

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2.30pm on Tuesday 12 April 2016

Present: President (Chair), Vice-President Welfare & Community (VPWC), Vice-President Education (VPE), Vice-President Sport (VPS), Vice-President Scarborough (VPSc)
Attending: Chief Executive (CEO), Membership Services Director (MSD), Commercial Services Director (CSD), Administration Co-ordinator (AC)

1. **Apologies**

Received from Vice-President Activities (VPA), Marketing & Communications Manager (MCM)

2. **Minutes of previous meeting**

Approved as a correct record

3. **Matters arising**

Following on from talks about changing the Sabbatical Officer title (8 March, item 12a), CEO said HUU refer to Sabbatical Officers in our governance documents and other literature. CEO clarified that changes to contracts for Sabbs could be made. CEO to put together a name change action plan to bring to the next UEC. **Action: CEO**

VPWC updated about office space; Facilities team will look at a new desk configuration in the Membership Services office this week. Once it has been agreed how the office will look, facilities will need to change telephone extension numbers.

4. **Sabbatical Engagement**

Not discussed

5 – 10 **Zone reports – circulated and taken as read** (see attached)

6. **Sport**

VPS asked Sabbs to promote Varsity on social media and in meetings to encourage University staff to attend some events. **Action: Sabbs**

7. **Education**

Education survey promotion in the Library on 14 April, VPE invited Sabbs to help if they are free.

11. **Chief Executive & SMT**

- Hullfire have been asked to remove a recent Scarborough article from their website pending a decision from a media review panel. CEO will keep UEC updated. **Action: CEO**
- MSD has met with Hullfire TV following the failure of a motion at Union Council to change their name. Feedback has been provided, with a suggestion that the motion is brought to the next Union Council meeting.

12. **Any Other Business**

a) **Ground Floor Signage**

- UEC approved plans for signage on the wall outside Sanctuary and on the middle pillar/lift area on the first floor. MCM to get quotes for the signage and bring to the next UEC. **Action: MCM**

b) **Impact Report Stakeholder Comms**

- The Impact Report is now online and will be updated every couple of months; external stakeholders, such as the University and Hull City Council, previously received a copy

of the report. Support may be needed to signpost stakeholders to the online impact report.

c) **Scarborough Role Title Change**

- The Scarborough title change was carried over for discussion at UEC on 26 April.

d) **Associate & Life Memberships**

- Associate memberships were approved for Amber Jenkins and Stivan Valentinov Kolev.

g) **Budgets**

- MSD asked UEC to consider budget areas ahead of budget meetings this week, to identify areas that would benefit from having their own cost code/area, or remove areas that are no longer used or required.
 - UEC agreed to have a central campaign budget, one for student led and one for Sabb campaigns. MSD suggested setting up a process for campaign fund requests to be approved at UEC.
- Action: MSD to follow up**

13. **Reserved Business**

Reported separately

14. **Next Formal Meeting**

Tuesday 26 April 2016

UEC/SEC REPORT - WEEK ENDING 1 APRIL

NAME: Si Hernandez	
I'd like to thank	Aidan Mersh and Alan Roberts (NUS) – For all their support in University policy and law information. As well as the contacts they have put me in touch with. Jackie (CEO), Liz (MSD), and Elaine Altuccini (Advice Centre) – For all their support, guidance, and know how under this situation. Rachel Kirby and Jack Baldwin – For all their help when dealing with the press.
Things I'm proud of	Everything that has happened this week, I am proud of.
General updates	<p>The recent article in The Guardian has sent the Campus into a frenzy. This, combined with the lack of concrete announcement about the Scarborough support packages has meant a great number of students are now requesting refunds alone. Wrote a statement giving our stance on this, which has currently gone to five different media outlets.</p> <p>Helped student put together a motion asking HUU to back a lobby for refunds. This included getting students to put their thoughts down and presenting the information for Union Council.</p> <p>Have investigated where University contracts may have been breached. This has included a number of government related organisations.</p> <p>Students have been requesting to write formal complaints to the University. I have been in talks with staff at NUS into what routes and companies students can use to request refunds.</p> <p>Have spoken to Jeannette and Glenn regarding the contents of the support packages and Karen Thornton (Operations Manager) regarding the operations process. Certain components are ready to go if the sign off happens.</p> <p>Secured funding for band night on Campus. This will include a number of local bands playing in Calvino's, encouraging participation from the community.</p> <p>Have completed amendments to all Scarborough Exec Standing Orders.</p> <p>Attended staff meeting regarding employment. Currently, it is speculated that a number of Estates and Catering staff may be able to TUPE across to the Grimsby Institute. A Voluntary Leaver Scheme was also discussed, pending on contacts. There is a high likelihood that this will decrease the student experience without careful contingency.</p> <p>Had a catch up with the Campus Management Team, where the operational side of the student support packages were discussed, as well as suggestions for upcoming social events.</p>
Update on my objectives	Have ensured student engagement during the recent unrest.
I need support with	Tackling the road ahead from this. I may extra time to stay on top of general operations. If anyone can come to Scarborough to help with this, that'd be appreciated.

