



UL STUDENTS' UNION
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University of Lincoln Students' Union Executive Committee

Minutes of the meeting of the Executive Committee
Held on Monday 8th October 2012 at 11.00 am
In the Students' Union Board Room

Present:

Jennine Fox, President (Chair)
Andrew Twagira, Vice President Welfare & Diversity
Loryn Good, College Representative – College of Arts
Francesca Anderson, Officer for Students
Gooleswari Seeburn, Officer for Societies
Daniel Sam, Vice President Activities
Lindsay Westgarth, College Representative – College of Social Science
Tom Candy, College Representative – College of Science
Hugh Lound, Officer for Students
Wesley Wells, Vice President Academic Affairs

Also in attendance

James Brooks, Chief Executive
Amanda Marshall, Executive Assistant

1.

1.1 Apologies for Absence

- Apologies for absence were received from Jade Snedeker, Sports Officer

1.2 Declarations of Interest

- Declarations of Interest were invited from members who are tenants of Clubeasy properties – and none were received.

2. Minutes and actions of the meeting held on 13 September 2012

Noted:

- The minutes of the meeting held on 25 September 2012 were agreed as an accurate record

3. Matters Arising

TOP 6 Meetings and templates

Action:

- All full-time Executive members to meet to discuss and decide on the Union's TOP 6 meetings – all to fill in meeting templates (which are stored on 'I'drive (I:\MEETINGS, Reports, Groups and Committees\Key University Meetings (top 6))

Timetabling

Action:

- WW to approach University's timetabling team initially to obtain a report on what is scheduled in on Wednesday afternoons

Engine Shed/SU relationship and accomodation

Noted:

- A meeting with the SU and the University is due to take place on 18 October 2012, and feed back on this will be discussed at Exec' on 24 October 2012

Support for part-time officers

Action:

- Mentoring support for part-time officers will be discussed outside of the meeting.

Demo' 2012

Action:

- WW has prepared a work breakdown for the Demo', and will formulate this into a plan for Student Council on Friday 12 October 2012

4. Student feedback from GOATing

Riseholme Campus

Noted:

- All first year students are now based at the Brayford Campus, with second and third years remaining at Riseholme

Action:

- TC to schedule a meeting with various parties (including Richard Merryweather and Wesley Wells) to ascertain what is happening at Riseholme

Atrium Phase 2

Noted:

- Feedback from some students on the Atrium revamp is that they feel it looks more like a common room than a cafeteria
- The University's aim was to make the area more visually pleasing and engaging for students

University's Advice Service

Action:

- All Exec' to email WW with feedback (including feedback on interactions with staff on the front desk in the Student Support Centre) on the Advice Service

DART

Action:

- TC to email AT with details of DART experience for AT to follow up

Art, Architecture & Design building ('AAD')

Noted:

- Some students have complained about there no longer being any hot food served in the AAD building

Housing Horrors Campaign

Noted:

- A number of complaints about housing provider Lighthouse have been received in response to this
- It was suggested that this data be fed back to Lighthouse and the University to give them an opportunity to respond

5. NUS Delegates to NUS Events

Discussed:

- Student feedback indicates that delegates do not know what to expect when attending NUS events, and wish to be given guidance on submitting motions and what the SU stance is

Agreed:

- NUS Delegates to be included in March elections, and if not then to be submitted as a motion to Student Council
- Diversity Group Conference attendance to be agreed at Groups Council and approved at Student Council

6. Campuses

Hull

Noted:

- Hull Campus Committee met on Friday 5 October 2012
- The last group of students are being well looked after by Hull University

Riseholme

Noted:

- Discussed previously under agenda item 4.

7. TOP 6 Feedback

Teaching & Learning Committee

In Course Retrieval ('ICR')

Noted:

- The main point of contention is the University's intention to scrap in course retrieval ('ICR') which is currently being considered by Academic College
- No other university offers ICR, and it is difficult to manage with no set rules or guidelines
- WW plans to lobby for more support structures, particularly for international students whose failure rates are high

Teaching & Learning Plan

Noted:

- There is currently a large debate on the new Teaching & Learning Plan, particularly because of KIS, NSS etc

Student Experience Committee

Noted:

- Timetabling is the main issue. WW has prepared a report which is ready to send, once a response from the University Secretary Paul Walsh has been received

8. Rotary Club

Action:

- AT, WW and JB to attend a meeting with the Rotary Club on 5 November 2012 – and to continue discussion on this outside of the Exec' meeting. It will be emphasised at the meeting with the Rotary Club that the Union is trying to improve community engagement, but has no specific budget with which to do this as yet.

