



Tēnā koutou,

Welcome to the **last** *Colleges Officer* report **ever!** It has been an incredible privilege to represent the student body this year, and I've enjoyed it thoroughly. I look forward to seeing how this role evolves following its expansion into the Residential Representative, and I have full confidence in Jack Saunders as he assumes this role and makes it his own.

Here's a quick summary of what I've achieved this year:

- Took part in the finalisation of the Collegiate Life at Otago Review Report.
- Promoted the School Strike for Climate, Marine Science petition, and voting in the Local Body Elections to residential colleges.
- Chaired the UOPISA AGM.
- Spoke at the Te Rangi Hiroa College formal dinner about first time flatting.
- Drafted the now accepted Colleges Committee and Residential Committee Terms of References.
- Chaired the final Welfare Committee meeting for 2019.
- Assisted in the OUSA Voter Drive for the Local Body Elections.
- Wrote OUSA's submission on the Education (Pastoral Care) Amendment Bill.

Thank you to everyone who helped me find my feet in this role, who has supported me this year, and most importantly to the student body for electing me and giving me this invaluable opportunity to serve them. I look forward to continuing to serve them in 2020. If anyone has any further questions, you can reach me at [colleges@ousa.org.nz](mailto:colleges@ousa.org.nz).

Audeamus,  
Ngā mihi nui,

Jack Manning  
OUSA Colleges Officer



Jack Manning  
Colleges Officer  
4<sup>th</sup> Quarter Report 2019  
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## **PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES**

- 1.1 Promote via publications, promotions and campaigns support for Residential Colleges and first year students at the University of Otago.

*I promoted the relevant information for the Local Body Elections, the School Strike for Climate, and the Marine Sciences petition to the Residential Colleges. Due to much of this quarter taking place during and after examinations, there were no other opportunities for me to do this.*

- 1.2 Where reasonably required, assist the Campaigns Portfolio Executive Officer with their duties.

*I have not needed to significantly assist the Campaigns Portfolio Executive Officer with their duties, however we are in regular contact and I continue to be available to assist them when reasonably required.*

- 1.3 Be a member of appropriate internal committees of the Association, including, but not limited to:  
13.3.1 Colleges Committee;

*I am a member of the Colleges Committee.*

- 1.4 Chair monthly meetings of the Colleges Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and ensuring that the standing orders of the committee are adhered to.

*The Colleges Committee has not met this quarter. This is due to me opting not to call a meeting as it was too close to examinations and there was nothing to have on the agenda. I would also like to note that I believe the monthly requirement for these meetings does not match the level of necessary engagement with college residents, and that this requirement should be considered for altering in the Terms of References.*

- 1.5 Take direction from the Colleges Committee on all matters relevant to Residential Colleges and first year students within the University and the community.

*See 1.4.*

- 1.6 Maintain a good working relationship with the Administrative Vice-President, proactively bringing issues relevant to Residential Colleges to their attention, and where reasonable, meet with them on a weekly basis.

*I believe I have a good working relationship with the new Administrative Vice-President, and we meet on a weekly basis to touch base on my goals and to bring issues relevant to Residential Colleges to their attention. At times these meetings have been in person, and at other times, due to availabilities, have been via email correspondence.*



- 1.7 Via, or in consultation with the Student Support Centre, maintain a good working relationship with the Accommodation Office of the University, sharing information and ideas with them when appropriate.

*I believe I have a good working relationship with the Student Support Centre and have been in contact with them multiple times regarding sensitive issues in Residential Colleges. I meet with the Senior Warden of Residential Colleges and the Director of Campus and Collegiate Life Services on a monthly basis, whom I share relevant information and ideas with.*

- 1.8 Maintain a good working relationship with the heads of Residential Colleges and their student representatives.

