



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

Minutes of the meeting of the Executive Committee  
Held on Thursday 19 July 2012 at 4.00 pm  
In the Students' Union Board Room

### **Present:**

Jennine Fox, President (Chair)  
Wesley Wells, Vice President Academic Affairs  
Dan Sam, Vice President Activities  
Andrew Twagira, Vice President Welfare & Diversity  
Loryn Good, College Representative – College of Arts

### Also in attendance

Rebecca Rock, SU Acting General Manager  
Ian Johnston, SU Acting General Manager  
Amanda Marshall, Officer  
Cara Tabaku, University Carbon Reduction Manager (for agenda item 4 only)  
Wayne Granger, Receptionist/Cashier (for agenda item 5 only)

### **1. Apologies for Absence**

- Apologies for absence were received from Gooleswari Seeburn, Officer for Students, Francesca Anderson, Officer for Students, Rebecca Rock – SU Acting General Manager and Hugh Lound, Officer for Students

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

#### **Noted:**

- The minutes of the previous meeting were approved as an accurate record

### **3. Matters Arising**

#### **Printer**

#### **Noted:**

- The printer (for printing NUS cards) is due to arrive in the first week of September 2012

#### **TOP 6 Feedback**

#### **Noted:**

There are no actions to report

#### **Student Feedback from GOATing**

#### **Noted:**

- Officers to discuss GOATing plans at weekly officer 'catch up' meetings and bring to a future Executive Committee meeting

- Hull model is based on officers spending 25% of their time going out and speaking to students, with the Academic Affairs role being proportionately less due to the high volume of meetings they attend

Confirmed

**Agreed:**

- Full-time officers to discuss at weekly Monday morning catch-up meeting, develop a proposal and bring back to a future Executive Committee meeting

**Volunteer Logs**

**Noted:**

- Volunteering is considering electronic logs for students for next year. For those volunteers who do not use computers, there needs to be an option to complete the log manually, with it being added electronically later

**Groups, Sports Clubs & Societies**

**Agreed:**

- Acting General Manager Ian Johnston to prepare a user friendly guide on the distinction between these groups of students

**4. Student Switch Off**

**Noted:**

- The University took the student accommodation (known as the Student Village) back in-house in February 2012 and now see this as a good opportunity to save money and energy for the University.
- The target is to save 8% on electricity consumption, and it is hoped that the University will save £3.5k in the first three month period
- The University is supporting the NUS affiliated campaign 'Student Switch Off' ('SSO') which is an energy saving initiative focused on four simple steps:
  - switching off lights, televisions, stereos and computers (or at least the screens) when not in use
  - Covering pans when boiling water
  - Only boiling as much water as is necessary
  - Putting an extra layer of clothing on rather than turning up the thermostat
- The University's Accommodation Manager is supportive of the campaign, and the accommodation team will display posters to publicise the initiative
- Students pay a flat rate for their accommodation, so would be encouraged to save money via various incentives. Funding for this is supported by the University's utilities budget, and up front costs of £3k have been committed by the University
- Heating controls and environmental displays will be installed in the accommodation
- The months of October, November, February and March would be targeted, with month end parties for each month.
- It is hoped to encourage league tables between halls, and this would fit in well with the Union's inter-mural plans
- The University plans to review the scheme after a year to see if it can be brought in-house
- Participation in this initiative will assist the Union in working towards the Green Impact Award

**Agreed:**

- A stall at one of the Freshers' Fayres to be provided by the SU, for the Student Switch Off, to enable the campaign to be showcased
- Students will be encouraged to sign up to the Facebook page and to become champions for the campaign as 'Eco Power Rangers'.
- Lead Officer for the Student Switch Off is Andrew Twagira, and lead staff member is Ian Johnston

## 5. Enrolment Update

### Noted:

- The Union plans to have a stand in the Atrium during enrolment week
- First year enrolment only will take place on Monday 17 September 2012
- Once Freshers' Helpers arrangements are in place sabbatical officers will arrange a schedule of cover for Welcome Week
- There will be various kiosk points placed around the University for enrolment, and students were provided with a link to the details about the location of the kiosks in the email containing details of their examination results
- Feedback from the College of Arts' students is that many are unaware of the changes to enrolment procedures
- Information on 'Welcome Week' for students can be found at: '[www.lincoln.ac.uk/welcomeweek2012](http://www.lincoln.ac.uk/welcomeweek2012)'
- The English Language Centre is laying on orientation workshops for international students, and SU posters will be displayed there

### Agreed:

- College of Arts Rep Loryn Good to provide student feedback to SU Marketing & Communications Manager Ross Ironfield who will ensure that this feedback is taken to the next 'Welcome Week' group meeting due to take place on 3 August 2012

## 6. Elections

### Noted:

- The Charities Commission document 'The Essential Trustee' was circulated to all members present, in addition to the papers previously circulated prior to the meeting (relevant extracts from the bye laws and Memorandum of Articles of Association)

