UNIVERSITY OF LINCOLN STUDENTS' UNION
President Report

<u>**Introduction**</u>

Firstly, happy New Year to all our students at Lincoln. I hope everyone had a lovely break over the festive period. Myself and the Executive Committee have hit the ground running at the start of this semester and year and below is a summary of the activities we have been undertaking.

Following on from the report last month, I highlighted that issues regarding PG students were raised by our PGR officer and myself and Tommy were looking to liase with other SUs and assess how best we can help our cohorts. I have made contact with full-time PG representatives from other Students' Unions and have been able to establish good ground on how we can proceed with tackling issues raised. I will also be having meetings with members of the Vice-Chancellor's Office to ensure that these issues are discussed at a higher level. I have determined that it is important to firstly assess the context in which the SU is operating regarding PG issues as this has not been something that has been previously brought forward due to the lack of deeper PG representation.

Additionally, the Black History Month working group terms of reference have been drafted and a conversation is to be had with the Executive Committee to look at the direction that the working group will go in. It's important to ensure that there is a good integration with the Campaigns Network and ensuring that there is sufficient continuity with campaigns and initiatives.

I have been working to promote nominations and elections of positions in the Students' Union. Following on from the previous year where the turn-out was relatively high in comparison with previous years, the aim for this year is to ensure the student voice is empowered and that we have a high turnout but also higher numbers of nominations for candidates.

The second Student Leader Drop-In session was held this month. Here we explored the question "If you could change one thing about university, what would it be?". We were able to gather very useful information that ranged from course level problems right through to issues with the University Sports Centre. We also invested in buying hot food and drink (pizza, teas and coffees) that we gave to students who interacted with the pop-up. It was important to ensure that students were also aware of the initiatives being run by the Students' Union therefore we also promoted other things being done in the SU such as International Parties as well as

Swan's Den and Duke of Edinburgh. The information gathered from the drop-in has been compiled into a report which will then be taken to committees in the university such as the Education and Student Life Committee. Additionally, information will be relayed to individuals within the university to ensure that problems raised are appropriately highlighted to the relevant departments.

Sabbatical officers from York St. John Students' Union were invited on campus by myself and the Executive Committee. We partook in thematic discussions and planning of campaigns. We also took the opportunity to discuss areas of collaboration as well as future plans of both unions. Talks are underway to hopefully invite Bath Spa Students' Union sabbatical officers to Lincoln for a similar event.

This month also saw the departure of Deputy Vice Chancellor Professor Sue Rigby, who has moved on to Bath Spa University as the new Vice Chancellor. It has been an absolute pleasure to work with her over the past year and myself and the other sabbaticals would like to wish her the best in her new role.

SUggestions

Thus far this academic year, 88 SUggestions (at the time of writing) have been put forward by students. This past month I have been working to ensure that we are able to get a quick turnaround of SUggestions that pass the threshold of votes.

Current SUggestions assigned to myself include:

- **On-campus Lockers**
  - Progress has been slow to implement this SUggestion. However I will be reviewing this with the Executive Committee to look at the current provisions available in the university and liaise with the respective departments responsible for current provisions to ensure students are able to use lockers on campus
- **Bring back ID cards that have expiry dates on them!**
  - Research into the feasibility of Digital ID cards is being explored, this route will allow for the date on ID cards to be included but hopefully also incorporate a digitised approach that's easier and quicker for students
- **Stop giving out plastic straws at Tower Bar, The Swan and other university facilities**
  - Straws will no longer be automatically given out with a beverage in SU venues. Instead customers will have to actively request one. Straws available will be bio-degradable.
- **Add a search bar into the SU website.**
  - A search bar has been incorporated into the new website design which went live on the 22nd of January

Below is an updated Operational Plan which highlights the progress made on my objectives and KPIs thus far this year.

Kudzai Muzangaza
University of Lincoln Students' Union President

Our Vision:

A Students' Union where every Lincoln student has a great experience and is encouraged and assisted to fulfil their potential both at University and in life.

