

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING

Held at 2pm on Tuesday 5th December 2017

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

Attending: Membership Services Director (MSD); Marketing and Communications Manager (MCM); Administration Co-ordinator (AC, minutes)

1. **Apologies**

Caitlin O'Neill, Sports Officer (CON); Chief Executive (CEO).

2. **Minutes of previous meeting**

Approved as a correct record.

3. **Matters Arising**

Agenda 5 - SA stated SSF feedback from students regarding faculty hubs, the students seem happy. SA to discuss findings with Vice Chancellor. MCM voiced that more than 500 students will be surveyed and feedback regarding hubs will be available in April 2018. OO tasked SA to lead discussion with VC.

Agenda 6 - MCM would like all officers to send lollypop moments. MCM highlighted the transport provided to get students to the Lawns for January exams is a good example to be highlighted on the website. **Action:** All Officers

4. **For Discussion & Decision**

a) **Campaign Funding Forms**

- **Human Rights Week** – A claim form has been submitted to help promote a greater awareness of rights and show the strong ethical stand point of the union towards respecting all. **All officers attending approved a total cost of £84.67. CON approved the form on 6th December**
- **Vegan Form Extension** – Samantha Page would like it noting that the Environment & Ethics officer has asked for an additional amount of money for the vegan fair on top of the already approved budget of £37 for flyers due to the last minute dropping out of stall holders. To salvage the event EEO bought vegan sweets and pre-sealed food items to hand out at the fair to enhance the quality of the overall fair experience for students – she did not expect to have to do this when she submitted her original claim form. **All officers approved a total cost of £25.72. CON also approved this form on 6th December.**

b) **Associate Membership Forms** – All attending officers approved the associate membership forms. CON also approved said forms on the 6th December.

5. **Chief Executive & SMT update –**

- MSD stated the staff meeting revealing the vision launch had a lot of positivity and vibrancy.
- The Student Voice Manager interviews are taking place on Thursday 7th December.
- Discussions with staff will take place regarding the building redevelopment.

6. **Marketing Update –**

- A forum regarding the building changes will ask students what they would like from the redevelopment.
- MCM voiced some interesting feedback to the vision options from the staff meetings, management had a clear route and staff opinions were split between all 3 options.
- Student staff gave some helpful feedback to marketing for engaging students to get more of a buzz around campus regarding elections.
- MCM suggested it would be useful for a member of marketing to attend the weekly student ops meetings.

7. **Weekly Reports & Accountability**

a) **President –**

- OO discussed a meeting with marketing regarding time tabling.
- OO highlighted a meeting with the careers team regarding an event next semester, some of the liberation teams also attended to give input towards the event.

b) **Welfare & Community Officer –**

- JW was very proud regarding talks with the University council regarding the Mental Health Campaign which was well received. JW stated student wellbeing do a worthy job but there is more funding needed to support students. JW will create a formal report for March 2018.

c) **Sports Officer -**

d) **Education Officer –**

- SA stated that he is proud of the work on mitigating circumstances. MCM would like SA to send some information regarding mitigating circumstances to highlight to students.
Action: SA
- SA voiced the student book limit will be increased from 20 to 25 days from semester 2.

8. **Any Other Business**

- a) OO discussed preparations for meeting the VC.
- b) OO would like all officers to organise a welcome event for post graduate students at the end of January **Action:** All Officers

9. **Reserved Business**

10. **Next Formal Meeting**

Tuesday 9th January 2018

UEC REPORT - WEEK ENDING 01/17 Month 2017

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

NAME: Osaro Otobo	
I'd like to thank	Thank you to Alex for the he has done to make a bigger impact with my timetabling objective. Thanks especially for creating a survey to help me get a wider reach, it was his first time making one and it looks great.
Officer Impact	An email was sent out to all postgraduate students about removing Wednesday lectures. I wrote about my own experience as a PG and asked them to let me know about their own experience. The same survey was also put into the general student newsletter.
Update on my objectives	I had a meeting with liberation campaign chairs along with the careers team to help shape my event for next semester. The working title is 'diversity and inclusion in the workplace.
Things I'm proud of/ I need support with	I'm proud of the impact I have had already with the timetabling survey. I've already had a PG send me a message thanking me for having this as my objective.

