



Minutes of proceedings of the Governing Body Meeting

Date: Thursday, 30th May 2019
Time: 10.00am
Location: Institute Boardroom

Present: Mr. Cormac MacDonncha (Chair)
 Cllr. Mary Howard
 Mr. David Leahy
 Mr. Gareth Roe
 Cllr. Michael Maher
 Ms. Mary Rogers
 Ms. Mary McGinley
 Mr. Joe Cunningham
 Ms. Emma Louise Duffy
 Mr. Aaron Burke

In Attendance: Dr. Michael Hannon, VP for Academic Affairs & Registrar & Deputising for the President
 Mr. Jim Fennell, VP for Finance & Corporate Services
 Dr. Rick Officer, VP for Research & Innovation
 Dr. Des Foley, Deputising as VP for Academic Affairs & Registrar
 Ms. Fiona Faherty, Meeting Secretary
 Ms. Jean Carpenter, Corporate Governance Compliance Officer
 Ms. Jayne Cooley, Incoming Student Representative

Apologies: Ms. Celestine Rowland
 Ms. Maire Ní Chionna
 Mr. Michael Lally
 Mr. Michael Geoghegan
 Mr. Tom Grady

<p>The Chair on behalf of the Board, offered his condolences to Mr. Aaron Burke on the passing of his Father.</p> <p>The Chair welcomed Ms. Jayne Cooley, the newly elected and incoming Student Representative who was in attendance at the meeting.</p> <p>Congratulations was offered to those members of the Governing Body on their election in the recent local elections.</p>	
<p>1.0 Declaration of Conflict of Interest with Agenda Items</p>	
<p>The Chair noted that a member had previously declared a conflict of interest under Item 6.1 on the Agenda, Land Acquisition Proposal.</p>	
<p>2.0 Minutes of Previous Meeting</p>	<p>All</p>
<p>The minutes of the meeting held on 25th April 2019 were approved on the proposal of Mr. Gareth Roe and seconded by Cllr. Michael Maher, subject to the following amendment:-</p> <p>Page 2, Item 4.1, 3rd Paragraph, remove the word 'approval' and replace with the word 'proposal'. The sentence to read as follows:</p> <p>'Mr. Gareth Roe asked the board for their views on the TU pre-designation proposal process'.</p>	
<p>3.0 Matters Arising</p>	<p>All</p>
<p>There were no matters arising.</p>	
<p>4.0 President</p>	<p>M Hannon</p>
<p>4.1 President's Report</p>	
<p>The President's Report which had previously been circulated to the meeting was taken as read.</p> <p>Dr. Michael Hannon informed the meeting that the TURN Report will be finalised at the end of June and will likely be launched in July and will act as the basis for assessing the funding needs of the TU sector from 2020 onwards.</p> <p>Mr. Fennell referred to the Governing Body meeting of 28th February where the board approved the ICT Infrastructural Investment Plan 2019-2024. The Programmes & Budgets had reflected this investment being funded by a finance lease with the repayments charged to expenditure over a period of three years. It is now clear that the full investment of €890k will be charged to expenditure in the current year and as a consequence will need to be funded from the planned €2.7m fixed asset allocation in the non-pay budget.</p> <p>This investment on the ICT Infrastructure was approved on the proposal of Cllr. Michael Maher and seconded by Mr. Gareth Roe.</p> <p>Dr. Michael Hannon advised the meeting of the proposed TU title, Atlantic Technological University (ATU).</p>	
<p>4.2 Media Coverage Report</p>	
<p>The Media Coverage Report was circulated prior to the meeting and was taken as read.</p>	