We will ensure what we do is:

Quality	Nurturing	Strong	Honest	Approachable	Dynamic

Key Themes from 2017-18 Strategy:

1	Effectively Representing Our Members
2	Providing Independent, Impartial Advice
3	Making Students More Employable and Work Ready
4	Enabling Our Members to Lead Active Lifestyles, Build Friendships, and Grow in Confidence
5	Providing a Diverse Range of Student Led Trips and Events
6	Creating a University of Lincoln Student Community

KEY PERFORMANCE INDICATORS (KPIs) (preferably no more than 6)

1. 100 SUggestions submitted in the 17/18 academic year
2. 75 hours **averaged** collectively by the Student Leaders on their weekly GOATing time (equates to 3 hours/day)
3. University commitment to the development of a mobile application
4. 60% are aware of their influence in decision making
5. 80% satisfied with the performance of the President during the 17/18 academic year

President	Measured by	Status	Comments	Responsibility
100 SUggestions submitted in the 17/18 academic year	100 SUggestions being submitted		88 SUggestions submitted thus far	KM
75 hours averaged collectively by the Student Leaders on their weekly GOATing time	Measured through Time Analysis		Average weekly GOATing 99 hours Since September	KM
University commitment to the development of a mobile application	A formal commitment being agreed & minuted with evidence		Conducted focus group at Rep Forum	KM
60% of students are aware of their influence in decision making	Student Leader Questions: Run on the end of Module Evaluation in December & April		…	KM
80% satisfied with the performance of the President during the 17/18 academic year	Student Leader Questions: Run on the end of Module Evaluation in December & April		…	KM

Key Theme	OBJECTIVE (Must be SMART)	ACTION	RESPONSIBILITY	RESOURCES REQUIRED	PROGRESS TO DATE

1, 4	**1. To empower students through awareness of what the union does for them and how they can have an impact.**
	
	We will ensure that students feel empowered and that they understand the impact they can have on decisions made within their union, the community and the wider world
	
	This will be measured through an increase in use of the SUggestions and Petitions platform on the union website
		GOATing
		
		- Engage with student staff
		- Engage with student volunteers
		- Liaise with university student ambassadors
				- Time
				- Access to social media accounts
				- Marketing materials
				- Social media graphics
				- Live streaming services
				- Cross campus signage
				   o ASM
				   o SUggestions
					- Walk in centre petition totalled 1243 signatures
					
					- President updates live – initial one done in November
					
					- Promotion to students of the London Free Education Protest
					
					- Black History Month Working Group Terms of Reference drafted
					
					September SUggestions:

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	where an average of 3 SUggestions are to be put forward by the student body for every week of the academic year
	
	(KPI 1, 2, 4)
		At least 2 Student Leaders (where appropriate) at every academic, activities and student focused forum:
		- Rep Forum
		- PG Forum
		- SRG
		- Societies Hub
		- Sports Hub
		- Activities Hub
		- ISA
		
		GOATing
		Use of social media
		- Promoting the SUggestions and Petitions platform
		    o Post updates on Twitter, Facebook, Snapchat, Instagram
		    o Use signage system for cross-campus dissemination of information
			KM, Tommy George (TM), Luke Exton (LE), Sophia Lui (SL), Connor Delany (CD), Jane Kilby (JK) Student Voice, Activities	o Petitions
				- University Contacts
					1. **A ball**
					2. **Get Smarter with Smarties**
					3. **Free Snacks in the library for after hours and assessment times**
					4. **New standing computer desks in the library with no time limit**
					5. **Move careers back out of the library**
					6. **Reading lists should be uploaded to blackboard a month in advance**
					7. **Make adverts sent from the Students' Union to university email addresses opt-out**
					8. **More signpost about activities**
					9. **Create a page on the SU website listing society run events**
					10. **Bring back ID cards that have expiry dates on them!**
					11. Second hand book store
					12. Enforce the "Students Only" rule at Tower Bar
					13. **On site shop for university sports kit**
					
					October SUggestions:
					14. **Learning materials to be uploaded early or on the same day as the lecture/seminar/workshop**
					15. **On Students' Union election pages, provide a brief description of the role the candidates are running for**
					16. **Bring a wider variety of cocktails to The Swan 2 for £6.50 menu**
					17. **A small shop near the courts**
					18. **Library loans**
					19. Have secure storage or rented lockers
					20. **Get a printer on 4th floor studio in AAD West**
					21. **Revise the signage around the university**
					22. **Free Uni hoodies for international students**
					23. set meal in MB quad
					24. Free Uni Hoodies for International Students
					25. Online or On-Campus clothing stores
					26. Free membership for committee members
					27. All drinks to be served in plastic cups
					28. **Train lecturers how to use Powerpoint and other basic IT skills**
					29. Complaint and Suggestion - Everything is toooooooooooo expensive in the university.... We are students! Not rich people...
					30. **Add a search bar into the SU website.**
					31. **No more doorbell at the swan**
					32. **Student IT Superusers**
					33. **Vending machines in the library that accept cards**
					34. Always have module handbooks listed at the top of module reading lists online
					35. **Cushions in the sports centre**
					36. **Install Springboards down the middle of the Sports Hall**
					37. Third years and masters students should be able to have lockers in the library
					38. A lecture in the first academic week that gives freshers top tips about basic things that happen at UoL - Tips and Tricks
					39. **Charity Clothes Bin on Campus**
					40. **Mirrors closer to the power rack in the gym.**

