



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee, Friday 16th January 2015 at 2pm in the Upstairs Meeting Room.

Present:

Chair: Brian Alcorn (BA) – President
Olivia Hill (OH) – Vice President Welfare and Community
Hayley Jayne Wilkinson (HJW) – Vice President Activities
Nyasha Takawira (NT) – Vice President Academic Affairs
James Brooks (JB) – Chief Executive

Also in attendance:

Aidan Mersh (AM) – Head of Membership Services and Marketing
Hannah Coleman (HC) – HR and Office Manager
Megan Graham (MG) – Administrative Support Worker

1.1 Apologies for Absence

- No apologies were received.

1.2 Declarations of interest

- No declarations were given.

2. Minutes of the previous meeting

- Minutes from the previous meeting on Friday 9th January were agreed as an accurate record.

3. Matters Arising

Noted:

- JB reported back on how other Unions deal with similar situations as the Tab.
- The Sabbatical Officer catch up was used to discuss how to use committees to gather information needed.
- JB has received all top 5 people that Sabbatical Officers should meet.
- AM reviewed the budget for funding of the SU Player of the Month prizes.
- AM to report back on budget for an SU Player of the Month Prize.
- MG contacted Senior Lecturer Nicola Crewe and College Rep Ellie Boroughs to arrange the presentation of the School of the Month shield.
- OH completed the NUS Funding Request.
- MG blocked out all Sabbatical Officer diaries on Voter Registration Day.
- The Housing Campaign report was circulated to Exec for approval prior to the Wellbeing Subgroup.

Agreed:

- No further action will be taken regarding the Tab.
- AM to clarify with BAM about promoting the Uni Bulk Buy products.

4. Employee of the Month December

Noted:

- Design Intern Kelly Sheanon and Graphic Designer Amy-Leigh Sellers received a joint nomination for Employee of the Month.

Agreed:

- Design Intern Kelly Sheanon and Graphic Designer Amy-Leigh Sellers to win Employee of the Month for December.

5. Union Papers to University Committees

- Union papers which are to be presented at University meetings should be firstly presented at the Executive Committee.
- This method of presenting the papers will allow a record of what is approved by the Union and improve the communication within the Union.

Agreed:

- All Union Papers are to be presented at Executive Committee meetings prior to University committees.

6. Graduate School Award

Noted/Discussed:

- The current Postgraduate Choice Award was going to be replaced by the Graduate School Award at the SU Awards and funded by the Graduate School.
- The Graduate School were under the impression that there would be two awards for Postgraduates as the Graduate School would like the Graduate School Award to be aimed at Postgraduate Research students.
- It was suggested that two separate awards should be presented, for staff and students.
- The online nomination form should clarify the difference between the two awards.

Agreed:

- Two Postgraduate awards are to be given.
- BA to contact the Graduate School to inform that two awards for Postgraduates will be presented.

7. Varsity

Noted:

- Activities Co-ordinator Tracey Revill and HJW were commended on their work on Varsity.
- Communications Worker Laura Crouch and Graphic Designer Amy-Leigh Sellers were commended on the Varsity packs.
- Additional venues have been hired to facilitated Varsity events.
- Coaches from Hull and Hodson's Coaches will be used as shuttle busses.
- Varsity in Hull 2013/14 did not charge for entrance for the night time entertainment. The wristband for Varsity Quack will be £1 for Hull students (total pack cost £6) and £3 for Lincoln students (total pack cost £9).
- The Swan Sunday night quiz will be an alternative to the Varsity Quack event.
- Signage will be posted around campus giving directions.
- The Varsity teaser video will be released next Wednesday at Quack.
- A leaflet was recommended for Varsity, this would require the budget to be observed.

8. External Speakers Policy

Noted:

- Policy need to be in place as a managing policy and can be ratified at the next Board of Trustees meeting or via email to Trustees.
- This is a pressing issue after what has occurred in France and Belgium.

Agreed:

- The External Speakers Policy was approved.

9. Lincoln Accommodation Accreditation

Noted:

- An accommodation accreditation scheme was proposed with feedback given.
- OH was commended for her hard work on the accommodation accreditation scheme.
- The membership should be further clarified; specifically the roles of the members from Bishop Grosseteste Students' Union and Lincoln College to ensure the committee members are similar on all committees.
- Two student members should be appointed by the Students' Union with a non-voting staff member as an observer.

