

## Minutes of proceedings of the Governing Body Meeting

**Date:** Thursday, 25<sup>th</sup> June 2020  
**Time:** 10.00am  
**Location:** Institute Boardroom via Teams

**Present:** Mr Cormac MacDonncha (Chair)  
Dr Orla Flynn (President)  
Cllr Michael Maher  
Ms Maria Ruddy  
Ms Siobhán Kennedy  
Mr Tom Grady  
Mr Gareth Roe  
Mr David Leahy  
Cllr Colm Keaveney  
Dr Eleanor Rainsford  
Mr Michael Geoghegan  
Mr Victor O'Loughlin  
Ms Saidhbh McIntyre  
Ms Mary McGinley  
Cllr Paul Murphy  
Ms Maureen Walsh  
Cllr Terry O'Flaherty

**In Attendance:** Mr Jim Fennell, VP for Finance & Corporate Services  
Dr Michel Hannon, VP for Academic Affairs and Registrar  
Dr Rick Officer, VP for Research and Innovation  
Ms Fiona Faherty, Meeting Secretary  
Ms Jean Carpenter, Corporate Governance and Risk Management Officer (agenda items 1-3)

**Apologies:** Mr Joe Cunningham

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| <b>1.0 Declaration of Conflict of Interest with Agenda Items</b>   | <b>ALL</b>     |
| There were no conflicts of interest declared by those present or in attendance.  |                |
| <b>2.0 Minutes of Previous Meeting</b>   | <b>All</b>     |
| The minutes of the meeting held on 25 <sup>th</sup> June 2020, were approved on the proposal of Cllr Michael Maher and seconded by Ms Mary McGinley.   |                |
| <b>3.0 Matters Arising</b>   | <b>All</b>     |
| <p>Mr Gareth Roe raised a query under item 6.3 of the minutes, Termination of Three Programme Families – Mayo Campus. He queried the normal practice and procedure used when a programme is terminated and if Academic Council approval is required.</p> <p>Dr Hannon confirmed that the appropriate consultation had taken place. He has been asked to write to the Programme Board in the Mayo Campus and he will do that. He confirmed that it is a recommendation rather than a requirement that programme terminations go before Academic Council.</p> <p>It was agreed that this query be dealt with outside of the Governing Body remit.</p> <p>Mr Michael Geoghegan asked that the minutes from 28<sup>th</sup> May be amended to record his comment that the 32 recommendations contained in the Working Group Report are not fully implemented, under Item 6.3.</p>  |                |
| <b>4.0 President</b>   | <b>O Flynn</b> |
| <b>4.1 President's Report</b>  |                |
| <p>The President's Report was taken as read and it was circulated in advance of the meeting. Dr Flynn referred to Page 4 of the President's report, the East City Urban District Project. She acknowledged the significance of this project and commended the work of the Building &amp; Estates team led by Mr David Lee along with Dr Des Foley and Dr Paddy Tobin who were the key drivers. This submission seeks to leverage the Institute's assets with a view to providing Community access to facilities. The total value of this project is €61m. Details of the project are outlined below.</p>   |                |
| <div style="text-align: center; border: 2px dashed pink; padding: 10px;"> <p><b>EAST CITY URBAN DISTRICT PROJECT</b></p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid pink; padding: 5px; width: 30%;"> <p><b>2. Murrough Centre of Excellence for Health, Sport and Marine Science</b></p> <ul style="list-style-type: none"> <li>• Ocean access</li> <li>• Development Lands</li> <li>• Science + research</li> <li>• Indoor and outdoor sports + recreational facilities</li> <li>• Joint use for students and community</li> </ul> </div> <div style="border: 1px solid pink; padding: 5px; width: 30%;"> <p><b>1. An tSélpéal Centre for Creative Arts &amp; Media</b></p> <ul style="list-style-type: none"> <li>• Driving Creative Industries in the West</li> <li>• Shared arts and cultural facilities for students and community</li> <li>• Curriculum enhancement</li> <li>• New Cultural hub for East City Communities</li> </ul> </div> <div style="border: 1px solid pink; padding: 5px; width: 30%;"> <p><b>3. BEO Civic Centre</b></p> <ul style="list-style-type: none"> <li>• Public or private meetings, events, and activities</li> <li>• High quality conference facility</li> <li>• Sports facilities + Gym</li> <li>• Joint use amenity for students and community with 1,000+ person capacity.</li> </ul> </div> </div> <div style="border: 1px solid pink; padding: 5px; margin-top: 10px;"> <p><b>4. East City Urban District AIM – Access, Integration and Mobility</b></p> <ul style="list-style-type: none"> <li>• New bridge access</li> <li>• East City promenade</li> <li>• Walking and Cycling routes</li> <li>• Rail stop at Murrough</li> <li>• Age-friendly urban development</li> <li>• Driving sustainable transport demand</li> <li>• Integrating the city – linking the commercial centre with proposed Ardaun urban village, further east.</li> <li>• Enhanced permeability through Campus integration</li> <li>• Enhanced footfall + increased populous catalysing East City revitalization</li> <li>• Infill development and compact urban growth</li> </ul> </div> </div> |                |