<p>5.0 Appointment of President</p> <p>The Chair informed the meeting that the Institute had accepted the resignation of the President, Dr. Fergal Barry.</p> <p>5.1 Selection Procedures for Appointment of President.</p> <p>The meeting considered and agreed to adopt the 'Selection Procedures for Appointment of President – updated May 2016' on the proposal of Cllr. Mary Howard and seconded by Cllr. Michael Maher.</p> <p>The Board decided to proceed with the process of procuring professional recruitment services through the OGP. This was approved on the proposal of Cllr. Michael Maher and seconded by Mr. Gareth Roe.</p> <p>Concern was expressed by the Board about the duration of contract for the role of President. It was agreed that this concern would be conveyed to the HEA and request a longer-term contract. This was proposed by Mr. Joe Cunningham and seconded by Ms. Mary McGinley.</p> <p>5.2 Establishment of Governing Body Selection Board Sub-Committee</p> <p>It was agreed to establish a Governing Body Selection Board Sub-Committee. The terms of reference for this sub-committee were approved on the proposal of Mr. David Leahy and seconded by Cllr. Michael Maher, subject to the following amendments:-</p> <p>1. Purpose</p> <p>To assist the Chairman and Governing Body in fulfilling their responsibilities as outlined in the 'Selection Procedures for the Post of President – updated May 2016' in respect of the appointment of a President to hold office for a term as agreed with the Minister.</p> <p>2. Functions</p> <p>It shall be the function of the Governing Body Selection Board Sub-Committee to:-</p> <ul style="list-style-type: none"> (i) Recommend the appointment of a professional recruitment organisation to the Governing Body for approval. (ii) Approve the appointment of the Selection Board and confirm to the Governing Body that same complies with the 'Selection Procedures for the Post of President – updated May 2016' as attached. (iii) Recommend the job description and candidate specification for the post to the Governing Body for approval. (iv) Address any administrative arrangements that may arise which are not provided for in the 'Selection Procedures for the Post of President – updated May 2016'. <p>4. Membership</p> <ul style="list-style-type: none"> (i) The Governing Body Selection Board Sub-Committee shall be comprised of six members. The membership shall be as follows:- <ul style="list-style-type: none"> • Chairman of the Governing Body • Five Members of Governing Body <p>The members of the Governing Body Selection Board Sub-Committee are:</p> <p>Chair, Mr. Cormac MacDonncha, Ms. Mary McGinley, Mr. David Leahy, Cllr. Mary Howard, Mr. Joe Cunningham and Mr. Gareth Roe.</p> <p>It was agreed this sub-committee would meet before the Governing Body meeting of 27th June and provide an update to the board at that meeting.</p>	<p>J Fennell</p>
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5.3 Appointment of Acting President

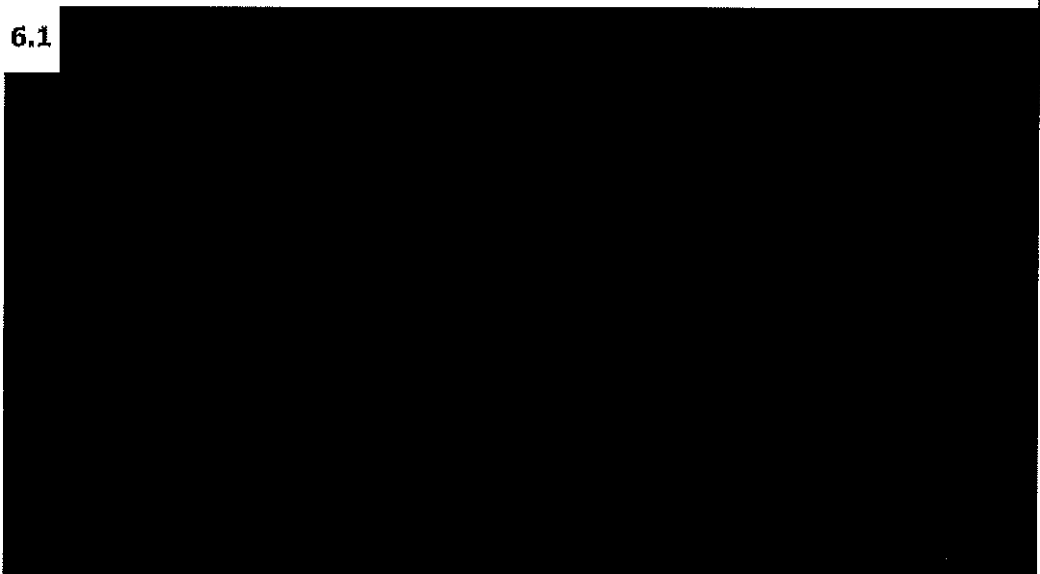
The non-executive members of the board left the room for this agenda item. The members who left the room are, Dr. Michael Hannon, Dr. Des Foley, Mr. Jim Fennell, Ms. Jean Carpenter, Dr. Rick Officer, Mr. Gareth Roe, Ms. Mary Rogers, Mr. Aaron Burke, Ms. Emma Louise Duffy, Ms. Jayne Cooley and Ms. Fiona Faherty.

Upon returning to the meeting the Chair advised that the board members had agreed to appoint Dr. Michael Hannon as Acting President for the duration of the recruitment process to recruit a new President.

6.0 Building & Estates

J Fennell

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6.2 Process for Prioritisation of Capital Projects

It was acknowledged that the current Campus Plan requires significant updating. On the proposal of Cllr. Michael Maher and seconded by Mr. Aaron Burke the process for this review was agreed as follows:-

The Executive Board to submit a proposal to the Finance Sub-Committee and the Capital Projects Sub-Committee. Both Sub-Committees to recommend the proposal as amended to the Governing Body for approval.

