

**ULSTER UNIVERSITY STUDENTS' UNION STUDENT EXECUTIVE  
Minutes of meeting held on 30th September 2016 through Video  
Conference**

**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)

**APPOLGIES:-**

Karen McKillop (Marketing Manager)

**1. MINUTES**

The Student Executive approved and last set of minutes.

**2. MATTERS ARISING**

Update of Societies Handbook

The Student Engagement Manager confirmed this has been updated.

Data Sharing Agreement with University

The Student Engagement Manager has sent correspondence to the University and is waiting for an update.

**ACTION:** The Student Engagement Manager will give a further update in relation to the Data Sharing Agreement.

**3. PRESIDENT COMMUNICATIONS**

The President gave his thanks to the whole team for running a successful fresher's week and all their hard work over this busy time.

**4. OFFICER REPORTS**

The President confirmed that Officer Reports will be created every two weeks during term time starting at the end of week two. A template will be provided and sent directly to the President once completed. These reports will be uploaded to the website and submitted to Student Council.

The Vice-President Campaigns and Communication's questioned if there would be a fine for late reports and requested this was in place.

There was a unanimous decision to keep the fines in place for the current academic year.

## **5. FEEDBACK FROM FRESHERS FAYRES**

The General Manager had requested to set up a meeting with the Student Engagement Team and the Student Officers to have a further in depth discussion.

The Student Engagement Manger discussed that the entire week was extremely positive for societies, however, was very poor for Student Council and Course Representatives. It was noted that Coleraine Fresher's Fayre had the best atmosphere amongst the four events.

**ACTION:** The General Manager will arrange a meeting with all relevant parties to discuss feedback from the Fresher's Fayres.

## **6. SOCIETIES**

The Student Engagement Manager gave an update for new societies to be affiliated. The Socialist Society (based in Coleraine) and the SDLP Society (based in Jordanstown) have been requested to be affiliated as a society within the Students' Union, however, have still not submitted their Society Constitution.

**ACTION:** Once both of the Constitutions are sent through they will be approved by Student Council.

## **7. NUS LETTER TO BOYCOTT THE NSS**

The President gave a summary of the situation. The President noted the importance of having as much information as possible before making a decision to boycott or sabotage the NSS. All officers agreed the President should sign the letter calling for NUS to carry out a risk assessment.

**ACTION:** President to write to NUS requesting a national ballot be held on NUS carrying out a risk assessment and equality impact assessment to allow UUSU to make an informed choice to support a boycott or sabotage of the NSS.

## **8. PLAN FOR WEEK TWO AND REDUCTION IN PRICE OF BANDS**

It was noted that the remaining wristbands will be offered the discounted price of £15 and will be promoted for the remaining of the day and the beginning of next week.

## **9. CONNOR MURPHY MEETING**

The President noted that he is due to meet the Chair of Department for the Economy Committee to discuss the funding for Higher Education within Northern Ireland. It was noted that Vice-President Academic and Student Affairs (Belfast) and Vice-President Campaigns and Communications will also attend with the President.

#### **10. CAMPUS SPECIFIC BRIEFING PAPERS**

It was noted that due to the new structure it would be useful to have a briefing paper relevant to specific campus needs. The President noted that he will meet with all Vice-Presidents Academic and Student Affairs to assist in creating these papers. It was also noted that the Democracy and Campaigns Coordinator will also attend if available.

**ACTION:** The President will meet with each of the Vice-President Academic and Student Affairs, along with the Democracy and Campaigns Coordinator to discuss this further.

#### **11. FACEBOOK CHAT SERVICE**

The President noted that he wished to start the Facebook chat service at the beginning of week two. This was to ensure that students have a relevant service that they could ask any question appropriate. The Vice-President Campaigns and Communications stated that he will operate this service at certain times during the week with potential help from other Student Officers.

The General Manager had mentioned it might be useful to have this service operate during the weekend as the usage may be more significant. The President stated that he could operate this service during Sunday evening. It was noted that the late afternoon or evening would potentially be more useful for students.

The President noted that if this service received positive feedback it could potentially be conducted every week with timings to be confirmed.

**ACTION:** The President will review how successful this service is in regards to having this as a regular event.

#### **12. EU MEETING OVERVIEW**

The President and the Vice-President Academic and Student Affairs (Magee) attended a meeting in relation to Brexit and the Erasmus programme within the European Parliament. Speakers gave in-depth presentations and took questions from the audience. It was noted there was an atmosphere of confusion and concern in relation to how this will affect young people.

**ACTION:** The President will write to the organisers of the event to thank them for the opportunity to visit the European Parliament.

### 13. **JOBS PARTNERSHIP**

The Vice-President Academic and Student Affairs (Magee) had received one job notification and had promoted it on the Campus Facebook page.

The Vice-President Academic and Student (Jordanstown and Belfast) noted there were currently no job notifications that were promoted.

The Vice-President Campaigns and Communications asked each Vice-President Academic and Student Affairs to send one successful applicant that achieved a part-time job due to the link made between the Students' Union and each of the Chambers of Commence as a good news story.