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
01/04/16	32 (Monday off due to Bank Holiday.)	6	Union Council motions, formal complaints, one to ones regarding the press and the packages.	18.75%

UEC REPORT - WEEK ENDING 1 April 2016

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

NAME: Ashleigh Davies	
I'd like to thank	Emily (Admin Co-ord) for helping me understand my holiday hours. Jackie (CEO) for being a supportive rock over this week. SVOT team – for keeping the office fun this week whilst it's been quiet.
Things I'm proud of	Writing 3 different motions for Union Council – it's going to be a big one. Settling back in after Tour. Working hard to secure a speaker for EU Referendum debate.
General updates	Office Space – Will be working with Liz to make sure this keeps moving ☺ All my board papers are in and sorted. I've worked with Labour students to confirm a seat on our EU referendum debate. Also emailed Jeannette and local councillors inviting them to the event. Worked with LGBT+ and Gurmok on our motions for council, they're all finished and in. Attended a group meeting with Anji Gardner (SWLWS) about sexual harassment and how we as a university can combat it. She invited me along as she knows I'm extremely interested in domestic violence and we are starting up our HUUSaysno campaign.
Update on my objectives	White Ribbon – as above. Housing – Social posters are up and about in different departments – all student email to go out 5 th April.
I need support with	Keeping on top of things when students get back – writing handover soon!

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
1 st April	29.5 (Bank Holiday)	0 EASTER	EASTER	0%

UEC REPORT - WEEK ENDING 8 APRIL 2016

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	<p>*Emily Normington (Admin Co-ordinator) for helping me with sorting out my emails.</p> <p>*Marketing for helping me my #ChallengeChuby blogs.</p>
Things I'm proud of	<p>Getting to most of my meetings on time even with a hectic schedule.</p> <p>Helping the Vice-President Scarborough with issues being faced by Scarborough students.</p>
General updates	<p>*Attended the special meeting of Senate along with the other officers to discuss the shape and size review and changes that have been made through the feedback from Faculty Boards.</p> <p>* Vice-President Education, Vice-President Scarborough and I worked with the University to produce student experience enhancement packages for Scarborough students, which were presented to the students on 8th April in Scarborough.</p> <p>*The BAME officer and I have been discussing plans for a BME attainment gap forum between BME students and University academics.</p>
Update on my objectives	<p>*Sabb sofa for 5th April was cancelled but a future date is being looked to help in creating awareness for the EU referendum.</p> <p>* #ActionForAccess is still in the 2nd phase and we will be looking to set up a social forum for disabled students with the help of disability services.</p> <p>* The blog for the pole fitness challenge has been released and the boxing challenge will be published sometime in the coming week.</p>
I need support with	Working through my emails but I also ask for patience from everyone as well.

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
08/04/2016	38 hrs	3hr	*Scarborough students	0%

UEC REPORT – WEEK ENDING 8 APRIL 2016

NAME: Matt Evans	
I'd like to thank...	<p>Jacob Zobkiw (Education Co-ordinator) for helping in the planning of the SLTA's these last two weeks, and for leading the work with the Education Survey. And to the Education Zone for their continued support with the SLTA's. #Legends</p> <p>Emily Normington (Admin Co-ordinator) for helping me keep on top of all of my calendar and email stuff.</p> <p>Tania Strützel (Governance & Democracy Co-ordinator) for help with all bits of education zone governance and standing order changes these past few weeks!</p> <p>Rachel Kirby (Marketing & Communications Manager) for all the brilliant design work and suggestions for downstairs for us to communicate our impact. Even the dodgy Photoshop is great!</p>
Things I'm proud of...	<p>The work that Si Hernandez (VP Scarborough) has done over the past few weeks with the situation in Scarborough – it's been a pleasure to support him, and see him effectively lobby the University.</p> <p>We all seem to be working better on joint projects recently – I like this, let's keep it going!</p>
General updates...	I attended the Scarborough open forum last week to help support our members up there, while it's clear that they are unhappy, I think positive steps have been taken by HUU and the University to really address the issues at the heart of the problem and to tackle these.
Update on my objectives...	I have written motions to Union Council to get moving with changing the role of an International Students Officer, and getting ready for the "Democracy Fest" as part of WF2016 to elect all of the Faculty and School reps for 2016/17.
I need support with...	Any support for the Education Survey this week and next would be ace. I have quite a lot of early mornings and late nights (all unavoidable meetings) so just being aware and sensitive to that if I'm not particularly talkative this week and next!