*I believe I have a good working relationship with the heads of Residential Colleges, maintaining regular contact with either themselves or their appointed contacts. I also believe I have a good working relationship with all the student representatives I have met. I'm basing this off my experience with them in the Colleges Committee this year, as well as meeting with student representatives individually to address relevant issues in their college.*

- 1.9 Perform the general duties of all Executive Officers.

*To the best of my abilities, I have performed the general duties of all Executive Officers. See part two.*

- 1.10 Where practical, work not less than ten hours per week.

*I am confident I have worked no less than ten hours per week on average this quarter. It is worth noting that I was unable to commit to 10 hours in certain weeks due to examinations, and in many instances the work I have been doing has been for the transition to the 2020 Executive, as opposed to work specifically in my Colleges Portfolio. I anticipate that the amount of work left for me to do in the Colleges Portfolio for the rest of the quarter will gradually diminish, particularly now that all college residents have moved out of their college for the year. As such, I will be shifting to my general duties and facilitating the transition for the 2020 Residential Representative.*

## **PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS**

- 2.1 Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:
- 3.1.1 Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;

N/A.

- 3.1.2 At an individual Executive Officer's discretion, be a safety contact during Orientation, Re-Orientation and other OUSA events throughout the year;

*While not yet required or explicitly organised, I am ready and willing to be a safety contact.*

- 3.1.3 Collecting for the capping charity; and

N/A.



- 3.1.4 Assisting with elections and referenda where appropriate, including but not limited to advertising the election and collecting votes.

*I assisted in OUSA's efforts for the Local Body Elections, including setting up, operating, and packing down of an OUSA stall and BBQ at the on-campus voting booth.*

- 3.2 Where reasonable, all Executive Officers are to be available for Executive meetings, national conferences, national and local campaigns, Executive training sessions and Executive planning sessions.

*Where reasonable, I have been available for all Executive meetings, national conferences, national and local campaigns, Executive training sessions and Executive planning sessions. Specifically, I attended the NZUSA Congress and AGM and the Student Job Search AGM from the 15<sup>th</sup>-17<sup>th</sup> of November.*

- 3.3 All Executive Officers with control of budget lines, or who have been allocated a budget line, shall maintain detailed budgets and not exceed their budgeted expenditure.

*I only used the Executive budget line once this quarter, purchasing the prize for the Inter-College Voter Drive Competition. This was received by Carrington College.*

- 3.4 All Executive Officers, where possible, shall maintain regular, publicised office hours, and are expected to regularly check and respond to all correspondence received.

*I have a regular, publicised office hour, however I see little value in it as there have been next to zero instances of it being utilized. I have regularly checked and responded to all correspondence I receive, both formal and informal.*

- 3.5 All Executive Officers shall every quarter undertake five hours of voluntary service which contributes to the local community.

*This quarter, I have been a part of Thursdays in Black Otago as an executive member and volunteer, and I assisted during our National Day of Action.*

### **PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES**

*I am a member of the following OUSA and University Committees:*

- OUSA Executive
- Standing Committee of the OUSA Executive
- OUSA Colleges Committee
- OUSA Education Committee
- Division of Sciences Academic Board
- Standing Committee of the Division of Sciences Academic Board
- Library Services Committee
- Campus and Collegiate Life Services Committee
- Student App Project Steering Committee
- IT Governance Board
- Colleges Appeal Panel



#### **PART FOUR: GENERAL**

*This quarter has gone by so quickly – and what a quarter it has been. With the beginning of the quarter marking the end of the OUSA Elections, I have been wearing two hats, sometimes one more than the other, as we headed towards and through one of the busiest times in the year for students – examinations. It's fair to say that I have loved every second of it.*

