

MINUTES OF UNION EXECUTIVE COMMITTEE MEETING
Held at 2pm on Tuesday 19 January 2016

Present: President (Chair), Vice-President Sport (VPS), Vice-President Education (VPE), Vice-President Activities (VPA), Vice-President Welfare & Community (VPWC), Vice-President Scarborough (VPSc)
Attending: Membership Services Director (MSD), Marketing & Communications Manager (MCM)
Administration Co-ordinator (AC)

1. **Apologies**
Received from Chief Executive (CEO)
2. **Minutes of previous meeting**
Approved as a correct record.
3. **Matters arising**
None reported.
4. **Sabbatical Engagement**
Not discussed.
- 5 – 10 **Zone reports – circulated and taken as read** (see attached)
5. **Governance Zone**
 - President met with the University Director of Estates about car parking, students in the new accommodation will not have parking permits. The University will be writing their recommendations following an audit of parking on campus. President to bring recommendations paper to UEC. **Action: President**
 - President asked for Sabb support with the accessibility campaign on 20 January.
6. **Sports Zone**
 - The rugby union charity man auction will no longer take place during RAG week, VPS to find out why it has been moved. **Action: VPS**
11. **Chief Executive & SMT**
 - SMT are working on elections marketing and promoting the staff engagement survey. Managers are now trained to use the new HR system, Sabbs to use the system to thank staff mentioned in UEC reports.
 - MSD said the new Student Information System will be used by Ask HU with limited functionality from April.
 - Sabb role descriptions have been written by Democracy & Governance Co-ordinator using the Standing Orders. MSD to circulate the role descriptions to Sabbs for track changes and comments. **Action: MSD**
12. **Any Other Business**
 - a) **Advice Centre Scarborough**
 - The Advice Centre in Scarborough is open for 7 hours a week, VPSc would like to increase to 10 hours due to more visits from students. Wellbeing Services refer students with academic issues to the Advice Centre. UEC approved the increase in opening hours.

- VPSc to get a summary of Advice Centre visits. VPE meets with Advice Centre monthly and raises any concerns with the Pro-Vice-Chancellor for Education. **Action: VPSc**
 - VPSc will raise issues in the Faculty of Education at the next faculty board.
- b) **External speaker**
- The Hull University Secularist, Atheist and Humanist Society (HUSAH) would like Maryam Namazie to speak at an event in May. VPE asked if the form could include criteria from the No Platform policy, VPA to look into. **Action VPA**
 - UEC wanted to thank the HUSAH president for submitting the form early and including a lot of detail.
- c) **NSS**
- National Student Survey (NSS) is open until 30 April. UEC agreed to focus on HUU campaigns and surveys, and promote NSS at Easter. VPA said HullFire would still promote the survey from the launch date.
- d) **Sabb sofa**
- VPA and VPS would like to promote the student experience survey at Sabb Sofa on 9 February.
- e) **Joint objective**
- Discussion took place about the team engagement objective. Sabbs agreed to spend a morning reviewing objectives for semester 2. Admin Co-ordinator to schedule an objectives meeting. **Action: AC**
- f) **NUS visit**
- Sarah Edmunds from NUS will be visiting HUU in February. VPA, VPSc and VPWC would like to spend time with Sarah and see how they can work with the NUS. AC to work with Sabbs and staff to create a draft agenda for the visit. **Action: AC**
- g) **Officer career management course**
- UEC agreed VPA will attend the officer career management course and write a report for all Sabbs after the conference in March. UEC are keen to see if University Careers or Staff Development can offer support or training. **Action: VPA**
- h) **Next UEC**
- Due to WelcomeFest: The Reunion there will be no UEC on 2 February. The next meeting will be informal on 9 February.

14. **Next Formal Meeting**
Tuesday 16 February 2016

UEC REPORT - WEEK ENDING 8 JANUARY 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>*Commercial Services Director for helping me with few things in regards to parking spaces.</p> <p>*Everyone helping me settle back into work after the Christmas break. It has been really productive.</p> <p>*Kathy for helping with Faith Forum.</p>
Things I'm proud of	<p>Being able to switch off completely during the break.</p> <p>Regaining my focus on certain issues that I want to work on this semester.</p> <p>Having a very productive week even though it was just three days long.</p>
General updates	<p>*Students have been bringing up the issue of car parking on campus and I have been looking it. I have been talking to relevant people in the University about it and I have set up a meeting with the University's Director of Estates to see how we can tackle this issue.</p> <p>*After the feedback I got from an NUS local conference about the BME attainment gap, I have set up a meeting with the Equality and Diversity Officer of the University to discuss some ideas and get updates from them on how they are tackling the issue.</p>
Update on my objectives	<p>*Venue for the Faith forum has been booked and communications will be sent out to those invited thanks to Kathy (VP Activities).</p> <p>* #ActionForAccess is moving into phase 2. Will be setting up a feedback structure for students to give feedback about accessibility on campus. Will also be talking to Disability services about communications that will be sent out to students.</p> <p>* Meeting with Marianne from the University's City of Culture office to give and get updates about plans from both the Union and the University.</p>
I need support with	Prepping for all my meetings this 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
08/01/2016	38 hrs	0hrs	*Various topics	0%

