



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee Friday 25<sup>th</sup>  
July 2014 at 3:00pm, in Students' Union Board Room.

### **Present:**

Brian Alcorn, President (BA) (Chair)  
Hayley Jayne Wilkinson, Vice President Activities (HJW)  
Olivia Hill, Vice President Welfare and Community (OH)  
Nyasha Takawira, Vice President Academic Affairs (NT)

### **Also in Attendance:**

James Brooks, CEO (JB)  
Ian Johnston, Membership Services Manager/Deputy CEO (IJ)  
Megan Graham, Operational Support Staff (MG)

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

- Apologies have been received from Student Voice and Representation Manager Aidan Mersh (AM) and HR and Office Manager Hannah Coleman (HC).

### **1. 2 Declarations of Interest**

- No declarations of Interest were received.

### **2. Previous minutes**

- OH has not yet met with Dash.

### **3. Matters Arising:**

#### **Noted:**

- The email retraction to cricket will be sent out at the meeting between HJW and IJ on Friday and has already been drafted.
- Three emails have been drafted and sent out regarding BUCS funding explaining there is only a set amount of money available for BUCS competitions.
- Rugby League and Football clubs have responded negatively to the BUCS funding emails.
- Sabbatical Officers meetings prior to EXEC to discuss what they will bring up in their updates have been set up by HC.
- OH changed cover photos and sent updates on Social Media about Grad Ball, BA to do the same. NT also to promote grad ball.
- OH to meet with Ben Ball, this has not been yet been arranged. OH is awaiting the housing campaign meeting, to have more details to discuss at the meeting with Ben Ball.
- The colour coding on the Time Analysis Charts should be discussed in the next weekly Sabb Catch Up meeting to update NT.
- Kirsty Barnes attended SAS 2 Workshop with positive feedback from her attendance.
- NT is to take the lead on the SAS 2 Workshop and it was suggested Kirsty Barnes should be kept on the panel.

- Macaroni Cheese has been moved from the top of the World Foods Section and the Students' Union logo added to The Shed Menu.
- There has been no list produced by BA, OH, HJW and NT for the Best Department Award. OH has had suggestions on nominations. IJ, BA and HJW have had no suggestions yet.
- A winner needs to be decided by the end of August to be announced online.
- The Best Department award can go to an academic department.
- The event dates in green are to be added to the Wall Planner.
- HJW will be meeting to finalise the Event Dates prior to next Executive Committee meeting and will bring an update
- External event provider has responded to the T-shirt quote asking about the sponsorship deal with other companies, which is information they are not given access to.

#### Agreed:

- HJW to send out the details of grad ball. BA, OH and NT to promote the event on Social Media.
- OH, BA, HJW and NT to discuss the colour coding on the Time Analysis Charts at the Sabbs Weekly Catch Up meeting.
- BA to meet with AM to discuss Kirsty Barnes remaining on the SAS 2 Workshop panel.
- BA filled in NT about the Best Department Award.
- NT, OH, HJW and BA to contact students about suggestions for Best Department Award.
- HJW to bring Event Dates update to Executive Committee on 1<sup>st</sup> August 2014.

#### 4. Sabbatical Officers Verbal Updates

##### President:

##### Noted:

- BA, AM and Kirsty Barnes attended a meeting about College of Arts school restructure.
- 6 schools in the College of Arts merging into 5, this should not directly affect the students.
- BA asked the acting head of the College of Arts (Mark O'Thomas) to explain these changes to Reps as they were not consulted prior to these changes being made and this will affect the representation of students within the school as additional elections may need to be held for new Reps within the schools.
- BA attended a catch up meeting with Dan Derricott about the International Strategy which the University is trying to develop after Dan Sam's report. Dan Derricott thinks communication and approach to teaching needs to be improved, Ed Reps have been left to investigate implementing these developments.
- HJW expressed concern about Dan Derricott and his team, JB assured that Dan Derricott has a good understanding on the Union and this will allow us to work in harmony.
- BA spent yesterday with JB and NT inducting her into the Union, trustee training and giving a basic overview of the Union.
- BG SU invited the Unions Sabbatical Officers to their Grad Ball, this was a good evening.

- BA attended a catch up with Ian Snowley who has been given money to recruit an international intern. The focus of the International Intern has not been fully defined yet, but Ian Snowley wants to gain an international approach to engaging students. This may include a similar mascot to Swanny who is a success among international students.
- Alan Bage and Ben Tindall have been commended on their work to SUMS.
- BA submitted article about the SU on what is happening which should be out in the Lincolnshire Echo in August.