Noted:

- WW will be presenting on 'what it's like to be a student' at the meeting.

9. Finance

Noted:

- JB is looking to introduce new financial procedures in the Union after Christmas 2012.

- The Union's management accountant is in the process of creating a new spreadsheet which will make it easier to see where the Union's fund are being spent
- Currently most purchases are made on credit cards, so there is a lag on the accounts
- There is currently no sabbatical officer sign off system in place, but steps are in place to change this and there will ultimately be more scrutiny
- Budgets will be re-done once Clubeasy confirm their financial commitment to the Union

10. BAM/Website/communication verbal update

Noted:

- Website provider BAM has given notice that it will no longer doing websites with effect from 1 January 2013
- This will impact on functions which are currently conducted on line: Job Shop, elections and on-line memberships
- JB, RI and AB are working on a website project and will keep Exec' updated at regular intervals

11. Clubeasy – verbal update

Noted:

- Clubeasy has agreed to commit £20k to the Union
- Clubeasy has verbally committed to funding hoodies for the Union next year

12. Project Updates

Pep Rally

Noted:

- Good feedback has been received on a successful event, however there was a space issue
- 388 people came through the door, against an estimate of approximately 300

Snowflake Ball

Noted:

- Act confirmation is awaited, and it is expected to be a big one
- Once act is confirmed, promotion and tickets will follow immediately

Agreed:

- DS to set up a Facebook group with generic branding to generate interest

Varsity

Noted:

- Varsity has historically been a sporting event

Action:

- DS to conduct research to see what events other universities offer for their Varsity events

Black History Month

Noted:

- There is an ongoing plan to have marketing's involvement
- It is not possible to promote on the website at the moment due to capacity, so social media is being used to promote this
- The Afro-Caribbean Society is supportive

Councils

Noted:

- Sports and Societies Councils both went well, with Societies Council running over
- New teams have been ratified, however there were concerns over sustainability as lots of new teams have similar interests
- Groups Council had its inaugural meeting on Wednesday 3 October 2012 and representatives from each group, except DSG, were in attendance. The next meeting is due to take place on 31 October 2012

13. Communications Priorities

Noted:

- Student Council, Friday 12 October 2012
- Bye elections: nominations open Friday 12 October 2012, close on 19 October 2012. Voting commences on 29 October 2012 and closes on 1 November 2012.
- Positions available are Groups Officer and Officer for Students x 2

14. Any Other Business

Noted:

- LS and TC are both Student Ambassadors for the University and have been provided with a script which includes a section on the Students' Union

Action:

- LS and TC to both let Exec' know what the wording is on the SU

Student Council

Agreed:

- Full time officers to present a couple of their key priorities verbally
- Full time officers to ask Student Council on Friday how they would like to receive an update from the Executive in future

Action:

- Part-time officers to email full time officers their updates by the evening of 10 October 2012.

Discussed:

- WW suggested that the Executive all agree on a campaign that the SU can deliver in November/December 2012

Action:

- AT to take the lead on running an SU campaign which is inspiring and engages a wide number of students. JF suggested adopting the 'smoke free campus' idea and WW suggested a 'responsible drinking' campaign

Executive Committee agenda

Action:

- JF and AM to review Exec' agenda

Lincoln BIG Campaign

Action:

- AT to take the lead on this and take this forward (three ideas to stop binge drinking in Lincoln City Centre)

Executive Committee – Facebook Group

Action:

- JF to amend the existing SU Executive Committee Facebook Group to include JB, AM and IJ and to remove KB.

18. Date of next meeting

Noted:

- The next meeting of the Executive Committee will take place on Wednesday 24th October 2012 at 10.00 am in the SU Board Room

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(Chair)

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Date

Confirmed