



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee, Friday 6<sup>th</sup>  
February 2015 at 2:30pm in the Upstairs Meeting Room.

### **Present:**

Chair for agenda items 1-11: Brian Alcorn (BA) – President

Chair for agenda item 12 onwards: Olivia Hill (OH) – Vice President Welfare and Community

Hayley Jayne Wilkinson (HJW) – Vice President Activities

Nyasha Takawira (NT) – Vice President Academic Affairs

### **Also in attendance:**

Aidan Mersh (AM) – Head of Membership Services and Marketing

Megan Graham (MG) – Administrative Support Worker

Jane Kilby (JK) – Volunteer Co-ordinator (Agenda item 4 and 5 only)

Connor Muir (CM) – College of Science Officer (Agenda item 4 and 5 only)

### **1.1 Apologies for Absence**

- Apologies were received from James Brooks (JB) – Chief Executive and Hannah Coleman (HC) – HR and Office Manager

### **1.2 Declarations of Interest**

- No declarations of interest were noted

### **2. Minutes of the Previous Meeting**

- The minutes from Friday 30<sup>th</sup> January were agreed as an accurate record.

### **3. Matters Arising**

#### **Noted:**

- OH to speak to Commercial Services Manager Charlie Garrod to discuss opportunities for the legal high campaign.
- The new dates for the legal high campaign have been added to the exec diaries.
- OH and AM to draft a disclaimer to be put in the housing window.
- HJW and AM to discuss T-shirts for tour to see if a specific supplier is needed.
- University Chris Spendlove was contacted regarding the pool tournament.
- NT thanked Vice Chancellor Mary Stuart regarding the VC Rep Reception.
- HJW and Entertainments Manager Michael Redpath took over from BA regarding the Carnival in Global Week.
- NT spoke to Director of ICT Drew Cook about the learning spaces report.
- OH to meet with Head of Student Services Jacqueline Mayer, Communications and Activities regarding the legal high campaign.

### **4. Lincoln Marrow Committee Election**

#### **Noted/Discussed:**

- The Lincoln Marrow Student Led Project has been running for 2 years and committee was set up by the student leading the project who is soon to leave.
- There are no constitutions or bye-laws for student led projects.
- The election process needs to be consistent with two main options, an online committee election open to all on the volunteer list for that project or an offline election at a bi-annual meeting with the Union facilitating.

- All student led projects are different so this would need to be investigated prior to a constitution or bye-law being set up for all student led projects.

**Agreed:**

- AM to investigate a bye-law/constitution for student led projects.
- AM to communicate with JK about the agreement for an offline election.

**5. Learning Spaces Survey Report**

**Noted/Discussed:**

- Director of Operations (Science) Mark Page, University Librarian Ian Snowley, Head of Strategy and Communications Sam Williams and Head of Commercial Facilities Richard Merryweather and Director of ICT Drew Cook were contacted regarding the report.
- The three main recommendations made from the report are: universal student cards should be implemented; improving course software access and push the University to create a large computer lab space for the whole school to access.
- The type of software and who would require it to be added to the Report.
- Implementing a 'longer opening hours' scheme in exam periods may be beneficial.
- Difficulties defining lab space should be moved from pg12 to the bottom of pg8.
- The reasons why Cloud desktop is not capable of other software should be added.
- Discussion on the costs of longer opening hours to be a separate paragraph.
- Student Voice Administrator Lindsay Westgarth was commended.
- Connor Muir School of Science Officer was commended for the fantastic work on the report, specifically getting input from UoL staff during the report.

**Agreed:**

- The report was approved with the discussed amendments.
- This report will go to the Isaac Newton steering group initially.

**6. Time Analysis Charts: November-January**

**Noted/Discussed:**

- A new template for Time Analysis charts has been created.

**Agreed:**

- OH pie chart to be amended before student council.
- HJW to work out if the targets of 40 hours a week GOATing have been met.

**7. Council Papers**

- Nothing to note

**8. Democracy Report**

**Agreed:**

- Democracy review to have the PG structure in the future recommendations.
- OH and NT to have a catch up on the PGR structure.