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| <p>The Chair also acknowledged the plan as ambitious and a fantastic plan for the East side of the City.</p> <p>Dr Flynn also remarked on the success of GMIT virtual choir who had participants from all five campuses involved in their recent performance which included a mix of both staff and students.</p> <p>She also paid tribute to the continuous work in the Communications department and thanked Ms Regina Daly for the newsletter.</p> <p>Ms Maureen Walsh paid tribute to the incredible work being carried out by the Research and Innovation department and acknowledged the Empower programme as a fantastic and successful initiative. She asked if there would be an opportunity to work with IBEC on upcoming projects.</p> <p>Dr Flynn thanked Ms Maria Staunton for her ongoing commitment to the iHUB on the Mayo Campus and Mayo Region in this area also.</p> <p>Dr Rick Officer added that there is significant funding appetite for Research Projects, which are highlighted on pages 6 – 13 of the President's report.</p> <p>Cllr Terry O'Flaherty added that the support of local Councillors for GMIT was very positive at a recent Councillors meeting she attended.</p> <p><b>4.2 Technological University (TU) Shadow Governing Body</b></p> <p>As requested at the May meeting, Dr Orla Flynn had sought clarification from the other CUA partners on the outstanding queries regarding the Terms of Reference for the Shadow Governing Body.</p> <p>It was agreed to approve the Terms of Reference as submitted for approval as a 'live' document. The final version to be agreed at the first meeting of the Shadow Governing Body Subcommittee and to be brought back to Governing Body for approval.</p> <p>This was agreed on the proposal of Mr Gareth Roe and seconded by Dr Eleanor Rainsford.</p> <p>Dr Flynn confirmed that Sligo IT and Letterkenny IT each have a staff and student representative as part of their Shadow Governing Body Subcommittee.</p> <p><b>4.3 Media Coverage Report</b></p> <p>The Media Coverage Report which was circulated prior to the meeting was taken as read.</p> |                         |
| <p><b>5.0 Risk Management</b></p>   | <p><b>J Fennell</b></p> |
| <p><b>5.1 COVID-19</b></p> <p>Mr Fennell updated the meeting on the COVID-19 Risk Register process and the meeting which took place with the HEA on June 5<sup>th</sup>.</p> <p>A review of the Institute COVID-19 Risk Register is being carried out by the Executive and the Business Continuity Team. A final draft will go to the Audit &amp; Risk Committee in July, the Finance Subcommittee at their August meeting and finally to Governing Body on 27<sup>th</sup> August.</p> <p>Mr Gareth Roe asked how involved the Audit &amp; Risk Committee would be? He also added that he would consider the delivery of all online programmes for the School of Business a high risk.</p> <p>Mr Fennell advised that the document will be reviewed by the Audit &amp; Risk Committee in July and the Risk Register will be presented to the Governing Body at its August meeting.</p>   |                         |

