



TSC General Meeting Minutes

| 29 January | DSA Building Room 2-27 | 17:00-19:00 |

Attendees:

Name	Portfolio	Attendance
Khanyisile Mahlangu	Chairperson	Present
Nicole van der Walt	Secretary and Culture	Present
Karabo Mogale	Treasurer	Present
Katlego Buda	Marketing, Media and Communication	Present
Okuhle Mpepo	Study Finance	Present
Sicelo Mgwanya	Societies	Present
Hlulani Mawila	External Campus Affairs, Facilities, Sport	Present
Kamva Diko	Transformation and RAG	Present
Favourite Ntisane	Academics	Present
Christiaan Bronkhorst	Academics	Present
Conrad Grobbelaar	Residences	Present
Hlumelo Mjikeliso	Residences	Present

Agenda Points:

- **Purpose:** To address general issues concerning student assistance
- **Topic items:**

1. Welcoming
2. Arrival of senior students

3. TSC representative for Constitutional Tribunal interviews
4. Library presenters during orientation week
5. Private accommodation inspections
6. Historical debt
7. Study Aid Fund administration
8. NSFAS status awaiting and registration
9. Academic exclusions
10. Faculty Houses report
11. Orientation week
12. Student registration
13. Accommodations
14. Budget template
15. Group dynamics
16. Matters Arising

Detailed Minutes:

Agenda Item	Discussions	Decisions
Welcoming	Everyone was welcomed and the meeting began.	
Arrival of senior students	This goes with historical debt and accommodation. This agenda point is discussed below.	
TSC rep for Constitutional Tribunal interviews	The CJ of the Constitutional Tribunal reached out and needs someone who is available on the 2 nd , 6 th and 7 ^h of February to represent the TSC. The representative must read various documentation beforehand and help appoint judges.	Sicelo was appointed to represent the TSC.
Library presenters during o-week	Gerda requested presenters for the following dates: 12-15 th of February Gerda asked that the Faculty Houses will also send representatives. One or more	Christiaan will follow up with Gerda to confirm that the Faculty Houses will send

	representative will be sufficient for each session. However, she did request TSC members first, so clarity needs to be provided.	representatives and if no TSC members are needed.
Private accommodation inspections	<p>In order to forge better relationships with the various private accommodations, and to ensure that the standards are met, inspections can be organised and go through the residences office. The TSC members can help with the inspections and also work hand in hand with Mr. Sono.</p> <p>This is an urgent matter due to residences that are full. Lease agreements will also need to be looked at to prevent students signing contracts without being informed of any additional information that may negatively affect them. A problem with this is that NSFAS students will be applying for private accommodation through them.</p>	<p>A task team will be created to handle the matter.</p> <p>Communication will be sent out to students to inform them about the standards of the private accommodations.</p> <p>Okuhle will also find out how the process will work in terms of NSFAS accommodations applications.</p>
Historical Debt	<p>There are a lot of queries with historical debt and how we can help assist students in this regard. The two main questions are:</p> <ol style="list-style-type: none"> 1. How was it improved in the previous years? 2. What can be done now before the retuning students arrive? <p>Firstly it needs to be determined how much the study aid fund is going to be give students an estimate.</p> <p>Last year if a debt was less than R5000 then the financial block could be lifted.</p> <p>The budget of the Study Aid Fund has not yet been determined. We need to find a middle ground to help cap the amount of debt that a student has.</p>	<p>A Finance Task Team will be created to help.</p> <p>Khanyi will meet with the Vice Principal on Wednesday the 31st of January to discuss the matter.</p> <p>NB: Set up meeting with management to discuss the matter.</p>

	A suggestion was made that students can still register regardless of historical debts due to the amount of pressure it puts on students.	
Study Aid Fund administration	Once we obtained the budget we will be able to move forward.	
NSFAS status awaiting and registration	<p>Health students need to register by the 19th of January but many students are waiting for NSFAS to come back to them in order for them to waive the registration fee.</p> <p>Professor Vanessa Steenkamp will be able to help with the matter.</p> <p>The suggestion of a google form was turned down because general google forms are already sent out and the form might get lost or overloaded with students who are applying on every form regardless if they are a health science student or not.</p> <p>A suggestion was made that targeted students be sent the form, however, there are too many implications.</p> <p>A spreadsheet can be created that will be sent to the TSC (with the various students' consent to comply with POPIA).</p> <p>We unfortunately do not have access to a list of accredited NSFAS students. Anticipated aid will be loaded onto the NSFAS student's account, however, the financial hold will only be lifted when the money was paid into the student's account.</p>	Katlego will create the spreadsheet by the 31 st of January and Conrad will find out if it would be possible to push the registration date and remain in contact with Prof. Steenkamp.
Academic exclusions	Assistance have been given, EMS does not give students the opportunity to appeal their exclusions but the matter has been escalated to the registrar's office. Hopefully the matter will be sorted out before Wednesday the 31 st of January.	Christiaan and Favourite will stay in touch with the registrar's office.