It was noted through the Red Brick market research that this was an area of interest and that it should be a priority of to have this information included on the Campus Facebook pages.

**ACTION:** Each of the Vice-President Academic and Student Affairs will contact their respective Careers Centre to discuss the promotion of jobs and to set up email alerts with the Job Centre. This will be reviewed at the next Student Executive meeting.

### 14. **CONSTITUTION TO REFERENDUM**

The General Manager noted that the Constitution will have to go to Referendum after editing has taken place. Currently it is being edited and will go to the University to be confirmed before going to the Student Body for approval.

The President stated that having the Referendum alongside Student Council elections could potentially give a confusing message.

The General Manager suggested that holding the Referendum after the first Student Council meeting would be an ideal time as student engagement should be quite high around this time and it could also be promoted within the first Student Council Meeting.

**ACTION:** The General Manager will brief the next Student Executive regarding the final version of the Constitution that will go out to Referendum. Once this has occurred a time line and promotional plan will be put in place.

### 15. **ANY OTHER BUSINESS**

The Vice-President Academic and Student Affairs (Magee) wanted to request information from Mount Charles how the event held within the Campus bar had preformed.

The General Manager noted there was general dissatisfaction from Mount Charles about the event. The President noted a meeting will take place between the general manager and the Vice-President Academic and Student Affairs (Magee) to discuss this further.

**ACTION:** The General Manager will arrange a meeting to discuss holding events within the Magee Campus bar in the future.

The General manager confirmed there will be a Strategic Planning Day for 26<sup>th</sup> October 2016 in Jordanstown 10:00 – 16:00. It will be attended by the Student Engagement Team, the Student Executive, senior members of staff within the Students' Union and University and the Trustees. There will be a Trustee Board meeting after the event has taken place.

The Vice-President Campaigns and Communications raised a query regarding the use of money for a campaign based around car safety. The President noted there is money set aside for campaigns and that he will have a look if there is enough money to carry this out, however, there should be no issue. It was noted that it was important to have this filmed to be used as further promotional material.

**ACTION:** The Vice-President Campaigns and Communications will contact the University to ask for assistance for the creation of the promotional video.

The Student Engagement Manager discussed with the University branding department regarding the issue surrounding the use of logos within societies. There was a complaint raised in relation to the Law Society's logo not being an accurate representation of the University's logo. It was noted that upon informal investigation that the Student Engagement Manger saw few other Universities acting as strict as Ulster University.

It was noted that this potentially creates an overall bland look as the societies may be stunted in creating their own identify. Societies are able to use the University logo; however, this has to be confirmed by the University before being used. The Student Engagement Manger will have another meeting with the University branding department to discuss this further.

The Sports President noted that all clubs will now need to have the Universities coat of arms printed on their kits and that the uniform requirements are very firm.

It was agreed that there was a difference between sports clubs and societies and that the rules may be slightly different in regards to branding and creating an identify.

**ACTION:** The Student Engagement Manger will meet with the University branding department and create a report that will be presented to the next Student Executive Committee.

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

The date of the next meeting will be on 14<sup>th</sup> October 10:00 with the location to be decided closer to the time.

## ULSTER UNIVERSITY STUDENTS' UNION STUDENT EXECUTIVE COMMITTEE

### Action Sheet

Minute	Action	By Whom	Follow Up
2	The Student Engagement Manager will give a further update in relation to the Data Sharing Agreement.	Student Engagement Manger	Student Executive Meeting
5	The General Manager will arrange a meeting with all relevant parties to discuss feedback from the Fresher's Fayres.	General Manager	N/A
6	Once both of the Constitutions are sent through they will be approved by Student Council.	President	Student Council
7	President to write to NUS requesting a national ballot be held on NUS carrying out a risk assessment and equality impact assessment to allow UUSU to make an informed choice to support a boycott or sabotage of the NSS.	President	N/A
10	The President will meet with each of the Vice-President Academic and Student Affairs, along with the Democracy and Campaigns Coordinator to discuss this further.	President	Student Executive Meeting
11	The President will review how successful this service is in regards to having this as a regular event.	President	Student Executive Meeting
12	The President will write to the organisers of the event to thank them for the opportunity to visit the European Parliament.	President	N/A
13	Each of the Vice-President Academic and Student Affairs will contact their respective Careers Centre to discuss the promotion of jobs and to set up email alerts with the Job Centre. This will be reviewed	Vice-President Academic and Student Affairs (All) and President	Student Executive Meeting

	at the next Student Executive meeting.		
14	The General Manager will brief the next Student Executive regarding the final version of the Constitution that will go out to Referendum. Once this has occurred a time line and promotional plan will be put in place.	General Manager	Student Executive Meeting
15	The General Manager will arrange a meeting to discuss holding events within the Magee Campus bar in the future.	General Manager	N/A
15	The Vice-President Campaigns and Communications will contact the University to ask for assistance for the creation of the promotional video.	Vice-President Campaigns and Communications	Student Executive Meeting
15	The Student Engagement Manager will meet with the University branding department and create a report that will be presented to the next Student Executive Committee.	Student Engagement Manager	Student Executive Meeting