



Minutes of proceedings of the Governing Body Meeting

Date: Thursday, 29th August 2019

Time: 10.00am

Location: Letterfrack Campus

- Present:**
- Mr. Joe Cunningham (Acting Chair)
 - Dr. Michael Hannon (Acting President)
 - Mr. Michael Lally
 - Mr. Tom Grady
 - Ms. Máire Ní Chlonna
 - Cllr. Niall McNelis
 - Ms. Mary McGinley
 - Mr. David Leahy
 - Mr. Gareth Roe
 - Mr. Michael Geoghegan
 - Mr. Aaron Burke
 - Ms. Jayne Cooley
 - Cllr. Michael Maher

- In Attendance:**
- Mr. Jim Fennell, VP for Finance & Corporate Services
 - Dr. Rick Officer, VP for Research & Innovation
 - Dr. Seamus Lennon, Acting VP for Academic Affairs and Registrar
 - Ms. Fiona Faherty, Meeting Secretary
 - Ms. Jean Carpenter, Corporate Governance Compliance Officer
 - Dr. Des Foley, Head of School of Science (Presentation from McCarney Taylors Architect)
 - Mr. Eamon McCarney, (McCarney Taylor Architect)
- Apologies:**
- Ms. Mary Rogers
 - Mr. Michael Vaughan
 - Mr. Cormac MacDonncha

1.0 Declaration of Conflict of Interest with Agenda Items	
Mr. Michael Lally advised the board that he will be a Rise Scholar in GMIT from September. It was noted that there was no conflict with any Agenda items.	
2.0 Minutes of Previous Meeting	All
The minutes of the meeting held on 27 th June 2019, were approved on the proposal of Mr. Gareth Roe and seconded by Mr, Aaron Burke.	
3.0 Matters Arising	All
Mr. Gareth Roe asked when the amendment to the composition of Academic Council would be circulated. Mr. Fennell confirmed the amendment will be placed before the Governing Body for approval at the next meeting.	
4.0 President	M Hannon
4.1 Presidents Report	
The President's report was circulated prior to the meeting and taken as read.	
4.2 Media Coverage Report	
This report was circulated to the members prior to the meeting and taken as read.	
4.3 CUA Update	
<p>Dr. Hannon provided an update on the CUA to the meeting.</p> <ul style="list-style-type: none"> - CUA Colloquium for Governing Bodies will be scheduled for October - RSM Consultants have been appointed - A new title for the TU will be launched in October - The composition of a Steering Group is being discussed at the next Project Managers Meeting - The tendering process for immersive VC facilities has begun. - The CUA Presidents and Chair had a meeting on 8th August with a delegation from DKIT - GMIT now has in excess of 35% of staff with a PhD. - GMIT needs to increase its number of Research Students. <p>Mr. Gareth Roe noted the significant amount of information being provided in the update to the board. He asked what are the key elements that require Governing Body approval? He added it was not clear what the Governing Body function is.</p> <p>Mr. Fennell referred to the Governing Body Reserved Functions and highlighted that all mergers would require Governing Body approval.</p> <p>Mr. Michael Lally added that the information provided was very helpful and thanked Dr. Hannon for the update. Dr. Hannon informed the board that a more regular and formal update on the CUA will be provided to the Governing Body from September.</p>	
4.4 Honorary Fellowships – GB Sub-Committee	
Mr. Michael Geoghegan proposed that the members of the out-going sub-committee be re-appointed. This was agreed and seconded by Mr. David Leahy.	

