



ULSTUDENTS' UNION  
www.lincolnsu.com

## University of Lincoln Students' Union Student Council

Minutes of the meeting of the Student Council  
Held at 2.00pm on Tuesday 21<sup>st</sup> October 2008  
Mezz Bar, Student Centre, Brayford Campus.

### **Present:**

#### Chair

Daniel Hutchinson (SU President)

#### Members

Adam Macro (AAD Representative)  
Amanda Davidson (HLSS Representative)  
Beth Roberts (AU Societies Representative)  
Chris Roberts (VP Sports and Teams)  
Dan Derricott (B&L Representative)  
Dan Windross (VP Communications)  
Emma Devine (Part-time Officer)  
Gina Davies (Part-time Officer)  
Josefin Oqvist (B&L Representative)  
Kayleigh Turner (VP Education)  
Laura Driscoll (MHT Representative)  
Maria Yesufu (VP Societies and Activities)  
Matthew Thomas (AAD Representative)  
Pippa Cawthorne (HLSS Representative)  
Sophia Heron (MHT Representative)  
Stacie Ridley (AU Societies Representative)  
Steve Turner (AU Sports Representative)

#### Representation and Academic Worker

Rebecca Rock (Officer)

#### Also in attendance

Ashley Knight – Student  
Judith Carey – Director Student Services  
Michelle Anderson – Head of Library and Learning Resources  
Chris Spendlove – University Registrar

### **1 Apologies for Absence**

Apologies were received from:  
Professor Mike Saks (Senior Pro-Vice Chancellor)  
Alex Vann (AU Sports Representative)  
Hannah Smith – Student  
Steven Greaves – Part-time Executive Officer

### **2 Introduction to attending Guests**

The Chair welcomed Michelle Anderson, Judith Carey, and Chris Spendlove to the meeting. Each member also introduced themselves.

### **3 Introduction to Council**

Copies of Bye-Laws 4 and 8 of the Students' Union constitution were circulated.

#### **Noted:**

- Representation to council is those elected from the faculties, the AU Sports Council and the AU Societies Council as well as by the Executive officers of the Union.
- Apologies need to be made in advance, there is provision to send a substitute representative.
- Student Council is the decision and policy making body of the Union and has power to steer the priorities of the Union and oversee the work of the Executive officers.
- For those interested, full copies of the constitution are available and a fuller session can be scheduled. DH should be contacted.

### **4 Enrolment and Timetabling**

Open discussion item, to receive feedback on students' enrolment and timetabling  
A paper showing average enrolment queuing times on the two peak days.

#### **Noted**

- For Monday peaks in the graph represent arrival at enrolment of induction groups.
- Those first year's present had waited a maximum of ten minutes to enrol and had found the system easy to use.
- It was felt that there were too many leaflets, but agreed that they contain necessary information and could be useful for future reference.
- Access to induction week timetables varied by departments with some being very pro-active in getting them to students and some being very poor. Information about induction week is given on the freshers' website and at induction talks, but this didn't catch everybody.
- Timetables were easy to access, electives were noted as not being well organised for MHT, but HLSS reps felt electives were managed better than last year.
- Student Services had experienced few problems with student loans other than for those who applied late.
- Student finance is automatically notified of students' enrolments and even those who didn't present loans paperwork had their finance released.
- SU helpers were in the main very helpful especially for information on SU and NUS, but a couple gave some mis-information about other processes.

#### **Agreed**

- Comments about induction timetable information for students to be passed to induction and enrolment review.
- A "What to do next" leaflet could be helpful.
- Training for SU helpers to include University induction and enrolment processes as it was thought likely students would ask them.

### **5 Honorary Life Membership Proposal**

It was proposed by the Executive Committee of the Students' Union that Honorary Life Membership be conferred upon Dame Elizabeth Esteve-Coll.

#### **Noted**

- Dame Elizabeth has served the University well through a period of growth and change. She has always supported the Union.
- Previously outgoing executive officers have been made honorary members, but council has the power to extend to "any individuals who

have significantly aided the Union or the students of the University and whose dedication deserves special reward (Bye Law 1)" honorary life membership.

**Agreed**

- The proposal was agreed by unanimous vote.

## **6 Election of Student Trustees**

Two seats on trustees boards are given to representatives of student council, these are elected by Student Council for a term of 1 year.

**Noted**

- Board of Trustees oversees the Union particularly from a legal, financial and ethical view point.
- The President is Chair of the Board, with 2 full time and 2 part time officers elected as members as well as 2 student council representatives.
- The board meets three times in each year.

