

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 15 September 2015

Present: President (Chair), Vice-President Welfare & Community (VPWC), Vice-President Sport (VPS), Vice-President Education (VPE), Vice-President Activities (VPA), Vice-President Scarborough (VPSc)

Attending: Chief Executive (CEO), Membership Services Director (MSD)

1. **Apologies**
None reported
2. **Minutes of previous meeting**
Approved as a correct record
3. **Matters arising**
See attached
- 5 – 10 **Zone reports – circulated and taken as read** (see attached)
7. **Education Zone**
 - VPE would like to amend Standing Orders to change zone Chair to Officer. In the Education Zone, Chairs do not have a committee. UEC liked the idea and suggested looking at making this change across all zones. Sabbs to review Standing Orders for their zone. **Action: Sabbs**
 - VPE has co-opted 2 faculty co-ordinators, these will be taken to Union Council in October. UEC approved this decision, VPE to confirm with MSOM what the next steps are for this. **Action: VPE**
8. **Activities Zone**
 - VPA is sending leaflets to the International Office, the leaflets will be handed out to students travelling to Hull from the airport. Any leaflets Sabbs would like to include should be given to VPA by Friday 18 September. **Action: Sabbs**
 - VPWC congratulated VPA on a recent policy.
11. **Chief Executive & SMT update**
 - CSD is busy finalising the ground floor refurbishment. VPWC will send an email to all staff on behalf of UEC, to thank them for their help during the refurbishment. **Action: VPWC**
12. **Any Other Business**
 - a) Video blogs
 - Topics for the next video blog were agreed, including course reps, online induction, LGBT coffee morning and arrivals squad in the next video blog. A walkthrough of the new ground floor areas will also be included.
 - e) Arrivals
 - Plans are in place for arrivals. Taylor Court keys can be collected from Friday.
13. **Reserved Business**
Reported separately
14. **Next Formal Meeting**
Tuesday 29 September 2015

UEC REPORT - WEEK ENDING 4 SEPTEMBER 2015

This report should be completed each Friday and emailed to Sally/Emily together with any papers for the meeting

NAME: Chubike 'Chuby' Okide	
I'd like to thank	*Martin Batstone for agreeing a meeting time with me. *Hull College SU team for a great time with them last week.
Things I'm proud of	*Another vlog has been put out. *Will be Co-chairing Hull Student Forum. *Started good relationships with Hull College SU.
General updates	*I will be meeting Lee Pearson on the 17 th September at Hull College. *Jackie's appraisal and review was a success. *Will be meeting Linda Hockley this week for consultation on Student Hub. *Date for the first Hull Student Forum meeting is still in discussion but most likely to happen in November. *Will be meeting with Martin Batstone about the proposed idea for a Student faith forum.
Update on my objectives	*Will be attending the City of Culture programme board this week. *Will be setting up a meeting with Anji Gardiner and a Disability officer from Hull City Council about accessibility. *Got a working format for the info leaflet.
I need support with	I am good at the moment but will let you guys know if I need help with anything that comes up.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
4/9/2015	28 hrs	3	*Emails Union activities. *WelcomeFest *Student Hub	12%

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NAME: Gurmok Sanghera	
I'd like to thank...	<u>Liz</u> - for talking to me, as Andy isn't about <u>Rachel</u> - for pushing me to get a better deal for the photos
Things I'm proud of...	<ul style="list-style-type: none"> • I went to freedom festival VIP and met some great contacts. • The photo company increased their offer. • I helped a few students.
General updates...	Done content for handbook, just going through emails and my many tasks, I will get Emily to help me next week.
Update on my objectives...	Kathy and I are working on some bits together, as both of our campaigns overlap. Met with Anji Gardiner about retention, she is on board with a few of the ideas in our campaign. Have a meeting with SDSG group next week should be able to see how facilities are going to improve.
I need support with...	Need to concentrate this week need people to keep me motivated and make sure I don't get distracted.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
04.09.15	40+	4	MMA president, rugby league, Student from American football, spoken 1-1	10%