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| <p>As regards the School of Business moving to full online programme offerings, this is being assessed and is contained in the COVID-19 Risk Register. Risks such as poor student experience and the practical content of some programme offerings have all been identified as risks.</p> <p>The Institute continues to liaise with the appropriate state bodies and government departments on the issue of social distancing on campus. Mr Fennell clarified that with the current two metre social distancing requirement the capacity on campus is 1,200 people and with one metre the capacity is 1,800 on campus. It is anticipated that workshops and practical classes will be delivered physically on campus in so far as will be possible.</p> <p>The Chair expressed his concern around the management of Institute cash flow and reserves. Mr Fennell added that the need to manage the Institute finances correctly is recognised in the COVID-19 Risk Register and this report will also provide an update to the Strategic Risk Register which will also be discussed at the Audit &amp; Risk Committee in July.</p> <p><b>5.2 COVID-19 Financial Implications</b></p> <p>Mr Fennell advised that the Finance Subcommittee had met earlier that day prior to this Governing Body meeting and were presented with the COVID-19 Financial Implications.</p> <p>He advised that the financial projections are based on high level assumptions, with a projected impact of €3.4m in 2020 and €3.3m in 2021. However, it is noted that this is an evolving situation that will remain as such until at least October when the Institute will have a more definite figure for student headcount for Academic Year 2020/21. A decline of 10% in student numbers is provided for in the Financial Projections.</p> <p>International fee income is expected to be significantly reduced for 2020/21 also.</p> <p>A loss of 65% revenue is expected for the Catering Company, the loss of summer schools is also a significant factor.</p> <p>An increased provision for bad debts has also been made to reflect an expected reduction in student fee collections.</p> <p>Capital Projects was discussed and the need to review and prioritise Capital spend was agreed to be an Agenda Item at the next meeting.</p> |                       |
| <p><b>6.0 Mayo Campus</b></p>   | <p><b>O Flynn</b></p> |
| <p><b>6.1 Presentation on Mayo Campus by Dr Orla Flynn</b></p> <p>Dr Orla Flynn, President, presented an update on the Mayo Campus to the meeting.</p> <p>She informed the meeting that the HEA are committed to carrying out the review of the Working Group Report as agreed, this may take place in October. Dr Flynn noted that she has engaged in 18 different meetings with management, staff and other stakeholders of the Mayo Campus since taking up her role of President in March.</p> <p>Dr Flynn acknowledged proportionally high number of online offerings and student engagement in online programmes. She reiterated the Institute's commitment to supporting the staff and students of the Mayo Campus.</p> <p>The Chair welcomed Dr Flynn's presentation and her approach to the Campus Strategic Plan. He noted the delivery of so many online programmes as a positive move for the Campus, its staff and students.</p> <p>The meeting thanked Dr Flynn for her vision and plan, and positive approach in moving the Mayo Campus Strategy forward. Her presentation and delivery of the strategy was widely welcomed by the Board.</p>   |                       |