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
01.04.16	32 (bank holiday Monday)	2	Senate, pre-meet and Education Zone Gov meeting	6.25%
08.04.16	42	4	Education Zone meeting, Scarborough open forum	9.52%

UEC/SEC REPORT - WEEK ENDING 8 APRIL

NAME: Si Hernandez	
I'd like to thank	<p>Chuby and Matt – For all their support during meetings throughout this week. Was great to show a united front.</p> <p>University Executive – For finalising and signing off the support packages.</p> <p>Giles and Karen – For all their work on the processes of the packages.</p> <p>Elaine – For engaging with students and helping them find their voice.</p>
Things I'm proud of	Being told "keep it up, you're doing an amazing job" by the Vice-Chancellor.
General updates	<p>Met with the Vice-Chancellor on four occasions this week (with the support of Chuby and Matt) to discuss the ins and outs of the support packages. This included understanding the nature of each item of the package and the reasoning for it. There will be a different one for continuing and finalist students, with both being able to pick from their choice of contents (with an option to pick the complete contents, if necessary).</p> <p>Met with various member of the admin team regarding the implementation of the packages. This included the processes of how each would work, where students would collect them, and how they could apply.</p> <p>Chaired the Open Forum, where the packages were presented. This entailed the Vice-Chancellor outlining what support would be given to Scarborough students, before a heated Q&A session. After this, continuing and finalist students were split into two breakout groups, to address their needs separately.</p> <p>Attended Senate Shape and Size meeting, where the principal restructures and phasing of the newly proposed faculty structures were agreed on.</p> <p>Spoke with the Lincoln staff regarding web development and implementing a voting system on the HUU website.</p> <p>Discussed funding of future events via the Buzz Board. There has funding allocated by the University for a graduation event, which could see a potential high profile act attending.</p> <p>Discussed academic issues and the future for activity groups at the Rep Forum, with the changing nature of Scarborough in mind.</p> <p>Attend Trustee Board, updating on the current situation and the nature of the packages.</p>
Update on my objectives	Have ensured student engagement in the lead up to and post the Open Forum.
I need support with	Tackling the road ahead from this. I may extra time to stay on top of general operations. If anyone can come to Scarborough to help with this, that'd be appreciated.

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
08/04/16	44	5	One to one sessions and group sessions to discuss the packages, Open Forum.	11.36%

UEC REPORT - WEEK ENDING 8 APRIL 2016

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NAME: Ashleigh Davies	
I'd like to thank	Emily Normington (Admin Co-ordinator) – General help, and then helping tie all the laces. Tania Strutzel (Governance Co-ordinator) General help, and also helping tie all the laces. Helping with all my motions for UC. Matt (VPE) and Gurmok (VPS) for being amazing all the time and helping me with my campaigns this week. Andy King (Commercial Services Director) for helping with my job searching!
Things I'm proud of	Giving out laces at AU Council and getting signatures on the 'tackling homophobia and transphobia' board for Varsity. Attending Boat Club ball. Successful trustee board on Thursday. ☺
General updates	Finished all the motions for Union Council and these will hopefully pass on Monday. Been working with Anji Gardiner to discuss the sexual health awareness we do as a Union and University and how we can work together. Working on a student carer stand next week giving information to those who are carers about how the university and union can support students. HUUsaysNo is well underway and the business cards have been ordered. These will be ready for Varsity and they will be given out for photo opportunities with a board to show we, as HUU – say no! Rainbow Varsity – given out laces and had people sign the board at AU Council. Having a second side of the board printed to get more signatures.
Update on my objectives	Housing social on Monday! Verbal update.
I need support with	Comms for All Gender Toilets if they don't pass.

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
8/4/16	37	10	AGMs, AU Council, Boat Club Ball	37%