Student Association
Casual Meeting Minutes (1)

Date: 26th November, 2018
Time: 21:03 - 22:56
Venue: SA Office

Student Executives:

1. President – Roshini
2. Vice President – Jane
3. Education Officer – Saajit
4. Home Officer – Andy
5. Sustainability Officer – Juman

6. Sports Officer – Nadha
7. Activities Officer – Sara
8. International Students Officer - Sam
9. Postgraduate Students Officer - Ola
10. Secretary – Yasmin

Outline:

1.	**21:03**	**Roshini**	**Meeting Call to Order**
2.	**21:03**	**Jane**	**Vice President Updates**
			Instagram Account
			SA Website
3.	**21:07**	**Sara**	**Activities Officer Updates**
			Spirit Week
			C/S Meeting on 27th November, 2018
			SA Vouchers
			Complaint/Feedback Platform for C/S
4.	**21:13**	**Andy**	**Home Officer Updates**
			Lightings on Campus
			Power Outages
			Water Outages
			Abandoned Cars Behind Pangkor & Kapas Hall
			Standard Operating Procedure at Guard House

Wifi at Accomodation Halls
'Escalate' Button - Accommodation

5.	**21:49**	**Saajit**	**Education Officer Updates**
			Response from Meeting
			School of Electrical Update
			School of Computer Science Update
			Qualtrics Application on Desktops
			Instatt
6.	**21:54**	**Ola**	**Postgraduate Students Officer Updates**
			First PGSN
			Upcoming Coffee & Cake Session
			Year-long Activities
			LINK Conference
			Off-Campus Trip Proposal
			Upcoming Events
			Support for Late-Incoming PG Students
7.	**22:03**	**Nadha**	**Sports Officer**
			Sport Grants
			Survey (Cash Card)
8.	**22:09**	**Sam**	**International Students Officer Updates**
			ICN Event Planning
			Issues with Food Trucks
9.	**22:31**	**Juman**	**Sustainability Officer Updates**
			General Updates
			Past Event
10.	**22:47**	**–**	**Other**
			Last Year's Ball Team
			Outing
11.	**22:56**	**Roshini**	**Meeting Concluded**

No.	Time	Matters Discussed	Action By
1	21:03	**Meeting Call to Order**	Roshini
2	21:03	**Vice President – Updates** **A) Instagram Account** - Previous "monthly" idea is no longer a theme, but will continue as a casual activity. - Hashtag concept will be ongoing for every month but will start off with spirit week. - Social media will be having consistent updates – the team will be re-posting student pictures while tagging the location on campus instead of hashtags since students are not familiar with the hashtags yet. **B) SA Website** - Currently only has Andy's page; other pages are in progress (Network Page). - Email regarding requirements and structure for information has been sent already. - Students will be able to open the website more securely by this week. - *Future Action: send details for your respective pages to Jane if have not yet.*	Jane
3	21:07	**Activities Officer – Updates** **A) Spirit Week** - Activities team is focusing on the preparation for spirit week. **B) C/S Meeting on 27th November, 2018** - Nadha will ensure that the sports presidents will send one representative to attend the meeting. - Roshini will start off the meeting with a welcoming speech and quick introduction. - EMT, EPFs, SAFAS, use of TCR, and promotional drafts will be discussed during this meeting. - Yasmin will be there to take minutes.	Sara

		B) SA Vouchers - PV must be stamped by the SA. Once it has been used, the society has to come to the SA Office and the office will stamp the received one and they will keep it with them. This will then be reimbursed to the society. - Design is already completed. **C) Complaint/Feedback Platform for C/S** - Can send out the link at the beginning of tomorrow's meeting so that people can fill out the form on the spot. - Will be accessible through the SA website. - Hope that this will be a long-term implementation.	
4	21:13	**<u>Home Officer – Updates</u>** - Andy attended the Estate & Security Committee Meeting **A) Lightings on Campus** - Streetlights are already done *except* for the stretch from Security House 2 to the Islamic Center. - Have asked why there are no lights at the lake - Andy has asked why the campus is still dark sometimes even after the lights have been fixed. The director said that the workers forget to switch on the lights sometimes. - Students can ask the security office to switch it on if it is not on by 7pm every day. - Have asked why there are no lights at the lake area. - Working on the BBQ area behind Pangkor hall. **B) Power Outages** - The campus has had several power outages – this has been questioned. - Response: the source is from the TNB site (national provider for electricity) and so it is not in the control of the university. - Management is planning on filing a formal complaint regarding this. **C) Water Shortages** - Similar to the power outages, the source is from the national provider of water, and so it is not in the control of the university. **D) Abandoned Cars Behind Pangkor & Kapas Hall** - Total of 6 abandoned cars which are owned by previous UNMC staff and students that have already left the	Andy

university (names of the owners are also known).
- Security office is aware of the cars but refuse to take action due to legal implications and consequences. If the owners return, looking for their car, the university will be responsible for it.
- *Future Action: make sure to submit a proposal to be brought up in the next meeting with security.*

E) Standard Operating Procedure at Guard House
- For registered vehicles, security guards are currently only requesting for student IDs at night when they should actually be asking for it 24/7 (SOP).
- Security guards have become more lenient since students have not been cooperating – this raise security concerns and traffic to build when the student has to look for their card.
- Encourages students with registered vehicles to use guardhouse 2 to reduce congestion at main guardhouse.
- *Future Actions: encourage cooperation amongst students to show ID; remind students that guardhouse 2 can also be used to reduce traffic.*

F) Wifi at Accommodation Halls
- Upgrade will begin at the beginning of this week.
- IT will install more access points at J Block (J1,J2,J6).
- If unable to connect to eduroam, students can ask IT to download a certain app on the phone which will help / bring laptop so that they can change the VPN.
- Currently, there is a 10GB limit on students since there are students who have used up hundreds of GB before.
    - Management have a list of the top ten internet hoggers prior to the implementation of this rule.
- Looking for policies to penalize internet hoggers.

