

**ULSTER UNIVERSITY STUDENTS' UNION STUDENT EXECUTIVE
Minutes of meeting held on 4th November 2016 through video
conferencing**

PRESENT:-

Colum Mackey (President), James O'Mullan (Sports President), Micky Quigg (VP Campaigns and Communication), Kevin McStravock (VP Coleraine), Hannah Rooney (VP Jordanstown), Conán Meehan (VP Belfast), Ben Johnston (VP Magee)

IN ATTENDANCE:-

Stuart Cannell (Democracy and Campaigns Coordinator), Emmett Mullally (General Manager), Jodie McAneaney (Societies Coordinator Belfast and Jordanstown), Laura Horner (Societies Coordinator Coleraine and Magee), Charollete, Avril Honan (Student Engagement Manager)

APPOLGIES:-

Karen McKillip (Marketing Manager)

1. MINUTES

The Student Executive approved and last set of minutes.

2. FRESHERS REVIEW

The General Manager gave a general introduction about Freshers Fayre and that a group could be set up to look at the main issues, however, give everyone a chance to discuss the general issues surrounding Freshers Fayre. This is also a chance for honesty and really looking at things that didn't work and why they didn't work so we can make it as good as it can be.

Vice-President Academic and Student Affairs (Coleraine) stated although there was a hand over session from previous Student Officers, there was general confusion around certain events that had been half planned. It was noted that when we have meetings, and if there are incoming officers already elected, they should be invited along to ensure consistency with information. The majority of events on the Coleraine Campus were successful, however, an additional step forwards that could improve the overall event would be additional support for societies to set up events on the day.

The President stated that he felt that the wristband worked well on the Coleraine Campus.

Societies Advisory Coordinator (Belfast/Jordanstown) stated to get societies on board we need to offer a very clear calendar well in advance. This should be as early as January and February. Societies

Advisory Coordinator (Coleraine/Magee) further stated that we need to be prepared to support them as much as possible. Societies shouldn't have to take our workload away from us as that may be too demanding for them, however, they certainly can add to the overall package. Societies Advisory Coordinator (Belfast/Jordanstown) further stated that they would rather have a full week of events rather than one day or an afternoon, which is preferable over the entire first week.

The President stated that if we ask the societies to run a significant event throughout Freshers that we could perhaps allocate a certain amount of money. Societies Advisory Coordinator (Coleraine/Magee) further stated that this wasn't really a problem this year and all events that societies generated usually ran a profit.

The majority of societies, over all four campuses, had events throughout Freshers Fayre. Christian Union would usually have something running for the first two weeks of term as an introduction to new members.

Vice-President Academic and Student Affairs (Magee) felt that the treasure hunt was ok, however, could be improved. There was a general lack of engagement to some of the evening events, however, there was around 200 students at these events – so not a complete disaster. The fayre itself went well and was well received. The big disappointment was the Freshers Ball.

The Student Engagement Manager stated that the main issue surrounding the Belfast and Jordanstown Freshers event is the evening events and the amount of effort placed on organising this. Jodie stated that any evening events must be planned on week zero with more events planned throughout the day. The Student Engagement Manager stated that a national article was published asking students this very question and the answer was quite mixed. Jodie felt that week zero deserved more attention as for the past two years all the events in week one have generally failed or have a significantly lower turnout than expected. Jodie wanted to talk to the University to see what events we could hold on each of the campuses and increase the amount of day time events and have one big event at a specific evening during week zero.

The Student Engagement Manager stated that there are general issues with using external organisers and promoters and this is a big issue.

Vice-President Academic and Student Affairs (Belfast) stated that Freshers Fayre in Belfast and Jordanstown are usually a poisoned chalice. There was a general disappointment with the sale of wristbands and lack of uptake on the pool party. It was further stated there should be support and the Students' Union should go down the line of holding one big event in-house rather than several through external organisers. It was generally felt that it will always be tricky on

the Belfast Campus due to the lack of facilities and the appearance of the Students' Union.

Societies Advisory Coordinator (Belfast/Jordanstown) suggested that we could organise tours of Belfast or have stalls or a fun fair in the park outside the Belfast Campus for their Fresher's Fayre.

The Student Engagement Manager stated that now is the time to start putting things in motion for the coming Fresher's.

Societies Advisory Coordinator (Belfast/Jordanstown) stated that if the Students' Union was to create a fun and filled programme that there would be uptake and support from the societies. From this there could be additional volunteers to assist with the events themselves.

There was agreement that the marketing strategy for Fresher's needs to be greatly approved. There needs to be greater visibility over the Summer in the lead up to the event.