<p>The members of the Governing Body Honorary Fellowships Sub-Committee are: Cllr. Michael Maher, Mr. Michael Lally and Ms. Mary McGinley. The Chairman and President are ex-officio.</p> <p>It was agreed to circulate to the Governing Body the criteria for the award of Honorary Fellowships.</p> <p>Mr. Joe Cunningham, Acting Chair, read out a memo from the Chairman, Mr. Cormac MacDonncha, to the meeting regarding progress towards TU Designation.</p> <p>The Chairman, in his memo to the board, proposed that the TU Progress become a standing Agenda item from September.</p> <p>A further proposal is being made that each Governing Body establish a TU sub-committee to oversee progress and to provide the necessary assistance to overcome any obstacles. The Presidents of each Institute within the CUA are being asked to propose a joint Terms of Reference and composition of this sub-committee. The establishment of this sub-committee will be agreed at the September Governing Body meeting.</p>	
<p>5.0 SU Presidents Report</p>	<p>A Burke</p>
<p>Mr. Aaron Burke provided an update from the Students Union to the meeting. He highlighted the growing accommodation crisis in Galway as a significant issue of concern for the Students Union. The Students Union are providing as much assistance and support where possible to GMIT students but the accommodation issue continues to have a negative impact on the student experience and on student numbers in the Institute.</p> <p>Mr. Joe Cunningham acknowledged the seriousness of the growing accommodation crisis and suggested this be an agenda item at the September Governing Body meeting. He also acknowledged and highly commended the significant effort the Students Union are making on behalf of the student population.</p>	
<p>Additional Agenda Item: Presentation from Taylor Architects on the STEM building</p> <p>Dr. Des Foley, Head of School of Science and Mr. Eamon McCarney, McCarney Taylor Architects joined the meeting. Mr. McCarney presented to the board on the progress of the STEM building.</p> <p>The new STEM building will accommodate approximately 450 additional students and provide an additional 5,500.00 square meters of space.</p> <p>The design process is now complete. Planning application will be lodged at the end of September.</p> <p>Approval was sought to move to the next stage in the planning process including lodging for planning permission, this was approved on the proposal of Cllr. Michael Maher and seconded by Mr. David Leahy.</p>	
<p>6.0 Appointment of President</p>	
<p>Mr. Fennell informed the board that the Governing Body Selection Board Sub-committee met on August 6th and will meet again on September 6th. The position of President is expected to be advertised in the second week of September.</p>	

7.0 Mayo Campus	
<p>7.1 Progress Update</p> <p>Dr. Hannon provided an update on the Mayo Campus. He advised that a meeting was held with the Department of Education and Skills in June. He attended this meeting with Mr. Fennell and Prof. McClenaghan, Head of Mayo Campus.</p> <p>A new working group has been established to work on the Mayo Campus Strategic Plan and a meeting will take place on Friday 6th September.</p> <p>The composition and members of this working group are: Three members of the Executive – Mr. Jim Fennell, Dr. Seamus Lennon and Dr. Michael Hannon. Mayo Campus Management: Prof. Neville McClenaghan, Mr. Justin Kerr, Mr. Michael Gill and Dr. Deirdre Garvey. Three Staff Members from the Mayo Campus Sub-committee: Dr. Mark Garavan, Mr. Kevin Hggins and Ms. Clodagh Geraghty. The Students Union VP for Mayo Campus Mr. Gary Tobin.</p> <p>The outcome of the deliberations of the working group will be provided to the Mayo Campus Sub-Committee meeting which is scheduled to take place on 12th September and an update will be provided to the Governing Body at its September meeting.</p> <p>Mr. Fennell informed the meeting that works on the infrastructure project on the Mayo Campus has progressed. Approval is being sought from the Governing Body to proceed with the signing of the contract with the successful contractor, MVS Construction Ltd in the amount of €1,785,000 plus VAT. This was approved on the proposal of Cllr. Michael Maher and seconded by Ms. Maire NI Chlonna.</p>	
8.0 Registrar	S Lennon
<p>8.1 CAO Update</p> <p>Dr. Seamus Lennon provided an update on Year 1 CAO accepts to date by School. It is envisaged to have a final figure of over 2000 1st year students accepts. The issue of retention will be addressed at a later stage.</p> <p>Mr. Gareth Roe welcomed the student numbers in the schools of Business, Science and Engineering as they are in-line with the Academic Plan. He raised his concerns regarding the Mayo Campus and Galway International Hotel School (GIHS) over estimating their numbers as they do not appear to be in line with the Academic Plan.</p> <p>Mr. Michael Lally raised his significant concern regarding the Galway International Hotel School. He asked that the School would present to the Governing Body on their strategic plan for the School. The meeting was informed that the School are currently working on a strategy based on the numbers presented by Dr. Lennon and the School will be invited to present to the Governing Body at its October meeting.</p> <p>These concerns regarding the Galway International Hotel School were also raised by other members of the Governing Body.</p> <p>It was agreed to circulate the final accepts numbers to the Governing Body once this information has been collected and verified.</p> <p>8.2 Quality Assurance Framework Updates:</p> <p>The following Quality Assurance documents which were circulated prior to the meeting were approved on the proposal of Cllr. Niall McNellis and seconded by Mr. Aaron Burke.</p>	