#### **VP Activities:**

##### **Noted:**

- HJW found cheaper hiring facilities for Grad Ball. The previous arrangement of hiring has not yet been cancelled but HJW no longer wants to hire from Mike Malley. Mike Malley is good in an emergency but this is an extra unnecessary cost if planning is done.
- The new quote is £800 cheaper using Mandy at Premier Rides, getting a good deal on the hammer and helter skelter which also provides 2 staff, popcorn and candy floss.
- The date of Grad Ball is currently free for hire from Premier Rides.
- This would allow either a reduction in the number of tickets needing to be sold in order to break even, or Sophia Bishell can be added to the project to help get acoustic acts. HJW would want the acts to be in the tower bar as everyone gets drinks alongside the main photos being taken in this area.
- HJW attended Leading Active Student Involvement this week with the highlight being the winning with your institution workshop which looked at University policies and how you can improve participation strategy. HJW also enjoyed a Working Smarter workshop which suggested using the app todoist which is something that can be useful for all Union staff.
- HJW attended a Delivering Training Sessions workshop which was also informative.
- BUCS list sent out, so far the feedback has been relatively negative.
- 662 tickets sold for Grad ball with just over 1000 needed to break even. Currently ahead of the target of 7 per day. IJ thinks the target will be hit. BA suggested investigating people's rationale for not buying tickets to see if there is a way to entice more people to attend.
- Next week HJW will be attending presentations for the upcoming CSM role and attending a training session in Hull. Friday HJW is attending the Grad Ball meeting and Executive Committee meeting. HJW will also be catching up on the week lost by being out of the office.
- BA approved a last minute holiday for HJW on Thursday for moving house.

##### **Agreed:**

- HJW to arrange a workshop with Union staff about using the Todoist app.
- JB to get Richard to do tour when go to Hull for training sessions.

#### **VP Welfare and Community:**

##### **Noted:**

- OH successfully extended/reopened graduation registration for an extra two days. BA highly commended this.

- A meeting is to be arranged to discuss the process between getting results and registering for graduation.
- OH received an email from the Grandmother of a student who thanked us from the bottom of her heart that the extension was given. This thank you email could be published on the website.
- OH attended a productive housing campaign meeting and the plans are now set out.
- Student Mentor training has been arranged and the volunteer description has been written.
- OH has no bad points from this week.
- Next week OH will be at hull Monday. Wednesday OH has a meeting with Judith Carey as a catch up and training about liberation officers and to get a general overview.

**Agreed:**

- OH to contact the students Grandmother who highly commended the extension of graduation registration asking her permission to publish her email on the website.

**VP Academic Affairs:**

**Noted:**

- NT expressed her happiness to be starting work as part of the team.
- NT attended the BG Grad Ball and enjoyed the live entertainment of Scouting for Girls.
- Next week NT will be going to Hull on Monday. Tuesday and Wednesday NT will be attending Education and Representation 2014. NT to speak to HJW, OH, BA and AM about how to make the most of the conference. NT will be going on holiday to Morocco on Thursday.
- Heather Hughes thought NT was doing the internship alongside her Sabbatical Officer role. NT is to speak to BA or JB about the issue if she has any concerns.

**Agreed:**

- A meeting to be arranged with Heather Hughes, NT and BA to discuss any concerns, if this is still an issue.

**Sabbatical Officer Time Analysis Charts**

**Noted:**

- The Time Analysis Charts are still being colour coded.

**6. Health and Safety**

**Noted/Discussed:**

- The health and safety audit flagged that we are missing out our own health and safety procedures, outside those outlined by the University.
- IJ has a team looking at how to create a time line which will be a big piece of work for him.
- Some areas are high risk which should be rectified in 28 days and legally these need to be in place.
- IJ working on these and may have time blocked off in his diaries as this is one of our priorities.

## 7. Chief Executive Verbal update:

### Noted:

- There has been an issue with engine shed lease. The utilities agreed to be paid for by the University were capped at £105,000 based on historic information.
- This cap was put in place to give an incentive to save energy and water.
- JB received an email warning that we would be invoiced £45,000 because the actual cost of utilities is £150,000.
- This information was a shock to many people within the University, so the University may change the cap they have in place.
- The cash machine in Tower Bars charges for using it. There is a 6 year lease on this machine and it will be £10,000 to buy out of that lease. The aim is to get the cash machines used in The Shed Bar and Reception.
- The bar cellar in Tower Bar has a failed cooling system so the room is no longer kept cold. Causing the beer to be stored warm, resulting in flat beer.
- Kevin Forth from the University said a new system will be put in with the University covering the costs.
- There will be contract cleaners for The Shed, as after the head cleaner left employment The Shed staff have been covering this role.
- A part time cleaner is due to come back in September but as we do not have the skills to manage a cleaner this staff member will have his employment TUPED over to an external cleaning contractor. Unison is happy for this to go ahead.
- To give staff in the Limited Company a pension scheme we have discussed with Natasha Halsall the University Pensions Manager. A scheme will be put in place to offer students a pension scheme where our contribution will be equal to their amount up to 7%. They have the option to change this depending on how much they want to put into their pension as low as 1%. This should be up and running within a few weeks.
- The University have removed the right for us to have any unloading or loading around the Engine Shed and Tower Bar building and removed rights to use space where the bins are.
- The University have said this was not agreed with the solicitors.

