



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee Friday 7<sup>th</sup> March  
2014 at 3:00pm, 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, Chief Executive (JB)  
Ian Johnston, membership Services Manager/ Deputy CEO (IJ)  
Aidan Mersh, Representation and Student Voice Manager (AMer)  
Hannah Coleman, Operational and Personnel Administrator (HC)

### **1.1 Apologies for Absence**

- There were no apologies of absence 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.

### **3. Matters Arising**

#### **Noted:**

- JoB discussed the issues with the Sports Strategy with Dean of Teaching and Learning Mike Neary after Student Experience Committee which was well received.
- JoB has not emailed Vice Chancellor Mary Stuart as a meeting with Deputy Vice Chancellor Scott Davidson has been scheduled for Monday to discuss Sport.
- Islamic Society was informed of the approval of their Development fund request.
- Two Referendums were held. JoB noted that in Matters Arising stipulated students choose from 'the following five options' but only four options for The Shed was detailed. Originally there were five options but only four were agreed to be put forward in the Referendum. This was a typing error.
- It was reported that staff had issues with the decision to action the referendum which was discussed with Reps. The Executive can choose when a referendum is held.
- The confirmed date for Student Council is Monday 17<sup>th</sup> March 2014 6pm-8pm.
- IJ will look into buying radios for the Union which could be used by Lincoln Marrow.

### **4. Sabbatical Officer Verbal Update**

#### **VP Activities**

#### **Noted:**

- Intramural/ social sport was approved at Sports Committee to be a sub-council.
- GOATING of Annual membership Survey is going well, the Amazon vouchers are a good incentive to encourage students to complete the survey.
- JoB discussed solutions for the sports centre complaints which had been received with Facilities Manager Helen Evans who reportedly refused to accept and implement JoB's solutions.
- Activities elections open for two weeks next week.

- Tickets should be on sale on Monday for Activities Awards.
- JoB will be producing a report detailing the complaints received about the Sports Centre.

**Discussed:**

- There is the potential for there to be financial implications for the Union when intramural sports are set up through bookings of the Sports Centre and the potential of allocating a staff member as the proposal stated to support the project. Teams will be charged when joining the project.
- Currently intramural sport is done through courses. Committees are being looked at.
- It is important that the correct resource is put into intramural sports and it does not affect the Union's reputation.
- The proposal for intramural sport will need to come to Executive Committee for approval.
- JB received a telephone call from Deputy Vice Chancellor Scott Davidson who is reportedly looking forward to meeting with JoB to discuss University sport.
- One of the complaints received regarding the Sports Centre was of Volleyball whose games can overrun, when this occurs Sports Centre Staff have taken the net down before the game has finished. JoB suggested that Volleyball could be the last game scheduled on Wednesdays to not impact on others if the game overruns. Facilities Manager Helen Evans is going to check with Sports Centre staff about the complaint.

**VP Welfare and Community**

**Noted:**

- Positive verbal feedback when out GOATING has been received. The incentive is working well for Annual Membership Survey.
- The Union may wish to bid for funding from Carholme Community First who provided the funding for the 'Meet the Street' events. It is not known when the next round of bids is. Further clarification was needed by the panel who meet this week regarding the current round of bids.
- The Executive were asked to let BA know of any potential candidates for Liberation group unfilled positions. Candidates for Mature and Disabled groups may be difficult to get as they currently already exist with little involvement with the Union.
- WERA Committee continues to plan for Article 4 Directive. A neighbourhood plan is being produced, a referendum will be held to either adopt the plan or not.
- The WERA Committee are considering putting an independent person forward for the Elections.
- The founder of the Gender Neutral Society has tried to contact BA and Elections email address about LGBT Officer Position. BA knew of this person. There are others who wish to run for LGBT.

**Action:**

- BA to respond to student email who is interested in running for LGBT Officer.

**VP Academic Affairs**

**Noted:**

- A Personal Tutoring Working Group has been formed as an outcome of the Dean of Teaching and Learning Mike Neary raising it at Student Experience Committee.
- IA has Blackboard Development meetings with six schools. Focus groups will be set up within schools discuss Blackboard. Seven schools during Rep Forum redesigned Blackboard.
- 12 out of the 21 Senior Reps have been elected. The Unfilled positions are due to be elected alongside the Course Rep Elections. Reps in Chemistry will be elected in September.

- IA suggested that when out GOATING to a group of students, one student can use the ipad and the others can use their phones to speed the process up of completing the Annual Membership Survey. Having one ipad is having an impact on how many surveys can be completed.
- Course Rep Nominations open next Monday for two weeks. The league table is being produced for the nomination period and GOATING has been scheduled. 300 nominations is the KPI.
- A student who commutes to University would like to run equality and diversity campaigns. The student should present their idea for equality and diversity campaigns at Student Council.