<ul style="list-style-type: none"> • Professional Practice Policy • Plagiarism Policy • Learning Analytics for Student Success Policy <p>8.3 Fees</p> <p>The following fees related items, which were circulated prior to the meeting were approved on the proposal of Cllr. Michael Maher and seconded by Mr. Gareth Roe.</p> <ul style="list-style-type: none"> • Fees Schedule 2019/20 • Student Fees Policy. Dr. Lennon added the following amendment to Appendix 1 Eligibility for EU Free rate, '<i>Persons who are in the International Protection System (except at deportation stage)</i>'. • Procedure for the Collection of Fees <p>Mr. Joe Cunningham requested an update on the status of Fee Collection to be provided at the next meeting. This was agreed.</p> <p>8.4 Sanctuary Scholarships</p> <p>Dr. Lennon sought approval for the Sanctuary Scholarships Policy. This proposal is to enable the Institute offer Scholarships to residents of direct provision centres in Galway and Mayo. The proposal is to offer two Sanctuary Scholarships with one scholarship funded entirely (fees and maintenance) by the Institute and one where fees are waived by the Institute and maintenance is funded by staff contributions and the Institute to make up any shortfall in this instance.</p> <p>This proposal was welcomed by the Governing Body and is was approved on the proposal of Cllr. Michael Maher and seconded by Mr. Michael Lally.</p>	
<p>9.0 Finance</p>	<p>J Fennell</p>
<p>9.1 Unit Cost Reports 2017/18</p> <p>Ms. Jean Carpenter presented the Unit Cost for 2017/18 and the Schools Income & Expenditure data. She informed the meeting that this information was also presented to the Finance Sub-Committee on Monday 26th September (Presentation attached, Appendix 1).</p> <p>Ms. Carpenter highlighted the strong correlation between student : staff ratio, unit costs and gross profit by School.</p> <p>Mr. Fennell added that the schools are asked to monitor their student : staff ratio on an ongoing basis. Unit costing figures are produced 18 months in arrears so early reviews of student : staff ratio will help manage potential unit cost issues escalating.</p> <p>Cllr. Michael Maher noted the significant concerns of the Finance Sub-Committee regarding the increasing unit costs in the department of Business, Humanities & Technology on the Mayo Campus. It is impacting on resources, infrastructure and facilities on the other campuses.</p> <p>The board agreed that this is an issue that requires immediate attention.</p> <p>Mr. Aaron Burke reiterated his concern regarding lack of investment and facilities on the Galway Campus.</p> <p>Mr. Fennell reminded the meeting that an interim review of the Mayo Campus Working Group Report is taking place shortly and an update on this will be provided to the Governing Body at the October meeting.</p>	

<p>Mr. Michael Lally noted his concern regarding the ongoing issues with the Galway International Hotel School and cautioned it may bring similar problems as being encountered on the Mayo Campus if this is not dealt with soon.</p> <p>Mr. Joe Cunningham thanked Ms. Jean Carpenter for the presentation and complimented her on the style of presentation using graphics as very helpful to gain a full understanding of unit costing issues.</p> <p>He agreed with the concerns expressed by the meeting regarding the Galway International Hotel School and requested a presentation be made by the School at the October meeting.</p> <p>9.2 (a) Finance Outturn to 30th June 2019 9.2 (b) Finance Outturn to 31st July 2019</p> <p>The Finance Outturn to 30th June and 31st July were taken as read, both documents were circulated prior to the meeting.</p> <p>9.3 Finance Policies</p> <p>9.3 (a) Procurement Policy</p> <p>The procurement policy was approved on the proposal of Cllr. Michael Maher and seconded by Mr. Gareth Roe.</p> <p>9.3 (b) Tax Compliance Policy</p> <p>The Tax Compliance Policy was approved on the proposal of Cllr. Michael Maher and seconded by Mr. Gareth Roe.</p> <p>9.3 (c) Hospitality Policy</p> <p>The Hospitality Policy was approved on the proposal of Cllr. Michael Maher and seconded by Mr. Gareth Roe.</p> <p>9.4 Approval of Equipment Expenditure</p> <p>Mr. Fennell presented a purchase order for approval by the Governing Body for the purchase of a large item of capital equipment. This equipment is part of a funding application won by the GMIT Research Team from Enterprise Ireland's 2019 Capital Equipment Call. This grant will fund the purchase of a Fluoroscope / X-ray Medical Imaging System to be used in medical device engineering technologies research, development and innovation projects. The fluoroscope system will be operated by GMIT's medical engineering technologies technology gateway and installed within GMIT's Dublin Road iHub. The amount for approval is €839,467.62.</p> <p>Mr. Fennell and the Chair complimented Dr. Rick Officer, VP for Research and Innovation on this successful good news story.</p> <p>The proposal was approved on the approval of Mr. Gareth Roe and seconded by Ms. Maire NICHIONNA.</p>	
<p>10.0 Corporate Governance</p>	<p>J Fennell</p>
<p>10.1 THEA Code of Governance for Institutes of Technology 2019</p> <p>Ms. Jean Carpenter presented the THEA Code of Governance for Institutes of Technology 2019 and highlighted the following significant changes:-</p> <ul style="list-style-type: none"> • Conflict of Interest Policy required for Staff, Governing Body and External Parties 	

