



SRC Special Meeting

| 9 February | DSA 2-20 | 17H00 |

1. Welcoming and Opening:

The President welcomed everyone and started the meeting at 17:00

2. Attendance:

2.1 Present:

Njabulo Sibeko – President
 Neville Mupita – Deputy President (DP)
 Lauren Thabethe – Treasurer (TG)
 Captain Shongwe – Facilities, Safety and Security (FSS)
 Thokozane Zwane – Media, Marketing and Communications (MMC)
 Khanyi Mahlangu – Study Finance (SF)
 Karabo Lefete – Day Student and External Campus Affairs (DSEC)
 Katlego Modise – Sport
 Pule Nkadameng – RAG
 Jaryd Grobler – Culture
 Sandile Manoni – Academics 2
 Vhutshilo Muambadzi – Residences 1
 Francois du Plessis – Residences 2
 Zeenat Patel – Academics 1

2.2 Absent with apology:

Phenyo Matabane – Secretary (SG) – Late due to class
 Christo Pretorius- Deputy Secretary – Attending a family matter
 Karabo Mogale – Societies
 Sphesihle Makhanya – Transformation and Student Success

3. Adoption of Agenda and Noting of Matters Arising:

3.1 President: Noted that the date and time provided on the meeting agenda were incorrect, but other than that, accepted agenda points were considered valid.

3.2 Noting of Matters Arising:

- 3.3.1 **Study Finance:** Information Given to NSFAS Students
- 3.3.2 **President:** SRC Split and Helpdesk Divisions

4. Feedback from Executive:

4.1 SRC Executive

No Meeting was held.



4.2 University Executive

President: Pointed out that a meeting had been conducted with the university's executive. With the Vice-Chancellor, Prof Tawana Kupe. Prof Kupe was asked for clarity on a few issues:

1. UP's response to the NSFAS Accommodation Allowance decrease.
 - a. The President said that Prof Kupe noted that UP had sent a letter to request an exemption from this limitation. However, he was shocked at the severity of the situation.
 - b. The University currently has no solutions to resolve this issue other than the exemption letter, and this includes TuksRes. He suggested the SRC puts a proposal on paper that states how the issue affects students, list the students who need assistance as well as the facts to back it up. Solutions also need to be provided. He then said that the Accommodation Task Team have been informed of this and will provide an update.
 - c. **Culture:** Noted that this issue will affect every single NSFAS Funded Student who does not stay at home.
 - d. **President:** Replied that UP Still wants the data to back it up.
 - e. **Study Finance:** Suggested we send out communication on the issue.
 - f. **President:** Said that he will speak to the Accommodation Task Team about this.
2. Final years with historical debt who need assistance with registering.
 - a. It was suggested that we draft a formal letter requesting assistance on this matter that has the details of all the students who need assistance in this matter.
 - b. The President noted that these situations are extremely difficult to help when students have historical debt of amounts in the R200 000's.
 - c. He further noted that there is a meeting with Prof Corenhof tomorrow.
 - d. For the data on these students who need assistance, he said that he wants to get it from the Study Aid Fund Applicants, and not unnecessarily create a new Google Form.
 - e. He finally said that the Finance Task Team to deal with this issue, and that they should not limit their assistance to Final Year Students, as there are many students who need our help.
3. SRC Study Aid Fund:
 - a. **President:** Noted that the SRC's funds are extremely limited. He then suggested the SRC send a formal letter to UP Management asking them to donate money to the fund, or at least lift the holds of the students.
 - b. **President:** Said that he would do this and would get help from Study Finance and TG.

5. Updates from Task Teams

5.1 Social media Task Team:

- **MMC:** Noted that there are not many updates that need to be given for this task team, just the general social media posters and queries.
- **Culture:** Updated the SRC on the progress of the First Year Guide. It will be sent to the SRC for approval, and thereafter uploaded on ClickUP.
- **President:** Asked if this could be posted on social media



- **Culture:** Noted that the guide is too many pages long for that.
- **MMC:** Suggested posters on some parts of the guide be made.

