University of Pretoria
Temporary Student Committee

Minutes of a meeting as held at 17:00 on Wednesday 13 January 2010 in the Committee Room, Tukkiewerf

1. **Opening and welcome**

Marius welcomed everyone present and opened with prayer.

2. **Attendance**

2.1 **Present**

Marius Ellis	Chairperson
Armand Goutondji	International Students & Relations and External Campuses
Natasha Gresse	Secretary General
Megan Howard	Marketing & Projects
Nyasha Kuzinya	Societies
Tiyani Majoko	Deputy Chairperson, Community Engagement and Service Providers
Zwelakhe Makuhleni	Student Affairs, PRO & Internal Projects
Hanri Niemand	Residences
Michael Shackleton	Safety, Security & Facilities
Dineo Siko	Treasurer
Tiyani Sithole	Justice & Constitutions

2.2 **Absent with apology**

Mario Fasondini.

2.3 **Updating contact list**

- The contact list was circulated and everyone was requested to check their telephone and e-maill address and fill in the outstanding information.

3. **Announcements and correspondence**

- The chairperson urged everyone to please read through the administrative manual.
- Post boxes must be emptied on a regular basis.
- Because Michael may be elected as the chairperson of a registered society in the near future, he cannot be in charge of the Society portfolio and as a result the portfolio for Safety, Security and Facilities was allocated to him.

4. **Confirmation of the agenda**

The following points were added to the agenda:

5.7 Rag & Fashion Show (Tiyani M).

5.8 Representation on the Statutory Committees (Zwelakhe)

5. **Matters to be discussed**

5.1 **Portfolios**

Chairperson

- Three portfolios have not yet been allocated i.e. Day and Faculty Houses, Societies and Academic Affairs & Honorary Colours.

- If a thirteenth member does not join the committee, one of the portfolios will have to be split (most probably Day and Faculty Houses) between Zwelakhe and Tiyani Sithole.

- Nyasha was given the option to choose between the portfolios and she chose the Societies' portfolio. The matter was approved by a show of hands. Lebogang Motswenyane (SRC member for Societies for 2009) explained to her what is expected from her.

- Members of the Committee must please pay Mrs. Botma a visit within the following two days to collect their keys and discuss their portfolios. Members were also urged to read through the portfolio manuals.

- Members must also compile a preliminary plan of action for the training session as well as a budget but should keep the budget as low as possible.

- According to Michael, Mario Fasondini was also the chairperson of the EBIT faculty house and wanted to know whether Mario still holds this position and if this will prevent him from handling the Day and Faculty House portfolio. He is still the chairperson of House EBIT and this will indeed exclude him from this portfolio and therefore the Academic Affairs and Honorary Colours portfolio will be allocated to him.

- Armand wanted to know whether TSC members are allowed to get help from outside people – in other words forming a subcommittee. According to the chairperson this is possible but these people will only be seen as volunteers with no benefits. Hanri wanted to know who they should approach to help them and according to Marius, they should approach past SRC members.

- Hanri suggested that she and Marius should visit the residences during Orientation Week. She will make the arrangements as soon as possible.

5.2 **Hot Spot Campaign**

According to the chairperson, Prof. Speckman suggested that Zwelakhe should again handle complaints for the Hot Spot Campaign as he was involved in this Campaign last year. Dineo suggested that this initiative should be explained to the rest of the TSC. The aim of the Hot Spot Campaign is to assist students who have problems that cannot be solved through other means. According to Dineo this also includes instances where university procedures have failed the students.

5.3 **Welcoming Day**

The chairperson explained Welcoming Day and the applicable procedures, the way members should conduct themselves and what they should wear (golf shirts and jeans – the golf shirts can be collected on Friday). Megan explained that the basic equipment will have to be set up after the plan of action training with PsychXtreme on Friday 15 January 2010. According to the Deputy Chairperson members should be present from 07:00 to 14:00 and especially during their time slot. Hired items must be returned by 12:00 on Monday 18 January 2010. Dineo suggested that the members who man the table during the last session must clear up afterwards.

5.4 **Citizenship Day**

Everyone must be at the Rembrandt Hall at 09:45 on Monday 18 January 2010. The chairperson will address the students for approximately 15 minutes and during this time he will introduce the TSC. According to Tiyani Majoko the SRC in the past compiled a humoristic slideshow but due to time constraints this will not be possible. TSC members must please wear their golf shirts and jeans and shoes of their choice.

5.5 **Clothing**

The chairperson requested TSC members to please go to the Wannabee Clothing Shop to get the correct sizes for their blazers. Unfortunately the order placed on 9 December 2009 did not go through because an order number was never supplied.

5.6 **Pending matters**

- ***Parking discs*** – Members can collect their parking discs from the CSC after registration. People who have problems collecting their discs can contact Annemarie Iske.

- ***Telephone codes*** – Members can collect their telephone codes from Mrs. Krige. Each member receives an amount of R200 per month (loaded in R50 increments). Phone Mrs. Krige at extension 200 if your telephone does not have dialing tone to request her to open the phone. Once you have reached your R200 your phone will be shut down until the next allocation (in the next month). Armand wanted to know whether they should include telephone costs in their budget (above the R200 allocated to them). According to Tiyani Majoko it is better to over budget than to

under budget. Michael wanted to know if he will be able to get a telephone code because he does not have an office yet (he should contact Mrs. Botma for an office key and can then ask Mrs. Krige for a telephone code). The chairperson reminded everyone that, in line with the Code of Conduct, they will personally be held responsible for the cost involved if they loose their office keys.

