CORPORATE SERVICES

11th January 2019

1.0 WELCOME AND OPENING

Acknowledged that the committee was meeting on Noongar land and respects were paid for Elders past and present.

1.1 Attendance: Jack Spagnuolo (JS), Nicola Norris (NN), Kelvin Lee (KL), Conrad Hogg (CH), Nitin Narula (NN (PAC)), Clarice Antero (CA), Melissa Hetherington (MH), Raaghav Raj (RR).

1.2 Apologies: Joseph Chan (JC)

1.3 Absent: Mutya Maraginot Joseph (MMJ)

1.4 Proxies: N/A

1.5 Invitee: N/A

2.0 AGENDA ITEMS

2.1 Introduction of 2019 Committee

2.1.1 All members of the committee introduced themselves and provided some information on their roles / position.

2.2 Computer Investment Program

2.2.1 KL provided an overview of the program for new committee members advising that several years ago it was decided to restructure the way the Guild reviews and renews its computers. Every year KL researches and documents the need for computer replacement over a 5-year cycle. Noted that there is a document on this that was issued when the program was introduced; KL will re-issue this to the new committee.

2.2.2 KL noted that for 2019 renewals, MMJ was eager to fast track the process this year. As such, KL shortlisted the 2019 requirements towards the end of 2018 and issued this to the Directors for their input and requirements.

2.2.3 KL now has a shortlist however it is not yet finalised as some suppliers have yet to provide details on pricing, but KL estimates the cost will be approx. $15,000. CH queried whether this is normal, and KL confirmed that it is, having spent approx. $20k last year.

2.2.4 RR requested more details on the shortlist and KL explained that currently 8 computers have been shortlisted for renewal with the potential for 9, the ninth pertaining to Student Assist:

1	Danielle Wegman	Laptop to allow flexibilty in working from home
2	Jenny Ophel	Smaller model of Microsoft Surface Pro
3	Liam Guiney	Need to confirm with ADSS what type of computer
4	Irene Conway	Fixed desktop
5	Darryl Sanders	Fixed desktop
6	Giselle Araujo	Fixed desktop
7	Steph McRoberts	Fixed desktop
8	Hayden Greenham	Fixed desktop

2.2.5   RR commented that he received an email from Chloe Jackson regarding a computer request. KL advised that this does not fall within scope of the Computer Investment Program as it is not a renewal or replacement.

2.2.6   KL noted that the process of approval is for CSC to endorse it and then to SRC to approve. Sometimes it is required to go the Guild Council for approval.

2.3   **Urgent Request**

2.3.1   KL noted he only received the business case for the new computer this morning.

2.3.2   KL advised that there are currently 2 Creative Officers who job share; due to change in their working hours there is now an overlap of their working hours, as such Chloe Jackson has requested a new computer. KL further advised that because one of the officers also works from home the preference is to have a laptop.

2.3.3   RR suggested that this case be reviewed in February to allow time to analyse the business case.

2.3.4   CH noted that the current machine does not have the capability that the Creative team need to perform their duties.

2.3.5   NN advised that as their hours are increasing very shortly, we need to ensure their productivity is maximised.

2.3.6   RR noted perhaps we could review in 2 weeks; Conrad responded that we should review immediately after the meeting has closed.

2.3.7   CH had several questions for KL; the pricing of the new machine seems expensive. KL advised that Elise's preferred work environment is Mac and this particular one is top of the line before customization. KL added that there is not much need for customization on this particular machine. The screen is expensive because it reaches RGB standard, providing more realistic colour, which is suitable for graphic design purposes. The accessories are not required but desirable to have. KL noted that the last item listed for purchase on the circulated business case is the keyboard with dials, which again, is not necessary but preferable to have.

2.3.8   CH queried could we review the specs again, perhaps the touchbar on the Mac; KL noted that this is standard and will not reduce the cost if it were to be removed.

2.3.9   RR questioned whether the machine had to be a Mac and KL advised that while his own personal preference would not be a Mac, that it is not about him, it is about the user's own work environment and how to maximise their productivity. CH added that this would also save in overtime costs.