5.2 Academic Task Team:

- **Academics 1:** Noted that they have received more feedback from appeals and expect EMS and NAT's feedback next week. Other than that, it is just the general queries.
- **Academics 1:** Then brought forward the issue of students who did not return to UP in a long time, and did not take a Leave of Absence, but then tried to return who must reapply. She noted that no Faculty is giving allowances on this but is trying to handle it on a case-by-case basis.
- **Academics 1:** Then said that the Academic Sub-Council has some queries, which she will direct to the SRC group. She also noted that at SRC Helpdesk, they are receiving many general queries, and although there are several issues, none are major.
- **President:** Asked if any Faculties are having appeal meetings after the 20th of February.
- **Academics 1:** Answered that many are still due to meet after that. Some faculties have missed their first meetings.
- **President:** Enquired about students who have not received appeal outcomes by the time registration closes.
- **Academics 1:** Answered that this should be discussed with the registrar, and that names need to be provided in a list for this to be resolved.
- **President:** Asked if this information can be released to the students.
- **Academics 1:** Answered that the task team will discuss it, but this should wait for when classes start and not O Week. The Task Team also needs to double check the information.
- **Academics 2:** Added that a list can only be made, and information can be released after the President has met with the Registrar, as we need full information before we release any communications as to avoid issues. Students with this issue will also need access to accommodation.
- **President:** Noted that the accommodation aspect will be difficult to resolve, as it will cause issues if a student signs a lease, and they are not readmitted.
- **Academics 1:** Said that students will have access to assessments and study material online through ClickUP, and that accommodation is not provided, but perhaps the Accommodation Task Team can assist.
- **President:** Noted that he really is not sure about this, but the SRC will try to figure it out.

5.3 Finance Task Team:

- **Study Finance:** Noted that she has many long meetings with finance staff, ranging from 6:00 to 09:00 to 13:00. She discusses a variety of issues in them, including negotiating for students to register.
- **Study Finance:** Further updated on NSFAS issues, and there are many issues. A single statement cannot be released as a catch all solution, as nearly every case is a case-by-case issue. For example, some students could be the victim of an NSFAS Shortfall, some may



have summer school or breakage fees or some other type of hold. Some students who qualify for NSFAS have been rejected on the basis of "Family Income Greater than R350 000" but have no option to appeal it. She then said that she will provide feedback when she receives it.

- **Study Finance:** She then noted that some students are still getting incorrect information from the SG. She explains that he speaks on behalf of her office and has recently stated that all provisionally funded NSFAS students should have had their holds lifted, which is not the case as the Finance Department gets a new list nearly every week. He communicates incorrectly with students, and she suffers the backlash. She has had this talk with him too much for the issue to continue, and it needs to be fixed.
- **Study Finance:** She noted that her resignation attempt was refused and is exhausted. Every SRC Member has all-nighters with efforts that go unnoticed, but it is always the same person who makes this mistake, and she explains that she has kept a record of her communication with the SG.
- **Study Finance:** Finally mentioned that she is investigating the issue of students whose NSFAS Status's get reversed and asked that no one shares her personal email with students.
- **DP:** Explained that the SRC understands what Study Finance is going through, but the meeting is not the place to discuss it. He will follow up with her afterwards.
- **President:** Asked if the relevant information can be released to the students.
- **MMC:** Added that the office of the MMC should not be consistently posting statements.
- **Study Finance:** Will update the SRC with the full information after meeting with Finance before any incorrect information is provided.
- **President:** Explained the Circular that NSFAS has recently issued. A list of funded students was supposed to be released to universities on the 7th but came late due to delays from 3rd parties. There are currently NSFAS Funded Students Nationally, and 516000 new students. This is the most that NSFAS has ever funded. The NSFAS portals have also been recently updated. There are still 120 000 applications that need to be reviewed. The President then pointed out that document said nothing about the NSFAS Shortfalls or students suffering with debts. It lacked any important information.
- **Study Finances:** Stated that she will enquire if the Finance Office has received any more information.
- **TG:** Raised the issue of NSFAS funded students who are in TuksRes who are struggling with the Res Levy.
- **Residences 1:** Pointed out that they are exempt from this.
- **President:** Noted that it is hard to understand that, and that a poster should be made. The Residences Officers provide the MMC with the relevant information.
- **Academics 2:** Raised the issue of students who applied for NSFAS who applied for Private Accommodation but are unsure if they are.



funded or not. He noted that some students got SMS's saying they are provisionally funded, and paid the admin fee for these residences, but they cannot come because the residence is not certain of their funding status.

