drinking culture as it is quite a high amount?

It was just a basic framework and it can be reduced. Alcohol does not necessarily contribute to the drinking culture. Refreshments can be provided after the discussion so it’s about creating a comfortable space. We can defiantly lower the amount and non-alcoholic drinks will be served.

Is R6300 not too much for food?

It is simply a predicted amount. Food preferences are not based on one person preference. The amount is used for framework.

*Budget approved.*

**ABR**

E. Beukman states that academic success focuses on excellence on studies as well as curricula’s like academic programs, the conference which will receive external funding and tutor training. He is asking for R4027,50 with an income of R95 127.

**Question**

*What does the marketing material include?*

It will be for posters.

Budget approved.

**Societies Council**

A. Fransman states that the three key aspects are collaboration, participation and sustainability**.**  Further states that is one of the biggest allocations of the SRC.

The goals are as follows:

Collaboration with Tygerberg by having a Straatfees which will allow students to perform and stalls will be provided by Tygerberg. New addition to Societies Festival is having local artists perform, funds generated will go to a fund that will partially be injected into the #RegisterAll or food security fund to support students.

Introducing a society week to promote societies based on themes.

L. Stevenson said that the executive did not approve the large budget but will support student initiatives that related to the vision and mission of the council . SRC won’t pay for the sustainability aspect and the blazers of the executive of the societies council which led to the budget being reduced to R75 000.

**Questions**

*Does the societies council have a start off amount in the costpoint?*

Support from societies were not good which led to the council utilizing all the funds from the cost center. Council is now dependent on membership fees.

*There are 64 societies and they pay membership of R500, so that is not R15 000. How was income determined?*

Some societies do not have money. The money received was based on established societies and some societies have not registered again as well.

*Do you know how many societies charged membership fees?*

The amount is an estimate based on H. Lester’s term. Society registration closed on the 24 October 2018 and processing is currently underway. Thus he can’t give the exact amount yet.

What is the council executive honorarium?

There are 4 members on the executive , vice-chairperson, sectary ,registrar, and treasurer . They get paid R3000 for the entire term based on the societies constitution.

*Budget approved*

**Tygerberg**

J. Kachoko is absent from the meeting. L. Stevenson reads out objectives:

Make the TSR more visible on campus, help people understand what the TSR does , improve transparency, reaction time and pro-activeness on campus matters, form better relationships with the house committee members and TSR which will have a domino effect as relationships with students will improve, work hand in hand with Rectors Management Team, be prominent members with the mental health initiative and form better relationships between TSR and SRC and eventually between the two campuses.

The budget includes:

TSR wellbeing events to look after the wellbeing of the TSR

Pantry project to provide food for those in need

Leadership courses to promote leadership development on Tygerberg

SRC interaction is a fund to have interaction between TSR and SRC

Transport is used for J. Kachoko to travel to main campus to attend SRC and RMT meetings

SRC thinktank at Tygerberg

**Question**

*What does TSR wellbeing mean and how did he arrived to R10000?*

Events which look after the wellbeing of the TSR.

Budget approved

**MILAC**

T. Myeko is absent. L. Stevenson states that last year budget was R90 000 and it has been reduced to R85 000. The mission to ensure students have a healthy and professional life as military students and the vision is to see a 100% pass rate which can be achieved with wellbeing of students.

The SRC felt that there was not enough clarification with regards to the budget and therefore resolved that it be discussed in the opening executive meeting.

**General expense**

Inet-key policy has already been voted so it can’t be changed

Discretion funds will cover unforeseen expenses

Transport allows us to attend events

Printing; a policy similar to the Inet-key policy will be developed to limit printing within the capacity of the SRC member portfolio. This still has to be confirmed at the open executive meeting.

Sustainability and Strategic Initiatives and Leadership Development will only be approved next year

*Budget approved*

**Office expenses**

Coffee and tea will no longer be budgeted for it.

Stationery for the office

Printing maintenance will be discussed with student affairs

*Budget approved*

C. van Wyk thanks L. Stevenson for her work on the budget and closes the point.

# Discussion

# #RegisterAll policy

L. Stevenson apologies for the policy being a discussion as there was not enough time to efficiently revise the policy for this meeting. #RegisterAll policy is very important for the registration period and allows the SRC to receive external funds to help register students and help with issues such as historical debt. The policy was originally created in the Matie4Matie fund which provides a donation link for sponsorships to be injected within the policy fund.

Due to the policy not being voted on L. Stevenson suggests that in the constitution section 35 which allows the executive to make a decision if there is practical time constraints. The decision will become final unless the SRC goes against it in the next SRC meeting, which will only be next year after the registration week. The proposal is then to have an open executive meeting where the executive will invite all SRC members to sit in and provide suggestions regarding the policy. Only the executive will have voting rights but the executive will not vote until there is consensus amongst the SRC.

**C. van Wyk requests L. Stevenson to elaborate on what the policy entails.**

The policy allows the SRC to receive funds from external sources who would not necessarily support bursaries and loans. It allows the SRC to reach out to various businesses and various entities to sponsor or donate towards the SRC. The policy allows the SRC to determine how funds will be distributed to help register students and pay for historical debt. A decision or vote needs to be made before registration otherwise e-mails can’t be sent requesting donations.

A.Fransman suggests that the policy be sent to the SRC to allow recommendations and based on that the executive can then vote.

**C. van Wyk asks if any members are opposed to the idea of an open executive meeting**. **No opposition was received .**

A.Fransman seeks clarity as to when the document will be circulated and the date of the executive meeting. C.van Wyk states due to exams a confirmed date will be provided soon in order to accommodate everyone.

# Closing

L. September states that the term reports are due by the 2nd day after classes have commenced in 2019. Portfolio year planning is due after the first week of classes for 2019.

C. van Wyk closes meeting at 21:36.