- Maintain a register of reported conflicts
- Summary report on all conflicts reported to be provided annually to Governing Body.

The Code (excluding sample templates which had been previously tailored by GMT) was adopted on the approval of Mr. Tom Grady and seconded by Ms. Mary McGinley.

10.2 Protected Disclosures Report

The VP for Finance & Corporate Services advised that Section 22 of the Protected Disclosures Act 2014 requires the publication of a report each year relating to the number of protected disclosures made in the preceding year and any actions taken in response to such disclosures.

No protected disclosures were received by GMT in the reporting period up to 31 August 2019.

The meeting noted that should there be any protected disclosures received between August 29th and 31st this fact would be disclosed to the next meeting.

The foregoing was approved on the proposal of Mr. David Leahy and seconded by Mr. Aaron Burke.

10.3 Review of I.P. Commercialisation and Related Conflicts of Interest

A report from the VP for Research & Innovation which had been circulated to the meeting was considered and compliance with the appropriate policies and procedures was noted.

This was approved on the proposal of Mr. David Leahy and seconded by Mr. Aaron Burke.

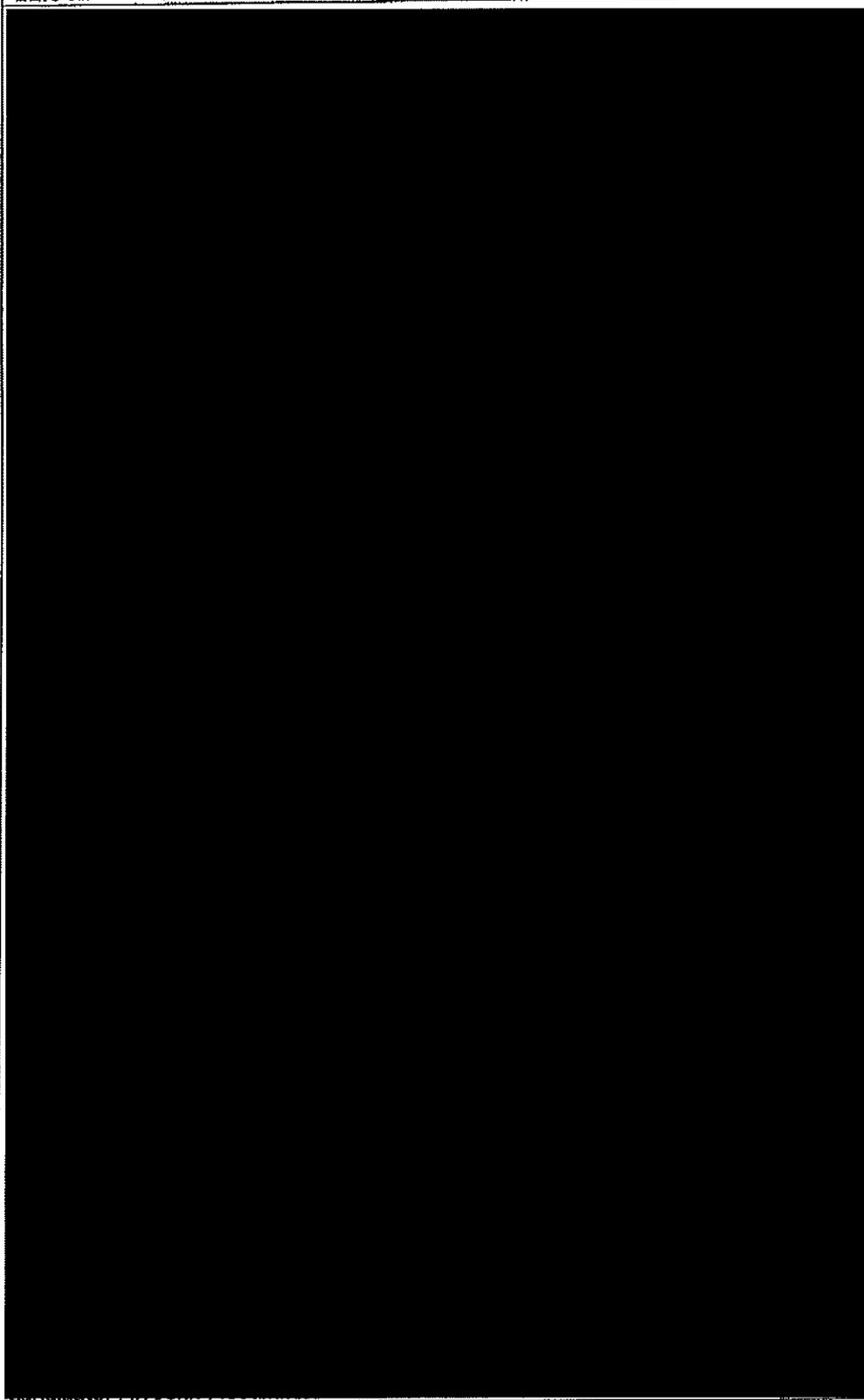
10.4 Governing Body Effective Review Update