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| <p>Dr Flynn acknowledged the work and commitment that has been provided by both the Executive and Governing Body in developing the Mayo Campus Strategic Plan and added that this is still a work in progress.</p> <p>Dr Flynn's presentation will be uploaded to SharePoint.</p> <p>Cllr Michael Maher added that the feedback regarding lack of representatives from Mayo on the Governing Body had now been rectified as there are a number of new members from the Region.</p> <p>Ms Maureen Walsh added the positive energy from the Presentation was commendable and acknowledged the significant potential to work with industry.</p> <p>Ms Maria Ruddy noted her concern around the viability of the Mayo Campus and its programmes.</p> <p>Mr Michael Geoghegan noted his concern around the loss of revenue in both GIHS and CCAM.</p>   |                        |
| <p><b>7.0 Registrar</b></p>  | <p><b>M Hannon</b></p> |
| <p><b>7.1 GMIT Fees Schedule 2020/21</b></p> <p>The fees schedule as presented by Dr Michael Hannon was approved on the proposal of Cllr Michael Maher and seconded by Ms Maureen Walsh.</p> <p><b>7.2 Academic Council Report</b></p> <p>Dr Hannon provided an update and amendment to the Learning Teaching and Assessment (LTA) Continuity Framework in Response to COVID-19 Emergency, which the May Governing Body agreed would be a 'live' document and can be amended as necessary.</p> <p>Academic Council Standing considered further changes and now propose the following amendments to the document. Terms of Reference for the bridging review by the Quality Assurance Evaluation (QAE) Committee.</p> <p>The QAE committee will:</p> <ul style="list-style-type: none"> <li>• Consider the plan proposed by each programme Board for online / blended delivery in the 2020/21 Academic year.</li> <li>• Acknowledge that there is a plan in place to temporarily transition the programmes in the department to an online/blended learning environment, in accordance with the guidance provided.</li> <li>• Recognise that this plan is a work-in-progress and provides guidance/support recommendations to assist in the formulation of the plan.</li> <li>• Authorise the programme Board to proceed with the development and implementation of the plan.</li> <li>• Provide a summary report to the Registrar's Office for approval by Academic Council.</li> </ul> <p>Mr Gareth Roe welcomed this positive development.</p> <p>This amendment was approved on the proposal of Mr Gareth Roe and seconded by Cllr Michael Maher.</p> <p><b>7.2.1 Programme Validations</b></p> <p>The Registrar sought approval for the following Programme Validations:-</p> <ul style="list-style-type: none"> <li>• Bachelor of Education in Art, Design and Graphics</li> </ul> |                        |

- Certificate in Family Enterprise
- MSc in Strength & Conditioning

The above programme validations were approved on the proposal of Ms Mary McGinley and seconded by Cllr Michael Maher.

### 7.2.2 Code of Student Conduct 2020/21

The Code of Student Conduct 2020/21 was approved on the proposal of Cllr Michael Maher and seconded by Ms Mary McGinley.

### 7.2.3 QQI Award Standards for Adoption

Dr Hannon presented the QQI Award Standards and proposed that these standards be adopted as GMIT Award Standards.

The current list of standards, both generic and specific, includes:

Architecture - Award Standards

Architectural Technology - Award Standards

Art and Design - Award Standards

Business - Award Standards

Computing - Award Standards

Counselling and Psychotherapy – Award Standards

Engineering - Award Standards

English Language Teaching - Award Standards

Generic Major Awards - Award Standards -

Pre-Higher Education Foundation Award for International Students

Nursing and Midwifery - Award Standards

Professional Master of Education – Award Standards

Provisional Standards for LLB and LLM Degrees

Science - Award Standards

Social Care Work – Award Standards

This request was approved on the proposal of Cllr Terry O’Flaherty and seconded by Mr Gareth Roe.

