



<b>Submission To</b>	Postgraduate Council
<b>Meeting Date</b>	1 February 2021
<b>Category</b>	Select: Confidential or Non-Confidential
<b>Authors</b>	Diana Zhang, Ramanashree Palakshamurthy & Jerry Offor
<b>Item No</b>	[Governance use only]

## Minutes

### PGC Council Meeting

February 1st, 2021, 6:05 – 7:30pm (AEDT)

Michael Crouch Innovation Centre & Zoom online

#### Members in Attendance

Jerry Offor, Diana Zhang, Ramanashree Palakshamurthy, Jing Sun, Chukwuka Madumelu, Simon Xu, Emilia Nwakpa, Swarali Marathe, Constantine Tsounis, Mariam Soomro, Kalyani Patil, Christine Castor, Saltanat Paritova, Rabia Mobeen, Emmy Lau, Hugo Su, Vintii Aggarwal, Viola Karungi, Cathy Deng, Dimple Lalwani, Liam Cheney & Min Huang

*Ex-Officio Members:* Shruthi Shankar and Saurabh Kaura

*Apologies:* Niharika Kodare

#### 1. Meeting Opening

The President (Jerry) welcomed all members who attended in person and via Zoom to the third PGC Council Meeting. The meeting was declared open at 6:04pm.

- 1.1 An Acknowledgement of country was made
- 1.2 Apology was received from Niharika Kodare
- 1.3 No Conflict of Interest was declared
- 1.4 Women's Officer, Saltanat volunteered to be the meeting observer
- 1.5 Five items were flagged for immediate discussion. Councillor, Liam raised to discuss about a recent communication email for HDR students concerning 'RTP offset'. International Students' Officer, Kalyani raised three issues regarding the Ambassador of Month/Year on behalf of Coursework Students' Officer, Niharika: 1) award allocation; 2) prizes; and 3) date of Ambassador of Year awards. Vice-President, Diana raised to discuss about a potential outdoor pop-up cinema event for PGC. Finally, Jerry raised three items to discuss: 1) adoption of PGC minutes from previous meeting; 2) disclosure of PGC information for all PGC Committee members; and 3) establishing a PGC blog website to raise money.  
RESOLVED THAT Vice-President, Ramanashree raised the motion to accept these items and was seconded by Women's Officer, Saltanat.



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- 1.5.1 Councillor, Liam raised awareness about a recent email that was sent to all HDR students concerning a recent 'RTP offset' change. This matter was raised to the floor to discuss.
- 1.5.1.1 PGC members who are HDR candidates were unsure about this matter. RESOLVED THAT this issue is to be kept under the radar and will be discussed further, if necessary.
- 1.5.2 International students' officer, Kalyani raised three items
- 1.5.2.1 The first query was whether or not the Ambassador of the Month award should be given to each faculty per month. Discussion was moved to the floor.
- 1.5.2.1.1 The consensus among PGC members indicated that only one award should be given monthly. This is to ensure that the award is not devalued and that the best candidates regardless of faculty are awarded. President, Jerry also noted that an upcoming appointment with the Deputy Vice-Chancellor (Academic) is being scheduled in hope of cementing a partnership between DVC (Academic) and PGC for this event.
- 1.5.2.2 The second query was whether other prizes such as hoodies or merchandise can be considered for winners of Ambassador of Month.
- 1.5.2.2.1 President, Jerry noted that these costs can be negotiated with DVC (Academic) once a partnership is established.
- 1.5.2.3 The third query was to decide a date for the Ambassador of the Year award. This matter was opened to the floor for discussion.
- 1.5.2.3.1 Research Officer, Constantine raised the idea of combining the PGC Research student and supervisor award with Ambassador of Year award, therefore combining DVC (Research) and DVC (Academic) together. However, President, Jerry noted that the Research award is governed by Graduate Research School. The suggestion to hold the event from September onwards was well-received. Questions were raised concerning the difference between Ambassador of Month and Ambassador of Year awards. It was clarified that Ambassador of Month is inclusive for all postgraduate students, winners are also eligible for Ambassador of Year. However, Ambassador of Year is only for coursework students. Constantine also suggested to provide narrowed criteria for Ambassador for Year award.
- 1.5.3 Vice-President, Diana raised the idea about a flagship PGC outdoor pop-up cinema event. The idea is to increase visibility for PGC and ensure wide appeal for anyone at UNSW so that the name PGC will be spread far and wide. A quote for a screen big enough for 200 people was \$595 + GST (inclusive all equipment). Discussions were moved to the floor.



