



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

Minutes of a meeting of the Executive Committee
Held at 10.30am on Tuesday 24th January 2012
In the Students' Union Board Room

Present [shown in bold]:

Jennine Fox – VP Academic Affairs (JFox)
Kayleigh Taylor – President, Chair (KT)
Andreas Zacharia – VP Activities (AZ)
Gemma Cobby – Non Portfolio Officer (GC)
Kelly Nicholls – Non Portfolio Officer (KN)
Maryam Saghir – Liberation Officer (MS) until item 10
John Fernandez – Sports Officer (JF)
Obiageli Oguru – Postgraduate Officer (OO)
Laura Goodliffe – Societies Officer (LG)

In attendance:

Rebecca Pocock – Democracy Worker (RP)
Rebecca Rock – Representation Manager (RR)
Max McLoughlin – Interim Management Support (MM)

1. **Apologies for Absence**
Maryam Saghir, Andreas Zacharia
2. **Minutes of Previous Meeting**
The minutes of the previous meeting 11th January 2012 were accepted as an accurate record.
3. **Matters Arising**
Any Other Business – Masterchef Masterclass
Noted:
The venue for the Masterchef Masterclass is likely to be The Tower Bar. The Engine Shed Team will be asked to stock a range of Fairtrade products to coincide with this event.
Noted:
Rory Keegan was the student who raised this idea at AGM. The Executive Team would like to extend their thanks to him and will ensure he is invited to the Event.
Elections
Noted:
KT has individual appointments diarised with all Officers in the coming fortnight to discuss Elections promotion.
4. **Top 6 Feedback**
Executive Board
No items were discussed with direct relevance to Students.
Academic Board
Noted:
NSS: Each department reported what they were doing to promote NSS. There is no consistent approach across all schools.
Noted:
Student Charters: Some schools are drafting a student charter specific to their own group of students. This is not happening in all schools.

Discussed:

What are the implications if the expectations set out in the charter are not met by Staff or Students?

Can these documents be used to hold either Staff or Students accountable?

Are the charters recognised by the University?

Agreed:

There needs to be consistency between the schools around the general content of the charter.

The charters are a step forward in better communication of expectations from staff and students.

Noted:

Student Numbers: It is predicted that there will be a 6-7% decrease in student numbers next academic year.

Noted:

Housing Fayre: Academic Board requested that Executive Committee review the date of the Housing Fayre and perhaps hold it before Christmas. It was also requested that the Fayre not be held on a Tuesday as this is the most heavily time-tabled day.

Agreed:

The date of the Housing Fayre is a matter for consideration by the next Welfare Officer and will be addressed by them once they have been elected to office.

Teaching & Learning**Noted:**

College Reps: College Reps will not sit on the Teaching & Learning committee until representation at a Faculty Level has been resolved. Students will continue to be represented by the VP Academic Affairs at present, with a view to the three College Reps joining the committee in the future.

Noted:

Library: The opening hours will be extended to 8am on weekdays and 9am at the weekend. **JFox** will publicise these hours once they begin.

For four weeks before the Easter holidays and the two weeks after, the library will open 24 hours a day, 5 days a week. Normal opening hours will be in place during the vacation.

Discussed: Staffing and service levels may be affected by the extended opening hours, however extra staff will be joining the Library team from Hull campus which may help to support current staffing and service levels.

Student Experience**Noted:**

Personal Tutors: The policy on personal tutors is to be launched soon and should be in place by Easter. Every student will have a designated personal tutor relevant to their field of study.

Handbooks: **JFox** would like to produce a handbook for tutors including information on where they can send students for help, support and advice within the Union.

Printing: It will now cost £3 for any size print up to A0 in the Library on the ground floor.

Sports with Bishop Grosseteste: Discussions are underway about a day of competition between our HE students. May 4th is the date suggested for this as it is 2012 hours before the start of the Olympic Games. Discussions are being led by Robin Wright.

Riseholme Buses: Students have reported nearly missing an exam due to the Bus being at full capacity. Judith Carey is speaking to Estates about this matter.

Blackboard Staff & Student Gateway: It has been proposed that there is a generic login for both blackboard and the portal. This login will also include access to the SU website.

Agreed: The Executive Committee support a generic login and would support its use for the elections process also.

5. Student Feedback from GOATING**Noted:**

Sports Hall: There are issues around equipment from training sessions not being moved which interferes with subsequent team training sessions.

Action: **JF & AZ** to discuss with Helen Evans

Noted:

Engine Shed Music: Students felt the music had improved at the venue.

6. **Campuses**

Hull:

Noted:

Last committee was cancelled, to be held 3rd February.

Riseholme:

Noted:

Sports Teams: Riseholme is in the process of developing its own sports teams and are negotiating with academic staff to have Wednesday off for sport in line with other HE providers. This is supporting the Union in its own discussions with the University regarding Wednesday timetabling.

Future FE Providers: Bids are being taken from other providers for the HE contract at Riseholme. Lincoln University will still own the estate, however they will not administer HE at the site. Discussions are on-going about the Union's responsibility for students at this site, however it is likely that the students will be members of the successful provider's Union. **JFox** is hopeful that Student Experience committee will continue as it is a good forum for the students.

7. **Democracy Updates**

By-Elections:

Noted:

The Executive committee congratulated Kayleigh Taylor on her success and welcomed her as the new President.

Main Elections February 2012

Discussed:

General promotion of elections by Officers.

Noted:

Officers need to be fair and promote the elections equally to potential candidates. Officers will promote elections to students and encourage them to vote. Elections promote participation in the Union.

Action:

Executive Team is to promote the Elections to all students and encourage potential candidates to run.

