



# Weekly Sub Committee Memos and Weekly Executive Minutes

**Memos submitted by 28<sup>th</sup> August 2023**

## **Academic Affairs**

Item / Action / task	Description	Noting / Discussion / Approval
Fee Abolishment	Emailed Jenifer Farrell in relation to abolishing repeat exam fees	Noting
UCD Fee Abolishment	Emailed UCD Educations officer Sarah about their success abolishing repeat exam fees and have scheduled a meeting with her on Thursday	Noting
Meeting with Head of E&BE Faculty	Met with Patrick Flynn Head of Engineering and Built Environment faculty about class reps and new Discipline boards	Noting
SA Interviews	Interview candidates for Student Advisor role in GG and Tallaght	Noting

## **Campaigns**

Item / Action / task	Description	Noting / Discussion / Approval
Canteen Protest	Emailed the president for an update on where we stand in terms of canteen protest so I can take over - Ian	Noting
Transgender Healthcare	Contacted TENI, trying to schedule a meeting next month – Jeremy & Nekesa	Noting

## Campus & Facilities

Item / Action / task	Description	Noting / Discussion / Approval
Systems And Operations Meeting	President, CVP Blanch and CVP Tallaght met with JK (Head of Systems and Operations) to cover issues about microwaves, seating, lockers and CCTV (Blanch). Got confirmation on the locations of 2 new microwaves in Tallaght and starting the process of getting 2 new microwaves for Blanch, amongst with putting up signs for the new microwaves in Grangegorman.	Noting
Blanchardstown: Accessibility	Followed up regarding issues with lifts in Blanchardstown and Tallaght. Waiting for further instruction.	Noting
Canteens	Both Blanch CVP and Tallaght CVP followed up with canteen providers, Tallaght CVP will meet the manager regarding seating.	Noting
Tallaght: Sports Science Building	User Group is being set up. Waiting for confirmation on 'Open Gym' hours. Got to tour the building.	Noting
Tallaght: Master Plans	Head of Campus Development sent a draft of the master plans and asked for feedback.	Noting

## Communications and Media

Item / Action / task	Description	Noting / Discussion / Approval
Student Media Outlet	Proposal completed and will go to TUDSU board of directors for discussion and approval to proceed with project	Noting
Communication Executive Meeting	Meeting with Communications Executive back off leave, to discuss working relationship and goals for the year	Noting
Governing Body Meeting	Confidential	Noting
Media Monitoring	Daily updates on any national, and local news that is relevant	Noting

	to students and our work. Exec decide what action is needed based on the updates provided.	
Meeting with Officers	Meeting with Welfare Officer to discuss and finalise the social media content for Accommodation campaign. Officers to reach out to me and comms exec when considering campaign ideas. Next meeting due with AA re class rep recruitment	Noting
University Invitations to SU	6 <sup>th</sup> September 2023, Tallaght Campus (2 invites) <ul style="list-style-type: none"> <li>- Official Opening Sports, Science, Health and Recreation building 10am</li> <li>- Signing of Anti-Racism Principles 1.30pm</li> </ul>	Discussion
SU Media Opportunities	President and Deputy filming welcome video to incoming first years on 29 <sup>th</sup> August with President Fitzpatrick	Noting
Orientations	Currently working on the presentation for incoming first year orientations for SU officers	Noting
Student Media Crew	Applications close on 28 <sup>th</sup> August.	Noting
Access Orientations	CVP / AA will have a spot during access orientations. Need slides by Thurs 31 <sup>st</sup> Aug latest. Meeting on Thurs with access team. Need to organize slides, tours and officer allocation. Shauna and Jeremy will continue to organise	Noting

### Events and Engagement

Item / Action / task	Description	Noting / Discussion / Approval
Met with sports and societies and had a walk around Grangegorman to identify a suitable location for their clubs and Socs Festival	They've decided to also do their week in front of the Lower House. There will be opportunity for us to potentially	Noting

	put some activations on in this space,	
Budget	The proposed events budget for the year that was submitted by the development manager and I has been approved after much back and forth.	Noting

### President

Item / Action / task	Description	Noting / Discussion / Approval

### National and USI Affairs

Item / Action / task	Description	Noting / Discussion / Approval
Comhairle Náisiúnta CN	Comhairle Náisiúnta CN(National Council) in MTU Cork 7-8 <sup>th</sup> Sept. Officers attending must register individually and respond to Louise, Anna and CC Brian re attendance so accommodation and travel can be booked. All working groups and the CN are hybrid. If submitting a motion, officer must cc Louise as USI rep so we can keep memos up to date.	Discussion
USI Consultation Session re FORSA Industrial Action (Aug 31st)	Potential strike action by all healthcare workers and social workers. USI want members stance. Call out to Officers and students to attend meeting online.	Noting

### Welfare & Equality

Item / Action / task	Description	Noting / Discussion / Approval
Accommodation Guide	This was concluded and went up last week.	Noting

