



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee Thursday 1st May 2014
at 4:00pm, in Students' Union Board Room.

Present:

Dan Sam (Chair) (DS)
Brian Alcorn, Vice President Welfare and Community (BA)
Ian Antwi, Vice President Academic Affairs (IA)
Joe Burt, Vice President Activities (JoB)

Also in Attendance

James Brooks, CEO (JB)
Ian Johnston, Membership Services Manager/Deputy CEO
Aidan Mersh, Representation and Student Voice Manager (AMer)
Hannah Coleman, Operational and Personnel Administrator (HC)

1.1 Apologies for Absence

- No apologies for absence were received.

1.2 Declaration of Interest

- There were no declarations of interest to receive.

2. Minutes of the Previous Meetings

- The minutes from the previous meeting were agreed as an accurate record.
- Volunteer Support Worker Amy Noble was commended for the minutes produced from the previous meeting.

3. Matters Arising

Noted:

- There was no Matters Arising from the previous meeting.

4. Sabbatical Officer Verbal Update

President

Noted:

- Trustee recruitment is going well with a good standard of applicants. DS interview 15 applicants as part of the shortlisting.
- Candidates are interviewed during the long listing process. The candidates are then rated ABC and are shortlisted depending on their rating. Those shortlisted are reviewed and 7 applicants have now been chosen for the final stage of interview.
- No update was available on the access agreement.
- DS is to meet with Principle of University Technology College Rona McKenzie next week.

VP Activities

Noted:

- Tour went well with no fines for hotel, no student got arrested or went into hospital.
- JoB has spoken to VP Elect Hayley Jayne Wilkinson about encouraging societies to go on tour and has agreed a target for her op's plans.
- JoB needs to speak to the Tour Rep regarding how the Union can claim the money back.

- Dance, Drama and Orchestra are performing at the Activities Awards which should finish at approximately 10:30pm. Siren FM Managing Editor Andrew David is MC'ing the awards.
- JoB will send the Executive their cue cards for the awards.
- JoB is playing against Lincoln City football club as part of a charity match on 1st may from 6:30pm with free admission to the event.
- Activities training starts next Friday and the following Monday with initial inductions. Training has been scheduled over a two week period with sessions scheduled throughout the summer for those who miss it. All training will be done prior to the start of the next academic year.
- AMer noted that he could obtain 9000 pens for £1 100 which could be used at the training and tabled a picture of the pen.
- Activities Bye-elections are still to be carried out.

Agreed:

- AMer to obtain a sample of the proposed pens to check the quality of them.

VP Welfare and Community

Noted:

- BA met with Joy Blundell from New Life who is keen to support and be involved with the Home for Dinner Scheme.
- Elections for LGBT Standing Committee are to be hold on 1st may 2014 using STV. BA is to lead on this.
- VP Elect Olivia Hill's Op's plan/Budget plan is nearly complete.
- Rohan_____ from Unicef Society is meeting with BA to discuss RAG.
- BA is filming the SU Awards video next week.

Discussed:

- A company called 'Cocaine' has approached BA to see if the Union would support their clothing/drinks line and encourage students to support it. BA directed the company to BAM. It was reported that 'Cocaine' aims to make their company the first connotation to the word not the drug.
- Elections for International Committee need to be arranged locally as soon as possible.
- BA has spoken to the Mature and Women Committees about holding elections.

VP Academic Affairs

Noted:

- A new design of Blackboard with new features is due to be released over the summer.
- Windows 365 project is being introduced where all computers are upgraded to Microsoft Office 365. IA has been asked to get students to be part of the pilot scheme over the summer. This project is in VP Elect Josh Leafe's Op's plan as the project will be implemented next academic year.
- IA attended Research Link Project Board where process changes in the University Payroll, HR and Students Services were discussed. Managers will now be able to review employee holidays.
- No update was available on the VLE project, it was reported to be progressing well.
- The Executive were encouraged to promote the Student Consulting on teaching (SCOT) initiative.
- A policy on Personal Tutoring is being submitted to Student Experience Committee.
- Individual reports by IA and JoB are currently being written for Student Experience Committee. One Union report should be submitted rather than individual reports.
- Executive Student Council reports could be amended and submitted to Student Experience Committee as one report.

- Jack Maddock is the nominated Rep for a Blackboard Project with ICT at present. It would be beneficial if Jack Maddock was asked to report back to the Executive regarding developments and updates of the project.

Agreed:

- Each Executive to send an Executive Summary report at the end of each month to IA. IA will amend these reports and submit one Union report to Student Experience Committee.
- Jack Maddock to be asked to bring a report to an Executive Committee.

5. Sabbatical Time Analysis Cart

Noted:

- No Sabbatical Time Analysis was available.

6. Chief Executive Verbal update

Noted:

- Submitted submission for NUS SU of the Year award.
- Activities should be entered in for the awards.
- No submission for Sabb Team of the Year award has been done. The submission should interrelate with the SU of the Year award submission. The deadline for submissions is 7th May 2014.
- DS will write the submission for Sabb Team of the Year award.

Agreed:

- Each Executive to email by end of 2nd May a list of achievements/developments they have done since in office. DS will write the report using the lists and circulate to the Executive for amendments on Monday 5th May before submitting.
- JoB to speak to Activities Coordinator Tracey Revill regarding sports and societies being entered in for the NUS awards.

7. Employee of the Month

Agreed:

- Item to be on the agenda for the next scheduled Executive Committee.
- Send a reminder email to all staff regarding Employee of the Month.
- Only one employee can be nominated per form.

12. Grad Ball

Discussed:

- Acts are not yet confirmed, several options are being looked into.
- Early bird tickets could be sold now without students knowing who the act is at a discounted price.
- A draft poster for Grad Ball has already been done.
- The University has sent out graduation information to students.

Agreed:

- Start selling and promoting early bird tickets (no limit set) at a discounted price for Grad Ball with the acts to be revealed in due course.

8. GOATING- voter registration

Discussed:

- Voter Registration was proposed to be the main topic for GOATING for remainder of the year.
- The Housing Survey is due to happen soon.

Agreed:

- Voter registration forms to be available from Reception.
- GOATING to be on Voter Registration and Housing Survey when applicable for the remainder of the year.
- DS to find out who the Chief Returning Officer is and where the nearest ballot box to campus is.

9. Kids Company

Noted:

- Agenda item not discussed.

10. Grad School

Noted:

Went into closed meeting

11. Research Ethics Committee

Agreed:

- VP Academic Affairs and Post Grad Rep to sit on the Committee for the next Academic Year.

13. Any Other Business

Noted:

- No any other business was raised.

14. Date of Next Meeting: 9th May 2014.

.....
Chair Date

Unconfirmed