*This quarter has been quite busy, although less so in the Colleges Portfolio specifically. I took part in the School Strike for Climate and assisted in early meetings with academic staff addressing the proposed staff cuts to the Marine Science department. I was the guest speaker at the final formal dinner at Te Rangi Hiroa College, and chaired the UOPISA AGM. I drafted the Terms of References for both the Colleges Committee and the Residential Committee, which have been accepted and are in place for 2020. I chaired the final Welfare Committee meeting for 2019, and have cooked more dumplings than I can count for the OUSA Voter Drive. I also wrote OUSA's submission on the Education (Pastoral Care) Amendment Bill, which is now in front of the select committee. There have been some shortcomings this quarter, as detailed in Part Five, but for the most part I am very pleased with how this quarter has been.*

*It's a bittersweet feeling to be writing not only my last Colleges Officer report, but **the** last Colleges Officer report. Looking back on how I have found the role, a common theme has been my continually developing appreciation for how formative a student's time in residential college can be. I knew this already, having been through a college myself, but witnessing it on a scale of ~4000 students, and positively contributing where I can, has been both an eye opening experience and an absolute privilege.*

*I am confident that for as long as there are residential colleges at Otago, the need for advocacy, representation, and support for the unique challenges they face will be of paramount importance. I am incredibly pleased with the expansion of the Colleges Officer portfolio into a Residential Representative, and I have a lot of confidence in my successor, Jack Saunders, to make the best of this new role for OUSA – he will be brilliant.*

*Thank you to the student body for electing me to this role. Coming back to a campus that had been through a lot in my absence, I was unsure how to make the most of this opportunity and do the job justice. There were numerous people that helped me find my feet and supported me in this role – they know who they are – and to them I say thank you. Without getting too sappy, it has been nothing short of a privilege to represent the student body in 2019 and advocate on their behalf, and I have had new experiences and made new friendships that I will always cherish. I look forward to seeing the year out with the 2019 Executive, tying up loose ends, and taking part in the transition into the 2020 Executive.*

#### **PART FIVE: GOALS/RECOMMENDATIONS**

*Like the second quarter, I have done slightly more work within the general executive portfolio this quarter. While in the second quarter, I put this workload split down to an unconscious prioritisation of general executive duties, this quarter I put it down to the natural decline in work*



*required within the Colleges Portfolio, as examinations and the moving out of residents has brought the year to a close in the context of residential colleges.*

*Goal One: Quality College Experience – The time for much of this work has passed, with residents having moved out of the residential colleges for the year. As such, I have been less so of a physical presence in colleges this quarter, however I have still contributed by keeping colleges in the loop surrounding OUSA initiatives, such as the OUSA Voter Drive, the Marine Sciences petition, and OUSA's participation in the School Strike for Climate. I was the guest speaker at the Te Rangi Hiroa College formal dinner, where I talked about the significance of first time flatting and how best to prepare for the transition. Furthermore, I took part in the finalisation of the Collegiate Life at Otago Review recommendations, which includes promising long term recommendations to promote diversity, provide college tutorials, and much more.*

*Goal Two: RA Rights – This work has taken the form of finalising the Collegiate Life at Otago Review recommendations, which includes recommendations surrounding the training RA's receive to ensure they are best equipped to deal with the struggles students face.*

*Goal Three: Mental and Sexual Health Support – As a member of the Thursdays in Black Executive, I have advocated for increased awareness around consent, sexual harassment, and sexual violence. I am also a vocal advocate for OUSA Student Support, and have on numerous occasions encouraged college residents to visit them. As a panel member for the finalisation of the Collegiate Life at Otago Review, I was a strong advocate for the prioritisation of mental and sexual health support in all aspects of Collegiate Life, and am pleased with their inclusion in the panel's report. I wrote OUSA's submission on the Education (Pastoral Care) Amendment Bill, which significantly influences how pastoral care will be provided in residential colleges. Unfortunately, I was only able to organise one more cuddle fix for this year. While I put this significantly down to availabilities of colleges and it being a busy time of year, I do shoulder some of the blame for leaving too much of its organisation until too late. I will recommend to the incoming Residential Representative in their handover document that they are incredibly proactive in organising these college events, should they wish to continue them.*

443 words