**Discussed**

- Two Councillors stood for election.

**Agreed**

- Dan Derricott and Josefin Oqvist were elected by majority vote.

## **7 Election of Student Council Chair**

The Chair of student Council should be elected from it's members, full training will be given.

**Noted**

- Two candidates stood for the role; Amanda Davidson and Sophia Heron

**Discussed**

- Each should state their reasons for standing
- The vote should be by secret ballot

**Agreed**

- The election will take place on-line RR to email a link
- Statements should be sent to the President for circulation by RR to all Councillors.

## **8 Sabbatical Officers' Reports**

The reports were received by the meeting. There were no questions raised regarding the officers' activities.

**Noted**

- In future this item as well as Budget and Accounts will be starred.
- Questions should be posed in advance and the item unstarred if the councillor wishes to raise the item at Council

## **9 Budget and Accounts for Month Ending 31<sup>st</sup> August 2008**

The financial reports were received by the meeting; members are always welcome to ask questions at any time by dropping into the Soap Centre

## **10 Minutes of the Previous Meeting**

The minutes of the previous meeting of the University of Lincoln, Students' Union Student Council held on 13<sup>th</sup> May 2008 were approved by the meeting.

## 11 Matters Arising

### **Noted** (Item 4.1)

- 2 High chairs are now available in the Atrium and staff have agreed to heat baby food on request.
- Baby changing facilities are still under review with DART and Estates relating to the feasibility of using Disabled toilet spaces.
- A disabled student felt that most other disabled students would “take it as read” that the toilet spaces are available for baby change facilities and in fact could be excluded from using baby changing facilities if they were put in less accessible areas.

### **Noted** (item 4.2)

- The Engine shed team already had plans in hand and comments cards are now available on the tables in the bar areas.

### **Noted** (item 5)

- 2008/09 campaign planned with a focus on the care of library books and the consequences as in the library regulations.
- A review of loan and reservation periods has commenced with changes proposed to summer loans. This is progressing through subject committees.

## 12 Any Other Business

### 12.1 Contacting students by email

Councillors would like to contact students in their faculty by email

#### **Agreed**

- Councillors should contact their Academic Officer to do this
- Facebook groups or Union webspace are possibilities also
- For Reps to contact students on their courses this would be through their Departmental Administrator.

### 12.2 Part time option for some full time courses

#### **Noted**

- Many courses are available to study flexibly through a part-time option.
- Some students with particular commitments or disabilities or learning difficulties may find this an appealing option

#### **Agreed**

- The rep would approach the programme leader in the first instance and then DART and the Head of Department to ask about the course and student in question.

### 12.3 Difficulty with unfair handling of reps by their department

#### **Noted**

- A rep was dismissed by a staff team without reason or notice, consultation with reps or with students.
- A senior rep/rep chair was appointed by a staff team without consultation with other reps or with students.
- Different departments/schools and faculties approach appointment of reps differently.

#### **Discussed**

- Election, selection and other methods of appointment experienced
- Need for consistency of approach
- Need for best practice guidelines

#### **Agreed**

- A group will be convened to make recommendations to council about rep election, support, conduct, responsibilities etc.
- Laura Driscoll to chair. Kayleigh and Daniel to Support.

- In the longer term to be passed through student experience committee and Faculties consulted and brought on board.

12.4 Book bins at Chad Varah

**Noted**

- One student had had difficulty with the book bin not being emptied

**Agreed**

- Michelle Anderson will check that it is being emptied regularly

12.5 Library Opening Hours

**Discussed**

- Longer opening hours during dissertation periods.
- Notification/reminders about opening hours to 3<sup>rd</sup> year students might help them plan their dissertation research/writing
- Blackboard and Portal updates on the run up to hand in times could be useful.

12.6 Online Exam Results

**Discussed**

- Those returning students present had found the online system easy to use and helpful to be online.
- Those students with problems both with accessing the results and with concerns about their results need to be pointed towards help.

**Date of Next Meeting**

The date and time of the next meeting will be set by the Chair and circulated in advance to all members. In order to make attendance possible, councillors will be invited by email to notify the meeting officer of their availability and potentially more convenient meeting times.

---

I certify that the above minutes are a true and accurate summary of the meeting held on 21<sup>st</sup> October 2008, and have been approved by Student Council. These minutes will now be publicly available.

.....  
Name (Chair)

.....  
Date