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
01/12	24	4	Wyke Sixth Form College Exec Tour & Pizza Speaking to current students in Student Central about general issues/queries, signposting them to relevant services.	16%

UEC REPORT - WEEK ENDING xx Month 2017

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NAME: Jennie	
I'd like to thank	Sam for all her help and support with the planning of my upcoming campaigns especially Mental Health, SHAG Week and Consent Jackie and Osaro for pushing me with University Council The officer team for their support with the hate crime board
Officer Impact	Been walking around with the Hate Crime board to find out what students have witness or experienced on campus and in the local community Worked with Sam and Andy to get Biodegradable straws into the union bars Have planned and actioned my mental health and consent campaign Have worked with Sam to form a SHAG campaign week in S2 Been engaging with my faculty on both welfare and academic issues Held a welfare zone meeting and it was really productive and got some brilliant feedback from the Zone (Will be doing consultation with PTOs and students at union council on Zero Tolerance Policy)
Update on my objectives	Reviewing the Zero Tolerance policy at Union Council
Things I'm proud of/ I need support with	I am so proud that I spoke about my mental health campaign at university council and am making progress with it I will need support with the mental health campaign in regards to promotion and getting statements and petition signatures – likewise for the consent campaign

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
1/12/17	30 (half day on annual leave and two days working on my dissertation)	8	Zone meeting, face-to-face, walking around with the hate crime board, faculty drop in time, walking around campus meeting students	27%

UEC REPORT - WEEK ENDING 1st December 2017

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NAME: Caitlin O'Neill	
I'd like to thank	Vicky for supporting me in the meeting with Men's Football. Andy for supporting me in the meeting with Men's Hockey. The Officer team for helping me brainstorm ideas regarding club finances and being really supportive. Jack and Sophie for all of their help and support with filming the Varsity video.
Officer Impact	This Girl Can MMA self-defence class. Varsity video filming!
Update on my objectives	This Girl Can: Jennie has helped MMA organise a self-defence class around her Consent campaign which has been tied in to This Girl Can. Club debt/sustainability: teams are slowly moving in the right direction. Been having really positive meetings and clubs seem to be engaging with me. However it appears that some teams who have to train externally aren't sustainable for this reason so I'm looking into whether the union/university should fund the hire of external facilities as well as transport costs for BUCS and non-BUCS competition travel costs. Went round matches Wednesday afternoon with Vicky and promoted club achievements.
Things I'm proud of/ I need support with	I'm proud of the work I'm doing on club debt. I need support with researching club expenses and drawing up a paper for FARC.

ENGAGEMENT BREAKDOWN

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1/12/17	40 hrs	12 hrs	Wednesday afternoon matches, meetings with students, talking to students on campus, AU Exec meeting, hate crime map with Jennie, Faculty pop up.	30%

UEC REPORT - WEEK ENDING 1st December 2017

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NAME: Salman Anwar	
I'd like to thank	Jennie and Tania, for their work on Mitigating Circumstances, changes coming in for the 4 th December.
Officer Impact	<ul style="list-style-type: none"> - Open Forums continue, Politics one last week and Psychology one this week - Changes in PGT book loan limit from Semester 2 - Looking into exam timetable issues
Update on my objectives	<ul style="list-style-type: none"> - Open forums going ahead, some better than others, have another on the 6th December - Wanting to ensure I stand up for students on their concerns (Exam timetable)
Things I'm proud of/ I need support with	<ul style="list-style-type: none"> - Small issue around book loans in library sorted! - The amount SLT&SA nomination we have!

ENGAGEMENT BREAKDOWN

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01/12/17	32 (Monday off)	3	Open Forum, Activities Zone, Catch Up	9%