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NAME: Matt Evans	
I'd like to thank...	<p>Steve – for generally being amazing and supporting me with the survey season working group, and helping to feed into the new joint surveys policy we are writing.</p> <p>Liz – For a really useful and meaningful mentor meeting this week.</p> <p>Chuby & Jackie – For us working together to strategically plan out what to do next with feedback from my 1 to 1 with Alan Speight, PVC (Education).</p>
Things I'm proud of...	<ul style="list-style-type: none"> • Recruiting a fifth faculty co-ordinator for the Faculty of Health and Social Care. • Clearing up the communications plan for the new virtual learning environment (VLE) with Liz, Steve and members of the project team and University MarComms. • Working with Steve and the Faculty of Education PGCE programme team to develop a bespoke, one off training session for PGCE Course Reps, before their semester starts so that Course Reps can be elected and trained before they start placements in school. • Still having new students (now about 30 in total) emailing me and engaging with me and wanting to know more about becoming a course rep when they come to University. • Having an online Course Rep nomination form available through SUMS for the first time, that allows students to log in with their student number and then their details are entered automatically so all they have to do is write their reasons for wanting to be a Course Rep.
General updates...	<p>The plans for the implementation of a new virtual learning environment (VLE), Canvas, are well underway. Both the Technology Enhanced Learning in Practice (TELiP) steering group and the VLE project team, on which I sit, have agreed that the implementation of the new system will focus on students using it. Through this, there will also be the potential for students to get involved. I will be looking to find the time over the course of both semesters to go to some of the Staff Development training on offer through the University.</p>
Update on my objectives...	<p>Feedback Campaign I have looked at aligning my campaign with the work of the University's NSS "Task Force" so that both students and staff are being informed about the Feedback charter and ways to improve the feedback that students receive.</p> <p>Representation (Dept. & Faculty) Faculty Co-ordinator training is now written and ready to go (Steve is incredible) with practical training in engaging with students, their training will also include using NSS data and their manifestos to pull together target areas for improvement in their faculties. Their training day will also include a networking lunch giving the students a chance to meet the staff from their faculties who they'll be working with – both academic and administration. I am currently working on the department rep training – as these are the last group of reps to be elected, I am focussing on the Course and Faculty rep training initially to make sure we absolutely get them right.</p>
I need support with...	<p>Being able to concentrate on getting my bits of work done between being out at meetings.</p>

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
04.09.15	35 (bank holiday Monday)	1.5	Coffee with potential Faculty Co-ordinator (FHSC). Presenting at PGCE induction day and speaking to new postgrads, and students new to the University.	4.2 %

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NAME: Kathleen Brook	
I'd like to thank	Adam- for answering my millions of questions Ashleigh, Matt, Chuby and G-man for being really supportive, and for helping me get through the week Georgia, Chelsea and all of Marketing for being incredible with all of the promotional material. The Volunteers for being incredibly organised and prepared for WelcomeFest (without me even having to ask!) Sally and Emily – for being amazing as always – I honestly don't know what I'd do without you!
Things I'm proud of	<ul style="list-style-type: none"> • The Independent being interested in coming to visit Hullfire. • The really positive response to stall bookings at the fair. • Getting all of the MedSoc sub societies to come for one training session. • RAG and Media's plans for the year, they're really well thought out and I'm looking forward to seeing them come together.
General updates	<ul style="list-style-type: none"> • I met with Adam to organise OxJam coming to Brassick, preliminary dates have been set and I now have details about the event to begin writing the proposal for the University. • Training is now almost complete for all committees. • I've had responses from a few external companies that are interested in visiting Hullfire. • Hullfire have almost catalogued all their equipment we will be discussing creating a sign-out system. • RAG have proposed a fundraising during WelcomeFest, in aid of Syrian refugees. • I have requested the Kili totals as the climbers get back this week, we should have these by Monday.
Update on my objectives	<ul style="list-style-type: none"> • Gurmok and I met with Anji Gardiner to discuss the campaign, we had a very positive response and hopefully will be able to work closely throughout the year. • Ashleigh and I will be meeting Norman Day to discuss employability sessions next week. • The website on Hullstudent.com is mostly updated, I'm currently receiving information from societies to update their sections on the website. • All of the content for the flyers has now gone to Marketing, hopefully the whole zone will be thoroughly visible this year to increase accessibility.
I need support with	Having a lot to do! Be patient with me as I may be having quite an anti-social week!

