

**MINUTES OF UNION EXECUTIVE COMMITTEE MEETING**  
**Held at 2pm on Tuesday 15<sup>th</sup> May 2018**

Present: Osaro Otobo, President (OO); Jennie Watts, Welfare & Community Officer (JW); Salman Anwar, Education Officer (SA)

Attending: Liz Pearce, Membership Services Director (MSD); Emma Platt, Studio Manager (SM); Emily Normington, Executive Support Co-ordinator (ESC, minutes)

1. **Apologies**

None received.

2. **Minutes of previous meeting**

Approved as a correct record.

3. **Matters Arising**

JW to ensure student dropout rates and processes are discussed at the University's Retention Steering Group. **Action: JW**

ESC to rearrange a meeting for the Student Officer team to meet with Marketing & Communications Manager (MCM). **Action: ESC**

4. **For Discussion & Decision**

a) **Student Win Submissions**

UEC approved a student win submission from Nick Wright celebrating the HURFC Renegades winning the East District Merit Table Final against Hull Ionians Ramblers in April. OO to contact Nick Wright regarding prize collection and circulate details of collection to Marketing. **Action: OO**

b) **Your Ideas Allocations**

SA to action the 'Your Ideas' suggestion with University Estates regarding making more left handed desks available within lecture and seminar rooms. **Action: SA**

5. **Chief Executive & SMT update**

- SMT are focusing on planning for the HUU Staff Day on 1<sup>st</sup> June and preparing documentation for the Trustee Board meeting.
- Finance & Resource Manager is continuing to ensure GDPR requirements are met before 25<sup>th</sup> May.

6. **Marketing Update**

- SM is creating brand templates for all departments. Final approval from Estates is pending regarding window vinyls for the staircase in Student Central.
- WelcomeFest requirements are due to Marketing on 25<sup>th</sup> May. SM will be meeting with the app developer and University Marketing Team regarding the 2018 app.

7. **Weekly Reports & Accountability**

a) **President**

- OO supported MSc Business Management students to get a 2 week extension.
- OO raised issues regarding Postgraduate experience at University Council.
- Consultation has taken place with AU club members regarding feedback on a new membership structure for 2018/19.

b) **Welfare & Community Officer**

- JW noted that breastfeeding friendly status has now been obtained.
- An 'Ask for Angela' policy is now in place, business cards will be ordered to advertise the policy to students.
- JW and SA are creating a mental health booklet providing advice on recognising the signs and signpost to support services. JW asked for support from OO and SA to promote events during Mental Health Awareness Week. **Action: OO & SA**
- JW advised that all objectives have now been completed.

c) **Education Officer**

- Faculty Representative Interviews are ongoing, 3 out of 4 reps have been appointed to date.

8. **Any Other Business**

None reported.

9. **Reserved Business**

None reported.

10. **Next Formal Meeting**

Tuesday 29<sup>th</sup> May 2018

### UEC REPORT - WEEK ENDING 11/05/2018

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

<b>NAME: Osaro Otobo</b>	
<b>I'd like to thank</b>	I'd like to thank Liz for going to the Convention with me and helping me with USEEEC prep.
<b>Officer Impact</b>	<p>I won 2 a two extra week extension for the students of the MSc Business Management course who were affected by strikes. The university were very quick to help with achieving this.</p> <p>Highlight at a University committee (USEEEC) the importance of communicating and engaging with students with clustering modules.</p> <p>At University Council I raised student concerns including PG experience and value for money.</p> <p>After telling Ents about a student wanting us to show the champions league final at EOYB, they are now going to make it happen.</p>
<b>Update on my objectives</b>	<p>Consulting with AU club members about the AU club membership structure</p> <p>Continuing supporting student-led campaigns. Working with careers, marketing &amp; Sam to help two PhD students with their careers event in May.</p> <p>Continuing to make sure student trustees feel connected and well supported by reaching out to them regularly.</p> <p>Continuing to raise timetabling issues to the university.</p> <p>Continuing to work with DARO and Careers on employment events for next year.</p>
<b>Things I'm proud of/ I need support with</b>	I'm proud of helping students get a better extension to complete their assignment.

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs p/w)	Hrs spent engaging with members (i.e. time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
11/05	34	5	<p>Student Hub campaign planning</p> <p>AU club meetings &amp; AU club membership consultation</p> <p>Speaking to current students in Student Central about general issues/queries, signposting them to relevant services.</p>	15%

## UEC REPORT - WEEK ENDING 11 MAY 2018

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<b>NAME: Jennie Watts</b>	
<b>I'd like to thank</b>	<p>Everybody for being so understanding when I needed time off.</p> <p>Emily for letting me be on FARC, I had a really good time!</p> <p>Kate and Alex for their help and support with becoming a breastfeeding friendly organisation.</p> <p>Thanks to Sam, Andy K and Jonathan for their help and input into the Ask For Angela Policy.</p> <p>Chloe, Laura and Jess for all the hard work that went into the HUU Awards.</p>
<b>Officer Impact</b>	<p>Now officially a breastfeeding friendly organisation</p> <p>Writing a Mental Health Booklet for students with Sam</p> <p>Started writing my handover</p> <p>Writing a policy for Ask For Angela</p>
<b>Update on my objectives</b>	Completed!! YEY!!
<b>Things I'm proud of/ I need support with</b>	<p>Will need support with Mental Health Awareness Week from other officers to help make HUU be as supportive of students as possible</p> <p>Proud of presenting at the HUU Awards</p>

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week <i>(max 40 hrs p/w)</i>	Hrs spent engaging with members <i>(i.e. time spent face to face with students)</i>	Type of engagement <i>(description)</i>	Engagement hrs as % of total hrs worked
4/5/18	36	7	Face-to-face/drop-ins, HUU Awards. Low engagement because I was working from Home for 2 days	20%
11/5/18	14	2	Face-to-face/drop-ins from students	14%

### UEC REPORT - WEEK ENDING 11<sup>th</sup> May 2018

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<b>NAME: Salman Anwar</b>	
<b>I'd like to thank</b>	Nicole for the great support and work with the Faculty Rep interviews.
<b>Officer Impact</b>	<ul style="list-style-type: none"> <li>- Faculty Rep Interviews</li> <li>- MA Criminal Justice and Crime Control student meeting</li> <li>- 1-2-1 meeting with Librarian</li> </ul>
<b>Update on my objectives</b>	<ul style="list-style-type: none"> <li>- Helping students with issues around modules</li> <li>- Listening to students concerns around their MA course</li> </ul>
<b>Things I'm proud of/ I need support with</b>	<ul style="list-style-type: none"> <li>- Faculty rep interviews going well!</li> </ul>

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11/05/18	39	3	Talking to students about issues they have, Faculty Rep Interviews	7.7%