

**ULSTER UNIVERSITY STUDENTS' UNION STUDENT EXECUTIVE**  
**Minutes of meeting held on 14th October 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), Avril Honan (Student Engagement Manger), Emmett Mullally (General Manager), Karen McKillop (Marketing Manager), Jodie McAneaney (Societies Coordinator Belfast and Jordanstown), Laura Horner (Societies Coordinator Coleraine and Magee)

**APPOLGIES:-**

**1. MINUTES**

The Student Executive approved and last set of minutes with minor amendments to point seven.

**2. MATTERS ARISING**

Data Sharing Agreement with University

The Student Engagement Manager has not heard anything back from the University, however, the University have been informed.

Campus Specific Issue Meetings

The President and the Democracy and Campaigns Coordinator had meetings with each of the Vice-President Academic Affairs. This was a chance to formalise a lot of specific issues that may relate to facilities, signage and other general issues. It is now open to comment over the coming week to obtain a more general view of what is being asked for.

**ACTION:** For the President to summarise the outcomes of this consultation period at the next Student Executive.

Facebook Chat Services

The President stated that there was a poor turnout in relation to this service, however, it is still worth perusing. The Vice-President Campaigns and Communications will create a schedule for what issues will be discussed at specific times of the year to coincide with key campaigns that are being run.

### Advertising Jobs within each Campus

The Vice-President Academic and Student Affairs (Jordanstown) noted that there was a general lack of high quality jobs to share with students over social media.

The President stated that if any relevant jobs arise that the Vice-President Academic and Student Affairs should share them and that this will be reviewed at the following meeting.

**ACTION:** For the Vice-President Academic and Student Affairs to inform Student Executive the success of this initiative.

### Constitution

The Democracy and Campaigns Coordinator has edited the Constitution to ensure its relevancy. Additionally, it has also been edited by the General Manager and the Student Engagement Manager. Once the President has checked the edited document it will be sent to the University before being approved by students through a referendum.

**ACTION:** For the General Manager or Democracy and Campaigns Coordinator to update the Student Executive on the updated Constitution being agreed by the University.

### Creation of Video

The Vice-President Campaigns and Communications stated that a Brand Ambassador will assist in filming a video that will be used for the Give Your Liver a Break Campaign.

### Meeting with University Branding Department

The Student Engagement Manager stated that a meeting is to occur at the beginning of November with the University Branding Department.

This decision was made by Student Executive that the Law Society should not have to change their logo and it was no required of them, however, the Law Society have agreed to change their logo.

## **3. PRESIDENT COMMUNICATIONS**

The President and the Vice-President Campaigns and Communications met with Stephen Aiken regarding Higher Education issues in Stormont. The general feeling was that this was a positive meeting with a lot of information obtained. A blog post is currently being written that will be published soon for students and interested parties to read.

The President congratulated the Vice-President Academic and Student Affairs (Jordanstown) for being the new Athena Swan Companion.

#### **4. SOCIETIES BUDGETS**

The majority of the Magee and Coleraine societies requested the maximum amount of funding with an analysis of where this will be spent. If a society did not have a constitution submitted or did not attend their respective Fresher's Fayre they might not receive the full amount requested.

Vice-President Academic and Student Affairs (Magee) asked if the Beer Appreciation Society had any confirmed plans or dates throughout the year. The Societies Coordinator (Coleraine and Magee) stated there are no current dates or plans. The President confirmed that even if a society has money allocated to them they will have to seek the appropriate authorisation before it being spent.

Society budgets were presented and agreed upon by the Student Executive for the Magee Campus. Societies that do not have a constitution have had their funding provisionally agreed under the premise that they will submit their constitution in good time. If this does not occur these societies will not receive funding for the second semester and will be unable to claim money spent within their first semester.

The Music Society have requested £359, which is above the limit of £150. This request was being made as the Music Societies within Belfast and Jordanstown have been amalgamated. This request for funding was agreed by the Student Executive.

There was some confusion during the Summer surrounding funding that the Law Society would receive and they had already received £219 out of the total £300 that they could apply for by mistake. The President stated that as this was the fault of the Students' Union they could submit a funding application for the standard amount and they would still be allowed to apply and receive up to £150 each semester. This was agreed by the Student Executive.

The President raised a query that there were several events that the societies were planning were they could potentially apply for more money from either the Students' Union or the University, especially as the University is trying to support International Students as much as possible. The President will follow this up with each of the Society Coordinators to see if any additional finance could be obtained.