UEC REPORT – WEEK ENDING 8 JAN 2016

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NAME: Gurmok Sanghera	
I'd like to thank...	<p><u>Andy (Commercial Services Director)</u> – helping me with the old boys' event.</p> <p><u>Liz (Membership Services Director)</u> – was really useful to talk though sport stuff with Liz and get things off my chest.</p> <p><u>Emily (Admin Co-ordinator)</u> – there when I need her.</p>
Things I'm proud of...	<p>Old boys' event is looking like it will be a fantastic event.</p> <p>Getting through the lump of emails.</p>
General updates...	<p>Varsity is looking like it needs some work on, just putting together a fixture list and hoping Lincoln will put their changes.</p> <p>Tour staff - still require details from them.</p> <p>Planning my semester out at the moment.</p>
Update on my objectives...	Pushing the HUU experience survey with Kathy.
I need support with...	Getting back up-to-date, and into the rhythm of work, can people push the HUU experience survey.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
08.01.16	30	1	On phone to table tennis	3.3%

UEC/SEC REPORT - WEEK ENDING 8 JANUARY

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NAME: Si Hernandez	
I'd like to thank	<p>Kathryn Oram-Robinson (Scarborough Co-ordinator) – For getting us back into the swing after the break.</p> <p>G-Man and Andy King – For helping me out, arranged the cross campus day.</p>
Things I'm proud of	Final starting RAG Week planning.
General updates	<p>Began planning for RAG Week, which will coincide with Hull on the week commencing the 8th February. We will be donating to The Rainbow Centre, a local charity which helps support victims of physical and mental abuse, the homeless and people in crisis.</p> <p>Had catch up with Charley, planning where I will need social media and website support for the semester.</p> <p>Calvino's have confirmed they can play HullFire Radio with their license. Awaiting IT to sort out their software, then podcasts can finally be made.</p> <p>Attended Buzz Board (events committee) to plan for the welcome back/WelcomeFest Reunion Fair. We are going with a carnival theme, the University have hired a coconut shy and hook-a-duck stalls, along with a digital graffiti display. Kathryn is currently arranging stalls for local businesses.</p> <p>Spoke with the new Student Ambassadors co-ordinator to see if we can link up with volunteers, to keep the vibrancy around campus.</p> <p>Arranging the cross campus day for the 6th February with G-Man. We plan to sell two types of tickets; a £5 one which includes travel and entry to Asylum and a £10 one which will include the GIAG to The Deep.</p> <p>Went into town to collect donations for RAG Week. We'll be doing a raffle, with tickets sales contributing to the fundraising total.</p>
Update on my objectives	I've been collecting info from the departments for this semester's lecture shout outs.
I need support with	At the moment, nothing; all is 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
08/01/16	38	1	One to ones.	2.63%

UEC REPORT - WEEK ENDING 15 JANUARY 2016

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NAME: Chubike 'Chuby' Okide	
I'd like to thank	<p>*Everyone helping me with meeting preparations.</p> <p>*Everyone who gave me feedback on my 360 review.</p>
Things I'm proud of	<p>Improving in meetings.</p> <p>Working on improving based on constructive feedback.</p> <p>Having very productive meetings with members of University staff.</p>
General updates	<p>*Students have been bringing up the issue of car parking on campus and I have been looking it. I had a meeting with the University's Director of Estates to see how we can tackle this issue. He confirms that they have done an Audit of the transport on campus. It is also stated that the new accommodation will not come with parking permits.</p> <p>*Some students have also raised the issue of security on campus due to fears that it may be reduced, but that is not the case as the University is looking to increase shifts and go with a different provider because the current ones feel unsettled.</p> <p>*I had a meeting with the Equality and Diversity Officer of the University to discuss some ideas and get updates from them on how they are tackling the issue. We proposed that a possible forum between BME students and University academics can take place before the end of the year.</p>
Update on my objectives	<p>*Next Sabb sofa takes place 9th February and will be discussing a possible theme with the Sabb team.</p> <p>* #ActionForAccess is moving into phase 2. Will be setting up a feedback structure for students to give feedback about accessibility on campus. Questions that will be put in the survey have been given with some more to be added to it by Wednesday, it will then be passed on to the University's disability service.</p>
I need support with	Prepping for all my meetings this 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
15/01/2016	38 hrs	1 hr	Exam space	0%