This item was deferred to the next meeting in September.

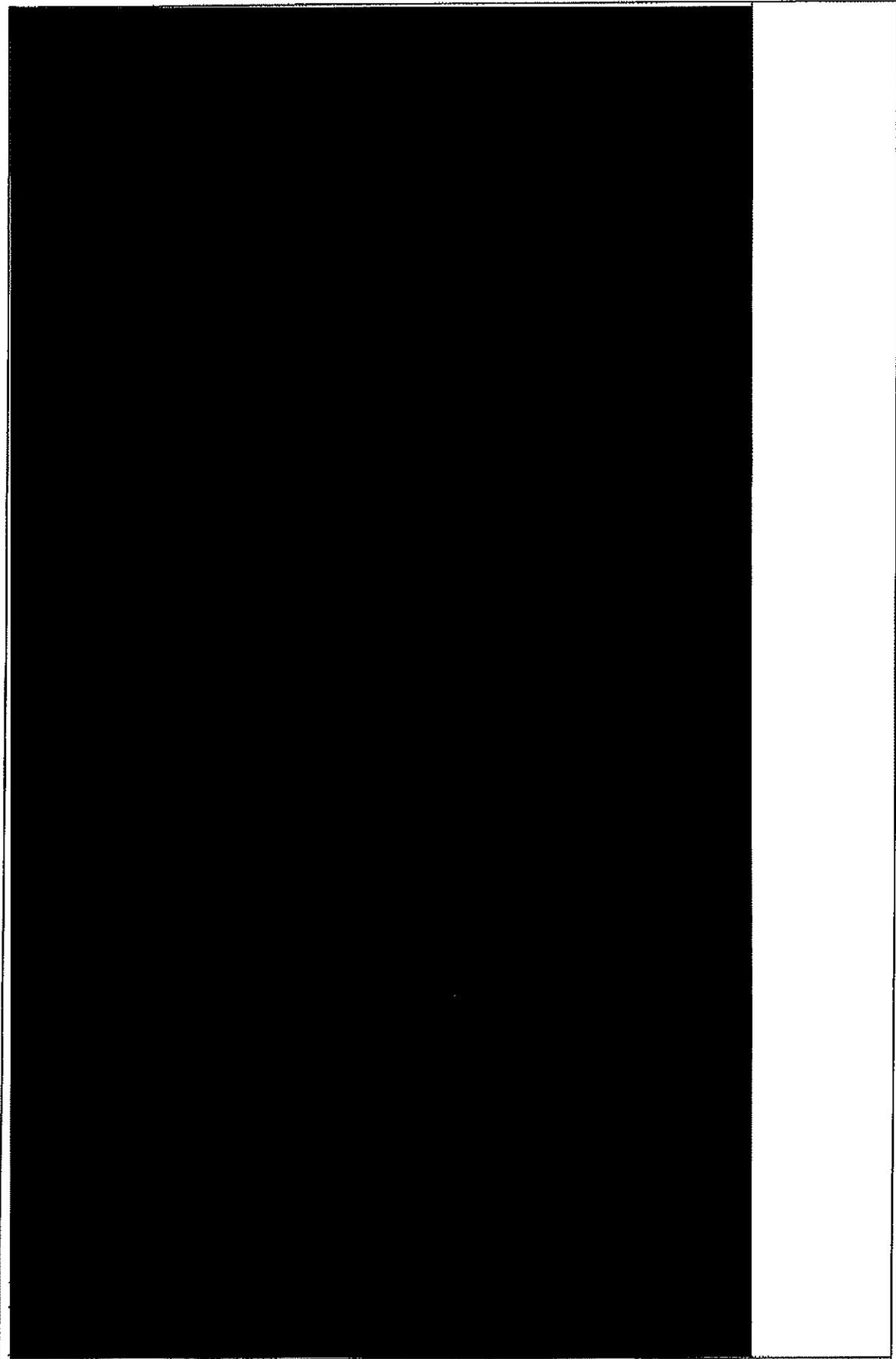
10.5 Risk Management

The VP for Finance & Corporate Services provided an up-date on risk management which included the following.

- Concerns remain regarding the declining enrollments in the Business, Humanities and Technology department on the Mayo Campus and in the Galway International Hotel School (GIHS).
- Finance sub-committee have approved a '10 Point Action Plan' aligned with the risk register.
- A team is being assembled to ensure GMT successfully bids for funding under the 'Human Capital Initiative' (HCI).
- The Equality, Diversity & Inclusion (EDI) sub-committee has been established and has had its first meeting. Ms. Mary Nestor takes up the post of EDI Manager on 1st September.
- An Integrated Marketing & Communications strategy is still outstanding and needs to be prioritised.
- I.C.T Infrastructure Investment strategy phase circa €1.0m has been funded and is being implemented. The next phase circa €1.0m is on schedule.
- Apprenticeships: The Institute has bid for additional blocks in Engineering and a new provision on the Letterfrack Campus, we await the outcome of the process.
- International: A strategic plan for International needs to be addressed.

A report has been received from the IPA on the risk management process and a meeting with Mr. Aidan Horan and the Executive will take place in September to address the implementation of the recommendations in the report and the process by which the risk Register is to be aligned with the Academic Plan.	