2.3.10   RR queried whether both a Macbook and monitor were required. KL noted the Macbook would be able to be taken home and the monitor for the office will allow for efficiency. RR noted that he understood this, but it is still so expensive with monitor included; CH noted that the monitor was a small cost, it's the machine itself that is costly.

2.3.11   CH advised that the machine is a good price and that we was happy to approve. RR advised he was not happy. CH confirmed that this would have to be approved in time for the SRC meeting, that a circular could be done if more time was needed.

2.3.12   NN (PAC) confirmed he was happy to approve.

2.3.13   CA confirmed she was happy to approve.

2.3.14   RR noted that a motion would be issued after the meeting closed.

2.3.15 NN (PAC) queried whether the machine needed 512gb and KL advised that standard is 512gb.

2.3.16 CH added that it is the people not the machine that matter and the skills they bring with them, in the grand scheme of things the machine is a sunk cost and will save in overtime. NN added that overtime is very expensive and on costs such as super, payroll tax and worker comp need to be considered. RR requested more information on overtime, NN noted that she did not have department specific figures to hand in the meeting but to speak to the finance team after the meeting. JS advised that student service specific queries should be addressed directly to Chloe Jackson.

2.4 **Website**

2.4.1 KL advised that he is not directly involved with this project.

2.4.2 CH noted that they are currently seeking quotes for the project and added that the Audit & Risk Committee wanted to look at the Guild's web presence more holistically.

2.4.3 CH confirmed that some working groups will be set up over the coming weeks and any feedback is welcome.

2.5 **Refectory**

2.5.1 JS advised that we are waiting on costings for carpet in the Acorn and that UWA will be installing it.

2.5.2 JS spoke to Sue Sugandah this week regarding the mirroring on the wall and confirmed that we will look at installing moveable mirrors.

2.5.3 JS noted that projectors had not been included in the business case but that we may have to look at this later.

2.5.4 JS suggested that a surface hub would also be an attractive feature in those rooms and furniture will be explored later.

2.5.5 JS confirmed that all works are in progress as detailed in the business case.

2.5.6 With regards to the lighting, UWA are involved in this so it will take time to complete; UWA will complete this according to their standards. JS is hopeful that they will install decent lighting across all rooms.

2.5.7 RR queried why were carpets chosen. JS noted it adds a warner tone to rooms, the preference was not to have all hard floors and it is less expensive. CH added that it allows a wider use for the rooms.

2.5.8 JS added that a request has been made to remove the gate on the balcony.

2.5.9 CH asked JS about the proposed Refectory tenants. JS confirmed that 5 out of the 6 proposed tenants had signed the documentation over the Christmas period, the remaining business has an issue with the documentation. UWA have also signed the leases as landlord.

2.5.10 JS further advised that the fit-out co-ordinator has received some plans and documentation from tenants and are reviewing them to ensure they are in line with the specification document. We are hoping to commence works next week, only Nene Chicken is behind schedule.

2.5.11 JS noted that he will brief CSC members on Guild Village at a later date.

2.5.12 JS added that we will not have food vans on Oak Lawn as we will not have much more scope for food businesses, and it would be unfair on the incoming tenants to have the vans present. The food vans may be on other sites throughout the University, but JS is waiting on UWA to revert.

2.5.13 JS confirmed that there will be two mobile coffee vans at set locations on campus at the end of March. JS has sent a map of proposed location to Campus Management and wait for them to revert.

2.5.14 RR proposed that perhaps instead of fixed rent we could take a percentage of revenue; JS confirmed that turnover rent has already been incorporated in addition to a base rent. Fixed annual increases are also included, which are typically higher than CPI increases.

2.5.15 JS advised the Committee that all this information is confidential.

2.6 <u>Archives</u>

2.6.1 MH advised that Tony Goodman has suggested that we use our archives to create an interesting display in the Refectory upstairs charting the history of the Guild with old pictures and addressing student perspectives on certain events over the years, e.g., first man on the moon etc.

2.6.2 ML is working with Xander in the creative department on blueprints available to them and on interchangeable frames.

3.0 CLOSE AND NEXT MEETING

3.1 Proposed future meetings be held in first two weeks of the month.

3.2 Meeting closed at 01.47 pm.