Multifaith rooms	Following a meeting with the Islamic Society, they requested that the Prayer room be equipped to suit their needs and that suitable provision is made for prayer preparation. This is still pending discussion with relevant TUD officers.	Discussion
International Students Comms form	Run an information campaign on rights, accommodation, facilities and services for all international students.  This one is pending synchronizing information between myself and Olivia then it goes out. Latest tomorrow, Tuesday.	Discussion
Medical Centers	Work with CVP Tallaght to lobby for a removal of the Doctor's charge. This is still pending discussion	Noting
Sensory Rooms	Work towards the establishment of Sensory spaces on all campuses	Ongoing
Gender neutral signage	The need for signages for gender neutral bathrooms on all campus. This was actioned and a reminder with the ideal timelines sent to the officer in charge. There is need for a follow up on implementation	Discussion
Black History Month (BHM)	Olivia and I are working on ideas towards this. I have so far contacted EDI, African Soc, Chaplaincy and Women for Election CEO, and Black & Irish for a possible partnership on the various activities	Noting
W&E overall budget	Held a meeting with Bernard to go over the overall budget with a view of assigning it to the various activities for approval.	Noting

## Executive Meeting Minutes

**Name: TU Dublin SU Executive meeting**

**Date: 28th August 2023**

**Time: 4pm**

**Via: Teams**

<b>Present:</b>	<b>Brian Jordan</b> <b>Louise Kavanagh</b>  <b>Shauna O Toole</b> <b>Ian Kelly</b> <b>Jeremy Lawler</b> <b>Peter McCann</b> <b>Sheran Bahadir</b>	<b>President, Chair</b> <b>Vice President for Communications &amp; Media,</b> <b>Deputy President</b> <b>Vice President for Academic Affairs</b> <b>Vice President for Events &amp; Engagement</b> <b>Blanchardstown Campus Vice President</b> <b>City Campus Vice President</b> <b>Tallaght Campus Vice President</b>
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Apologies: Nekesa Khisa Nancy

Vice President for Welfare & Equality

In attendance: Anna Perho

Representation and Engagement Executive, Clerk

<b>Agenda Item</b>	<b>Details</b>	<b>Action</b>
<b>1. Minutes</b>	Minutes from last week's meeting were approved.	Noted.
<b>2. Matters arising</b>	Matters arising from last meeting were discussed: <ul style="list-style-type: none"><li>- Ian filled in comms form for freshers</li><li>- Shauna and Louise didn't meet yet, Shauna's comms form is in. Louise reminded that she can be contacted by officers when they need assistance.</li><li>- Brian will scan for documents to send to Jeremy about Blanchardstown antisocial behaviour</li><li>- Team decided not to do a press release on Accommodation guide, but one was made about another matter</li><li>- Crew volunteering platform is ready to go with Better Impact</li><li>- Louise met with Nekesa about comms form</li></ul>	Shauna and Louise to meet  Shauna and Louise to meet.  Brian to send docs to Jeremy today
<b>3. Academic Affairs</b>	Shauna O Toole, Vice President for Academic Affairs: <ul style="list-style-type: none"><li>- Shauna has a meeting coming up about fee abolishment with UCD</li><li>- Updates given on other items in memo</li></ul>	
<b>4. Campaigns</b>	Brian Jordan, President <ul style="list-style-type: none"><li>- Short update was given on the memo</li></ul>	
<b>5. Campus &amp; Facilities</b>	Peter McCann, City Campus Vice President: <ul style="list-style-type: none"><li>- Annual leave last week</li><li>- Paul Horan got in contact about furniture and it has been approved to EQ and CQ. Picnic benches moved in front of CQ from Lower House.</li><li>- Contact about vending machines made, to be confirmed how many are owned by us so that they will be filled</li></ul>	

	<ul style="list-style-type: none"> <li>- Peter confirmed that he will be sitting Green Campus Committee</li> </ul> <p>Sheran Bahadir, Tallaght Campus Vice President:</p> <ul style="list-style-type: none"> <li>- Two new microwaves to Tallaght acquired upstairs on campus</li> <li>- Canteens emailed and they are happy to give food vouchers for students. Seating to be further discussed.</li> <li>- Gym hours are still in discussions</li> <li>- Sport Science building opening is on 6<sup>th</sup> August, registration is open. Brian can go as Sheran is doing ACCESS orientation, Sheran to send registration link.</li> <li>- Paul Horan sent draft of master plans for Tallaght Campus for feedback, Sheran to discuss with Brian and Brian to get back to Sheran.</li> </ul> <p>Jeremy Lawler, Blanchardstown Campus Vice President:</p> <ul style="list-style-type: none"> <li>- Lift accessibility: facilities emailed back that they bought new parts for key packs for lifts, waiting on fixing</li> <li>- Canteens: catch up with canteen staff, they said that they will not do food vouchers not until October. Jeremy to discuss about getting them earlier.</li> <li>- In the process of getting 2 new microwaves on campus</li> </ul> <p>Questions/Clarifications</p> <ul style="list-style-type: none"> <li>- Ian Kelly, question: people are using picnic benches in front of Lower House, what will happen if they are moved? Peter answered that only 2-3 will be moved to test whether they would be used in front of CQ.</li> <li>- Ian Kelly asked officers to CC him any emails about food vouchers, so he's kept on the loop for possible protest.</li> </ul>	<p>Brian to sign up and go to Sports Science building opening</p> <p>Sheran to link in with Brian on Tallaght Campus plans &amp; feedback</p> <p>Jeremy to discuss having food vouchers on Blanch earlier</p> <p>Officers to CC Ian to any canteen-related emails</p>
<p><b>6. Communications &amp; Media</b></p>	<p>Louise Kavanagh, Vice President for Communications &amp; Media:</p> <ul style="list-style-type: none"> <li>- Updates for tomorrow's meeting about ACCESS orientation training. Academic</li> </ul>	

