Term 2

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| **Name and Surname:** | Fadeelah Williams |
| **Portfolio:** | Secretary |
| **Subject:** | *third Term Report* |
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# Constitutional Responsibilities

According to the Stellenbosch University Student Constitution, 2018, the Secretary is at least responsible for:

a) maintaining internal communication within the SRC;

b) managing knowledge and institutional memory within the SRC;

c) ensuring that SRC meetings, and any other meetings or consultations where the SRC desired record keeping, are properly recorded; and

d) updating, safekeeping and making available records, policies and other documents of the SRC.

# Portfolio Overview

The role of the Secretary General while simple on paper is quite complex in practice.

1. Role in the SRC:

The Secretary General is primarily responsible to uphold internal communication within the SRC.

This means that the Secretary General makes all relevant documents available to the SRC, including, but not limited to, the minutes and agendas of SRC meetings, the minutes and agendas of Executive Committee meetings as well as the minutes and agendas of Executive SRC Members and Management meetings.

What is notable about this is that internal communication is most definitely, not limited to these formal circumstances. Because of this extension of definition, additional responsibilities befall the Secretary General such as keeping members and managers of the SRC updated at all times on the various happenings and stances of the SRC.

The Secretary General is also responsible to ensure smooth communication lines within the SRC, using different platforms, including, but not limited to, emails and cell phone communication.

2. Role in the University

The role of the Secretary General in the context of the University stretches as far as maintaining communication lines with the Rector’s Management Team. The Secretary General is responsible to set up the agenda as well as to minute all meetings held between the Rectorate and the SRC Executive. They are also responsible to make these minutes and agendas available to all the people included in the SRC Executive and Management meetings contact list (listed in important contacts).

Further, the Secretary General plays a pivotal role as the direct communicating link between the SRC and the Rectorate Management Team

3. Role in South Africa

SRC’s around the country have a very important role to play in representing students on the different campuses. The Secretary General is an Executive position in all SRC’s, plays a very important role a store of and main point of access for SRC Members and managers, Management and students to all information relevant to the SRC. When Secretary Generals from various University’s hold effective communication it helps unify the students of South Africa especially in extraordinary circumstances which as it seems haunts the 2019/2020 SRC Term.

# Committees / Task Teams

## Institutional

Senate

Senate Library Committee

Institutional Transformation Committee

Registrar’s Business Continuity Sub-committee/Work Stream for Student Services

## Other Committees / Task Teams

SRC Executive Committee

Student Institutional Transformation Committee

Anti-GBV Working Group on Mental Health and Alcohol

RegisterAll Food Task Team

Online Learning and Teaching Workstream ( Guest)

# Budget Overview

My budget as finalised by 25 May

|  |  |
| --- | --- |
| **Total Allocated** | **R 6 500,00** |
| **Expenses** | **R 6 500,00** |
| Discretionary fund | R 1 000,00 |
| Recorder | R 2 500,00 |
| Minute-editor salary [1] | R 3 000,00 |
|  |  |
| **Calculations** |  |
| [1] |  |
| SRC Meetings per term: 4 |  |
| Executive meetings per term: 8 |  |
| Terms remaining 2 |  |
| Total of 12 meetings constitutionally per term |  |
| 2 emergency meetings per term: 4 in total |  |
| Total meetings required: 28 |  |
| Ave. time spent per meeting: 5 hours (internal and external attendance) | |
| Min wage per hour from March 2020: R20,76 |  |
| (28)(5)(20,76) = 3000 rounded up  Under Covid-19 Circumstances the meeting recorder was no longer needed as all meetings took place virtually and was thus easily recorded. Under Covid-19 circumstances I also returned home starting 16 March and thus had to work from home in Cape Town where the Secretary Laptop’s Screen was damaged. The entire Discretionary fund as well as some funds from the previously allocated recorder fund was used to replace the screen. The total cost of repair was R2251.83c |  |

# Term Overview

I have maintained my constitutional duties in relation to minutes and agendas for SRC meetings, SRC Executive Meetings as well as Rectorate Management meetings. This includes the timely access given to relevant parties of minutes agendas and notices. This can be attested by my own records.