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
4/9/15	27 (away Monday and Friday)	6	Chatting with students, volunteer meetings, student questions	18%



Your Union

UEC REPORT - WEEK ENDING 4 SEPTEMBER 2015

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NAME: Si Hernandez	
I'd like to thank	<p>Fran (NUS LGBT Officer) - For coming up and discussing plans for liberation as a whole.</p> <p>Wayne - Thanks for all your support over the years. Good luck, I'm really going to miss you.</p>
Things I'm proud of	Getting ideas sorted for liberation campaigns and awareness throughout the year.
General updates	<p>Received handover from Wayne, this includes plans for strategy for the next coming years, as well as operational instructions.</p> <p>Due to financial costs we will no longer be offering gym membership, compromising instead, by promoting gym deals in town.</p> <p>On the back of Fran's visit, I'm planning a liberation day event where students can learn what it is and how they can get involved. In the evening the plan is to hold elections for voluntary reps for LGBT+, Woman, Minority Ethnic, Disabled and Mature students which will act as a subcommittee lead by the E&D Officer (if passed at UC).</p> <p>I now have a rough draft of objectives for the Exec team, these are for Education, Welfare, Community and Campaigns. These will feed into their training, of which Jackie will be providing engagement training in replacement of Adam.</p> <p>Met up with Robert Consoli (head of Media courses) to discuss how best to engage with these cohorts, as they are often a hard to reach group.</p> <p>Met up with Peter Williams (head of Scarborough School of Education) about how to provide effective contact time as both staff and students may either be on placement or assisting those students that are.</p>
Update on my objectives	See above regarding liberations.
I need support with	What dates the Sabb team plan to run their campaigns in Scarborough? This way we can best make use of the time.

ENGAGEMENT BREAKDOWN

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04/09/15	32 (Bank holiday week)	0	N/A	0%



Your Union

UEC REPORT - WEEK ENDING 4 SEPTEMBER 2015

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NAME: Ashleigh Davies	
I'd like to thank	Rachel for being so good with all my stuff whilst being so busy this week. Toni for literally being my rock. Liz for being my mentor! ☺ Emily and Sally for everything.
Things I'm proud of	Met a guy called Rob Champion who used to be Treasurer and Sec back in 1998. Showed him around the building and what we are and what we do now. It was really exciting to meet him, he wants to get involved in HUSSO, and he was the person who made Asylum a reality! Met with the guy who trains the student ambassadors (Daniel Warkup) and confirmed my attendance at their training, this will ensure that students get the best out of the tours they do around the union building. Once the refurb is finished I will work with Marketing for the content of their booklet to make sure they have all the updated information about the students' union and what we do. I've helped a new student who was worried about his accommodation through various phone calls and messages supporting him through this time.
General updates	Enjoyed meeting up with Hull College this week. Gurmok and I went to a VIP sneak preview of the Freedom Festival. This was very exciting and we have a good look around, excited to see the events this weekend!
Update on my objectives	White Ribbon – Press release is going out this week in Hull Daily Mail asking for raffle prizes, Rich has helped from Marketing. Mental Health – with the help from Georgia I have adapted to the elephant and we have come up with some cute ideas for the campaign. I have been chatting to Mind, and they want to come along too, but need to confirm if they are free.
I need support with	I'm only in Monday Tuesday, need support with, not checking my emails?!