Key Theme	OBJECTIVE (Must be SMART)	ACTION	RESPONSIBILITY	RESOURCES REQUIRED	PROGRESS TO DATE
					41. **Provide a how-to overview of room technology at lecture podiums**
					42. A lecture in the first academic week that gives freshers top tips about basic things that happen at UoL – Tips and Tricks
					43. **Better enforcement of silent library on the third floor**
					November Suggestions:
					44. **Careers Fair - Spring time (March/April)**
					45. **The SU should stop printing flyers for Quack and Propaganda**
					46. **Stop giving out plastic straws at tower bar, the swan and other uni facilities**
					47. **Play music in main buildings**
					48. Fine and Performing arts assessments feedback filmed
					49. Cages around fire alarms in the sports centre
					50. **Sanitary towels to be available in women's bathrooms throughout university**
					51. **Have (at least) 1 free language course per year for students**
					52. **Safe space for mental health crisis**
					53. **We need nap pods**
					54. **The University gym should be accessible to members 24/7**
					55. **Designated smoking areas near the library**
					56. Sports kit shop on site rather than just online (*Resubmission)
					57. **Fix the lift in AAD east**
					58. **all 3rd years to have access to computer labs outside of timetabled classes/workshops**
					59. **Blood Drive on Campus**
					60. **More Computers in AAD West building**
					61. Discount card for Alumni students
					62. Better Registration System - less queues to sign registers and less paper waste
					63. Free To Use 'Umbrella Drop-Off Points' VOTE UP NOW :)
					64. A campaign/advertisement from the SU in order to advertise alternative transport arrangements and changing facilities on campus
					65. Microwave in the Library
					December SUggestions:
					66. Path across the green opposite science building to the science building from the roundabout pathway
					67. Fix the price labelling of Oreos (and other snacks?) in campus vending machines.
					68. Introduce a combined Student/NUS ID
					69. Vending machines
					70. Mulled Wine / Spiced Cider Served.
					71. Air Conditioning Control
					72. Putting the end and start date of your course on Student ID Cards
					73. Open another entrance for the Isaac Newton Building
					74. INB is too cold! Make it warmer so we can actually work in there without freezing to death.
					75. Separate queues at Quack for ticket holders
					76. Card machines to be installed at Quack entry
					77. Loyalty cards for The Swan
					78. THE BUDDY FOR THE FIRST YEARS

Key Theme	OBJECTIVE (Must be SMART)	ACTION	RESPONSIBILITY	RESOURCES REQUIRED	PROGRESS TO DATE
					79. 24 hours costa in the library. 80. Install f.lux screen tinting software on library computers **January SUggestions:** 81. Accomodation Esite 82. All regular bins on campus to be labelled 'landfill' to promote recycling 83. Loyalty Cards for The Swan and Tower Bar. 84. Idea for a University social event in the style of Taskmaster 85. an American College Football themed night at SU 86. Petition for: AAD3W35 to have swipe card access after hours 87. A microwave for university campus! 88. Make the salaries of all elected SU officials public knowledge

1	**2. To improve the current democratic structures in place to better represent all students**
	
	 We will ensure that improvements are made on current representative structures in the union
	
	 A democratic and governance review to assess the impact of All Student Members' Meetings, SUggestions, Petitions and other structures (where appropriate) will be conducted
	 - This will be through dialogues and open forums with all students
	 - Compiling evidence of the methods of representation most accessible and appealing to students
	 - Considering the impact of these reviews in reference to all student demographics
	 - Review forms of accountability
	
	 A proposal will be brought forward to the student body highlighting key structural democratic recommendations/changes
	
	 (KPI 1, 2, 5)
		GOATing:
		