**Discussed:**

- Student Experience Committee discussed the access to Disabled Students Services and ways to improve it.
- A traffic light system was discussed which would alert staff teaching students who pose a risk to others.
- Student Engagement and Participation Policy was presented at Student Experience Committee which concerns attendance. There were concerns over the title of the policy being misconstrued. No decision was made on the policy.
- Individual staff are unable to access the level of detail required for attendance monitoring.

**President**

**Noted:**

- The Union were commended on their work on Access and Student Collaboration at the Board of Governors.
- Principle of University Technology College Rona MacKenzie would like to build a partnership up with the Union. Rachel Matthey from NUS has offered to provide a member of staff to support this partnership should the next years President like to do it.
- The Immigration Bill was discussed at UK meet which was a good networking event. Lord Sainsbury noted that Unions should be talking to Lords regarding the Immigration Bill. There are 150 Lords in Cambridge and 100 Lords in Oxford but no work on the Immigration Bill has been undertaken by either Student Union in these areas.
- 300 Annual Membership Surveys have been completed so far. Having one ipad is an issue.
- DS is to meet with Stuart Old from Study Group to discuss payment issues as the package for 3 years at Study Group is cheaper than the University package and to clarify what Union services students can access whilst at Study Group. Students would like a 15% preparational fee to be either made clearer or be removed when transferring from Study Group to University.

**5. Sabbatical Officers Time Analysis Chart**

**Noted:**

- DS and IA had not updated their time analysis charts for the last two weeks.

**\*Meeting went into a Closed Meeting\***

**6. Chief Executive Verbal Update**

**Noted:**

- Board of Trustees will be notified of the complaints received regarding the interpretation of a Byelaw for Elections. The Union Solicitors, a partner at the Unions Solicitors and

Deputy Vice Chancellor Scott Davidson agreed to the interpretation of the Byelaw by the Union.

- DS and JB attended an Enginshed Review meeting.
- Annual Conversation is on Monday. The Executive were sent the Block Grant analysis for the meeting showing a 11% increase if the Union stays as it is, a 16% increase if Academic Representation is increased, 17% increase for advice centre and 22% increase for both the latter.
- JB is to meet with Artistic Director Craig Morrow to discuss the LPAC charge increase.
- HC was commended for the work she has done for the Trustee Recruitment. The Executive were encouraged to promote the trustee recruitment to external links of theirs. The job advertisement is being put on NUS Connect, University Alumni and with Peridot Partners.
- JB attended the NUS Strategy and Scrutiny meeting. NUS are starting a scheme up where Unions can pay £18,000 to NUS who will provide and support an Intern to that Union.
- It was reported that the pledge by NUS to remove affiliation fees has been taken away. If the Union's block grant increase so does their NUS affiliation fees. The new CEO of NUS has noted that a number of officers think that affiliation fees should be increased. NUS needs to be lobbied against to remove affiliation fees.
- AMer read out NUS scores from a review which they undertook by Stakeholders. NUS were noted as having a score of -1 from the survey when the scores were calculated which is reportedly satisfactory.
- BA was commended for appearing on Radio 1.

**Discussed:**

- Funding to a national body has been put in by the Council for a lorry to collect unwanted household/clothing goods in the Carholme area and donate to British Heart Foundation.
- Last year, the Union gave out black bags and paid for a bin collecting lorry.
- It will cost £1000 to pay for the bin collecting lorry which has not been budgeted for.
- The unwanted Household goods could be given out to International students when they arrive.
- There could be storage issues when collecting the unwanted goods and legal implications for any unwanted electrical equipment being reused.
- The national body who provides the funding would deal with storage and legal implications.
- JB and BA attended an Equality and Diversity Committee where the Union's Equal Opportunities policy was presented which HC had produced. Equality and Diversity Manager Claire Bell will review the policy. The policy will go to Executive and Student Council for approval. The Union legally needs an Equal Opportunities Policy.
- The No Platform Policy has expired. There is plenty to discuss at the next Student Council.

**Action:**

- No collection of rubbish in Carholme area even if funding bid is unsuccessful.
- No Platform Policy to be taken to the last Student Council scheduled.

**7. Employee of the Month**

**Noted:**

- Megan Graham, Scott McGinn, Lindsay Westgarth, Alan Bage, Ben Tindall, Wayne Granger and Ian Johnston.

