



UL STUDENTS' UNION  
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## University of Lincoln Students' Union Executive Committee

Minutes of the meeting of the Executive Committee  
Held at 9.00 on Thursday 31st May 2012  
Students' Union Board Room, Brayford Campus

### **Present:**

#### Trustees

Kayleigh Taylor, President (Chair) (**KT**)  
Andreas Zacharia, VP Activities (**AZ**) from item 6  
Gemma Cobby, Student Officer (**GC**)  
Maryam Saghir, Student Officer (**MS**)  
Jennine Fox, VP Academic Affairs (**JFox**)

#### Also in attendance

Rebecca Rock, Acting General Manager  
Ian Johnston, Acting General Manager  
Rebecca Pocock, Democracy Worker

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

- None received

### **2. Minutes of the Previous Meeting**

#### **Agreed:**

- The minutes of the meeting held on 14<sup>th</sup> May were amended and approved as an accurate record.

### **3. Matters Arising Democracy Update**

#### **Noted:**

- Senior Reps Elections Results were included in the SU newsletter which has been circulated to Exec.

#### **Action:**

- **Ross Ironfield** to ensure this newsletter is circulated to the entire Executive committee or Staff Team.

### **4. Top 6 Feedback Executive Board**

#### **Noted:**

- 15% of the money the University takes in will be dedicated to students from families with lower incomes and used to widen participation.

#### **Academic Affairs**

#### **Noted:**

- There was discussion on the classification of integrated masters as undergraduate or postgraduate awards.
- The new proposal for complaints process was discussed.

## **Student Experience Committee**

### **Noted:**

- Discussed the University's Self-Evaluation Document.
- There is a proposal to have an area on a student's blackboard profile where all surveys they are eligible to fill in are available. It is proposed that they are entered into a prize draw if they complete them all.
- There will be an Olympics Festival outside of the Main Building next to the Brayford with live-bands, fireworks and Olympics events to try.

## **5. Student Feedback from GOATing**

Nothing of note

Ian Johnston and Andreas Zacharia joined the meeting.

## **6. Campuses**

### **Hull**

#### **Noted:**

- There has been a good process developed for feedback from Students.
- The SU are in talks with Hull SU to secure campus orientation tours for our students moving to Hull.

## **7. Democracy Update**

### **Senior Reps Election Results**

#### **Noted:**

- Not all School Rep positions were filled by the elections. Students are continuing to show interest in these roles.

## **8. Finance**

### **Agreed:**

- To be approved by circulation as finance documents were not available for this meeting.

#### **Discussed:**

- Budgets for next year were analysed.
- NUS Affiliation fee and potential future rises to the fee. Impact this will have on the budget. Value for money from NUS and what ULSU currently gets from NUS.

#### **Agreed:**

- The structure of the budgets is easier to follow in this lay-out.

### **Graduation Ball**

#### **Noted:**

- Ticket numbers and budget allocation has increased for this event
- The design process is now complete and tickets/website will soon be released.

### **Freshers**

#### **Noted:**

- This is an ongoing agenda item

## **9. Exec Reports**

### **Action:**

- All Officers to place exec reports on the i:drive by the end of next week.

## **10. Attendance of Executive Officers**

### **Noted:**

- Laura Goodliffe and Kelly Nicholls last attended a meeting on 6<sup>th</sup> March and have not sent apologies since.

**Agreed:**

- Laura Goodliffe and Kelly Nicholls are to be removed from the Executive Committee with immediate effect and will be contacted by KT to inform them of the committee's decision.

**11. Staff Update**

**Noted:**

- The Student Council handbook is being updated and will be ready for the new Academic Year.
- Data from the Big Conversation has been collated by RR and is ready for viewing.
- There is to be another working group held for the Student Written Submission.

**Action:**

- JFox and RR to arrange meeting to discuss the Student Written Submission and working group topics prior to the working group meeting.

**12. Project Updates**

**Graduation Ball**

**Noted:**

- The line-up for the Ball has been well received.
- Some Students have questioned the availability of tickets to all students and not just those graduating, however the Executive Team feel it is important to let students from other years attend the event should those graduating want them there.

**Discussed:**

- Options for the sale of tickets.
- Possibility of having a Summer Ball for all Students.

**Agreed:**

- To get advice from another Union with Commercial Services

**Action:**

- IJ to contact other Unions to ask for advice on ticket sales.
- IJ to speak to JF regarding the promotion of Graduation Ball on Siren FM.

**Freshers**

**Noted:**

- Steering groups have been meeting.
- Enrollment has been de-centralised and is now going to be at different sites around the Campus.
- De-centralisation will have an impact on SU communications with new students as resources will have to be split.
- There are some groups interested in running non-traditional activities during Freshers week.

**13. Campaigns**

**Noted:**

- Employability & Enterprise week is during the week of the 12<sup>th</sup> November.

**14. Union Facebook Page**

**Agreed:**

- Item to be carried forward to the next meeting, **JF** not present to discuss.

**15. NUS Extra on Campus Printing**

**Discussed:**

- Options for purchase or hire of equipment.
- Inclusion of the NUS extra card into University of Lincoln Library cards
- Impact of this on SU income versus the benefit to Students.

**Noted:**

- NUS are also bringing out a Graduate card.
- The card printers/technical requirements may change at some point in the future.

**Agreed:**

- To bring the idea of integrated NUS Extra cards to the University for discussion.
- To delay a decision on rental/buying a card printer until the next Exec meeting.

**Action:**

- **JFox** to discuss financial implications with **IJ** and take the idea to Scott Davidson. This outcome of this discussion is to be shared with Exec and will help inform the basis of a decision on the purchase/hire of a card printer.

**16. Student Feedback on the Library**

**Noted:**

- **JFox** met with Ian Snowley to discuss concerns from students.
- Letters from the Library were printed regarding library fines for graduating students. The distribution of these letters was delayed resulting in a shorter time period for compliance.
- The Library is aware of this issue and has stated that it will not happen next year.
- Interruptions to the network in the Library are caused by an external network provider and is beyond the control of Library staff.
- Next year the Library will be moving to 24/7 hours rather than 24/5. The times when this is happening will be made available to students at the start of the year and will be publicised via leaflets available around Campus.

**Action:**

- **JFox** is to type up feedback from students regarding the network problems and circulate to Exec.

**17. SU Calendar review**

No changes

**18. Communication Priorities**

**Agreed:**

- Graduation Ball
- School Rep Vacancies

**Action:**

- **RP** to circulate details of vacant School Rep posts.

**19. Any Other Business**

**Recruitment of Chief Executive Officer**

**Noted:**

- A candidate has been selected following a rigorous recruitment process.
- Details of the new appointment will be released once the candidate has formally accepted the offer.

**Action:**

- **KT** to circulate details of the new appointment to Officers and Staff as soon as is possible.

**20. Date of Next Meeting**

**Noted:**

- Thursday 14<sup>th</sup> June, 14.00-15.30 in the SU Board Room.

I certify that the above minutes are a true and accurate summary of the meeting held on 31<sup>st</sup> May 2012, and have been approved by the Executive Board. These minutes will now be publicly available.

.....  
(Chair)

.....  
Date

Confirmed