The budgets for societies within Belfast and Jordanstown were agreed upon by Student Executive with the same recommendations and

requirements that were agreed upon for societies based in Magee in Coleraine.

## 5. UNIVERSITY FACULTY RESTRUCTURE AND ACADEMIC REPRESENTATION

The Student Engagement Manager informed Student Executive regarding the faculty restructure within the University. This will cause a disruption within the academic representation that the Students' Union currently engages with. There are issues surrounding general confusions around who is now responsible for each new faculty.

The Vice-President Academic and Student Affairs (Coleraine) noted that as he sat on the Faculty of Arts board meetings he was aware of the recent changes. The current Dean had commented that his contract expires on 31.10.16 but envisages that he will continue in his current role until the 31.07.17 when the Faculty of Arts ceases to exist. The Executive Dean for the new Faculty took up position on 01.10.16 but it is unclear what his role will be until the new Faculty is formed on 01.09.17.

The Student Engagement Manager noted that the Faculty of Computing and Engineering have been quiet in regards to academic representation and that we need to ensure that all Course Representatives are adequately supported.

The Student Engagement Manager stated that we will keep an eye on how things developed throughout the year and try to be as flexible as possible in regards to our academic representation within the accepted facilities.

The Student Engagement Manager noted that of Education Campaigns will need to become a lot more targeted in the future. The Students' Union will need to decide what direction these campaigns go in and what the general themes are and how we can highlight wins. This may have to go to Student Council as it sets the tone of what type of Students' Union we are going forwards.

**ACTION:** For the Student Engagement Manager and the Academic Representation Coordinator to create a report in relation to this that will be presented to the next Student Executive and subsequently brought to Student Council.

## 6. STUDENT COUNCIL ELECTIONS

The Democracy and Campaigns Coordinator gave a summary of the current round of Student Council elections. There was a total of 159 individual voters who took part in the election. Although this is a disappointing number in relation to the overall voter base, it is similar to all other Student Council elections.

It was agreed to help encourage students to vote in the upcoming second round of Student Council elections that voting would be extended to 24 hours. Furthermore, Student Officers will assist in boosting nominations by campaigning around halls over the nomination period. The Student Engagement Manager confirmed that she will be in Coleraine over polling day and will assist in travelling around the residential halls.

## 7. **STUDENT OFFICER ELECTIONS**

A motion was put forth to NUS-USI that Queens University Students' Union and the Ulster University Students' Union would run their Student Officer elections at the same time. It was agreed that this would be a lot of pressure on the returning officer. It was discussed that the Student Engagement Manager would act as the Deputy Returning Officer within this election for the Students' Union.

The scheduled dates for this election are 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> of March. There will be separate election parties after voting has closed.

The Vice-President Academic and Student Affairs (Jordanstown) highlighted that we should be able to hang bunting and banners around the campus to assist in promoting the election. The Student Engagement Manager noted there was a restricted budget to enable this, however, everything would be looked at to assist in promoting this as much as possible.

Discussion will occur, if it is agreed by Student Council with Queens University Students' Union, how the promotion will work and if there is a collaborative branding approach or whether this may be too confusing and costly for the Students' Union.

Student Executive provisionally agreed this dates with further confirmation needed by Student Council.

**ACTION:** For Student Council to agree that Student Officer elections will occur over the scheduled dates in partnership with Queens University Students' Union.

## 8. **CONFIRMATION OF STUDENT COUNCIL DATE / LOCATION**

The Democracy and Campaigns Coordinator asked if Thursday 3<sup>rd</sup> November was still the date of Student Council. The President noted that this clashed with the event in relation to the Presidential Debate in Belfast. As training to occur on Monday 31<sup>st</sup> and Tuesday 1<sup>st</sup>, it was provisionally agreed that Student Council would be on Wednesday 2<sup>nd</sup> November.

## 9. **BYO POLICY – THE BUNKER**

The Student Engagement Manager gave a summary of what has happened in the past in relation to how BYO works within each campus. This policy was created over the Summer to try and formalise BYO within each Student Union space, and assist in providing information to staff and students to what is allowed. It was further discussed if providing BYO is feasible long-term.

The President stated that if we are to implement an BYO policy we need to fully investigate what other organisations have a similar policy and how we can use this already existing information to influence the creation within the Students' Union.

The Vice-President Academic and Student Affairs (Magee) stated that within the Magee Campus there have been around four BYO events with no damage to the premises. On one event there was a large amount of students that created a good atmosphere within The Bunker. The events usually run between 20:00-22:00 and tend not to go on into the early hours of the morning.