### Deputy President

#### Agreed:

- Wesley Wells was elected into the position of Deputy President
- Daniel Sam and Andrew Twagira were elected into the roles of Sabbatical Officer Trustees, for the Union's Board of Trustees

#### Discussed:

- Consideration should be given, as part of the bye law review, to allow a student to become the chair of the Board of Trustees, instead of the President of the Students' Union

#### Agreed:

- As part of the Bye Law review, the bye laws will be changed to enable four Sabbatical Officer trustees to sit on the Union's Board of Trustees (current bye laws allow for the President, and two-full time sabbatical officer trustee positions)

#### Agreed:

- The Essential Trustee to be circulated to part-time officers, who would be elected at a later Executive Committee meeting

## 7. NUS President/Regional Event

### Discussed:

- The Union would like to hold a regional networking event at the end of August 2012 at Lincoln, for Unions across the region to share best practice and get to know each other
- It was suggested that this should include all officers (full and part-time) from each Union, in addition to staff

- It was suggested, as part of NUS' regional strategy that finance be sought from NUS towards the event, and also to seek their assistance in the organisation of it
- It is hoped that Liam Burns, NUS President will be able to attend and speak at the event, along with other NUS speakers
- The Union would like to hold a lot more of these kind of events

**Agreed:**

- The Union will hold a regional networking event at Lincoln on Friday 31 August 2012
- President and VP Academic Affairs to jointly draft an invitation email invitation on Friday 20 July 2012
- VP Academic Affairs to check NUS President's availability on this date, with his assistant

**8. Top 6 Feedback Executive Board**

**Noted:**

- A paper on 'hidden course costs' was submitted to Executive Board at the meeting which took place in July 2012, and included a generic statement of commitment to abolishing hidden course costs (lifted from Sheffield Union's website)
- The University is supportive of the work that the Union has done so far and appreciative of the Sheffield example
- The University plans to prepare a generic publication, college by college of what students can expect – which is due to be ready before clearing commences
- The University is unable to commit to excluding text books this year.

**Contact hours**

**Noted:**

- HEFCE has suggested contact hours should be an average of twelve hours per week, and this was discussed at Executive Board some time ago
- The Vice Chancellor expressed concern and disappointment that this had not yet been implemented here at Lincoln, despite Executive Board agreeing that this should be in place
- Every University will have an icon on their website (similar to 'comparethemarket.com) and a number of universities are deliberately placing this icon in a non obvious place

**Agreed:**

- VP Academic Affairs to follow this up with Professor Scott Davidson

**Timetabling**

**Discussed:**

- The University is exploring setting timetabling so that lecturers have Fridays off
- Concerns over lecturers' availability over the summer period
- The Union needs to build a stance on this, particularly given that the Union has been lobbying for some time now on freeing up students' timetables on Wednesday afternoons to allow students to partake in extra curricular activities

**Agreed:**

- VP Academic Affairs to speak with Professor Scott Davidson on how/where best to progress this

**9. Student Feedback from GOATing**

**Noted:**

- This agenda item was covered under 'matters arising', agenda item '3'.

**10. Campuses**

**Hull**

**Noted:**

- The President visited the Hull campus on 18 July 2012, and viewed the location where the Lincoln students will be based
- The students will occupy a whole floor of a building, which include library and IT provision
- Hull Students' Union has agreed to support the Lincoln students based on their campus by conducting orientation tours of the campus at the start of the new academic year; and allowing them to access the advice service (with the exception of any matters which relate to University of Lincoln's regulations and academic matters)
- Hull Union is happy to provide space, as required, should the University of Lincoln Advice Service wish to offer their service to students in Hull

**Riseholme**

**Noted:**

- As actioned at the previous Executive Committee meeting which took place on 9 July 2012, the President and Acting General Manager Ian Johnston will draft an email to Professor Andrew Atherton regarding the facilities usage at Riseholme

**11. Project Updates**

**Noted:**

- Graduation Ball – over 600 tickets have been sold to date
- Two concrete table tennis tables, funded by Sport England will shortly be erected outside, in between the main administration building and the MHT building

**Agreed:**

- Engine Shed ticket allocation to be placed on the next 'Operations Meeting agenda' – VP Activities and Acting General Manager Ian Johnston to progress this

**12. Union communication priorities**

**Discussed:**

- The Executive Committee decide the communication priorities for the Union, and wish to cascade this information to the rest of the Union in an efficient and effective manner

**Agreed:**

- Meeting officer and Acting General Manager Ian Johnston to discuss outside the meeting the best way of communicating these priorities to the wider Union team

**16. Date of next meeting**

**Noted:**

- The next meeting (mid month) of the Executive Committee will take place on Tuesday 31 July 2012 at 10.00 am in the SU Board Room

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(Chair)

Date

Confirmed