10. Volunteering Policy

Noted/Discussed:

- There is an error in the second paragraph currently saying "That have but into" which needs to read "that have been put into"
- It was recommended that under Recognition the Activities Award is included.

Agreed:

- Exec recommends the Activities Awards are to be included under recognition.
- Volunteer Policy approved subject to discussed changes.

11. Safe Space Policy

Note/Discussed:

- The Safe Space Policy highlights that each society has their own policy which is their own responsibility which differs from Reps and Community Reps as these are an extension of the Sabbatical Officers.

Agreed:

- The Safe Space Policy was approved.

12. Pharmacy

Noted/Discussed:

- The Pharmacy Society are wishing to put on an event, the events co-ordinator for the Pharmacy Society signed a contract with the Hilton Hotel before full agreement by the full committee.
- The other committee members wished for the event to be held at the Engine Shed.
- If the Society wishes to cancel the booking at the Hilton they will now have to pay 100% of the fee, which is around £1700.
- The Events Co-ordinator currently works at the Hilton which is a conflict of interest.
- The Events Co-ordinator does not have authority to sign on behalf of the Union so the booking does not follow the procedures set out by the Union.

13. VC Partnership Statement

Noted:

- At the all staff monthly meeting statements for the partnership between the Union and the University were suggested.

Agreed:

- The statements from the all staff monthly meeting to be circulated to Exec.
- Each Exec member to draught their own statement including elements of the statements from the all staff monthly meeting.

14. Democracy Commission report

Noted/Discussed:

- The report proposes to construct 6 zones.
- All other zones have dedicated staff that are held to account in that area.
- Within the university there are dedicated staff with an international focus, but there is no one within the Union.
- A member may be part of different zones, and how to encourage communications between departments is also important.
- Having an international representative will allow that member of staff to get an overview of the area and can be held to account.
- An international officer role would fill the current gap in international representation.
- This officer would need to be implemented with the Universities full support.
- The officer could be elected by a by-election in September or in the next February elections.
- If this post is to be implemented it must be a secure post.
- It is still under discussion if the post should only be available to international students.

15. Sabbatical Officer verbal updates

15.1 Vice President Activities

Noted:

- HJW got the opportunity to chair the TELSTAG meeting.
- It was recommended that the Union to discuss how to measure the impact of the new blackboard on the student experience, there was an emphasis to target Art and Design students.
- Vivienne Choi is an international shooter who can 79th in BUCS last year and is not joint 12th and is the 3rd female in BUCS.
- The Societies Showcase if the 1st February 2015, has been renamed the Activities Showcase and tickets are £2 with free pizza.
- Design Intern Kelly Sheanon was commended on the artwork for the Activities Showcase.

15.2 Vice President Academic Affairs

Noted:

- A universal student card was discussed in the Learning Support Working Group, the Union can support this if it affects the student experience.
- The cards sole purpose needs to allow students more access, for example loaded with money for purchasing food in the atrium.
- The feedback campaign is going well.
- Rep meetings have commenced with meetings with Student Engagement Champions.
- Support has been requested for Global Week, this is the 12th-19th February which is a peak time for the Union.

Agreed:

- NT and JB to discuss the universal student card.

15.3 Vice President Welfare and Community

Noted:

- The Housing Campaign Review is complete; this will go to the Standing Group with Director of Student Affairs Judith Carey.
- The Women in Leadership Workshop is being prepared.

- The NUS funding request for National Registration Day has been submitted.
- The Community meeting allowed everyone to meet with the Community Reps.

15.4 President

- The meeting about national registration day and the general election went well.
- Additional meetings have been booked before the general election, this is the first time that the presidents of the Union, Bishop Grosseteste Students' Union President and Lincoln College President have worked in collaboration.
- The PDR review was constructive and useful, these were recommended to be done regularly.
- A welcome talk was given for Erasmus students to introduce them to the Union.
- £ in your pocket review is going slowly but Student Voice Administrator Lindsay Westgarth is now supporting with this review.
- BA was invited to Poland as part of the anti racism fascism to work to combat these issues on campus.
- The be the voice has started.

16. Chief Executive verbal update

Noted:

- The Charity Commission is coming to the Union on the 19th February 2015.
- New printers will be installed in the Union on Tuesday.
- The block grant was discussed with Senior Finance Manager Catherine Connell.

17. Health and Safety

Noted:

- The fire alarm is still not fit for purpose.
- The padlocks and chains on Union doors without consent are being investigated.

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Chair

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Date