- **President:** Said that students just need to provide a screenshot of their portal.
- **MMC:** Stated that private accommodations are skeptical of funding NSFAS Students due to waiting for the exemption status. They are currently placed on waiting lists. The CAP has caused some major issues.
- **TG:** Noted that Apartments on Williams prefers Privately Funded Students over NSFAS Students.
- **Academics 2:** Said that the SMS's should be proof enough of funding status. He further noted that the SRC is still fighting the R45 000 issue, and that the fees must drop whether they like it or not.
- **President:** Agreed that the SMS should count, as well as a screenshot of the NSFAS Portal. Respublica used to have an issue with it, requiring a letter from UP directly, but they have been called out on the matter and accepts screenshots now. He knows that these residents do not want NSFAS Students currently.
- **MMC:** Noted that some students that the SRC is fighting for will move in and pay the top up regardless.
- **President:** Redirected the meeting towards the Res Levy poster, and said it needs to be made.
- **Residences 1:** Pointed out this was discussed at the start of the year already.
- **President:** Noted that the SRC needs a system to follow up on duties.
- **Culture:** Explained a system they used in a previous team: a to-do list attached to every set of minutes that is reviewed in the next meeting.
- **President:** Suggested that this is used going forward.
- **FSS:** Raised a query regarding portfolio communications. If a portfolio is to make a statement, does the portfolio release it or the SG? ***Note, this matter is answered in Matters Arising.***
- **Academics 1:** raised a concern on a new issue; NSFAS Appeals close on the 20th of February, but UP appeals are still being resolved after that date. This has been raised to Faculties, but they are unable to asset.
- **President:** Answered that Students should submit their NSFAS appeal regardless.
- **Academics 1:** Replied that students need confirmation of readmittance as this is sometimes to cause of NSFAS exclusion.
- **Study Finance:** Answered that usually when an academic appeal is successful, NSFAS funding it automatically regained. However, NSFAS has three new criteria points for funding, and if even one of them is not met, funding is denied.
- **President:** Asked on how the SRC Should approach this.
- **Academics 1:** Answered that certain Faculties are done with.



appeals, and that the rest need to do something about this via the faculty house Chairpersons. Perhaps it is an issue of them not getting information.

- **President:** Said that students facing issues with this should contact the Finance Task Team email.
- **Culture:** Noted that they have two first year students that have been rejected by NSFAS and are not able to pay the registration fee and asked what they need to do.
- **Study Finance:** Said they should email the Finance Task Team email.

5.4 Residence Task Team

- **Residences 1:** Stated that we should all be aware of the NSFAS Accommodation CAP. When asking TuksRes for assistance, they have stated that “No Student will be left behind”, but then suggested students may have to sign an Acknowledgement of Debt, which is something undesirable. Progress is currently up in the air on this issue.
- **Residences 1:** She further noted that the response given by the DHET was insufficient. At the current situation, the best option is to draft a list of issues and send it Executive Management for a considered response. The SRC will give them a reasonable amount of time to respond, and where that fails or if the response is insufficient, the SRC hosts a demonstration. It will be one in line with instructional and legal confines and should not result in suspension. The demonstration would be the SRC sleeping on the streets. If the University wants proof that students will be sleeping on the streets, then they will get their proof.

Questions on Demonstration

- **Study Finances:** 1.) How long is enough time to respond? 2.) Will it be like last years’ demonstrations in front of the Groenkloof campus gates?
- **MMC:** 1.) Supported the question on a reasonable time frame. 2.) With the demonstration, will only the SRC be present, or will other students join us?
- **Culture:** Given the fact that this will attract media attention, are all SRC Members required to attend.
- **Academics 2:** 1.) Is fully in support of a demonstration, and suggests we mobilize students. 2.) Asked for more details on the nature of the demonstration.
- **TG:** 1.) is the demonstration inside or outside campus. 2.) If it is outside, we must follow the correct procedures – i.e., getting police approval.
- **Academics 1:** We need to plan the logistics of this demonstration very carefully.
- **FSS:** As soon as the Residence Task Team gets a response, will it be kept in confidence whether we will have this demonstration?
- **President:** Suggested the SRC keep it in confidence. He has spoken to DP throughout the week, and the impact on students are far too.



