



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

10am, Monday 15th 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
Sophia Liu (SLi)	Vice President International
Connor Delany (CD)	Vice President Welfare & Community
James Brooks (JB)	Chief Executive

Also in attendance:

Hannah Coleman (HC)	Deputy CEO/Head of HR (<i>present for only point 10 onwards</i>)
Jennifer Barnes (JBa)	Student Voice and Impact Manager (<i>present for only points 9-10</i>)
Daniel Willcocks (DW)	Marketing and Outreach Manager (<i>present for only points 8-10</i>)
Michael Redpath (MR)	Entertainments Manager (<i>present for only point 6</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 18th December 2017</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"> • 18th December 2017 • 8th January 2018 • KM queried whether postage stamps were now available for purchasing at the Students' Union Reception; JB noted that stamps were now sold. 	
<p>4. Matters Arising</p> <ul style="list-style-type: none"> • KM noted that he was yet to discuss Alumni benefits with the university department and that he was further email the team. KM • KM also noted that he had received a response from Ros Pepper (RP) (Director of Human Resources) in regards to issues with PGR students. It was also noted that KM had communicated with a PGR Officer from Warwick University to discuss what is available within other establishments dependent on student cohort size. It was agreed that moving forwards, both KM and TG would communicate with PGR Officers from other universities for alternate viewpoints. KM/TG • The group discussed the issues highlighted in relation to previous attendance panels. KM noted that he would correspond with Judith Carey (JC) (Director of Student Affairs) KM 	



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to reiterate these concerns. Once again it was agreed that SLs would note their experiences within panels and compile their concerns at a later date.

- It was agreed that all SLs would propose their candidates for the loveSU campaign as soon as possible. With each SL to produce a 150-200 word summary on how the SU has benefitted their nomination. SLs
- The group discussed the proposed social media policy created by the university and it was agreed that the SLs would put forward their comments on the policy in the next meeting. SLs
- In regards to free sanitary products available within Students' Union venues, CD noted that these would be available within day-to-day SU venues including the Advice Centre.
- Also, in relation to the Last Straw campaign, JB noted that bio-degradable straws would be incorporated into venues once the current straw stock had depleted.
- It was agreed that further to the prior Executive Committee, LE would speak to Lorna Cruickshank (LC) (Activities Manager) in regards to outstanding sport and society balances. LE

5. Weekly Report

- It was noted that Tower Bar's profits succeeded expectations due to the Absolute Bowie concert on Friday 12th January.

6. Week's Events

- SLi noted that the next International Party was due to take place in the Platform on 22nd January; this will be aimed at the latest cohort of international students.
- The group discussed Refreshers week within SU venues, with MR providing an overview of the week's events.

7. Student Leader Time Analysis

- *No items for discussion*
- It was noted the remaining time analyses from December would be rolled over to the following Executive Committee.

8. SUGgestions

- LE noted in relation to his assigned SUGgestion of cushions in the Sports Centre, that he was in the process of acquiring a quote through a contact. It was noted that LE would later put this forward to Simon Parkes (SP) (Deputy Vice Chancellor). This would also be discussed alongside fire alarm cages and rebound boards. LE
- It was noted that water fountains were due to be installed in the Minerva Building over the summer period.
- The group discussed the promotional material released in regards to completed Suggestions.
- DW noted that sports and societies have twenty tables reserved for the Refreshers fayre, he also noted that was looking into the table plan for this to see if any more could be offered.

9. Governance Policy for Student Researchers



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- It was noted that this was a new opportunity which uses the findings from the Staff Student Insight Scheme to investigate further around key themes. This also aims to gain better understanding of certain demographics of the student body.

10. NSS

- TG noted that the next Senior Rep group on 31st January would be used as an information session on the National Student Survey (NSS).
- It was agreed that the SLs would encourage their networks to attend the meeting. The number of individuals due to attend for each SL would then be communicated to TG.

SLs

11. Activities Hub Funding Applications

- Athletics
- Climbing
- Equestrian
- Medical Society
- Peace of Mind
- Tennis
- Trampoline
- Volleyball
- It was noted that the proposed Activities Hub funding applications had been approved at the previous Executive Committee on 18th December under chair's powers. These were ratified by the group (4-0).