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- 1.5.3.1 This idea was received positively. President, Jerry suggested that the event could also be used to raise funds for PGC, e.g. ticketed at \$5 each. Questions were also raised regarding alternative venues such as Ritz Cinema. Diana clarified that a quote received from Ritz was \$11 per person for a private cinema and all seats in the private cinema would need to be booked. Questions were also raised regarding entry of undergraduate students as there may be difficulty checking who comes to sit down and watch. Jerry confirmed that partnership with SRC is certainly possible.
- 1.5.4 President, Jerry raised three items
- 1.5.4.1 Firstly, he stated that in order for PGC Committees to function well, committee members should have access to PGC documents such as minutes, working documents etc. A decision was handed to the floor.
- 1.5.4.1.1 The decision to approve was unanimous.  
RESOLVED THAT PGC Committee members will have access to PGC documents.
- 1.5.4.2 Secondly, Jerry proposed the idea for an external PGC blog website that will allow Committee members to contribute to stories/write-ups and which can be advertised on the PGC website. The cost of a host/domain will be privately paid by Jerry. Any funds generated from website traffic will go directly to PGC as an external source of income. The matter was given to the floor to discuss.
- 1.5.4.2.1 Questions were raised concerning the type of content to be featured. Jerry clarified that it can be any theme which the Council would like. A question regarding where the blogs would be featured was also raised. Jerry clarified that it would be featured at the bottom of the PGC page as an external link to the blog. Currently, this space is being filled by Arc stories.  
RESOLVED THAT this idea will be discussed after further consideration by PGC members.
- 1.5.4.3 Thirdly, the adoption of the minutes from the December PGC meeting was open to the floor.  
RESOLVED THAT the motion to accept the minutes was raised by Research Students' Officer, Constantine and seconded by Research Students' Officer, Mariam.

## 2. Matters for Discussion

- 2.1 The Vice-President, Diana provided an update about O-week and Marketing.
- 2.1.1 Firstly, with the O-week Committee, there are 4 events on offer: networking, wine and cheese night, virtual education series (co-hosted by Councillor, Vintii



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and Ex-officio member, Shruthi), virtual games night (hosted by Councillor, Emmy) and movie night (hosted by Equity Officers, Chuka and Jing). Both Eventbrite and Facebook events have been created. A people's choice vote was sent to Instagram and Wechat for the movie night – Crazy Rich Asians or Mulan – which happens to correspond to Chinese New Year. Results for this is yet to be made. Diana strongly encouraged all PGC members to advertise and circulate these events widely. She also mentioned the need to have a Responsible COVID Officer during O-week stalls and a dry run for the virtual events which will be streamed live on Facebook. A discussion about O-week was moved to the floor

2.1.1.1 Questions were raised concerning reserving tickets for new postgraduate students.

RESOLVED THAT the existing Eventbrite link will be capped to allow for tickets for new postgraduates.

2.1.1.2 President, Jerry also clarified that the role for Responsible COVID Officer will also be given special food vouchers.

2.1.1.3 Interest in O-week stall and Responsible COVID Officer will be gathered in a survey.

RESOLVED THAT a survey will be emailed by the end of the day.

2.1.2 Diana also gave an update from the Editorial, Marketing and Media Committee. She presented that with Ex-officio member, Saurabh, they have officially released both the Welcome and February Newsletter on the PGC website and via Arc's postgraduate database. She clarified that there were some internal issues with the database which has resulted in some postgraduates not receiving the email newsletter. She emphasised the importance during O-week for all postgraduates to become Arc members so that they will definitely receive our newsletter. Additional updates included establishing a partnership with Tharunka and Blitz magazine: 1) PGC Reports to be published in Term 2 and Term 3 Tharunka edition; 2) PGC O-week write up and video to be published in Blitz magazine, highlighting perspectives of new postgraduates during O-week. Diana also showed how marketing jobs can be requested through Arc Intranet. However, she recommends upskilling and learning how to create digital material independently through Canva. Any PGC members who wish to do this should send Diana their email to be included in the PGC Canva team. Finally, she proposed increasing the newsletter engagement by using games. For example, inserting a crossword where all successful submissions can go in the draw to win a \$20 gift card.

2.2 Councillor, Liam gave an update regarding the official PGC welcome video. He discussed about the purpose of the video which is to create an introductory video on what PGC offers (e.g. events, Postgraduate Lounge), to increase engagement



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and knowledge about PGC and a call to action (i.e. become a Arc member). Liam has requested for suggestions to a working document so that he can create a script later. Anyone interested in being in the video should contact Liam.

- 2.2.1 Questions were handed to the floor concerning the location shots. It was suggested that the video should showcase key PGC facilities. Another question concerned the number of people to be featured in the video and whether or not a final credits scene can contain a photo of all PGC members.  
RESOLVED THAT both will be attended to.

- 2.3 Finance Officer, Saltanat presented an update on PGC spending. She confirmed that PGC has so far spent: \$919 on merchandise (T-shirt and caps); and \$1050 on the PGC Strike Bowling event (which was sold out and specifically for international students during Arc's Funner Summer series)

- 2.4 President, Jerry gave an update on the PGC Committee Expression of Interest forms. He clarified that Vice-President Diana is planning to send the EOI forms to all course co-ordinators at UNSW.