great, and the Accommodation Task Team cannot handle it alone. As a result, he wants to split the SRC into two groups: an Operational Team and an Accommodation Team. The Operational groups deals with th4e day to day functions of the SRC, and the Accommodation team deals with residence and legal issues. The names were sent in the group chat earlier today. SRC Members will continue with their task teams and still perform their duties.

- **DP:** Said that SRC members will continue with their duties.
- **TG:** Asked if this is for the first quarter only.
- **President:** Answered that it will continue until the issue is resolved.
- **Residences 1:** Noted that she will try to answer the raised questions, but if the answers are not satisfactory, the President should be asked instead. She explained that the Demonstration is in a very mind-mapped stage as it is intended to be presented to the team as a whole and discussed further. No logistics have been decided on yet. She finally suggested that the reasonable time frame be 5 working days.
- **TG:** Suggested we vote now on whether this will occur.
- **Residences 1:** Replied that this will start with the Accommodation Task Team and then the full proposal will come to the SRC at large.
- **President:** Said that a meeting should be scheduled where this is discussed.
- **MMC:** Noted that 5 days is too many and suggested 3 days be used instead.
- **President:** Answered that the Executive sits every Tuesday, so we should send the proposal out on Friday. He fully supports the plan.
- **Residences 1:** Asks if the demonstration will occur if the response is not satisfactory?
- **Study Finance:** Asked that when voting, SRC Members consider the gravity of the situation. She understands that it is scary.
- *A short discussion on the risks of the demonstration took place.*
- **Voting:**
- Yes: Unanimous
- No:0
- It has been decided that the demonstration, should the response beunsatisfactory, will take place.
- The Residence Task Team will work on a proposal and give the SRC a rough plan of what will occur.
- **Residences 1:** Noted that she is confused; is this just for the Residence Task Team or the Accommodation Team as a whole? She further asked whether she or the President are leading this.
- **President:** Answered that it is the entire Accommodation Team. He further explained that he will lead this from the back, and Residences is in charge of this directly.
- **TG:** Asked when the SRC would meet to discuss this.
- **President:** Noted that tomorrow is when the document is set, and Saturday is Welcome Day, and suggested the SRC Meet on Monday.
- **Academics 2:** Noted that planning this will take longer than a normal meeting.
- **Academics 1:** Noted that the demonstration will likely occur during



when classes start, so we should have the entire next week to

discuss it.

- **President:** Noted that the weekend should be spent drafting the plan in full, so that during the Monday meeting it can be made fool-proof; the plan the SRC goes through must be very robust. He notes that he will push on his end to get a response from the Executive.

6. Meeting with the Department of Institutional Advancement

6.1 MMC: Said that the SG wanted training on what the SRC should do when the Media approaches. The SRC needs to provide a suitable date for Media training to take place. He further noted that he received some documents from the DIA.

6.2 Academics 2: Asked if the documents can be stored in a Google Drive that we all have access to. The documents should be stored in named folders, and all future relevant documents should be stored in the drive.

6.3 MMC: Raised the issue of minute approval as some issues were discussed in confidence. He needs to upload minutes to Click UP at some point.

6.4 TG: Answered that minutes are approved and then released automatically.

6.5 Academics 2: Noted that matters discussed in confidence needed to be carefully approached.

6.6 DSEC: Asked what the process to follow is when minutes are rejected.

6.7 President: Suggested we have monthly or quarterly releases of minutes, as to avoid confidential matters coming out too early, but keeping student informed. It was said that the SRC Secretary will create Google Drive.