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week <i>(max 40 hrs pw)</i>	Hrs spent engaging with members	Type of engagement <i>(description)</i>	Engagement hrs as % of total hrs worked
4/9/15	40	6	Chatting to a student about his accommodation, phone calls and emails. Running around showing students around this week. Set up a Liberations FB account. Had chats with LINKS regarding their training.	15



Your Union

UEC REPORT - WEEK ENDING 11 SEPTEMBER 2015

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NAME: Chubike 'Chuby' Okide	
I'd like to thank	<ul style="list-style-type: none"> *Si for sending me the Scarborough leaflet. *Sabb team for an amazing day with the knowledge factory folks. *Matt, Jackie and Liz for helping me prepare for the student hub consultation. * Kathy for working on the faith forum with me.
Things I'm proud of	<ul style="list-style-type: none"> *Having a good Senate Executive Board meeting. *Finishing up my Trustee Board papers. *Standing my ground for students and the SU. *Having a good time with the knowledge factory.
General updates	<ul style="list-style-type: none"> *Had a consultation meeting with Linda Hockley about a new Student Hub idea they are proposing. *.The knowledge factory buffet and BBQ at the Lawns was a success. It was a great experience for the Sabb team to meet some incoming freshers. *The #CutTheCost letter has been written and sent off to Hull's three MPs. *Date for the first Hull Student Forum meeting has been confirmed.
Update on my objectives	<ul style="list-style-type: none"> *Attended the City of Culture programme board last week and will be reviewing my objective with Jackie and Adam Sheridan. *Will having a meeting with Anji Gardiner this week about accessibility and promotion of support for learning differences. * I have sent out a written working format of the info leaflet to the team. Si sent me the leaflet they used in Scarborough which is the same concept I had in mind. *Kathy, Paul (Chair E&E) and I will be working on the structure for the Student faith forum and Martin Batstone will also be giving his input.
I need support with	<ul style="list-style-type: none"> Getting through the board papers. Getting through the week.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week <i>(max 40 hrs pw)</i>	Hrs spent engaging with members <i>(ie time spent face to face with students)</i>	Type of engagement <i>(description)</i>	Engagement hrs as % of total hrs worked
11/09/2015	35 hrs	5	<ul style="list-style-type: none"> *Knowledge factory *New International arrivals 	15%

UEC REPORT – WEEK ENDING 11 SEPTEMBER 2015

NAME: Gurmok Sanghera	
I'd like to thank...	<p><u>Matt</u> for helping me with my board report and coming to the knowledge factory with me.</p> <p><u>Emily</u> for helping with emails.</p>
Things I'm proud of...	<p>Met lots of new students.</p> <p>The sports passes being cheaper for a week, to be confirmed in the next few days.</p> <p>Getting 10% off students for kit during WelcomeFest.</p>
General updates...	<p>Sports centre getting back to me next Tuesday about sport passes.</p> <p>Coaching fund deadline on Monday.</p> <p>Doing a few presentations by next week.</p>
Update on my objectives...	<p>Looking to speak to Jeannette on Monday about committee training to help give our students the best possible year.</p> <p>Pace of Objectives slightly slowed down due to planning of WelcomeFest, however doing as much as I can at the moment.</p> <p>Spoke with Andy King about tickets for Trophy Pres and AU Ball.</p>
I need support with...	<p>Need to present a few presentations would be great if a few of you guys help me practice the delivery of the slides.</p>

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
11.09.15	35	8	Meeting pre-freshers at the Knowledge factory and having lunch with them.	22%



Your Union

UEC REPORT – WEEK ENDING 11 SEPTEMBER 2015

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NAME: Matt Evans	
I'd like to thank...	Steve and Liz – for the great meeting earlier this week about the internal/mini Student Written Submission. And for being able to get me through Friday afternoon's challenges when problems just appear – seriously amazing support!
Things I'm proud of...	<ul style="list-style-type: none"> • The mature student's induction morning that I spoke at, helping engage mature students in both academic stuff and about getting the mature students' society up and running again. • Working as a team to write letters to the local MPs as part of the Cut the Costs campaign. • Getting Eva Danickova (PGR Student) to come to the PGR Induction day with me to share her experiences and so it is not just me chatting to the students!
General updates...	Students have been informed that some of their timetables will not be released until the first week of teaching (28 th Sept.). As a result I am now looking at the online registration to make sure that students have access to their timetables as soon as the register and don't have to wait to come onto campus before they get them.
Update on my objectives...	I have arranged for members of staff in the University's Learning Enhancement & Academic Practice (LEAP) department to act as mentors for the faculty co-ordinators for the year.
I need support with...	Staying positive when issues/problems are sprung on us, and being able to switch to focus on them away from the 'business as usual' stuff.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
11.09.15	40	8	Knowledge Factory Lunch & BBQ Catch ups & students coming to see me.	20%