Since my initial election into the SRC continuing through 2020 I have been working with a student organisation, the transformation office and the src transformation portfolio in organising the Africa Week Project Planned for Heritage Week in the 3rd Term. This project Unfortunately was postponed in this Term due to Covid-19.

Amongst the Covid-19 Global Pandemic - which became an apparent threat to student success in the end of the first term of 2020- much was done on my end in terms of organising and coordinating SRC processes, meetings and continuation in a professional accessible and productive manner for the purposes of ensuring student success.

Regular SRC Meetings continued on date. I organised the first – to my knowledge- completely Online SRC Meeting open to the public. Our SRC meetings following the first mostly ran smoothly follow MS Teams Updates (the raising hand function). A few Special SRC Meetings also occurred post the official end of the 2nd Academic term of 2020 as important matters arose. Our most Special SRC Meeting successfully allowed for the allocation of provisions in the Student Constitution to move forward in their approval process to allow for the continuation of SRC Elections in an Online Matter.

I routinely attending meetings of the Workstream for student services which initially met every 2/3 days for a period of 2 weeks following the decisions of 16 March and then continued once a week and still continues today. In this workstream various Student services structures sit and meet to discuss matters of student services functioning. This workstream reports directly to the ICBC (Institutional Committee for Business Continuity) Information that came to light in this workstream was routinely shared with all if not the affected colleagues on the SRC. I also worked with many of my colleagues on this workstream offering SRC aid where we could. I also routinely shone light on issues of student interest in this meeting such as access to CSCD services, Calendar and test date related issues, intense pressure on students during online teaching etc. I worked with Antoinette Van der Merwe and Xola Njengele on getting students access to data and laptops especially those who slipped through the cracks during the first view rounds of call. I used my position to link various student services structures to SRC members who could of relevance such as the contact centre and Robynne Boonzaaier our Social Media Manager and Luigia Nichloas with Antoinette van der Merwe. The contents of the work tackled in this workstream is quite big and I applaud our chair, Ronel Retief and her team.

As an SRC representative on the various committees, I have been a present an engaged for and with the relevant subject matters. This term another Senate Meeting took place where issue of note remains the Rebranding of SU Logo.

Admittedly I was unable to attend any Anti GBV Mental Health and Alcohol Abuse Working group meetings this term as they always clashed with classes of mine, but I have kept up with their processes via email and minutes.

Much of my initial plans for this term were interrupted and instead much of my work this term consisted primarily of making sure that the SRC remained organised and connected. I think under the circumstances I did a fairly great job.

My plans as stated in my previous term report:

1. I plan to collaborate with the Vice Chair in organising the team building so that it may include professional training on communication and to address internal working issues that pose a threat to effective internal communication and running of the SRC.

Our Team Building was postponed to the next term.

1. I also plan to focus more on promoting intercampus communication as I have noted in the first term while the intent is there among many portfolios the practical action is lacking.

This was actually fairly successful inadvertently as the planning for many intercampus (online) events/ programs etc. began in this term though I hope it follows through in the final term and years to come.

1. I also plan to improve my relationships with Student Governance and the Rectorate of the University. I noticed that my work would be easier and of a higher quality with them on my side. This does not mean that I will not challenge them when I feel that students are not being heard. My first priority is to ensure that student voices are heard and that I will do to the best of my ability.

I am conflicted as to whether or not I have been successful in this plan as I have worked along side many Rectorate Members, SU staff and Student Governance during this time with success, although we have also reached quite a few disagreements on some important issues.

1. I also aim to improve on relationships with other SRC’s around the country especially those university’s in the Western Cape as I believe communication is the key to good governance and we should improve as a team all the time by learning from other institutions.

I have not been successful in this plan this term as my focus has solely been on Stellenbosch Students and ensuring their success under these circumstances.

