

Advisory Committee for the Student Services Fee Meeting

Agenda 139

Thursday 20 June 2024 2-3pm

Chair: Kirsty McClure

(Hybrid Meeting)

| | |
|-------------------|---|
| Committee Members | Kirsty McClure, Stephanie Hunter, Meegan Hall, Marcail Parkinson, Liban Ali, Sterling Maxwell, Te Waikamihī Lambert |
| Invited Attendees | Christine Moore, Matt Tucker, Clinton Jenkins, Alicia Print (Minute Taker) |
| Apologies | Simon Johnson |
| Papers | Student Services Fee setting for 2025 timeline |

1. Welcome
2. Minutes of the previous meeting
3. **OPEN ACTION POINTS**

| # | Points | Responsible | Open/Close |
|-----|--|-------------|------------|
| 329 | A draft of the infographic will be circulated. | Kirsty | Open |
| 340 | Student Assembly to meet online before next ACSSF meeting on the 20th of June. | Marcail | Open |

4. Discuss and agree final recommendations for VC for 2025 All
5. AOB

Next Meeting Date

1 July 11am

Student Services Fee setting for 2025 timeline

| Action | Who | Deadline | Actual date |
|--|--|--------------------------|----------------|
| ACCSF scheduled meeting | | | 2 May |
| Confirm if increase to student services fee will be proposed Confirm if 2023 'Student Voice' Survey results will be used to inform 2025 recommendation from ACCSF or will additional consultation be required | ACSSF | 30 May | |
| Confirm if increase to student hardship fee will be proposed | AD Student Ops recommendation to ACCSF | 30 May | |
| Confirm if any changes required to the student services fee procedure resulting from ACCSF recommendations | AD Student Ops / Manager Student Finance | 30 May | |
| ACCSF scheduled meeting | | | 30 May |
| ACCSF scheduled meeting | | | 4 July |
| Student Assembly meeting | | | |
| Student consultation - Student Assembly | VUWSA / ACCSF | | |
| AD Student Ops on leave | | | 4 – 26 July |
| 2025 Student Services Fee recommendation paper completed | AD Student Ops | 26 July | |
| Paper submission to Te Hiwa | DVCS | 30 July | 6 or 13 August |
| Paper submission to Finance Committee | DVCS | 16 August | 26 August |
| Paper submission to Council | DVCS | 27 August (after FinCom) | 9 September |

Appendix 3 – Student Service Levy consultation timeline for 2024 Levy



| Date | Activity / Deadline |
|-------------------|---|
| 16 May 2023 | ACSSL meeting – confirm approach for 2024 consultation |
| 1 June 2023 | Student Assembly - present them the draft survey and start getting feedback on the separate Student Assembly report |
| 8 June 2023 | ACSSL meeting - Agree timing and content for consultation for 2024 Levy recommendation |
| 14 June 2023 | Meet with Finance – review options modelled by Finance |
| 12 July 2023 | ACSSL meeting |
| 17 – 21 July 2023 | VUWSA consultation to all students via survey |
| 21 July 2023 | Student Assembly meeting – informed discussion on whether there is a consensus on the 2024 SSL price |
| 31 July 2023 | ACSSL meeting – finalise recommendation for SLT |

Advisory Committee for the Student Services Fee Meeting

DRAFT Minutes #139

Thursday 20 June 2024 2-3pm

Chair: Kirsty McClure, Director, Te Pūrengi Student Experience and Wellbeing

| | |
|-------------------|---|
| Committee Members | Kirsty McClure, Stephanie Hunter, Liban Ali, Sterling Maxwell, Te Waikamihī Lambert |
| Invited Attendees | Christine Moore, Matt Tucker, Clinton Jenkins |
| Apologies | Meegan Hall, Simon Johnson, Marcail Parkinson, Alicia Print |
| Papers | Student Services Fee setting for 2025 timeline |

Minutes of the previous meeting

Read and accepted.

OPEN ACTION POINTS

| # | Points | Responsible | Open/Close |
|-----|--|-------------|------------|
| 329 | A draft of the infographic will be circulated. | Kirsty | Open |
| 340 | Student Assembly to meet online before next ACSSF meeting on the 20th of June. | Marcail | Closed |

329: Kirsty advised a proposal has been submitted for a new SSF video as part of the MFA student assignment. It would provide a different lens on what services the SSF supports and could supersede the infographic. Kirsty will update the Committee if the idea is picked up.

3. Discuss and agree final recommendations for VC for 2025

- Matt advised Marcail had discussed the approach regarding the 2025 SSF with some of the student groups, but not all of them.
- Before the meeting, Kirsty had circulated Simon's thoughts on the increase.
- Liban advised VUWSA and Ngāi Tauira are on the same page re supporting the 8% (including NT funding) plus a review of the occupancy as the SSF model is still not in a sustainable position for the future.
- Further to the previous update to the deficit paper – it has been agreed Clinton will prepare a memo on the deficit write off for the CFO.

Action 341: Clinton to update ACSSF by email on the next steps for this paper.

- Everyone agreed, it would be good to get Te Hiwa support to write off the deficit before the 2025 SSF paper is finalised in August.

- Matt advised they had taken a pragmatic approach towards the recommendation for the 2025 SSF. They had been realistic about the increase in costs and don't want to impact service delivery.
- A chart prepared by Christine comparing SSF price increase by university was circulated. This will be included in the paper for Te Hiwa and Council.
- All members of the Committee present, voted and agreed to the following recommendation for the 2025 SSF:

Decision: Recommend to Te Hiwa:

- ***An 8% increase to the SSF (\$9.94 per point; \$4.97 per point for students studying outside of the Wellington region);***
- ***This includes additional ongoing funding of \$117,000 for salaried Ngai Taurira Executive roles; and***
- ***Occupancy charge must be reviewed and the allocation of occupancy charges across the University (including to student spaces) must be looked at.***

Hardship levy

- Stephanie advised that a different approach taken this year by the team to increase funds available to distribute to students – by working with the fundraising team to ask for donations – this had been quite successful.
- She advised all money collected by the Hardship Fund is distributed to students.
- Stephanie asked the student members attending the Committee meeting if they would be supportive of an increase to the Hardship levy for 2025 – all were supportive and agreed to an increase from \$30 per student to \$32.

Decision: Recommend to Te Hiwa for the Hardship Fund to increase to \$32 per student

Next Meeting Date: 8 August 2024