Your Union

UEC REPORT - WEEK ENDING 11 September 2015

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NAME: Kathleen Brook	
I'd like to thank	<p>Matt, Chuby and G-man for being really patient with me when I've had a hectic week Georgia, Chelsea, Jack and all of Marketing for getting everything ready in time for WelcomeFest.</p> <p>Vicky, for being my rock.</p> <p>Steve for being a fountain of knowledge.</p> <p>Emily for helping me sort out a seemingly endless mountain of emails.</p> <p>Liz for sorting out legal advice for media.</p>
Things I'm proud of	Writing all of medias policies and procedures, it was a huge piece of work and I'm so glad that it's finished.
General updates	<p>Faith Forum – Chuby and I have met with Martin from SWLSS to organise a faith forum for all students of faith.</p> <p>We'll be creating a working format for this later in the week.</p> <p>I met with Steve Branson to sort out room bookings for societies, this is now being organised.</p> <p>I've met with the International Office to organise the international welcome, and to promote working together on future events. Any HUU material you want given to the international students I need to have these by Friday at the latest.</p> <p>Visited the knowledge factory on Thursday and some of the incoming students have emailed me to create a 'tea society', this was great chance to engage with future students.</p>
Update on my objectives	<p>The Media advice document has been discussed with Chair Media, they seem happy with the changes that are being made as it will streamline the media processes.</p> <p>I met with Norman Day to discuss the Employability workshops, his response was incredibly positive and we will be working together to create a workshop.</p>
I need support with	Emails and small tasks!

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11/9/15	40+	6	Chatting with students, volunteer meetings, student questions, knowledge factory, phone calls, emails.	15%



Your Union

UEC REPORT - WEEK ENDING 11 SEPTEMBER

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NAME: Si Hernandez	
I'd like to thank	Kathryn – AKA The Union, she is half the SU now!
Things I'm proud of	The SCHCS (Scarborough Centre for Health Care Studies) welcome events.
General updates	<p>I've agreed with Catherine Mason (Student Experience Manager), Howard and Giles that we will have regular catch up sessions. Just to keep in the loop of what people are doing and it gives me a chance to bring up concerns from students and suggestions about campus services. The first one happened this week, we discussed participation sports for mature students, feedback for the social space (will get this be hosting a rep forum in there) and options to students who may need to retake modules or years during the handover period to Hull College in 2017.</p> <p>Attended the new Migration of Programmes committee. This is where the heads of departments sit on and discuss how the actual migration will work in each department. Everything from equipment inventories to office use is discussed. I brought up the issue of availability and contact time and the possibility of getting the Principles (SLA) published as a desktop background on all computers across campus (as per request from the Student Forum).</p> <p>Throughout the week we've been in Waves (the canteen) manning a HUU stand to welcome SCHCS students. These were a mixture of new foundation students and returning students, we provided them goodie bags and asked them how the SU can represent them, as they are all part time and mostly mature students.</p> <p>Jackie and I have written and finalised the paper to be presented at the Board regarding representational model and options for Scarborough moving forward.</p> <p>Xbox One is in the social space, hooray! Discussing what we should call the space.</p> <p>A 24 hour study space will now be happening in the Worsley building, we just need confirmation on whether this will including the IT labs.</p>
Update on my objectives	<p>Mobile SU designs have been finalised, to go to print. This will accompany the Exec Sofa.</p> <p>Still sorting out timetables for shout outs, awaiting on SSE or CEMS.</p>
I need support with	<p>Social media marketing! Me and Kathryn have been doing bits, but it's hard to keep on top of it.</p> <p>I need the societies constitution ASAP so we can make edits.</p>

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11/09/15	40	5	SCHCS Welcome	12.5%