UEC REPORT – WEEK ENDING 15 JANUARY 2016

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NAME: Gurmok Sanghera	
I'd like to thank...	<p><u>Jags</u> – Mum's been up and Jags has helped us have a nice weekend.</p> <p><u>Kathy (VP Activities)</u> – Allowing Rugby Union Man Auction to be in RAG week.</p> <p><u>Commercial Team</u> – Helping with old boys.</p> <p><u>Georgia (Marketing & PR Co-ord) and Chelsea (Research & Campaigns Co-ord)</u> – Helping me organise marketing materials for my campaigns/old boys.</p> <p><u>Matt (VP Education)</u> – Organising Boat Club for Varsity.</p>
Things I'm proud of...	<p>Getting 360 feedback, this was positive and I now know what to work on.</p> <p>Finally met with Sammi from Lincoln (VP Activities), Varsity is getting underway.</p> <p>Proud that I led the breakfast meeting by asking us all to talk about our priorities.</p>
General updates...	<p>Tour Staff are all done and organised. Liz taking it to SMT to only have 3 members of staff.</p> <p>Varsity marketing and packs are getting organised, need to agree price of these.</p>
Update on my objectives...	<p>Meeting Hull FC to talk about coaching.</p> <p>Sponsorships – working with Chelsea to look at getting Trophy Pres sponsored for next year.</p>
I need support with...	<p>HUU experience until it's finished please!</p> <p>Emily (Admin Co-ordinator) could we have some time to do emails this week.</p>

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
15.01.16	37	5	Phone calls Exam Space Presidents coming to office	13%

UEC REPORT – WEEK ENDING 15 JANUARY 2016

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NAME: Matt Evans	
I'd like to thank...	<p>Jacob Zobkiw (Education Co-ordinator) for being great when I delegate bits and pieces to him especially when busy!</p> <p>Emily Normington (Admin Co-ordinator) for the support (as always)!!</p> <p>VPWC, VPS, VPA & VPSc for all supporting me heavily this week. It's been long and tiring and not a lot that I could have said "no" to or passed on, but it's still great to feel supported either over the phone or just being able to chat through stuff with the guys.</p>
Things I'm proud of...	<p>Our 360° feedback sessions. I actually really enjoyed mine, and have realised that perhaps I need not to be as self-critical going forward.</p> <p>Working with the Education Zone Volunteers and the rest of the officer team, I have co-ordinated the writing of a response a to the HE green paper which has been sent to the University executive and BIS.</p>
General updates...	The Shape and Size review is ongoing, and will potentially affect us and our structures of student representation.
Update on my objectives...	<p>Feedback campaign launched before Xmas online, and a physical launch takes place at the beginning of teaching of semester 2, tied in with the annual education survey.</p> <p>Running further course rep training at the end of Jan/beginning of Feb. and working out a series of workshops for further training in semester 2.</p>
I need support with...	Just with getting through emails and concentrating on replying to students.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
15.01.16	48.5	0	n/a	0%

UEC REPORT - WEEK ENDING 15 JANUARY 2016

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NAME: Kathleen Brook	
I'd like to thank	<p>Louise Gilpin (Membership Services Assistant) for helping with lots of things!</p> <p>Chloe Birr-Pixton (Student Activities Co-ordinator) for all of the work on media and the ISA.</p> <p>Emily Normington (Admin Co-ordinator) for helping with sorting out meetings and train tickets.</p> <p>Angie Drinkall (Volunteering Co-ordinator) for all of the amazing work on Volunteering and RAG – especially the NSS stuff!</p> <p>The whole team – we really came together this week and have been really honest about how we function. I feel as though we need that and that we're in a good position to start some really great work together.</p>
Things I'm proud of	<p>Hullfire media conference.</p> <p>RAG week Staff day.</p> <p>ISA Speed Friending.</p> <p>The breakfast meeting with the VC.</p>
General updates	<p>This week has been focused on laying the foundations for future events, and reflecting on last semester and what did/didn't work.</p> <p>Had a great budget meeting with Kevin Pearson (Finance Manager) and fixed some errors from last semester.</p> <p>Booked out speakers for the Hullfire media conference – a day with experts in the industry speaking about how to improve current content and how to break into such a competitive industry. I'm still waiting on a few confirmations but it's looking positive overall.</p> <p>Angie and I have been working on a staff day for RAG week.</p> <p>Had some great meetings with Matt and Gurmok about campaigns and surveys, with Liz and the City of Culture volunteering team, so there's going to be some exciting opportunities for students.</p> <p>Faith Forum is booked and finalised with emails going out to the relevant people today. I'll be meeting with Jeni Day and Anji Gardiner on Monday to discuss retention, induction and student experience.</p>
Update on my objectives	The training and rewards for volunteers is currently being worked on, and the Analytics have been pulled up by Charley to be looked at next week.
I need support with	The final push in student experience campaign, any ideas for the media conference day would be more than welcome.