# Plans for next term

I plan to work with SRC and TSR members on a project currently named CRISI TRAINING

I plan draw up immaculate documentation for handover that emphasises the important role the secretary and the Executive plays in the success of the SRC.

I plan to excel in terms of organisation and communication skills for the purposes of making sure that the SRC body is successful

# Recommendations for Portfolio Improvement

For my portfolio

* Link this portfolio directly as a superior officer to communications so as to officially and formally connect the 2 portfolios. Having a chain of command will improve the efficiency of the work done by both of these portfolios.

For my successor

* Maintain your professionalism
* Put the students interests first at all times
* Manage your time well
* Set time aside for your personal life
* Before committing to SRC make sure that your academics are in good shape and that you are able to keep them up to standard through your term.
* Maintain good upkeep of your mental health
* Experience is not as important as dedication. Be dedicated to this job and its description and purpose.
* You do not need to be friends with your colleagues.
* You can be friends with your colleagues and still maintain internal accountability but it requires strong will and sense of self.
* Keep a record of all the work you do.
* Keep record of the minutes of all committees you sit on and recommend that your colleagues do the same.

# Important Contacts*.*

Rectorate – SRC Executive emailing list

**To:**

Mdepa, AA, Mnr: [anelemdepa@sun.ac.za](mailto:anelemdepa@sun.ac.za)

Prof Wim de Villiers (Rector and Vice-Chancellor) [vc@sun.ac.za](mailto:vc@sun.ac.za)

Prof Stan du Plessis (Chief Operating Officer) [stan@sun.ac.za](mailto:stan@sun.ac.za)

Prof Arnold Schoonwinkel (Vice-Rector: Learning and Teaching): [schoonwi@sun.ac.za](mailto:schoonwi@sun.ac.za)

Prof Eugene Cloete (Vice-Rector: Research, Innovation and Postgraduate Studies): [eugenecloete@sun.ac.za](mailto:eugenecloete@sun.ac.za)

Prof Nico Koopman (Vice-Rector: Social Impact, Transformation & Personnel) [nkoopman@sun.ac.za](mailto:nkoopman@sun.ac.za)

Prof Hester Klopper (Vice-Rector: Strategy and Internationalisation) [hklopper@sun.ac.za](mailto:hklopper@sun.ac.za)

Dr Ronel Retief (Registrar): [ronelretief@suna.c.za](mailto:ronelretief@suna.c.za)

Makheta, Choice (Student Affairs): [choicemakheta@sun.ac.za](mailto:choicemakheta@sun.ac.za)

Tonia Overmeyer: [toniaovermeyer@sun.ac.za](mailto:toniaovermeyer@sun.ac.za)

Include the SRC executive as well as the TSR Chairperson, and Military Academy Chairperson

**Cc**:

Dowries, Sharine: [sharine@sun.ac.za](mailto:sharine@sun.ac.za)

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Alexander, HL, Me: [halexander@sun.ac.za](mailto:halexander@sun.ac.za)

Kok, Wildre: [wkok@sun.ac.za](mailto:wkok@sun.ac.za)

Poole, AJ, Mev: [audreyp@sun.ac.za](mailto:audreyp@sun.ac.za)

General Important contacts

Sharine Dowries (Student Governance Administrator): [sharine@sun.ac.za](mailto:sharine@sun.ac.za)

Anele Mdepa (Student Governance Manager): [anelemdepa@sun.ac.za](mailto:anelemdepa@sun.ac.za)

Thulani Hlatswayo (Student Governance): [thulani@sun.ac.za](mailto:thulani@sun.ac.za)

Pule Mochichane (Project Coordinator: Co-Curriculum): [pulem@sun.ac.za](mailto:pulem@sun.ac.za)

Gary Howell (Manager: Letting Office): [ghowell@sun.ac.za](mailto:ghowell@sun.ac.za)

Nicky Adams (Promotions Officer: Langenhoeven Student Centre): [nadams@sun.ac.za](mailto:nadams@sun.ac.za)