Student Council

Agreed:

Employability will be discussed at Council on February 13th. Officers will facilitate discussions supported by Staff.

Action:

KT to lead. RP to support with resources.

Sports & Societies Council

Agreed:

Elections will be discussed at Council on February 3rd.

Action:

KT and AZ to lead. RP to support with resources.

8. **Finance**

Discussed:

Budget is not phased. Some parts of the year are more expensive than others. The Union runs to a £0 budget. There has been extra spending in certain areas; Trustees support, HR external support, additional travel expenses for interim management. The budget is £2000 more in credit at this point than forecast.

Noted:

Long-term budget planning may require review in the future.

Discussed:

Inclusion of Job Shop within the Union budget. Job Shop is run by Enterprise but housed within the Union. It benefitted from start-up funding from the Union, however it is now funded by Enterprise.

Action:

RR to investigate whether there is an on-going subsidy for Job Shop of £4000 and what funding arrangements are in place currently.

Noted:

RAG accounts are on hold as there is currently no activity in this area.

9. Executive Reports

Noted:

This is an on-going action for Executive Officers.

Action:

Full-time Officers are to discuss Executive report format and delivery during their meeting on Thursday.

10. Review of Executive Committee Protocol and Procedure

Vice-chair

Noted:

Protocol currently states that vice-chair can be any member of the Executive committee; it does not have to be the Vice-President.

Agreed:

JFox unanimously voted as vice-chair by the committee.

Action:

RP to add election of vice-chair as an agenda item at the first meeting of the next academic year.

Submission of Papers

Noted:

Papers will not be tabled on the agenda if submitted less than 48 hours before the meeting.

Any Other Business and late papers will be admissible by approval of the Chair only.

Agreed:

Protocol will be revised to state that papers and agenda items must be provided by e mail 4 clear working days in advance of a meeting rather than 7 working days.

Timetabling Executive Committee Meetings

Noted:

Meetings are not on the same day of the week due to commitments part-time officers may have with timetabled work. Currently part-time officers submit their lectures and seminars at the start of each academic year and meetings are planned around these. This is reviewed around Christmas when timetables change.

Agreed:

The next Executive committee will set dates for next academic year.

11. Team Brief

Discussion:

Format of the Team Brief was discussed.

Agreed:

Executive committee is happy to receive a cross-departmental overview of the Union's activities. Lay-out should be in bullet points to provide a document which is easier to read.

The name will be changed to Staff Update.

Action:

RP to change Agenda template to include 'Staff Update'.

12. Project Updates

Housing Fayre

Noted:

Ben Ball (Accommodation Officer Lincoln University) complimented the Union on the Fayre. There was good feedback from Landlords. A total of 1594 Students visited.

Refreshers Fayre

Noted:

Sports and Societies enrolled a further 50 students at Refreshers Fayre. A total of 1361 students visited more than 35 stalls.

Action:

AZ to report full details to the next Executive committee.

S & S Awards/SU Awards

Noted:

Project groups start today

Action:
AZ and JFox to give update at next Executive Committee.

13. **Campaigns**
“Did You Know?”

Action:
JFox to construct a slogan around the NSS for a poster.

14. **SU Calendar review**

Agreed:
S & S Awards date change to 23rd March 2012.
Noted:
Tickets will be on sale soon at £20.

15. **Communications Priorities**

Agreed:
Elections
Awards (S&S/SU)
Reps Conference
Noted:
Conference is open to all students and staff not just reps.

16. **Any other business**

NSS

Discussion:
NSS is an important source of data to measure student feedback. The inclusion of a question referring to Student Unions this year has made the results of NSS of greater interest to the Union.

Noted:
Officers to encourage students to fill in the NSS online in the next two weeks to claim their printer credit. Laptops in locations such as the Atrium or Business & Law giving students access to NSS online would improve response rates.
Reception staff are encouraging students to fill in NSS.
Lecturers have been sent links to the videos produced by students to promote NSS and asked to show them to students after lectures.

Action:
KT to add NSS promotion to items for discussion at next Officers meeting.
JFox to continue discussions with IT management for generic logins to enable greater response to NSS.
Full-time officers to discuss promotion of NSS in meeting on Thursday.

Atrium

Noted:
Very cold the Atrium despite having new doors fitted. Students are not comfortable in the building. There are not enough seats at busy periods. Tables are currently set out for very large groups, a different lay-out would provide a greater number of seats. MAB Project steering group is no longer operational, however there were plans to install another set of doors to improve the temperature inside the building.

Action:
RR to enquire about a ULSU liaison meeting with Estates.
KT to discuss with Richard Merryweather and John Plumbridge.

RAG

Action:
IJ and RR to decide when next meeting is to be.

MAPs

Noted:
There is currently an election for a MAPs committee taking place. Results will be on the 25th January. Any member of the group is eligible to vote.

Action:
JFox to e-mail results to Executive committee.

Postgraduate Forum

Noted:

Postgraduates feel under-represented and are currently forming a postgraduate forum. Obiageli Oguru is involved in this process.

Reporting back on Forums

Discussed:

Should there be an additional heading for Postgraduate forum on the agenda. The content of the agenda.

Agreed:

Once the content of the Executive reports is decided the agenda may be reviewed.

17. Next Meeting

Next meeting will be on Thursday 16th February 2012 at 10.30am in the SU Board Room [month end].

I certify that the above minutes are a true and accurate summary of the meeting held on 24th January 2012, and have been approved by the Executive Committee. These minutes will now be publicly available.

.....
Kayleigh Taylor (Chair)

.....
Date

AGREED