Faculty Houses report	Feedback was given in terms of the orientation week. They are willing to assist with the library sessions and participation in the key committee events was encouraged. A sub-council meeting will take place next week (TBC) with the TSC to discuss our plans with them for the rest of the year.	Favourite and Christiaan will schedule the meeting date and time before the end of the week.
Orientation week	<p>During orientation week (which is from the 12th of February) it was suggested that the TSC have a quick time slot to be introduced to the first years. We can do it during the faculty houses' time slots, however, we might need permission to slot ourselves in.</p> <p>A concern was raised that we will be spread too thin during that week, due to the other responsibilities that we have.</p> <p>A suggestion was made that we can create our own 'event' or activation to be more visible, or we need our own time slot in the orientation program.</p> <p>The activation can be done during the first two weeks and we can do shifts to man our stall.</p> <p>Two stalls will be set up: One at Help Desk and one at Hillcrest. One shift from 8:00 to 12:00 and 12:00 to 16:00.</p> <p>A booklet can be made to explain who and what the TSC is and a QR code can be made for students to scan for more information.</p> <p>The infographic can also be added to show what the structure of the DSA is.</p>	<p>Khanyi will speak to JP to ask whether it will be possible for us to have a stall during the week to have our own activation. She will also find out more details on how the exhibitions will work.</p> <p>Once this is determined a new schedule will be sent out for Help Desk.</p> <p>Katlego will make the booklet and QR code.</p>
Student Registration	It was suggested that we push the registration dates, because too many students are not able to register due to financial constraints. We as	Khanyi is meeting with Prof. Flavia to discuss various matters and get feedback.

	<p>a TSC must find a way to help them, because we do not have any solutions at the moment. Unfortunately,</p>	
Accommodations	<p>A suggestion was made to refer students who are on the residence wait list to private accommodations, however some of the private accommodations are not up to standard and students are not aware of the conditions of these buildings. We as a TSC need to first know what the conditions, before we refer and send students to it.</p> <p>We cannot refer students directly to Elim anymore, because we as a TSC first needs to screen the student and then only, once the requirements have been met, can they be sent to the contact at Elim.</p> <p>Security Services are also not always informed on what to do and refer some students back to us. We are also not aware of what happens after we refer students to the SS, therefore we want a person from SS to be in constant communication with us to keep us informed on what is happening to the students.</p> <p>If students are on the waiting list, also tell them to keep on waiting and email TuksRes placement to ask where they are on the waiting list.</p>	<p>Khanyi will create a task team to assist with this.</p> <p>Private accommodations need to be inspected.</p> <p>Hlulani will ask who we can call from SS in order to be constantly informed and to have a direct line of communication with one person.</p>
Budget Template	<p>Access to previous SRC budgets are requested for a better guideline for our own budgets, before we finalise and send it to JP.</p>	<p>Khanyi will follow up with JP to send us an estimate amount for our budgets.</p>
Group Dynamics	<p>The matter was raised that we are not connected as a team and we do not have the support from our fellow team members. We cannot afford to not work together as a team.</p>	<p>Nicole will organise a quick stress reliever event for the TSC members to blow off some steam and tension.</p>

	<p>We need proper guidance and feedback. We should always be professional towards each other. Also, we should be try be more independent and be more invested in what is going on in the TSC. We should also work together and help each other by being more active and draw on each other's resources.</p>	
<p>Other Matters Arising</p>	<p><u>RAG of Hope day:</u> It is suggested that the TSC has their own stall to help fundraise money. Aroma will maybe be at RAG of Hope day and a percentage will go to us out of their revenue to contribute to our funds. We can also have a thrift stall, however, we also need a speed point. We can also provide services instead of selling products, such as a dunk tank. Proud2beUP Campaign can also be started at the RAG of Hope Day.</p> <p><u>Photographs and Marketing:</u> we want to do this as soon as possible for marketing and communication purposes. We want to be relatable and need to start as soon as possible with our branding and TSC introduction for students to get to know us.</p> <p><u>Open Day:</u> We want to be introduced at Open Day as a whole committee.</p> <p><u>Email regarding access to DSA:</u> if the doors are closed for the DSA then students are not allowed full and complete access, even if they can schedule a meeting or appointment with a TSC meeting. Walk ins are still allowed but someone needs to be present to help the student and let them in. It will seem as if we</p>	<p><u>RAG of Hope Day:</u> Kamva will find out from the RAG Committee if we are allowed to have our own stall. Christiaan will find out about a dunk tank. Nicole will keep in contact with Aroma. Everyone will ask people to donate clothing that they are not using for the thrift market.</p> <p><u>Photographs:</u> Katlego will follow up with JP and also start with marketing as soon as her training is done.</p> <p><u>Open Day:</u> Khanyi will find out if we can be introduced.</p> <p><u>Email regarding access to DSA:</u> Khanyi will raise the concerns we have concerning this matter to JP and for more clarity.</p>

	<p>are gatekeeping students from the DSA and should always be accessible. This will also create more and unnecessary admin. Students also do not always have the means and information necessary to schedule an appointment with the student leaders. The is also a concern that the interns will not always be at the front desk to refer and help students.</p> <p><u>Contact Details:</u> If contact details are asked, do not give out cell-phone numbers, only email addresses.</p> <p><u>Next Meeting:</u> a date will be discussed as to when our next meeting will be.</p> <p><u>Strategic Plan:</u> we need to finalise our strategic plan and need to know by when. Nicole will get a template from Bhaviksha and a meeting will be set up to finalise it.</p>	
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Approval:

We, the Chairperson of the TSC; Khanyisile Mahlangu, and Secretariat; Nicole van der Walt, hereby declare that these minutes are an accurate and true reflection of this general TSC meeting.



Khanyisile Mahlangu
Chairperson



Nicole van der Walt
Secretary