He also reminded them of the following:

- Not all the offices have internet access.

- Members have to conduct compulsory office hours (six per week) and may only sign for their office hours after the completion of a specific session. Members who cannot attend their office hours for whatever reason should hand in a written apology to the secretary-general.

According to the Deputy Chairperson, members of the 2009 SRC filled in a leave form which had to be handed in to the secretary-general in the case of absence 24-hours beforehand. Office hours will be compulsory as from 7 February 2010.

- ***Honoraria*** – Zwelake wanted to know when the honoraria will be paid out and the chairperson will find out.

5.7 **Rag and Fashion Show (Tiyani Majoko)**

According to her the SRC arranged for a party bus during 2009 and she wanted to know whether the TSC would also like to arrange such a bus.

According to Megan she has a few ideas i.e

- A party bus.
- Joining one of the residences/day houses in the procession.
- Having a braai on the side of the road.

Dineo wanted to know when the Rag Procession will take place – the procession will take place on 30 January 2010 and according to her a lot of work has to be done before then. The matter was discussed extensively and the following suggestions were made:

- Organize a party bus so that the TSC can be visible to students
- Have a braai at the side of the road with TSC banners etc.
- The TSC should be marketed more extensively
- The TSC is not a SRC but only a temporary structure
- The issue is to support students
- The TSC should distribute flyers during the procession
- It would be better to take part in the procession to market the TSC

Zwelakhe wanted clarity on the marketing strategy for the year. According to Megan marketing will focus more on work involving outside organizations who approach the TSC to provide support. The marketing portfolio will keep in contact with the organizations the SRC worked with in the past but will also acquire new organizations to work with. According to the chairperson the TSC will be marketed to a lesser extend than the SRC. The main aim of the TSC is to fulfill the functions of the SRC and thereby assisting students.

The matter was discussed in depth with the following suggestions:

- The TSC may struggle to fulfill their duties if the students do not know about the TSC.

- Marketing of the TSC should rather be done through established UP programmes (maybe book the Piazza and formally introduce the TSC).

- Megan has been working with Wannabee to host a fashion show in the Piazza on 16 February 2010 and the TSC can be formally introduced during this event.

- Before making any decisions, they should first decide the extent of the marketing.

- Last year the SRC portfolios for Marketing and External Projects worked together. External Projects were involved with organizations outside the university and Marketing had to do with internal organizations and functions – there should be a clear difference between the two.

- The most important objective is to fulfill the basic needs and TSC members who wish to market the TSC should rather use existing university events.

- If needed Tiyani and Zwelakhe will assist with the arrangements for the party bus.

- The problem is not to organize a party bus but rather that although the people in front, to the side or behind the party bus by notice it other students may not but everyone will notice the TSC if they are situated at a central point on the procession route and deposit small change into the collection tins of students.

- The TSC should do whatever they undertake, well.

After putting the matter to the vote, it was decided the TSC will have a stall at the side of the road.

According to Tiyani she will be informed about the Fashion Show in the near future in order to do the booking and the TSC should become involved in the Fashion Show (Tiyani to discuss the matter with Megan.

6.8 **Representation on the Statutory Committees (Zwelakhe)**

The chairperson informed the meeting that all members will have to serve on the Statutory Committees (10 in total) and that meetings will take place on a regular basis. As only Tiyani Majoko and Marius Ellis are interested in serving on the Core Committee for Transformation this is approved. The following representatives were appointed to serve on the different committees:

6.8.1 **Council**

Tiyani Majoko
Marius Ellis

6.8.2 **Senate**

Academic issues are discussed here and it was suggested that the Academics portfolio should serve on the Senate. The following representatives were elected:

Tiyani Sithole
Mario Fasondini
Hanri Niemand
Dineo Siko

6.8.3 **Institutional Forum**

Members of the TSC can voice the views of students to be put through Senate and Council (10 positions are available). The following members were appointed:

Tiyani Sithole
Hanri Niemand
Marius Ellis
Natasha Gresse
Megan Howard
Michael Shackleton
Mario Fasondini
Nyasha Kuzinya
Zwelakhe Makuhleni
Armand Goutondji

6.8.4 **Study Finance (2)**

The chairperson suggested that the treasurer should serve on this committee. The following members were appointed:

Dineo Siko
Mario Fasondini.

6.8.5 **Senate Committee (Language) (2)**

Nyasha Kuzinya
Armand Goutondji

6.8.6 **Senate Committee (Student Life) (2)**

Hanri Niemand
Armand Goutondji

6.8.7 **Senate Appeals Committee (2)**

Michael Shackleton
Dineo Siko

6.8.8 **Senate Committee for Admissions and Assessment (2)**

Natasha Gresse
Mario Fasondini

6.8.9 **Senate Committee for Student Support**

Megan Howard
Zwelakhe Makuhleni

7. **Date of next meeting**

The next meeting will take place on Wednesday 20 January 2010 at 17:00 in the Committee Room, Tukkiewerf (written apology to be handed in if you cannot attend).

8. **Closing**

The meeting adjourned.

CHAIRPERSON: ……..

SECRETARY-GENERAL: ……..

DATE: ……..