



**UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting**

8:30am, Monday 29th January 2018
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Kudzai Muzangaza (KM)	President (Chair)
Luke Exton (LE)	Vice President Activities
Tommy George (TG)	Vice President Academic Affairs (<i>only present for point 5 onwards</i>)
Sophia Liu (SLi)	Vice President International
Connor Delany (CD)	Vice President Welfare & Community (<i>only present for point 15 onwards</i>)
James Brooks (JB)	Chief Executive

Also in attendance:

Hannah Coleman (HC)	Head of HR/ Deputy CEO (<i>only present for point 15 onwards</i>)
Holly Millar (HM)	Executive Assistant
Shanna Limm (SLm)	Office Assistant (Minute Taker)

- | Item | Action |
|--|--------|
| <p>1. Apologies for absence</p> <ul style="list-style-type: none"> • Glen Allison (GAI), (College of Arts Officer) • James Bayliss (JaBa), (College of Science Officer) • Isaac Jackson (IJ), (College of Business Officer) • Beatrix De Arcos Marin (BAM), (College of Social Science Officer) <p>Declarations of Interest</p> <ul style="list-style-type: none"> • Document taken as read. | |
| <p>2. Minutes of the previous Executive Committee meeting held on 15th January 2018</p> <ul style="list-style-type: none"> • The minutes of the meeting were agreed to be an accurate record of the meeting. | |
| <p>3. Minutes of the previous SMT meetings:</p> <ul style="list-style-type: none"> • 15th January 2018 • The group discussed the proposed costings for alterations at The Swan, with JB noting that alternative costings were being looked into. | |
| <p>4. Matters Arising</p> <ul style="list-style-type: none"> • KM noted that he was in the process of arranging a meeting between himself and Emma Parnham (EP) (Alumni Officer) to discuss the promotion of alumni benefits and a potential collaboration with the Students' Union. KM • It was noted that KM was yet to discuss attendance panel concerns with Judith Carey (Director of Student Affairs) and that this would be pursued at a later date. KM • KM noted that he had spoken to Warwick University PGR officers regarding what opportunities were available for PGR students and he was having a meeting with Andrew Hunter (AH) (Deputy Vice Chancellor) on 8th February to discuss this further. • Regarding the loveSU nomination submissions, the group noted that several candidates had been mentioned on social media. • LE noted that he had discussed the outstanding sports club balances with Lorna Cruickshank (LC) (Activities Manager) and that meetings were taking place with the clubs whose accounts remained unbalanced. | |

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- JB noted that the updates on the SUMS Activities module were being designed to assist with club finances, enabling clubs to view their balances.
- As well as this, JB noted that going forwards it was important to ensure that all sports and societies adhered to the procedures in place.
- LE noted that he and LC were looking into acquiring a secondary quote for cushions in the Sports Centre following a conversation with Simon Parkes (SP) (Deputy Vice Chancellor).
- It was noted that the meeting agreed between HC and Hodgson's Coaches was to be rolled over to the following Executive Committee.

HC

5. Weekly Report

- The group discussed the previous week's sales, with JB noting that sales were on target.

6. Week's Events

- LE noted that 8 out of 10 Swans was taking place on 29th January in The Platform and requested that the SLs attend if available.
- TG noted that the Senior Rep Forum was taking place in The Platform on 31st January and enquired if the SLs would be in attendance as attendee numbers needed to be confirmed.

7. Student Leader Time Analysis

- 15th-22nd December
- 12th-18th January
- December GOATing update
- KM noted that the decreased number of accounted hours between 15th-22nd December was due to his diary not being up to date.
- The group discussed that December's GOATing hours were notably down in comparison to other months; this was attributed to the lack of students over the Christmas period.

8. SUGgestions

- It was agreed that an overview of all assigned SUGgestions would be given, with each SL to provide a progress update.

KM noted the following:

- He was to contact Ian Snowley (IS) (Dean of Student Learning Development and University Librarian) regarding water fountains in the University Library. KM
- TG additionally noted that the proposed atrium designs for the Minerva Building were also taking water fountains into consideration.
- In regards to better enforcement on the silent floor of the University Library, KM noted that he would also discuss this further with IS.
- Following discussions in regards to lockers on campus, he was to contact the Estates team about the available lockers in the Sarah Swift and Isaac Newton buildings; these facilities would also be promoted to students. KM
- Stamps were now on sale and available at from the Students' Union reception.