7. Matters Arising

7.1 Helpdesk:

- **President:** Asked what the situation at LC currently is? What is the volume of students there?
- **TG:** Noted that it is becoming empty, but there are still some cases, around 75% of students have registered.
- **Academics 1:** Said that there is still value with the SRC being present, though the number present can be reduced.
- **Academics 2:** Noted that saying we are unneeded is incorrect. The issues faced at helpdesk have now changed. Instead of administration queries, we are getting accommodation queries now; and such we should priorities the Accommodation Task Team. The SRC also needs to look at each situation at the Helpdesk and help students as best they can; even in situations where they cannot get admittance. For example, advise them to investigate CACH or upgrade ~~to~~ marks. Never let anyone walk away without a solution.
- **TG:** Requested that finance queries be directed to her.
- **Academics 2:** Suggested we come up with a contingency plan; we set certain amounts of hours to work. The current shift system is not working, as people do not even follow it.
- **RAG:** Noted that Office Hours are not currently working; people are needed at Helpdesk.
- **DP:** Said that Office Hours are done in your office, and you must plan.



around these hours. I.e., plan meetings to be outside of these, forexample.

- **Sports:** Asked whether we need to do 6 hours a day, week, or month.
- **DP:** Answered that Office Hours are Weekly.
- **Sports:** asked if meetings with external parties and other external work could be seen as office.
- **President:** Answered that office hours must be done in the office; a time where you are readily available to the students.
- **Study Finance:** Said that during her office hours, she records the queries she has dealt with in a google sheet.
- **President:** Clarified that no one is doing their office hours yet, as classes have not started.
- **DP:** Clarified that you are in your office for those 6 hours, and not doing external meetings. SRC Members will need to sign a sheet as proof they have served their office hours.
- **President:** Redirected the meeting back to LC. Suggested we have 4 people present at each shift, and then asked for the peak times.
- Various ideas were proposed, notably Academics 2 and the SG, who had arrived recently. It was finally decided that the shift period would be 09:00 – 14:00.
- **President:** Said that is the responsibility of someone who cannot attend an assigned shift for any reason to find a replacement, and they should ask every SRC Member.
- **DP:** Said that the SG needs to get his work in order. A duty list cannot be sent out at the time the duty starts.
- **President:** Suggested the duty list be worked on now and sent ASAP. Members of various task teams need to be included. The starting date for this list will be Monday.
- **DSEC:** Noted that next week is O Week.
- **President:** Said that the SRC has a stall for Welcome Day.
- **MMC:** Noted that the venues may have changed, and that he will confirm.
- **President:** Said that during o Week, we would need to be at the piazza for two days, and the duty list should be for Monday to Wednesday.
- The matter of transport was briefly discussed.
- **DP:** Noted that it is hard to book a car with a temporary license, and this can be explored further after Orientation Week.
- **President:** Said that he will talk to Priscilla.
- **SG:** Suggested we rather talk to Mam Fundi and have her book on our behalf.
- **President:** Advised against it, and suggested we try using the temporary license.
- **Residences 1:** Requested that the Accommodation Task Team meet after hours, as she is still busy with her 1st year orientation.
- **President:** Said that he would update the SRC in the next meeting



about TuksFM.

- **Academics 2:** Asked what the SRC would be doing during the activations in the piazza, and if we would need to set up a stall.
- **Academics 1:** The SRC would just set up a gazebo and explain the functions and purpose of the SRC to students.
- **President:** Explained that on Saturday, there will be exhibitions of the student structures, such as Faculty Houses.
- **TG:** Asked for clarity on this.
- **President:** Said that he would get more clarity and give feedback afterwards.
- **MMC:** Said that the purpose of this is mostly to interact with students.