**Action:**

- Membership Service Coordinator Wayne Granger is March Employee of the Month.

## 8. School of the Month

### Discussed:

- It is important that nominations are quality.

### Action:

- Business School named March School of the Month.
- IA to encourage more nominations for School of the Month to be submitted next month.

## 9. Annual Leave

### Discussed:

- DS would like to work a 4 day week to use the remaining 15 day holiday entitlement he has.
- It would be difficult to provide exact dates to when DS could take holiday as it depends on his calendar

### Action:

- IA and JoB's annual leave requests were approved.
- The Executive agreed to DS's proposal of taking his annual leave. DS to get the approval of BA 48 hours prior to the requested day off.

## 10. Sabb Training

### Noted:

- Sabb training schedule for newly elected Sabbatical Officers was circulated prior to the meeting.
- The Officer handover starts on Monday 23<sup>rd</sup> June. Handover strategy, discuss op's plans and brief presentation the Executive on work achieved will occur on Thursday 26<sup>th</sup> June. Friday 27<sup>th</sup> June at 2pm will be the official time of new officers coming in and old officers leaving. The training scheduled for Sabbatical Officers was well received.
- BA cannot attend the NUS Conference during the day due to Board of Governors away day. BA can attend the NUS conference in the evening. If the Union are nominated for a NUS award, the current Executive will be invited to the awards ceremony on 2<sup>nd</sup>/3<sup>rd</sup> July.

## 11. End of Year Ball

### Discussed:

- No preparation has been started for End of Year Ball. There was confusion if Engine Shed could be used as the venue on the date requested.
- Tickets should be advertised before Easter.
- It is important to advertise what is occurring with Grad Ball so that students are aware of the specifics of the events.
- There is potential that there may be accommodation problems for Grad Ball as Graduations occur until Friday this year which is the day before moving in weekend. No courts accommodation will be available for students attending Grad Ball. Grad Ball to continue to be looked at.

### Action:

- Confirm the venue has been secured for End of Year Ball on the 7<sup>th</sup> June 2014.
- Find acts for the End of Year Ball in the next few weeks.
- Set up an End of Year Ball project group as soon as possible.

## **12. Lighthouse Property Services Ltd**

### **Discussed:**

- BA received an email from Lighthouse Property Services Ltd asking for student feedback.
- Lighthouse Property Services Ltd could be invited to Student Council to gain student feedback.
- Motion to boycott Lighthouse Property Services Ltd is being brought to the next Student Council which BA has informed Lighthouse Property Services Ltd of.

### **Action:**

- Lighthouse Property Services Ltd to be invited to the next Student Council.

## **13. Mike Neary**

### **Action:**

- Dean of Teaching and Learning Mike Neary to be given honorary membership in light of his change in roles within the University.

## **14. Any Other Business**

### **Click Rate**

#### **Noted:**

- AMer tabled a graphical report of Social Media Click rates.
- Number 5 and 6 increased. More lifestyle content is being introduced.
- A B testing is being carried out. An email will be sent to College of Art and College of Science with link A and link B. The link with the highest click rate will then be sent to the largest College (Social Science).
- The website redesign with one colour and shapes was tabled. 11 typefaces and 10 colours will only be used in publications to standardise branding.
- Elections emails click rate will be reviewed during Election review. Segmentation of emails for Sports and Societies reportedly works.

#### **Varsity**

##### **Action:**

- Contact Hull to confirm that next year's Varsity will be in Lincoln as it has been noted that Hull think it will be played in Hull again.

### **Equality and Diversity Committee**

#### **Discussed:**

- The Union need to allocate a postgraduate and an Undergraduate to the Equality and Diversity Committee. Chairs of Liberation Committees could be nominated for undergraduate position on the Committee. Post graduate reps could full fill the postgraduate position, these would be elected in September.

#### **Action:**

- Post graduate Rep to sit on Equality and Diversity Committee written into VP Academic Affairs op's plans for next year.

### **Bye-Elections**

#### **Noted**

- By-elections are to be held at the same time as Course Rep and Activities Elections.
- Officer for students position has been removed.

#### **Action:**

- The Election Sub Committee to be emailed to stipulate when the Chair has decided to hold the by-election.

**VAT for Sports and Societies**

**Discussed:**

- Sports and societies can now be claimed as educational experience which will mean that no VAT will be paid by sports and societies for membership or purchases with immediate effect.

**National Conference**

**Noted:**

- Two motions have been submitted, one of the motions is Union participation and how it confides with educational experience.

**15. Date of Next Meeting:** 14<sup>th</sup> March 2014.

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Chair

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Date

Confirmed