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- In relation to the temperature issues in the Library, he had spoken to Grant Anderson (GA) (Head of Space Strategy, Planning & Sustainability) who proposed for an engineer to investigate the matter, with the potential for a full-time monitor for the site.
- The SUGgestion regarding the broken clock in the Engine Shed had not been resolved. It was agreed that JB would look further into the issue. JB
- Student ID cards including an expiry date were a work in progress, with JB looking into the implications of current GDPR changes. JB
- He was awaiting a response from SP in regards to vending machines in the University Library accepting cards. LE agreed to raise this in his next meeting with SP. LE
- Loyalty cards at The Swan had been discussed, however the cost implications were agreed to be an issue. It was noted that the prices had been lowered in comparison to previous prices and that this could be promoted further.
- The charity clothes bin next to Bridge House was to be promoted further.
- The promotion of Engine Shed events was still taking place at the end of the night; with JB agreeing to discuss the matter further with Michael Redpath (MR) (Entertainments Manager). JB

TG noted the following:

- Issues had been raised regarding the free printer placed in the SU Reception, with the machine prone to breaking. TG suggested that he contact the university to discuss increased printer credits for students as an alternative.
- Plug sockets in lecture theatres had been confirmed by GA and would be installed over the summer period. A meeting was due to take place in April to discuss the matter further.
- Earlier reading lists for students had been approved, with each core module list to be released every January going forwards.
- The SUGgestion for more online lectures was declined due to the consequential implications on student attendance.
- He was meeting with Drew Cook (DC) (Director of ICT) in the next week and was to discuss additional computers in the AAD building.

CD noted the following:

- Gender neutral bathrooms would be installed over the summer period.
- Rachal Lilley (RL) (Advice Centre Manager) is waiting to become a Mental Health First Aid Trainer who will then be able to teach Mental Health First Aid to students around April time.
- The SUGgestion for a bookshelf or bookswap on campus was in progress, with the SU Reception proposed to hold a bookshelf of second-hand books on sale.
- Sanitary towels were an ongoing SUGgestion, with the proposal approved CD was now awaiting confirmation due to some health and safety concerns.
- He had looked into a blood drive on campus, but this was deemed as not viable following conversations with NHS staff.

LE noted the following:

- Microwaves on campus was an ongoing SUGgestion, with discussions highlighting the difficulty of assigning who would maintain the appliances.
- With the SU website a work in progress, advertising events
- He had discussed rebound boards with SP who had suggested the alternative of a weighted net, with LE receiving positive feedback from students in regards to this.



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- He was to discuss fire alarm cages further with Richard Merryweather (RM) (Head of Campus Services).
- The notion of a 24-hour gym at the Sports Centre had been put forward and this was to be discussed at a later date.

LE

SLi noted the following:

- Several free language courses were available through the Job Shop and that this was to be promoted further and also discussed with Toby Wilkinson (TW) (Deputy Vice Chancellor).
- KM noted that it would be valuable to continue an overview of all SUGgestions every two weeks, in order for all SLs to establish their progress.

9. Society Applications:

- Psychology Society
- The group discussed the submitted application and this was approved (5-0).

10. Officer Reports

CD noted that he had only received two officer reports from the Campaigns Network. The group discussed the submitted reports and noted the following:

- Several comments had been made in the reports in regards to improving relations between school and course reps; with TG suggesting that team building exercises be implemented.
- The LSFM event organised by the Film and Media School rep was a success, with the SLs commending her on her work.
- IJ had stepped down as College of Business officer and this was his final report.
- The report submitted from the Maths and Physics School Rep was well received, with the group noting that there had been issues with the previous report's submission.
- The group commended the PGT Officer who had submitted a comprehensive report.
- Feedback several School and Course reps in the Business School indicated a lack of support lecturers; this was also evidence from Module Evaluation feedback. JB suggested that Liz Smy (LS) (Representation and Governance Co-ordinator) put a paper together on this issue.
- The group agreed that it would be beneficial going forwards to nominate a Report of the Month on a monthly basis in order to openly commend School Reps for their work. This was agreed (5-0).