Vice-President Academic and Student Affairs (Coleraine) discussed that when we meet with the Residential Services we need to further develop, in partnership with them, were we take the Block Wars. There was general agreement that we need to have a calendar planned well in advance to ensure there is appropriate buy-in. Both Societies Advisory Coordinators have already need with Residential Services to discuss the Block Wars for the next academic year. It was emphasised that every campus is different and the level of engagement is different on each campus.

The Student Engagement Manager mentioned that we are having the Re-Fresher's event soon and this is the time to help pave the way in the lead up to the Fresher's event in September 2017.

There was general discussion and agreement that the group that met to organise Fresher's was too big and there were too many voices.

ACTION: For the relevant Student Union staff and Student Officers to meet at the end of November to organise a Fresher planning day and then break down into smaller teams, which would be lead by the Society Coordinators and Vice-Presidents on each campus.

There was a general discussion that everyone thought that the Fayre was good. It was further discussed the purpose of the bags and whether this should be abandoned. Jodie discussed that at Queens' University had a type of bingo card at there Fresher's Fayre in which they had to talk to up to six different societies and clubs before they received their freebies. This was well received by everyone within the Student Executive.

ACTION: To have that the situation surrounding the bags be formally discussed with all relevant stakeholders and have a resolution put forth to Student Executive to whether we continue handing them out or scrap the idea and put our time and finance into other initiatives.

Vice-President Academic and Student Affairs (Belfast) felt there should be more emphasis placed on creating a good group of students that would be part of a 'Fresher's Crew'. There was agreement from the entire Student Executive that more emphasis is put on this. Vice-President Academic and Student Affairs (Coleraine) discussed that the Student Officers should have input into the employment of Fresher's volunteers. It was further stated that the title of 'Brand Ambassadors' wasn't great and that this should be completely re-thought.

There was a discussion around how we could improve the promotion of Brand Ambassadors and how they feed into the Students' Union both presently and in the future. There was a further discussion around how these students could potentially become an elected Student Officer. The name 'SU Crew' was put forward as a possible suggestion for the name of the new positions.

ACTION: Vice-President Academic and Student Affairs (Coleaine), along with the other campus Vice-Presidents, will contact Karen and Colum to arrange a meeting to discuss the position of Brand Ambassador.

The Sports Development Officer discussed that there is a lot of stress and potentially confusion surrounding the large amount of events that will be organised across the four campuses in relation to Sport Clubs. A well organised calendar with clear direction on who is responsibly for each task is created well in advance.

Shauna McCloy, a member of staff from Careers Development, gave a presentation to the Students' Union in relation to the services that are available. The key time for graduate opportunities is between December and February. If students start to look for these types of opportunities after February, there is a huge amount of competition. All programmes within the University must offer some form of work-based learning. Research tells us that students who do the most relevant placements, in line with their degree, are most likely to get the better jobs in their respective fields. There needs to be an emphasis on PDP and self-reflection to understand what skills they have to offer employers. The information received from the DLHE survey is used to target which programmes need to receive the most amount of support from Careers Development. There is an additional service in which Alumni of the University can mentor current students. Careers Development also offer support to graduates for up to three years, this includes one-to-one guidance. The main priority for the University is to get those students into successful, programme-relevant jobs within the

six months after graduation to help improve the University's KPIs. We are also about to launch a Global Ambassador Scheme to help better prepare our students to go abroad and to help capture this activity, this will go towards EDGE accreditation.

Vice-President Academic and Student Affairs (Coleraine) asked if it was possible to work closer together to highlight part-time and full-time opportunities to students. Shauna McCloy expressed that if it was possible to work on any initiative it would be most welcome.

3. **MATTERS ARISING**

Campus Specific Issue Meetings

The President and relevant Student Officers met with their respective Provosts.

Advertising Jobs within each Campus

The President informed all Student Officers to keep posting up jobs. The Vice-President Academic and Student Affairs (Belfast) stated that there are not sufficient enough opportunities to be put out there.

Constitution Update

The Student Engagement Manager informed the Student Executive that we are still waiting for the Constitution to be formally approved internally before being sent to the University.

University Faculty Restructure

The Student Engagement Manager informed Student Executive this restructure is now becoming clearer to understand, what positions exist and where the lines of authority are.

Backlog of Student Financial Issues

As the General Manager was absent for this point it will be discussed at the following Student Executive meeting.

ACTION: For the General Manager to update Student Executive how the backlog of financial issues has been resolved and whether this backlog still exists.

