Minutes  
Students’ Representative Council Meeting

Date: 2021-03-03 | Time: 16:00 | Venue: Microsoft Teams

# Welcoming

Xola welcomed everyone.

# Attendance & Apologies

Kira, Thimna, Nomzamo, Xola, Kristin, Viwe, Jarryd, Philip, Maki, Ayesha, Rewaldo, Precious, Sarah and Gina present.

Avumile, Almé excused.

# Setting of the Agenda

The following points were added to the agenda:

* + Safety protocols of the office
  + Social Justice Café
  + Information Gap Closing

# Voluntary Portfolio Feedback

Viwe gave feedback on transport pickups. Help is needed to pick up students from the airport, bus stops and taxi ranks. SRC members were asked to fill in timeslots where they will be able to help pick up students.

Rewaldo gave feedback from KuKo. They had their first meeting to communicate with culture HC’s about the year laying ahead. Molassesêr will be on 28 March. The way it will be presented was also discussed with the culture HC’s.

Xola asked SRC members to keep the 15th of March at 18:00 open.

# External Partnerships - University of Pretoria

Summary of Documents:

We have received two partnership documents. One from the University of Pretoria and the other from Growth Central. The one from Pretoria, came from a student leader, who sits on the constitutional tribunal, a legal regulatory student council for UP. In the interest of collaboration and having different voices at their events, they want us to attend some of their events and them to attend some of our events. They requested a list of events we are doing and how they can plug into that events. It doesn’t have to be anything formalised, it can for example be a panel discussion they join, just to broader the community of engagement.

Growth Central is a company that brings students and start-ups together. They want us to link them up with lecturers and students and then they link up those lecturers and students to start-up companies in various industries. Each start-up is paired with 5 students and each team has a mentor. In that way they offer unpaid internships.

* + There was mentioned that the AAC might take initiative with he partnership with the growth central.
  + Invite both partnerships as well as other SRC members, to join meeting were we can discuss what exactly it is they expect from the SRC. The meeting will be divided into 15 minute slots. This will present more clarity on the partnerships.

# SRC Financial Policies

The new policy of reallocating the portfolio budgets: The policy is to guide you with how you can move funds between your own different projects within your budget.

Policy only applies to elected SRC members.

The policy is split up into two portions.

* + The first portion is when you move funds inside a project between different expenses. This only requires you to tell the treasurer and get approval. This is to ensure that the budget is amended.
  + The second portion is when you want to move funds between two projects. This is split into two types:

If it is less than the highest of R1 500 or 20% of the initial project amount, you ask for the treasurer’s approval to amend the budget.

If it is more than the highest of R1 500 or 20% of the initial project amount, you need to send in a proposal to the treasurer and it has to be approved within the next Executive meeting. In the proposal you need to include the project and expense from where the funds are transferred, the exact project and expense item where the funds are going and you need to explain if it is being moved between portfolios. If you want to merge to portfolios and want to transfer funds from both, for a new initiative, you have to explain why the amendment has been made. If it has moved from different projects of different portfolios, both portfolios has to sign it to ensure funds are not taken from other portfolios.

**Summary: Moving funds between expenses within a project, you need the treasurer and chair person’s approval. Moving funds between projects or portfolios, you need the executive committee’s approval and a proposal has to be send in to make that amendments.**

**Outcome of approving the policy: The Policy was approved. 15 members voted yes.**

The second policy creates a new committee within the SRC. This policy brings all the different processes into one single process, to one committee who handles all the queries and cases.

The committee will consist of the SRC treasurer, 4 other SRC members of which a maximum of one person can be from the executive committee. T

The purpose for this committee is to receive all applications handed into the SRC and to review them, ask for assistance, further feedback, get the person in for a meeting and then determine whether this person should get financial assistance. If they believe financial assistance is justified, they write up a recommendation, then the executive committee must approve it and amend the budget. If the committee does not approve the application, it does not go to the executive committee.

The committee gets their funds from the SRC’s unbudgeted funds. Currently the unbudgeted funds can be accessed either by using the policy for accessing unbudgeted funds by us or through using this new policy where the committee allows them to get access to the funds for a project.

How the committee is run and the criteria on which the committee makes decisions, is in the policy.