TG/LS

11. Financial Monitoring Report & December 2017 Accounts

- It was noted that the report collated by both Adrian Brown (AB) (Head of Finance) and Roger Buttery (RB) (External Trustee) was helpful and informative in relation to the accounts.

12. NUS PG Campaign: Liberating Education Conference

- The group discussed the upcoming conference and it was agreed that the experience would be beneficial for both the PGT and PGR Officers and that they would be sent to attend. (This was approved (5-0)).



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13. Fine Art Rep – Co-Opt

- The group discussed the proposed candidate and the co-opt was approved (5-0).

14. Rainbow Run

- LE noted that a Rainbow Run was being organised in association with the LGBT+ Campaigns Group; it was noted that the event was yet to gain confirmation from the university and it was agreed that this would be discussed in the next Executive Committee.

LE

15. Student Leader Drop in Report

- The group discussed the previous week's Student Leader drop in in the Library Square noting that the session had received positive feedback with many students engaged by the session. It was agreed that future sessions would be regularly organised going forwards.
- SLi suggested that student contact details be collected in order to further communicate with them about their ideas. This was agreed (5-0).
- Whilst discussing the submitted ideas in response to "If you could change one thing about the University what would it be?" the group noted that the issues raised such as condiments in Tower Bar could be noted in the Student Matters Actions report.

16. Operation Rosé (Academic/Welfare Campaign)

- The group discussed ideas on the proposed joint SL campaign and noted that this would be discussed further with Dan Willcocks (DW) (Marketing and Outreach Manager) and Kayleigh Teague (KT) (Campaigns Support Co-ordinator).

17. Black History Month Working Group Terms of Reference

- The group discussed the logistics of arranging a recurrent working group for Black History Month, noting that KT should have involvement in order to ensure consistency on an annual basis.

18. Leadership Feedback of the Week

- It was noted that Leadership Feedback of the week was no longer a recurrent item and would not be included as a weekly discussion point.

19. Student Leader verbal updates:

- **President**

KM noted the following:

- The Student Leaders from YSJSU had visited the previous week which was a good experience to network with other officers and should be done more often going forwards.
- Heads of School training went very well.
- The mid-way review with Graham Atkinson with other SLs and SMT was good.
- During the SL drop in he spoke to over 100 students.

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- He had been in the panel for the Deputy Vice Chancellor, Student Engagement interviews, after Sue Rigby (SR) (former Deputy Vice Chancellor) left the university; he had also attended SR's leaving party.

- **VP Activities**

LE noted the following:

- Varsity filming had been completed and was now in the editing stages.

- **VP Academic Affairs**

TG noted the following:

- He had attended the Academic Affairs Committee with nothing to note.
- He had participated in Deputy Vice Chancellor discussions.
- In the Digital Education Sub-Group he had talked about commercial learning environment.

- **VP Welfare & Community**

CD noted the following:

- He had attended his graduation in the previous week.
- GOATing with campaigns officers had taken place.
- The Hate Crime Committee at the University had been created.
- A guide dog event took place in the SU and went very well.
- Regarding Article 7 he would be taking to Labour Council for all out ban on To Let Boards.
- The Holocaust Memorial event would be taking place on that day, with all SLs encouraged to attend.

- **VP International**

SLi noted the following:

- The International Refreshers Party that she had organised had been very good, with a good student turn-out.
- Cultural exchange sessions were going well.
- The next International Student Activity would be Indoor Climbing at the YMCA showroom.

20. Chief Executive verbal update

JB noted the following:

- He had met with Cloud Lettings on before Christmas and the Accreditation Scheme had been discussed; the group agreed that this would be included as a thematic discussion at the Board of Trustees meeting in March.
- The Senior Management Team would be away on Residential for the remainder of today and Tuesday.
- The Staff Strategy Away Day on 26th January had gone well.
- TG would be the contact for organising the Corporate Box at Lincoln City Ground on 3rd February.
- He and HC had attended a CEO Networking event on 22nd and 23rd January which had been very useful.



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21. Any Other Business

- CD tabled a paper regarding the provision of Free Sanitary Products which the group approved; JB agreed to discuss the implementation of this with David Andrews (DA).

22. Date of Next Meeting: 5th February 2018

Chair

Signed

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APPROVED