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| <p><b>8.0 Corporate Governance</b></p>   | <p><b>J Fennell</b></p> |
| <p><b>8.1 Review of Standing Orders</b></p> <p>Mr Fennell presented the following amendment for approval under <i>Section 3 Quorum</i>, of the Standing Orders document, to now include attendance at meetings by audio/visual:</p> <p>" 3.5 The Governing Body hereby makes provision for attendance by members by way of audio and/or audio/visual links where necessary. The minimum requirement for attendance in this manner is that the member must be audible in the location of the meeting and must be able to hear the proceedings.</p> <ul style="list-style-type: none"> <li>• Governing Body members attending Governing Body meetings by way of audio and/or audio/visual links must ensure that no part of the Governing Body discussion or business can be overheard or intruded upon.</li> <li>• Those attending by audio/visual link will be regarded as being present for the purposes of establishing a quorum."</li> </ul> <p>In addition the following amendments were also proposed :</p> <p>"8.4 The first item of business at any meeting shall be to adopt the Agenda <b>and declaration of any conflicts of interest with agenda items</b>. The Governing Body may alter, delete or postpone items listed on the Agenda, but may not add new items, save as provided hereunder."</p> <p>"10.5 Minutes of committee meetings shall be <b>circulated</b> to all Governing Body members."</p> <p>The above amendments were approved on the proposal of Cllr Michael Maher and seconded by Mr Gareth Roe.</p> <p><b>8.2 Appointment of Deputy Chair</b></p> <p>The Chairman, Mr Cormac MacDonncha proposed Mr Joe Cunningham as deputy Chair of the Governing Body 2020-2025, this was seconded by Cllr Terry O'Flaherty.</p> |                         |
| <p><b>9.0 SU President Report</b></p> <p>Mr Victor O'Loughlin provided an update from the Students Union to the meeting and highlighted some of the following points:</p> <ul style="list-style-type: none"> <li>- Introductions were made to the President and Management of the Institute for all new members of the Students Union Team</li> <li>- Upskilling with MS Teams took place</li> <li>- Attendance at Governing Body meeting and at Academic Council in May</li> <li>- Briefing update was provided on CUA for all new members of the Team</li> <li>- Students Union Executive elections are currently taking place</li> <li>- A plan is being developed together with the Buildings and Estates department to allow students clear out their lockers in July</li> <li>- Issues such as exam results release dates, draft timeline for upcoming events and website maintenance for a new accommodation platform are all being worked on at present.</li> <li>- The SU President worked with the President and Registrar's office to launch the opinion X poll for students. This will help the Students Union together with the Institute understand more about students online learning experiences during COVID-19.</li> </ul>  |                         |





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| <p>[REDACTED]</p> <p>[REDACTED]</p>   |                         |
| <p><b>11.0 Programmes and Budgets 2020 – 2022</b></p>   | <p><b>J Fennell</b></p> |
| <p>Mr Fennell informed the meeting that the Finance Subcommittee had met earlier the same day prior to this meeting and had reviewed and recommended for approval the three year financial projections subject to the following:-</p> <ol style="list-style-type: none"> <li>1. That the COVID-19 Financial implications be reported to the Governing Body ongoing basis.</li> <li>2. Continuous monitoring by the Executive of the projected 10% reduction in the student CAO figures.</li> </ol> <p>Cllr Michael Maher, Chair of the Finance Subcommittee complimented the Finance Team for the information provided at the meeting that morning as comprehensive and informative. He informed the Board that the subcommittee had agreed to meet more regularly to assist with management of finances during the COVID-19 crisis.</p> <p>It was agreed to approve the Programmes and Budgets 2020 – 2022 as presented to include the conditions recommended by the Finance Subcommittee but also subject to continuous review due to the unfolding COVID-19 financial implications. An update should be provided at the August meeting and any additional amendments to be presented for approval.</p> <p>This was approved on the proposal of Mr Gareth Roe and seconded by Cllr Terry O’Flaherty.</p> <p>The Chair of the Finance Subcommittee agreed to provide an update on the Finance Subcommittee Action Plan at the August meeting.</p>                  |                         |
| <p><b>12. Any Other Business</b></p>  |                         |
| <p>The Chair, Mr Cormac MacDonncha, advised the meeting of his conflict of interest regarding an Automation programme that is being developed in partnership between GMIT and Thermo King. The programme will be offered by GMIT for Thermo King Staff. He left the room for the discussion.</p> <p>The President informed the meeting that a draft MOU is being prepared and this will be reviewed by the Audit &amp; Risk Committee at their July meeting. An update will then be provided to the Governing Body in August.</p> <p>The Chairman returned to the meeting.</p> <p>Approval for the establishment of a Governing Body Appeals Subcommittee for the term of the new Governing Body was sought. This subcommittee will be called upon from time to time to hear student appeals as they arise.</p> <p>The following members were agreed: Cllr Michael Maher, Cllr Paul Murphy, Cllr Terry O’Flaherty and Ms Maureen Walsh. This was approved on the proposal of Mr Gareth Roe and seconded by Dr Eleanor Rainsford.</p> <p>Mr Fennell reminded the new Board members to submit any outstanding information to allow the Institute file its annual return to the Charities Regulator.</p> <p>Mr Fennell sought approval for an amended Bank Mandate which was tabled at the meeting, see attached. This is due to staff changes in the Finance department and to facilitate remote working measures. The amendment is recommendation by the Finance</p> |                         |

Subcommittee. This was approved on the proposal of Dr Eleanor Rainsford and seconded by Ms Mary McGinley.