4. **PRESIDENT COMMUNICATIONS**

The President informed Student Executive that the Carbon Monoxide campaign starts in week seven and will start in Jordanstown on Monday. Further to this 'This Girl Can' campaign will start next week in relation to UUSU Sports.

National conference elections will soon be open, so if any Student Officers wish to attend you must nominate yourself.

5. STUDENT COUNCIL

The President stated that overall it went very well and we need to try to keep these students engaged. It was further stated that the seats that are currently vacant will need to be re-advertised at a future date.

ACTION: To update Student Executive of the policies passed in this current academic year.

6. LTA AND US AWARDS

The Student Engagement Manager informed Student Executive that further discussion will be had in relation to joining these awards together or keeping them as two separate events.

The President discussed with Student Executive that a possible rebranding of the US Awards might be needed.

7. WINS LIST

The Democracy and Campaigns Coordinator gave a general overview of what type of reports will be collated to generate information in which can be used to create a 'Wins List'.

The President informed Student Executive that this could be big or small. This will be displayed to students through an infographic at various points throughout the semester.

ACTION: For the Democracy and Campaigns Coordinator to create a draft report for the next Student Executive in relation to what 'wins' have occurred within the first semester.

8. MATCH FUNDING OF SOCIETY FUNDRAISING FOR CHARITIES

The President informed Student Executive that this was due to a pot of money being left over from RAG. We will get in touch with Santander to see if they are able to match the funding that will then be donated to charities. It is up to the Vice-Presidents to get in touch with the Society Coordinators if anyone gets in touch with them in relation to match funding.

9. CARBON MONOXIDE HALLS VISIT

Vice-President Academic and Student Affairs (Coleraine) informed Student Executive that Vice-President Campaigns and Communications is responsible for the halls and houses visits. The visits will occur at various times throughout week seven.

10. UNIVERSITY SECRETARY MEETING

The President reminded the Student Executive that a meeting with the University Secretary has been arranged. This meeting is to be informal, but if members wished to raise anything with the University Secretary, this would be a great opportunity.

11. HE POLICY DAY

NUS-USI will be running a Higher Education Policy Day on Wednesday 9th at Queens University.

12. CHANCELLORS VISIT ON 14TH AND 15TH NOVEMBER

Within week eight there will be the Chancellor visit in which he will give a quick overview of the 'Five and Fifty' plan from the University and a student question and answer session. This will be facilitated by the President.

13. NATIONAL DEMONSTRATION ON 19TH NOVEMBER

This is being held in London in relation to NUS on the back of a policy from the NUS annual conference.

14. RESPECT CONFERENCE ON 25TH NOVEMBER

The President noted that this conference was happening and that any members of the Student Executive could attend if they wish.

15. ANY OTHER BUSINESS

It was noted that the General Manager has been working on rewording the BYO Policy and will update Student Executive at the following meeting.

ACTION: For the General Manager to update Student Executive on the development of the BYO Policy.

Vice-President Academic and Student Affairs (Coleraine) informed Student Executive the work being done on the Homelessness Awareness campaign. The sleep out will be held on the 17th November in Buoy Park.

16. DATE AND TIME OF NEXT MEETING

The next date of Student Executive will be on Friday 25th November, however, this may be moved to Thursday 24th November, with due notice given.

ULSTER UNIVERSITY STUDENTS' UNION STUDENT EXECUTIVE COMMITTEE

Action Sheet

Minute	Action	By Whom	Follow Up
2	For the relevant Student Union staff and Student Officers to meet at the end of November to organise a Fresher planning day and then break down into smaller teams, which would be lead by the Society Coordinators and Vice-Presidents on each campus.	President	N/A
2	To have that the situation surrounding the bags be formally discussed with all relevant stakeholders and have a resolution put forth to Student Executive to whether we continue handing them out or scrap the idea and put our time and finance into other initiatives.	President	Student Executive
2	Vice-President Academic and Student Affairs (Coleraine), along with the other campus Vice-Presidents, will contact Karen and Colum to arrange a meeting to discuss the position of Brand Ambassador.	Vice-President Academic and Student Affairs (Coleraine)	Student Executive
5	For the General Manager to update Student Executive how the backlog of financial issues has been resolved and whether this backlog still exists.	General Manager	Student Executive

5	To update Student Executive of the policies passed in this current academic year.	President and/or Democracy and Campaigns Coordinator	Student Executive
7	For the Democracy and Campaigns Coordinator to create a draft report for the next Student Executive in relation to what 'wins' have occurred within the first semester.	Democracy and Campaigns Coordinator	Student Executive
17	For the General Manager to update Student Executive on the development of the BYO Policy.	General Manager	Student Executive