11.0 HR Matters	J Fennell
	

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12.0 Any Other Business

Mr. Fennell informed the meeting that a significant announcement was made on Monday 26th September regarding a partnership with Connacht Rugby including sponsorship of [redacted] per annum. The Partnership will involve the sharing of knowledge and expertise across the areas of sports science and nutrition. This will also provide increased research opportunities for GMT students in these disciplines and will benefit departments throughout Connacht Rugby. It will also enable learning opportunities for staff and players in Connacht Rugby across the broad prospectus of undergraduate and post graduate courses in GMT.

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(1)(b)

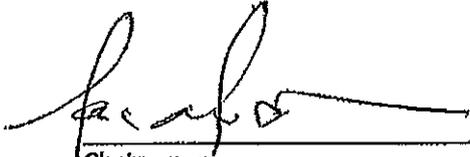
This announcement was welcomed by the meeting as very positive and the Board complimented and congratulated the management team.

Dr. Michael Hannon informed the meeting that the recent bid to the HEA for upgrading the CCAM Campus was unfortunately unsuccessful.

Mr. Michael Lally highlighted the need for a communications strategy to be developed. It was agreed to put this as an agenda item for the September meeting.

Cllr. Michael Maher and Mr. David Leahy suggested that the Institute invite all T.D's and Senators to an Open Day at the Institute.

This concluded the business of the meeting.

Signed: 
Chairperson

Date: 26th Sept 2019