The criteria which is used to determine if financial assistance is justified, include the following:

* + Look at how much funding is still available in the unbudgeted funds of the SRC.
  + The amount requested.
  + Looking at the availability of other avenues of financial assistance.
  + Precedent setup during the request. This refers to a case where you cannot find a reason not to approve and fund it, but it would set a bad precedent if you do approve and fund it, that would result in an increase in applications from people asking for the same assistance.
  + To what extent the financial assistance will improve the wellness of the student/students.
  + To what extent the expected goal will be achieved, with financial assistance.

How funding and assistance will be advertised, will be decided by the committee.

**Outcome of approving the policy: The policy was approved. 15 Members voted yes.**

# RegisterAll Feedback

At the end of last year R230 000 was authorised by the executive committee to be spent from the SRC reserves, on the RegisterAll project. We assisted 30 students:

* + 13 postgraduate students & 17 were undergraduate students.
  + 13 residential students & 17 non-residential students
  + 27 Students submitted their applications on time and 5 students submitted late.

When we receive applications, we go through to analyses. Firstly, are we going to allow this student to apply. Considering that they are not international students and do not have historic debt. Had a substantive analyses. Only 2 students were rejected on substantive grounds. All students we gave financial assistance to, came from main campus, no Tygerberg applications were received.

In the recommendations, we will include feedback on how we can get more Tygerberg input from the start. We have to make it clear that Tygerberg also knows about the processes and hopefully we can then get more Tygerberg applications.

We have submitted the final list of students to the registrar and to student fees. They have accepted it and will start processing those students from tomorrow morning and those students will be registered.

International students must pay the full fee up front and the SRC cannot split it into two or three instalments. That is why we cannot fund international students, however we did assist two international students and possibilities to do so in the following years can be discussed and put into action for next year’s registration.

The student debt working group tries to source funding but firstly determine whether the student can be assisted via other channels (i.e., regarding NSFAS or bursary details). The main idea is to get the students to register and be able to start with their academics.

# Office Safety Protocol

Everyone should hopefully have access to the SRC office at the end of this week. Xola and Kira have access and are in the office throughout the day. SRC members are welcome to use the office to work. Kira will communicate when SRC members’ cards have access. Just send a note when you use the office. There are lockers with your names on available, to store your items in. Adhere to social distancing. There are capacity stickers on all the rooms to indicate how many people can be present in that specific room. The capacity limit for the office is 20 people, please remember that the SRC gets preference. When you walk in, sign in, take your temperature and sanitize.

Surface wipes and sanitizer is available in the office to wipe devices or work spaces before and after.

As soon as the proposal of SRC members having access is approved, there will be a roster where you book the timeslot you want to be in the office. That way the capacity can be managed in order to not go over 20 people. Each person also has to fill in a higher health screening.

Office closed tomorrow from 08:00 till noon. Maintenance will be done in the office with the carpets and chairs. A table will be set up outside for the day to deal with queries.

# Social Justice Café

They need a panellist who will speak on a topic of education. It will be hosted virtually at 12:30 on Thursday 18 March. Emile will be facilitating. You will only be speaking for 7 minutes. Let Xola know if you are interested to be a panellist.

# Information Gap Closing

The AAC would like to create posters, videos, and small infographics to help with students who are confused on campus regarding, for example, registration. The AAC would like the SRC’s help with filling the information gaps through videos and infographics.

It was brought to the SRC’s attention that there are long lines and many students waiting outside Admin A. This could be due to not having a booked appointment or maybe not knowing how to book. These are the type of information gaps we want to close. A suggestion was made to have a desk outside admin A to help students with confusion. SRC members can sit at the desk and help with general questions for example where is the neelsie or walking students to their faculty etc.

* + Kira was in contact with the head of Client Services, who asked for volunteers. We need volunteers to help but to be a volunteer, you must know how things work and where everything is.
  + Message Kira if you are able to volunteer and help.
  + It was suggested that we can give newcomers a map of the campus as well, so it is easier to show them places on university. Philip mentioned that handing out papers might be problematic, but maybe we can print out a map, laminate it and have it available at the desk to show them.
  + Utilize other platforms (like the houses’ Instagram) to share informational videos, since those platforms get a lot of traffic.

Have the gazebo on the rooiplein with people to stand there to answer questions.

# Closing

Xola thanked everyone for joining and the meeting was adjourned.