7.2 Portfolio Specific Statements:

- **FSS:** Asked that when an office needs to draft a statement, do they do it alone or work together with the SG.
- **TG:** Answered that they draft the statement and send it to the SG, who puts in under to correct letterhead and sends it out. Day to Day statements is drawn up by the SG.
- **Academics 2:** Said that the release of open letters by offices needs to be done through the correct channels. And as a measure to prevent the wrong parties being quoted, all relevant offices should sign the letter.
- **Study Finance:** Reiterated that quotes should come directly from the relevant office.
- **Academics 1:** Asked whether statements will be signed by just the relevant parties, or by the President and SG as well.
- **SG:** Noted that by the jurisdiction of the CSG, sections 23(4)f, both the SG and President need to sign these statements. The documents also speak on behalf of the entire SRC, and so statements must say "The SRC" and not "The Accommodation Task Team". It is irrelevant to have someone sign if it is not signed by the SG and President.
- **President:** Requested the SG read the section of the CSG.
- **Academics 2:** Asked for more clarity. He brought this matter up as he did not want someone to be quoted for something they did not say or were not present to discuss. He referred to the news article that quoted the DP and SG for things the Accommodation Task Team stated. He asked that the correct offices be signed as well to prevent confusion.
- **SF:** Added that Academics 2 brought this up for clarity purposes. No one is saying that the SG should not sign the documents. She explained to the SG that no one is coming to take away his office, and that the presence of other signatures is just to ensure the correct offices approve information, and that no one is accountable for actions that were not present for.
- **Academics 1:** asked if the SRC could agree on the multiple signature solution, so it won't be an issue.
- **SG:** Noted that any communicate made by the SRC Must go through



his office. He then asked that this not become an issue.

- **President:** Closed the discussion, saying that all relevant parties will sign the document. They will draft it and send it to the SG, and thereafter all parties that are relevant will sign it. He then asked that the multiple signatures be kept on one page and be done neatly.

7.3 Office of the Secretary:

- **President:** Stated that he is upset with the actions taken by the SG. He had spoken to the SG prior about his interactions with other offices, first alone and then with Dr Jorissen. He stated that he had already spoken to the SG about meeting times, and said that if classes were an issue, he could excuse himself via an apology until we have a work around. He then stated that the SG does not have the power to call meetings, the President can, or 7 other members of the SRC.
- **President:** Further elaborated on the fact that the SG mislead people when sending out the time of this meeting, stating that he included others' timetables in the planning when classes had not started yet for some members, and others are not yet registered. If constitutionality is a concern, the SG should send skeletal drafts of the agenda and then merely add on throughout the week. He stated that the SG is purposefully making the President look bad.
- **President:** Then stated that going forward, set Wednesday at 17:30 as meeting times, and to assume that unless communicated otherwise. He finally told the SG not to usurp the functions of his Office, asking him if he understood.
- The SG attempted to argue back, which caused an argument to erupt in the meeting. The President shut down the discussion.
- **President:** Stated that he did not ask SG to explain his actions, he just needs to state whether he understands or not, and then it will be dealt with afterwards.
- **SG:** Said that he understands.

8. Time and Date of next meeting:

President: Demonstration meeting is on Monday at 17:30. The weekly meeting will be on Wednesday, or Thursday if Wednesday is not possible.

SG: Noted that he will attend late due to his class and requested that the meeting start at 18:00.

DP: Stated that sometimes people cannot attend a meeting, and that the SRC should not shift everything around because of that. As long as quorum is met, the meeting can sit. If votes are to be held, give someone your Proxy Vote.

9. Closing

The President closed the meeting at 20:54.



10. To-Do List:

10.1 Statement on NSFAS Accommodation Allowance Decrease:

Accommodation Task Team

10.2 Final Years with Historical Debt List: Finance Task Team

10.3 Letter for Donation to Study Aid Fund: President/TG and Study Finance

10.4 First Year Guide: Culture

10.5 Posters on First Year Guide: Culture & MMC

10.6 Meeting with Registrar and Feedback: Students with Appeal Outcomes Post
Closing Date: President & Academics

10.7 Poster on Exemption of TuksRes Levy for NSFAS Students: Residences & MMC

Clarity on NSFAS Queries: Study Finance

10.8 Add To-Do List to Minutes Template: Culture

10.9 NSFAS Appeals and Late Academic Appeals: Academics

10.10 Drafting Plan for Demonstration, Statement to UP Executive:

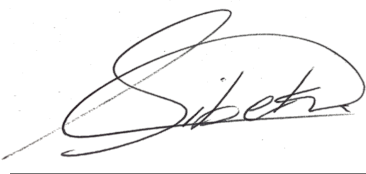
Accommodation Main Task Team.

10.11 Creating a Google Drive for SRC Documentation: Office of the Secretariat.

10.12 Matters relating to Study Finance and SG: DP

I, "President and SG", hereby declare that these minutes serve as a true reflection of what transpired during this particular SRC meeting.

Minutes Taken by the Office of Student Culture.


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