	<p>Affairs team meeting with Pauline and Joanna from ACCESS. Louise updated on the ACCESS orientation presentation, to be further discussed in Academic Affairs team. Graphics are worked on for orientation.</p> <ul style="list-style-type: none"> <li>- Student Media Outlet proposal has gone to Board of Directors of TUDSU CLG, decisions to be made in their next meeting.</li> <li>- Messaging for overall orientation in the making, Louise thanked all officers for sending in material. Scripts will be the next step and Louise will be in touch, everyone will have 2-3 minute window.</li> <li>- Brian and Louise filmed a video with TU Dublin. Brian is also filming a video for our socials. Ian is doing a video on freshers.</li> </ul>	<p>Academic Affairs team to discuss ACCESS orientation.</p> <p>Louise to contact officers about orientation script.</p>
<p><b>7. Events &amp; Fundraising</b></p>	<p>Ian Kelly, Vice President for Events &amp; Engagement:</p> <ul style="list-style-type: none"> <li>- Met with Sports and Societies. Sign ups will be done in front of Lower House in Grangegorman, and on other campuses (overlapping with freshers in Tallaght &amp; Blanchardstown). SU will be in with marquee plans if Sports and Socs decide to get one.</li> <li>- Irish Cancer Society meeting on Friday to meet them. They have a big event called "Relay for life" on 29<sup>th</sup> September, might be a good day to launch RAG. More details in the know on Friday.</li> </ul> <p>Questions/Clarifications:</p> <ul style="list-style-type: none"> <li>- Louise reminded to fill out a comms form if RAG is to be launched. Ian said that he will have more information on Friday.</li> <li>- Louise asked for Ikea update. Ian said that the goods came from Ikea, planning of organising that is in the making.</li> </ul>	<p>Ian to do a comms form on RAG once details are clarified.</p>
<p><b>8. President's update</b></p>	<p>Brian Jordan, President:</p> <ul style="list-style-type: none"> <li>- Apologised for not filling in memo.</li> </ul>	



	<ul style="list-style-type: none"> <li>- Met with TU Dublin COO, he agreed to give history and info of student development fund and student numbers and student chart.</li> <li>- Update on funding given and query done on this to university</li> </ul>	
<b>9. USI &amp; National Affairs</b>	<p>Louise Kavanagh, Vice President for Communications &amp; Media:</p> <ul style="list-style-type: none"> <li>- Ian, Sheran and Peter are going to next USI National Council next week, Anna will book accommodation and travel. If there's something that officers want to attend, Louise said that meetings are hybrid so encouraged officers to sign up. Louise reminded that motions can be submitted to Council.</li> <li>- USI Consultation Session re FORSA Industrial Action: Shauna has agreed to represent TUDSU, and other representatives are also coming and welcomed. Any questions are welcomed by Louise.</li> </ul>	Officers to sign up to relevant USI committees/sessions
<b>10. Welfare &amp; Equality</b>	<p>Brian Jordan, President:</p> <ul style="list-style-type: none"> <li>- Accommodation guide went out</li> <li>- Multifith rooms: TU Dublin from Grangegorman is followed up on</li> <li>- International Student Comms form to be followed up on</li> <li>- Lobbying for remove of Doctor Charge in Tallaght, and to get equal service on all campuses.</li> <li>- Sensory rooms: struggling to find an are in Tallaght Campus. Still no answer to email sent by Sheran.</li> <li>- Black History Month is in the plans</li> </ul> <p>Questions/Clarifications:</p> <ul style="list-style-type: none"> <li>- Erasmus Orientations: Jeremy updated that he was asked to join them on 12<sup>th</sup> September. Brian asked if Louise could ask other campuses when theirs are happening. Ian has also emailed the International Office, a meet-up could be organised on campuses in common rooms.</li> </ul>	<p>International Student Comms form to be done if not yet ready.</p> <p>Louise to link in with other campuses about Erasmus orientations.</p> <p>Erasmus event to be further discussed.</p>

<b>11. Any Other Business</b>	TU Dublin Communications: <ul style="list-style-type: none"><li>- Louise Kavanagh: TU Dublin Comms was met today. They offered to support us and promote in any student-friendly media. They suggested that there'd be a coffee every other Thursday, and any relevant officer can join. Any positive new stories are welcome.</li></ul>	Collaboration with TU Dublin Comms possibility.
<b>12. Date of next meeting</b>	Next Tuesday.	