### 3. Matters for Decision

- 3.1 The Vice-President, Diana presented the budget proposal for President & Vice-President's Office. She explained that the purchases included: 1) \$800 for Networking, wine and cheese night during O-week (\$8 pp including drink voucher and cheese platter); 2) \$147.50 for popcorn and drinks for the movie night during O-week; 3) 2 x \$20 gift vouchers for the March Newsletter as a reward to readers. The proposal was sent to the floor for approval.

- 3.1.1 RESOLVED THAT the budget was agreed upon.

- 3.2 Events Officer, Swarali presented the budget proposal. She explained that the budget was for the Coffee catch-up event. In particular, the investment in a Nespresso coffee machine (\$300) which will permanently be in the Postgraduate Lounge for use at any time. Additional costs such as coffee capsules, cups, a gift for the Zodiac of the month and water was also included, giving a grand total of \$400. The proposal was sent to the floor for approval.

- 3.2.1 A suggestion was made to create a PGC Coffee subscription as well as the use of BYO mugs.

RESOLVED THAT free coffee will be trialled for the first 2 months; PGC mugs can be handed out in the first event and reused afterwards.

- 3.2.2 RESOLVED THAT the budget was agreed upon.

- 3.3 International Students' Officers, Kalyani and Christine presented the budget proposal. They explained that for their postgraduate pub welcome dinner for



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international students only, the total cost needed is \$450. After consultation with Roundhouse/Whitehouse, the cost per person is cheaper than external venues. Therefore, the event will be able to cater for 30 people (instead of 20 as initially proposed). The food theme is 'Welcome to Australia'; proposed activity is Human Bingo. The proposal was sent to the floor for approval.

3.3.1 RESOLVED THAT the budget was agreed upon.

3.4 Research Students' Officers, Constantine and Mariam presented the budget proposal. They explained that the entrepreneurship event will be held on March 1<sup>st</sup> and in partnership with UNSW Founders. A detailed proposal can be found in the PGC Budget Proposal document. For this event, \$1500 is proposed for 50 guests (inclusive of catering and gifts for panel members and speakers). The proposal was sent to the floor for approval.

3.4.1 It was suggested that budget could include the cost of a personalised roll-up banner for the event.

3.4.2 RESOLVED THAT the budget was agreed upon.

3.5 President, Jerry raised the issue of the 3 Wechat groups that exists, 2 from previous PGC administrations and 1 from Team TRUST Wechat (created during 2020 elections). A vote to turn the Team TRUST Wechat into a working PGC Wechat group was handed to the floor.

3.5.1 RESOLVED THAT this transfer should occur.

3.6 Councillor, Vintii gave a presentation about Outcome.Life. She explained that in Australia, 85 % of the job market is hidden or through word of mouth and oftentimes, international students struggle to get their foot in the door. Outcome.Life is an Australian company that has been operating for 5 years which allows students to get an 'unpaid' internship. This internship has received full government backing and all legalities are taken care of. She emphasised the importance for international students to build their network and to gain experience. The internship is for 12 weeks and is supervised. Students would need to pay to apply. However, she proposed that a partnership with PGC is possible. A discussion about this idea was brought to the floor.

3.6.1 President, Jerry suggested that PGC could act as a bridge between Outcome.Life and international students.

3.6.2 Questions regarding the cost of this service and what companies are on offer was raised. Vintii clarified that the total cost is \$2000 upfront or \$2200 through payment methods. She clarified that the internship is 99 % guaranteed or a refund is given. All students are screened before the company takes the student on board. Vintii also confirmed that she is currently working at Outcome.Life.



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- 3.6.3 There was some concern surrounding the need to pay for an internship. However, some could empathise with the difficulty for international students to find work. A suggestion was made that the payment was more towards skills workshops and that the internship would be more about the 'experience'.
- 3.6.4 RESOLVED THAT further discussion is needed.

#### 4. Other Business

- 4.1 Vice-President, Diana gave an update on the postgraduate students' survey. She clarified that Research Students' Officer, Mariam has compiled the list of survey questions using Qualtrics. Any additional questions can be submitted to the VP email.

#### 5. Meeting Evaluation

- 5.1 The meeting observer, Saltanat provided her assessment of the meeting. She explained that we ran 25 minutes overtime and began 5 minutes late. Overall, the meeting was organised. However, 15 minutes was spent during discussions on Ambassador of Month/Year awards.
- 5.1.1 President, Jerry recommended that any agenda items should be sent to the VP's office when requested to avoid running overtime in future.
- 5.2 A motion to close the meeting was raised by Councillor, Liam and seconded by Research Students' Officer, Constantine.

The President, Jerry thanked everyone for attending the Council meeting. The meeting closed at 7:30pm.