12. November 2017 Group Management Accounts

- Group Management Accounts
- Budget Cash Flow
- ULSU Balance Sheet
- ULSU I&E Report
- LSUT Balance Sheet
- LSUT P&L
- SUMS Balance Sheet
- SUMS P&L
- JB noted that budgeting within charity would be revised for the next financial year, with forecasting due to take place within the Finance department.
- Following a query from SLi in relation to the SL budget, it was noted that concerns had been raised regarding Hodson's coaches during previous International trips. It was agreed that HC would arrange a meeting to discuss the issues further with the company.

HC

13. Academic Misconduct/Welfare Campaign

- TG noted that both he and CD were in the process of organising a joint campaign in relation to academic misconduct. Although originally due to take place in January, it was noted that this would be held until the exam and dissertation period later in the year.



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- It was noted that the Advice Centre would also be assisting with the campaign, aiming to help students de-stress.
- HC suggested that all SLs assist with the campaign, in order to reach out to a broader group of students, whilst also coinciding with the group's mid-way reviews. This would be discussed further.

SLs

14. MHT Building Update

- CD provided the group with an overview of the Project Scrutiny Group meeting, noting the progress made during the construction and revised layout.

15. Taskforce on Gender-Based Violence

- CD noted that he had been asked to sit on a panel to help tackle gender-based violence. CD expressed his interest in bringing the LGBT+ Officer and Women's Officer to attend in his place due to a conflict with the Education and Student Life Committee.

16. Holocaust Memorial Day

- It was noted that on 29th January, Subash Chellaiah (SC) (Multi-Faith Chaplaincy Co-Ordinator) was organising a Holocaust Memorial Day; with an installation due to be placed in the Minerva building and a film to be shown later in the evening.

17. Changes to BAME Officer Campaign

- CD noted that due to delivery issues, changes had been made to the BAME Officer's campaign so that products would be delivered on time. It was noted that a new quote had been obtained; this was approved (5-0).

18. Community Week (Make a Difference Week)

- CD noted that he had discussed future ideas with Jane Kilby (JK) (Employability and Campaigns Manager) and Kayleigh Teague (KT) (Campaigns Support Co-ordinator) for the Community Week; this included Brayford Pool clean-ups and other community events.

19. Leadership Feedback of the Week

- It was noted that the assigned feedback question of the week related to how to improve elections turnout.
- TG noted that he had discussed promoting elections at the Law and International Business School (LIBS) with Craig Marsh (CM) (PVC / Director of Lincoln International Business School).

20. Student Leader verbal updates:

- **President**

KM noted the following:

- KM noted that he had had a great Christmas and New Year and was excited to be back at work.

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- He noted that the Student Leaders from York St Johns were visiting on 25th January to discuss strategy.

- **VP Activities**

LE noted the following:

- He had a good break, but was ready to be back at work.
- Varsity filming was being organised alongside different sports terms.
- 42 people were signed up for the societies tour.
- A photoshoot had been organised for the sports scholars and cluster reps.

- **VP Academic Affairs**

TG noted the following:

- He had had discussions on the digital learning environment including, Blackboard renewal.
- The HE reforms had been submitted.

- **VP Welfare & Community**

CD noted the following:

- His time off over Christmas had been good.
- He had attended a Sincil Bank community meeting, where he received positive feedback.
- A consultation on street drinking is due to take place, to discuss a revised zone of enforcement powers.

- **VP International**

SLi noted the following:

- She was due to catch-up with Gemma Smart (GS) (Hospitality and Events Co-ordinator) to discuss international party plans for mid-February and March.

21. Chief Executive verbal update

JB noted the following:

- Following a meeting with Alterline, we would be utilising a survey named Student Life Pulse, which is designed to help you increase engagement, improve experience, drive Change and measure impact.
- PDR360 reviews for the new DVCs had been completed.
- Two new Marketing Assistants and a Graphic Designer had started in the Marketing and Communications team and had made a positive impact.
- Throughout the previous week he had had fifteen minute one-to-one sessions with all full-time Students' Union staff members. This had proven beneficial and was a great opportunity to speak to staff members that he does not meet on a day-to-day basis.
- Changes had been made to the staffing of the Student Voice department.
- There were 10 spaces available within the Lincoln City box during the football match on 3rd February. The group discussed the spaces and it was agreed that going forward these would be given as rewards.

22. Any Other Business



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- The group discussed the remaining spaces available on the Societies tour; it was agreed that the additional spaces would be priced to the contingency budget. LE agreed to communicate this with the Society Tour Rep.
- It was also noted that TG would be replacing KM in the Sports Tour.

LE

23. Date of Next Meeting: 29th January 2018

Chair

Signed

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APPROVED