It was proposed to hold the August Governing Body meeting on the Letterfrack Campus. The Letterfrack Campus have confirmed they can accommodate the meeting onsite while safely maintaining social distancing requirements. The meeting takes place on Thursday 27<sup>th</sup> August from 10am to 1pm. This was approved on the proposal of Cllr Terry O'Flaherty and seconded by Cllr Michael Maher.

Cllr Terry O'Flaherty asked for an update on the site at the 'Corrib Great Southern Hotel' located across from GMIT Galway Campus. Mr Fennell informed the meeting the Institute was not in a position to make an offer on this site as the asking price was in excess of market value.

**This concluded the business of the meeting.**

**Signed:**

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Chairperson

**Date:**\_\_\_\_\_

## Governing Body List of Actions 2020

Action Items Reference Nos are explained as follows:

- The first number of the reference relates to the Date of the Meeting
- The second number of the reference relates to the Agenda Item

| Action Item     | Action  | Action Owner                 | Target Date       | Status                          |
|-----------------|---|------------------------------|-------------------|---------------------------------|
| 29.08.19 – 4    | Establishment of TU Subcommittee to be agreed at September Meeting  | President                    | June 2020         | Complete                        |
| 28.11.19 – 4.3  |   |                              |                   |                                 |
| 31.10.19 – 6.1  | Implementation of recommendations in Governing Body Effectiveness Review  | VP for F&CS                  | March 2020        | Complete                        |
| 29.08.19 – 10.5 | Strategic plans to be developed for:  | President                    |                   |                                 |
|                 | <ul style="list-style-type: none"> <li>- 1. International</li> <li>- 2. Marketing</li> <li>- 3. Communications</li> </ul> |                              |                   |                                 |
| 28.11.19 – 7.0  | <ul style="list-style-type: none"> <li>- International</li> <li>- Marketing</li> <li>- Communications</li> </ul>          |                              |                   | Target date Jan 2020<br>Pending |
| 26.09.19 – 3    | Establishment of GIHS Working Group / Review of School/Strategic Plan   | Chair & President            | Nov/December 2019 | Pending                         |
| 26.09.19 – 5.1  | Institute to write to HEA regarding Accommodation Crisis  | VP for F&CS                  | October 2019      | Pending                         |
| 12.12.19 – 5.1  | Clarification on Garda Vetting for Guest Lecturers  | VP for F&CS                  | January 2020      | Pending                         |
| 12.12.19 – 8.0  | Communications Plan for delivering Mayo Campus Strategic Plan to all Stakeholders   | President/VP for Mayo Campus | December 2019     | Pending                         |
| 30.01.20 – 3.0  | Prioritisation of Hotel School Strategic Plan   | President                    | 2020              | Pending                         |
| 30.01.20 – 9.1  | Benchmarking exercise on Internationalisation within the Sector   | President                    | March 2020        | Pending                         |
|                 | Explore appointment of an External Consultant to review International   | President                    | March 2020        | Pending                         |
| 28.05.20 – 5.1  | Update from Return to Campus Implementation Team  | President                    | June 2020         | Ongoing                         |
| 28.05.20 – 5.2  | Clarification on TOR for Shadow Governing Body  | President                    | June 2020         | Complete                        |
| 28.05.20 - 6.4  | Student Fitness to Practice Policy for review and approval  | Registrar                    | June 2020         | Pending                         |