## 8. Minerva – use of by S&S:

### Noted/Discussed:

- JB received an email from Elly Sample the Director of Communication, Development & Marketing at the University informing the Union not to let any S&S have the Minerva logo on Kit or equipment.
- IJ noted that no kit has been produced for this year yet, with only two orders being requested, but any orders with the Minerva logo have been declined and this information sent back to the S&S.
- The Minerva logo is owned by a company who charge people for its use, the University has an agreement saying any existing items with the Minerva logo need to be removed by December. If these are not removed there may be a risk of further action by this company.
- IJ suggested making an absolute rule that all kit proofs need to be approved prior to order to check no Minerva logo is present as S&S risk losing kit worth over £1000.

- There needs to be more than just one Sabbatical Officer to check the kit does not contain the Minerva logo. An internal process needs to be developed with one person checking all kit orders.
- BA suggested a uniform/kit ordering policy, IJ noted that the policy for Communications to check kit prior to ordering is also already a policy in the Creative Brand Identity Guidelines.
- The Activities department are to discuss this in the policy meeting.

**Agreed:**

- S&S to be told that any kit with the Minerva on must not be used or worn after December or it will no longer be associated with the Union.
- IJ to make sure there is a separate uniform ordering policy so it is more accessible to students.
- JB to get solicitors to draught an email that will be sent to all S&S.

**9. Kickboxing Event:**

**Noted/Discussed:**

- The Engine Shed have been approached about an international one off kickboxing event 28<sup>th</sup> Feb 2015.
- We currently have a mixed martial arts club but no kickboxing society.
- BA and OH think this is an interesting niche area. HJW is against this event.

**Actions:**

- The Kickboxing event will be investigated for the commercial viability. JB to update as and when this information is produced.

## 10. Disabled Students Allowance:

### Noted/Discussed:

- Cuts are to be made to all Disabled Students Allowances.
- BA met with Scott Davidson and it is thought that all the funding for mild disabilities may be cut for example students with dyslexia.
- A project group is going forward and BA has been asked to be the lead.
- OH and NT and the Disabled Students Officer may also want to be in attendance. There are potentially 6 more meetings they can attend.
- OH and NT are happy to attend and Tasmin Hassan is to be approached for her decision.

### Agreed:

- BA to speak to Scott Davidson about OH and NT attending the Project Group.
- Tasmin Hassan to be approached regarding her attendance at the Project Group.

## 11. JL Ipad:

### Noted/Discussed:

- JL has not collected his items from Reception or returned Union property including kit and Ipad.
- It was suggested these items from Reception be taken to the meeting with DVC Scott Davidson and request he bring the items to the meeting also, but this was deemed unfair on DVC Scott Davidson.

### Agreed:

- A letter is to be drafted to JL from JB to request items to be collected from reception and Ipad and other Union property to be brought in.

## 12. AOB:

NT formerly welcomed to her role as VP Academic Affairs.

Volunteer Officers and Student Mentors hoodies

### Noted/Discussed:

- HJW thinks this will increase the awareness of Volunteer Officers on campus.
- OH also requested Student Mentors could get them.
- These items have not been budgeted for and could be a high cost due the small numbers
- Any kit would all need to fit with current themes of the Union uniforms.

### Agreed:

- HJW and OH to look at budgets, talk to AM and see if there is money available for hoodies for Volunteer Officers and Student Mentors
- HJW and OH to look at supplier to get quotes if money is available.
- BA, OH, NT and HJW to look if any money can be put in from their own budgets.

## Grad Ball Guest List:

### Noted/Discussed:

- Currently £30 but Student Trustee Jack Maddock requested Student Trustees get on the guest list.
- This arose when it was discovered that Student and Academic Reps have been given the incentive that if they attend all the relevant training they can be put on the guest list for Grad Ball.
- Trustees get many other benefits but also volunteer their time.
- It is important to be mindful of the financial cost as we need to budget for guest list access. If those students would have been paying £30 that money has been lost.

- If this has been offered one year there is a risk that it may become an expectation not an incentive.
- OH suggested a discounted price rather than guest list access.
- Could BG and Lincoln College SU be invited to our Grad Ball, as this would be good to build stronger connections with Lincoln Unions.

**Agreed:**

- Trustees to be informed they will not be put on the guest list.
- BG and Lincoln College Unions to be invited to the Grad Ball.

**Executive Committee trialling Microsoft 365**

**Noted/Discussed:**

- This allows automatic updates of records from the Outlook calendar, making pie charts and other information without the need to extrapolate later in the year.

**Agreed:**

- IJ to look into Microsoft 365 and update at next exec.

**12. Date of Next Meeting:**

- Friday 1<sup>st</sup> August 2014

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Chair

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Date

Confirmed