The President asked the General Manager to conduct further investigation into the creation of this policy before it being agreed at the relevant committee.

**ACTION:** For the General Manager to discuss this within Senior Management Team and to seek clarification with the University Health and Safety Department.

## **10. EDGE MENTAL FITNESS ACTIVITY**

Vice-President Academic and Student Affairs (Coleraine) and the Vice-President Campaigns and Communications have been working with Student Support to develop a new EDGE activity involving 20 hours of engagement with mental health workshops and volunteering opportunities. This includes supporting the Students' Union in running and organising campaigns. Additionally, this is subject to the student filling out a logbook whereby they monitor their hours and write a reflective evaluation.

The Vice-President Academic and Student Affairs (Coleraine) asked if the Student Executive would be able to support this initiative through appropriate campaigning and disseminating information amongst students.

The Student Executive agreed this was a worthwhile endeavour and that every effort will be made to ensure that there will be adequate uptake within this new initiative.

## **11. ANY OTHER BUSINESS**

The Vice-President Academic and Student Affairs (Coleraine) stated that there will be a sleep-out to assist the awareness campaign based around homelessness. This campaign is scheduled to take place between the 14<sup>th</sup> and 18<sup>th</sup> of November, with the sleep out occurring on Thursday 17<sup>th</sup> November. It is likely this will occur around the St. Anne Square area, however, Student Officers are able to suggest other areas as they see fit.

It was noted that were fundraising money had been raised, it would be agreed by Student Council to which charity it would be donated to.

The President noted that on Wednesday 2<sup>nd</sup> November during lunch time the Students' Union would host a University Challenge quiz.

The Chief Operating Officer and a few other members of University Staff, including the President, will be visiting campuses to do a walk around to see where appropriate signage will be placed. The President gave the dates and times to the rest of Student Executive the relevant Student Officers wish to attend.

The President noted that the Strategic Planning day will take place on the 26<sup>th</sup> October in Loughshore Hotel in Carrickfurgus.

The President noted that on the 24<sup>th</sup> October there will be a launch in Stormont for the student all party group.

Carol Curran will meet with the Vice-President Academic and Student Affairs at the next Student Executive meeting to discuss several current issues that effect their role.

The President noted that Financial Advisor will send around some guidance around what Student Officers should do when students come into the Students' Union seeking financial advice. All advice and guidance given to these students should be given through Financial Advisor by filling out the online request form. The Vice-President Academic and Student Affairs (Belfast) asked how long it would take to respond. The General Manager noted that it should be five days, however, there is currently a back log of issues being dealt with.

**ACTION:** For the General Manager to update the Student Executive on the progress of resolving the back log of financial issues that are currently with the Financial Advisor.

The SU President asked the Student Executive to confirm their agreement to a series of caps on payments to students who apply for the SU hardship fund. The caps will allow the student Financial Advisor to administer awards to students within the prearranged guidelines. The caps had been circulated to the executive earlier in the month and agreement was reached over email. The Executive reconfirmed their decision.

**12. DATE AND TIME OF NEXT MEETING**

The date of the next meeting will be on Friday 4<sup>th</sup> November with a location to be decided closer to the time.

## ULSTER UNIVERSITY STUDENTS' UNION STUDENT EXECUTIVE COMMITTEE

### Action Sheet

Minute	Action	By Whom	Follow Up
2	For the President to summarise the outcomes of this consultation period at the next Student Executive.	President	Student Executive
2	For the Vice-President Academic and Student Affairs to inform Student Executive the success of this initiative.	Vice-President Academic and Student Affairs	Student Executive
2	For the General Manager or Democracy and Campaigns Coordinator to update the Student Executive on the updated Constitution being agreed by the University.	General Manager and Democracy and Campaigns Coordinator	Student Executive
5	For the Student Engagement Manager and the Academic Representation Coordinator to create a report in relation to this that will be presented to the next Student Executive and subsequently brought to Student Council.	Student Engagement Manager and Academic Representation Coordinator	Student Executive and Student Council
7	For Student Council to agree that Student Officer elections will occur over the scheduled dates in partnership with Queens University Students' Union.	President	Student Council
9	For the General Manager to discuss this within Senior Management Team and to seek clarification with the University Health and Safety Department.	General Manager	Senior Management Team and Student Executive

11	For the General Manager to update the Student Executive on the progress of resolving the back log of financial issues that are currently with the Financial Advisor.	General Manager	Student Executive
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