		 - Attend Rep Forum and Senior Rep Groups where appropriate to:
		  o Conduct surveys and focus groups with engaged and non-engaged students:
		    ▪ **non-engaged students >> how do the current systems in place suit their needs and accessibility with the union
		
		 - Societies, Sports and Activities Hub
		  o Engage in conversations with committees, gather consensus over the way the democratic structures currently in place work, particularly for sports and societies
		
		 - ISA
		  o Act on some recommendations from the IRP report in terms of engagement of international students
		
		 - Liberation & Campaigns groups
		  o Ensure the liberation voice is promoted and gather opinion from these groups as to how they would like the union structures to better represent them
		
		 Collaborate and look at models from other unions and organisations.
		 - Compile list of similarly sized unions and open dialogues on their democratic procedures
		 - Look at models proposed by NUS and look at ways in which the national standard can be implemented at a local level
			KM, TM, JenB (Jennifer Barnes)
			
			 KM, LE
			
			 KM, SL
			
			 KM, CD
			
			 KM, James Brooks (JB)
				- Time
				 - Promo material
				  ▪ ASM
				  ▪ SUggestions
				  ▪ Petitions
				 - Incentives for attendance to focus groups – Amazon Vouchers (50 x £10 = £500)
				 - Access to social media accounts
				 - Contacts
					- Bye-law changes proposed to Chief Exec and Student Voice team
					
					 - Presentation/Consultation with volunteer officers and SU Activators
					
					 - Bye-law changes approved at Executive Committee
					
					 - Bye-law changes consulted with *small* number of students
					
					 - Tuition fees policy submitted for ASM
					
					 - Freedom of speech policy submitted for ASM
					
					 - Promotion for ASM conducted
					
					 - ASM held
					
					  o Quorate meeting with 90 student members
					  o Freedom of speech policy voted through
					  o Tuition frees policy voted through
					  o **Bye-law amendments and Articles of Association amendments voted through**
					 - Bye-Laws and Articles of Association approved by Board of Trustees
					 - Black History Month Working Group Terms of Reference drafted

Key Theme	OBJECTIVE (Must be SMART)	ACTION	RESPONSIBILITY	RESOURCES REQUIRED	PROGRESS TO DATE

1, 4, 5, 6	**3. To be present and engaging with students, on the ground.**
	
	We will strive to have direct, impactful and active engagement with the student body. Student leaders will be present on campus, ensuring that students know who they are and what it is they do.
	
	We will strive to break down barriers of accessibility by having drop-in hours/stands in various locations on campus
	
	(KPI 2, 3)
		GOATing
		- At least 1 student leader will be present at every event (where appropriate) organised, hosted or in collaboration with the Students' Union (e.g. club nights, trips, conferences, fairs, forums etc.)
		- At least 2 student leaders will be present at one or more #WeAreLincoln sporting events all throughout the academic calendar
		
		Liaise with the university to have bi-weekly stands on campus
		
		Get list of events organised, hosted or in collaboration with the SU:
		- Rota longstanding and recurring events with student leaders
		- At least one student leader at Quack! events
			KM, LE, SL, CD, TG Lorna Cruickshank (LC)
			
			KM
			
			Hannah Coleman (HC)
			
			Michael Redpath (MR),
				- Time
				- Promotional material for events e.g. branded clothing etc. (Hoodies + T-Shirts > 5x £100 per SL = £500
				
				Allowances for travel (1000 miles fuel allowance … 45p-50p/mile = £450/£500)
					- Time analysis to be incorporated into monthly Student Leader reports
					
					- Time analysis to be broken down by percentages to better assess timings
					
					- Student leaders assigned to Freshers' Week events to maximise GOATing
					
					- Quack promotional kit for Student Leaders
					
					- GOATing hours being summarised at the end of weekly analysis
					
					- SUMS module created to collect GOATing feedback
					
					- **September GOATing Hours**
					  o 440.25 ≈ 110 hours p/w
					    ▪ Freshers Week noted as 37 hours GOATing for all Student Leaders = 185 hours that week
					- **October GOATing Hours**
					  o 380.50 ≈ 95.125 hours p/w
					- **November GOATing Hours**
					  o 370.50 ≈ 92.625 hours p/w
					- First Student Leader drop-in December
					- Second SL drop-in January
					  o "If you could change one thing about university, what would it be?"

1, 6	**4. To have a commitment from the university to put resources towards building a UoL students' app**
	
	We will work with the university to put forward the digital needs to our members.
	