**9 No Platform to Discrimination Policy**

**Agreed:**

- The No Platform to Discrimination Policy was approved.

**10. Political Activity Policy**

**Agreed:**

- The Political Activity Policy was approved.

## 11. Which Report

### Noted/Discussed:

- The Which Report looks at institutional provider's rights on changing the curriculum and assessments.
- There was no illegal practice found by the UoL however it was not best practice.
- The drafted statements from the Union were: "to work to support students who may be affected by the results, work with the UoL to improve their current practice, identify the issues and help to resolve them." And "The Union identify the issues and will accelerate the processes the Union are currently trying to improve in collaboration with the Union and change the policies and procedures to do this universally irrespective of College or School."

### Agreed:

- MG to arrange a meeting with Chris Spendlove, BA, OH and NT.
- NT to discuss with DVC Scott Davidson who in UoL is investigating the report.

*Deputy Chair OH takes the chair in BA absence.*

## 12. Postgraduate Research (PGR) Improvement

### Noted/Discussed:

- The report has been circulated to Membership Services.
- The Postgraduate (PG) section on the website will be updated including a PGR page about relationships with the supervisor.
- PGR students will be referred to as members instead of students.
- Peer to peer social activity to be advertised.
- The policy about changing supervisor is to be reviewed and built into the VP Academic Affairs plans for next year.
- Postgraduate steering groups should be created by, or done in unity with, the Union.

### Agreed:

- The actions of the PGR Report to be acted on.

## 13. Employee of the Month

### Agreed:

- Entertainments Manager Michael Redpath won Employee of the Month.

## 14. Staff Suggestion

### Agreed:

- A staff suggestion winner was chosen.

## 15. School of the Month

### Agreed:

- English and Journalism won School of the Month.

## 16. Sabbatical Officer verbal updates

### 16.1 Vice President Activities

#### Noted:

- Hodsons have been charging for recovery of lost property from coaches.
- HJW and AM attended Sports Strategy meeting in Wednesday, it is important to define at the next meeting that the Union is the centre for Sports teams.

- Sports development fund requests passed: Lacrosse £300; Handball £500.
- Society development fund requests passed: Islamic Society £400.
- Society development fund requests declined: Law Society £500.
- New Societies approved were Sikh Society, Green party Society, Conservation Society, Bioveterinary Medicine Society and Criminology Society.
- Law Society wishes to meet with HJW about the Law Ball.

**Agreed:**

- HJW to speak to Hodsons about the lost property fine.
- Exec approves the development fund requests.
- HJW to discuss with JB or Finance Controller Dean Howard about the Law Society finances.

**16.2 Vice President Academic Affairs**

**Noted:**

- John-Paul Dickie was commended on the Journalism and PR Staff Student Forum.
- There was a rise of student meetings evidencing the need for an advice centre.
- Mark Stow is looking at how other Unions interact with the Careers Department, BA and NT to attend a working group regarding this.

**16.3 Vice President Welfare and Community**

**Noted:**

- 409 students through the Union and 251 students at Bishop Grosseteste and Lincoln College have registered to vote; this is nearly half way to the targeted number.
- The Equality and Diversity committee was cancelled, NT and OH presented to Director of Human Resources Jayne Billam instead.
- OH met with LGBT and Disabled students liberation group to discuss campaigns.

**18. Health and Safety**

**Noted:**

- Developments have been made with the fire system in the Engine Shed.
- There was an incident with Rugby Women's.

**Agreed:**

- HJW and AM to investigate the incident with Women's Rugby and report back.

**19 Any Other Business**

**19.1 Poster Frames**

**Noted:**

- 2 poster frames have been purchased for The Swan.
- The frames in the Engine Shed are being replaced.
- 3 Ipad airs have been purchased for Marketing Manager Rachael Townsend, Communications Co-ordinator Scott McGinn and Communications Worker Laura Crouch so the current Ipad can be used by the activities department.

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Chair

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Date