G) 'Escalate' Button - Accommodation
- Have an 'escalate' button where issues/complaints that have been lodged, but not catered to, can be prioritized.
- Will have a minimum of 3-5 days before users can choose this option.
- If a follow-up is needed, email to the office with the ticket number and CC Mr.Nicholas as well.
    - Applies to each and every student.

| 5 | 21:49 | **Education Officer – Updates**

A) Response from Meeting
- When raising issue, provide reports and statistics to back up arguments.
- Main issues raised during meeting: program structures and credit harmonisation, and introduction of a new postgraduate course.
- Any issues brought to Education Network will go directly to the Associate Team of Teaching and Learning. This is the best means of getting things done (helpful, cooperative, and provides guidance).
- CTC will be an absolute last resort.

B) School of Electrical Update
- School of electrical has been conducting tutoring sessions for students struggling with visa issues. Last Sunday was the last lesson for their computer workshop.

C) School of Computer Sciences Update
- This week there will be a meeting with Nigel from IT Services because school of computer sciences wants certain software installed in the computers which are currently unavailable. | Saajit |

		D) Qualtrics Application on Desktops - Discussion on whether to keep or delete the qualtrics application. - Trying to push towards keeping it since psychology courses are heavily reliant on using it (and can be used for other school activities such as elections). - Different from Google Surveys since it is more customizable and provides a more in-depth statistics and results. **E) Instatt** - Issue: students are being labelled absent for optional classes. - Lecturers will be trained regarding this at the beginning of 2019, however will be fully implemented in September 2019. - Lecturers actually have access to blocking the seminar.	
6	21:54	**<u>Postgraduate Officer – Updates</u>** **A) First PGSN** - Took place last week - Total number of the team: 12 - However only 11 showed up since one member who is still on lab attachment in the U.S. - This week one member has pulled out, making the number of members 10. **B) Upcoming Coffee & Cake Session** - Take place at KLTC - Initially proposed to be on the 4th of December, but now considering to hold it some time this week (Thursday). - Will introduce the network and the activities. **C) Year-long Activities** - Research and teaching-learning event: mentoring sessions between postgraduate students or seniors will talk to other near-postgrad students. - Having postgraduate students to mentor undergraduate students. Hoping that this will occur sometime in February. Will have one for each faculty. - Career talks: apart from companies, postgraduate	Ola

network will also get a booth during career week to be able to talk to people who are considering a career in their academia. Another option is to hold this in a separate event.

D) LINK Conference
- Instead of August, planning on holding it in April.
- Intend to invite a Malaysian Minister and other universities.
- However, it is most likely that people will have to pay to attend the conference this year.

E) Off-Campus Trip Proposal
- Perhaps in Langkawi or Melaka.
- Aware that it will be difficult to justify it, but will cooperate with graduate school and see if subsidies can be obtained before commitment.

F) Upcoming Events
- On-campus scavenger hunt
- The sharing and standardization seminar for all faculties. They want to standardize all procedures all the faculties in terms of the PG.
- Have decided that PG will have t-shirts this year. Students will pay for them. Will try to get subsidies.
- Will propose to corporate marketing about website idea. The proposal is that each PG research student should have a page on the website where you can see their profile, the research they are doing, and the person's research interest. This will be difficult to achieve however, it is worth a try.

G) Support for Late-Incoming PG Students
- Due to visa issues
- Whenever a postgraduate student thinks they will be arriving late, they will send Ola an email and he will then figure out the logistics.
- Have concerns about some PG students graduating but not cancelling their visa. Thus, Mr.Rahim would like a ten minute slot for all PG inductions.

| 7 | 22:03 | **<u>Sports Officer – Updates</u>**

A) Sports Grant
- Finalizing of sports grant will take place this week.

B) Survey (Cash Card) | Nadha |

		- Survey sent out to sports clubs and students to see whether they prefer having the cash card machine in the sports complex instead of the cafeteria/ATM.	
8	22:09	**International Students – Updates** **A) ICN Event Planning** - Hoping to do more fundraising - Higher costs are due to more effort being put in the event. - Try to get societies to be a part of it. However, if they are not cooperative, then the ambassadors will do it themselves. - Still need to figure out the photographer (photo booth). **B) Issues with Food Trucks** - Prices for food trucks and vendors to be able to sell on campus must be standardized. - There should be an agreement form signed by both parties stating that vendors have been invited on the campus by a club/society to prevent exploitation of students.	Sam
9	22:31	**Sustainability Officer – Updates** **A) General Updates** - Trying to focus on the sustainable development goals. - Collaboration with Nature Club **B) Past Events** - Had a bigger loss than budgeted (appx. RM150). - Reason: Vendor cancelled last minute and could not find another vendor to replace. - Emphasis on agreement between vendor and clubs with standardized pricing.	Juman
10	22:47	**Other** **A) Last Year's Ball** - There is still no profit and loss statement from last year's ball. **B) Team Outing** - Plan for SA team outing for the near future.	–

		- Next meeting the team will propose any ideas for activities, and the event will then be finalised on the following meeting.	
11	**22:56**	**Meeting Concluded**	Roshini