	This will encompass a platform whereby all the resources students need are **integrated** meaning they are readily and easily accessible for example:
	- Timetables
	- Library resources
	  o *Pre-booking computers
	  o Check-in/out systems for room bookings
	  o Immersive mobile compatibility with the library map
	- Printing
	  o Better integration of services
	  o Easier methods of topping up printing credit
	- Sports
	  o Booking of Sports Centre resources
	  o #WeAreLincoln promotion – BUCS leagues – scores updates etc.
	
	We will consult and have open dialogues with students to gauge engagement through technology and put forward to the university which platforms are best for students to feel integrated and have a wholesome experience at Lincoln, as well as the resources they would like on such a platform
		Assess current digital resources accessible to students
		- GOATing
		- Conduct surveys and focus groups
		  o Through rep forums and senior rep groups
		
		Apprenticeship Challenge
		- Activities App Design
		  o Liaise with and VPA to work alongside activities and students involved in the app design
		
		Establish contacts with other unions
		- Those with apps
		  o Successes
		  o Failures
		- Discuss functionality and features
		
		Establish university contacts relevant to this area
		- ICT, Digital Education
		  o Establish the viability of this kind of platform
		  o What functionality could be incorporated from university services?
		- SUMS
			Marketing + Comms
			
			KM, TG
			
			KM, LE
			
			KM
			
			KM, JB
			
			KM, JB, AB (Alan Bage)
				- Time
				- University contacts
				- Other union contacts
				- External expertise
					- Opened a dialogue with DVCs Julian Free and Sue Rigby to explore the practicalities and purpose of the resource
					- Consulting with students (SU Activators and Volunteer Officers)
					- Meeting with University Registrar and Director of ICT to discuss next steps
					  o Establish focus groups with engaged students
					  o Member of ICT as consultant on feasibility
					- Trip to Newcastle Students' Union has given an overview over how the app could prove useful in Lincoln
					- Dialogue established with members of the NUSU faculty
					- Shared the adobexd files to their app which gives rudimentary view over the functionality and how they use the app
					- Information forwarded to Julian Free
					  o Has encouraged that we gather further information, particularly with students to establish what we would want this to look like for Lincoln
					- Conducted open discussion at Rep Forum
					  o Gathered key info on how students view the idea of the app (11/12/17)

Key Theme	OBJECTIVE (Must be SMART)	ACTION	RESPONSIBILITY	RESOURCES REQUIRED	PROGRESS TO DATE
	(KPI 3)	o What capabilities can be incorporated on this kind of platform			

1,3, 4, 6	**5. To help facilitate at least 3 priority campaigns by Student Leaders**
	
	Student leaders will work throughout the year to promote awareness for key issues affecting and concerning students
	
	We will ensure that priority campaigns consider the entire union and all services available to students
	
	We will work collaboratively with these campaigns, ensuring that the strategic aims of the union are met.
	
	(KPI 2, 5)
		- Put checks in place that ensure priority campaigns are at the forefront
		- Consolidate all the information from respective student leaders within their own remits and assess how these contribute to the priority campaigns
		- Ensure that student leaders are pushing the same agenda to ensure the best representative action for students concerned
		- Work alongside the university to ensure that priority campaigns have maximum reach to all student demographics
			JB, HC, KM, TG, LE, SL, CD
			
			Marketing + Comms
				- Time	- **Lincoln Walk-in Centre Campaign**
					  o Campaigned against the closure of the walk-in centre
					  o Two open letters
					    ▪ Secretary of Health
					    ▪ LWCCG Board
					  o Meeting with LWCCG
					  o Attended consultation drop ins with Student Leaders
					  o Attended Lincoln City Council Leadership Scrutiny Committee – Voiced student opinion on consultation
					  o Interview with BBC Radio Lincolnshire
					  o Walk in centre petition totalled 1243 signatures
					  o Walk in centre decision made – will remain open over winter period – with re-evaluation early next year
					  o Meeting with LWCCG + University Health Centre
					  o Patient Participation Group Established
					  o Provision of prophylactics to University Health Centre to be supplied to members of the Students' Union
					- **Operation Rosé**
					  - Collaborating with TG and CD to make the Academic/Welfare campaign a joint student leader campaign
					  - Midway review with Graham Atkinson set up the skeletal plan for the campaign
					    o Established the rough stages of the campaign
					  - Consulted with YSJSU regarding aspect of the campaign
					
					- Black History Month Working Group Terms of Reference drafted