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
15/01	40	4	Meetings/phone calls/campus walk rounds	10%

UEC/SEC REPORT - WEEK ENDING 15 JANUARY

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NAME: Si Hernandez	
I'd like to thank	<p>The Sabbs – For being really supportive this week, and being on point as a team.</p> <p>Rachel (Marketing & Communications Manager) – For helping me deal with the press and get our message out fast.</p> <p>Marketing – For showing Violetta (marketing volunteer) the ropes and giving her support.</p> <p>Jackie (Chief Executive) – For a really positive mentor meeting.</p>
Things I'm proud of	The communication and teamwork, making what could have been an awful week MUCH better.
General updates	<p>The announcement of Hull College's departure on Monday led to a statement from the University confirming their continued support for Scarborough students, with a proposal that SCHCS recruit on campus in 2016. Following from this, as a team we decided against this proposal, concerning how the students experience and sustainability on campus would inevitably be affected. Raising such concerns to the Vice-Chancellor through email and via the Breakfast Meeting. This proved useful, with a key opportunity to raise concerns about the Shape and Size Review, as well as the Green Paper.</p> <p>Attended Senate Away Day, where the Strategic Plan and Shape and Size Review were discussed in detail.</p> <p>Had a catch up meeting with Kevin (Finance Manager) to discuss the Scarborough budget; no concerns were raised.</p> <p>Very pleased with the 360 review, I will be following development plans shortly.</p> <p>Have been refining plans for RAG Week, currently awaiting street holder licence to allow community involvement.</p>
Update on my objectives	<p>Marketing for our first Diversity Day has arrived.</p> <p>Had an objectives update with Jackie during mentor meeting.</p>
I need support with	Keeping prepared for whatever news may emerge.

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
15/01/16	42	1	One to ones.	2.38%

UEC REPORT - WEEK ENDING 15 JANUARY 2016

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NAME: Ashleigh Davies	
I'd like to thank	<p>Anji Gardiner – for a productive start of the semester meeting. I'm extremely excited to work with Anji for the rest of my time in office.</p> <p>Chloe Reid (Advice Centre Advisor) – Thank you so much for all your help with housing and generally 'being there' over this last two weeks.</p> <p>Angie Drinkall (Volunteering Co-ord) – Being a warm welcoming face when I come into work on a morning.</p> <p>Matt Evans (VPE) – the green paper is incredible, thank you for an amazing response from HUU.</p>
Things I'm proud of	<p>GENDER NEUTRAL TOILETS – Thank you everyone for your support with GNT's. Confirmed with the University that we can put acrylic on the toilets up on the 2nd floor with directions to the nearest GNT.</p> <p>Liberation Offices being decorated. I believe this is a huge win, as our students now have somewhere accessible to work in.</p> <p>Exam Space – This has been a really fun way to get involved in exams. It's been really good to work with the University on this. Thank you everyone for signing up to at least one.</p>
General updates	<p>Been working on SHAG for 2nd Feb. Theme is consent. We have ordered cups that say 'it's as simple as tea'. We will be playing the tea consent video throughout the building a couple of times throughout the day to really solidify the message to students.</p> <p>Waste management meeting this week – they have been structured a little bit differently so that we are not just all talking, but we have an agenda.</p>
Update on my objectives	<p>Mental Health – University Mental Health Day – this falls right in the middle of our election period so I will be working with the University on this from their side.</p> <p>Housing – Written a mini blog to all landlords telling them not to fret, because their housing has slowed down filling up. Message is working people!</p> <p>White Ribbon – Anji Gardiner is meeting up with Vicky and Vicki to talk about the next steps for White Ribbon and will update me.</p>
I need support with	Can we all please retweet my Dry Jan stuff?

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
15/1/16	35	1-4	Emails, chats, meetings	