7.0 Registrar

D Foley

7.1 Composition of Academic Council

At the Governing Body meeting of 25th April, it was agreed that clarification would be sought on the number of teaching hours required for eligibility to vote and to be nominated in the election of Academic Staff Members to Academic Council.

Mr. Fennell referred to the Regional Technical Colleges (Amendment) Act, 1994 and clarified that the Governing Body has the authority to stipulate the eligibility criteria to vote and to be nominated to Academic Council.

It was agreed, on the proposal of Mr. Joe Cunningham and seconded by Mr. Gareth Roe, to adopt the draft Governing Body Regulations for Election of Academic Staff Members to Academic Council, as presented to the meeting.

Eligibility to Vote and to be Nominated

A member of the academic staff of the Institute (including all grades to SL III) who is employed during the period beginning on the first day of September preceding the election and ending on the following thirty-first day of August.

7.2 Programme Validations

Dr. Des Foley presented the following programme validations for approval and confirmed all have been through the relevant approval processes by Academic Council:-

- 7.2 (a) Differential Validation BEng in Manufacturing Engineering Level 7
- 7.2 (b) Differential Validation – BA in Geography and Outdoor Education
- 7.2 (c) Differential Validation – BB (Hons) in Economics and Finance
- 7.2 (d) Differential Validation – Higher Diploma in Building Information Modelling
- 7.2 (e) Differential Validation -
 BEng in Mechanical Engineering Suite of Programmes covered by single report:
 - BEng in Energy Engineering Level 7 and 8
 - BEng in Biomedical Engineering Level 7 and 8
 - BEng in Manufacturing Engineering Design Level 7
 - BEng in Mechanical Engineering Level 7 and 8
 - BEng in Agricultural Engineering Level 8

All of the above programme validations were approved on the proposal of Mr. David Leahy and seconded by Ms. Mary Rogers.

8.0 Policies

J Fennell

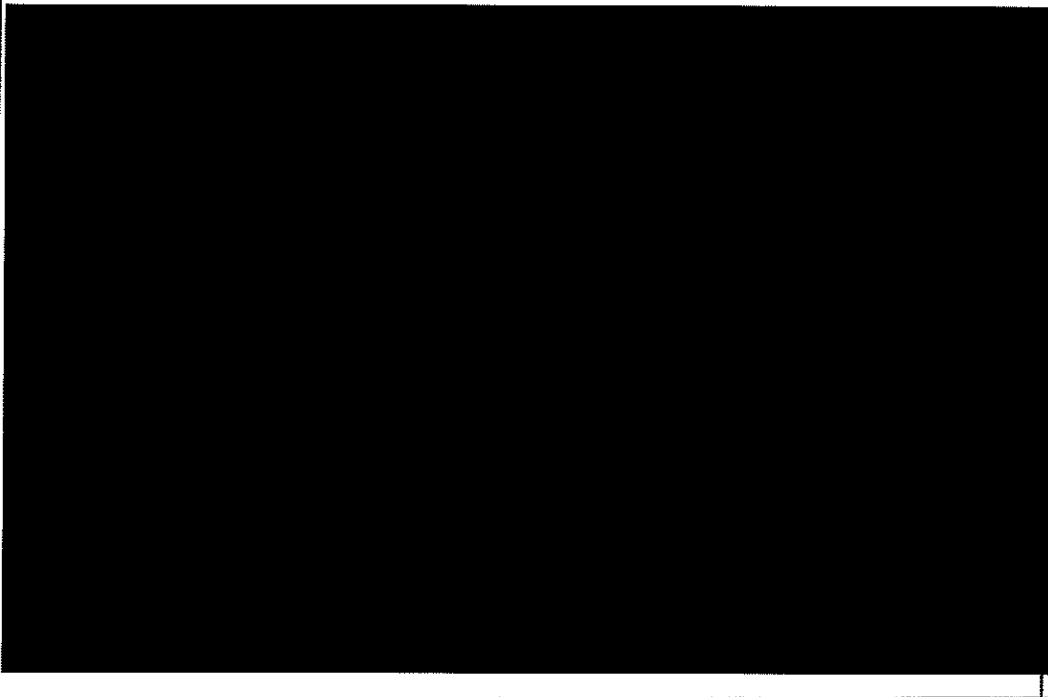
8.1 Data Protection Policy

The data protection policy which had been circulated prior the meeting was approved on the proposal of Mr. Joe Cunningham and seconded by Ms. Mary McGinley.

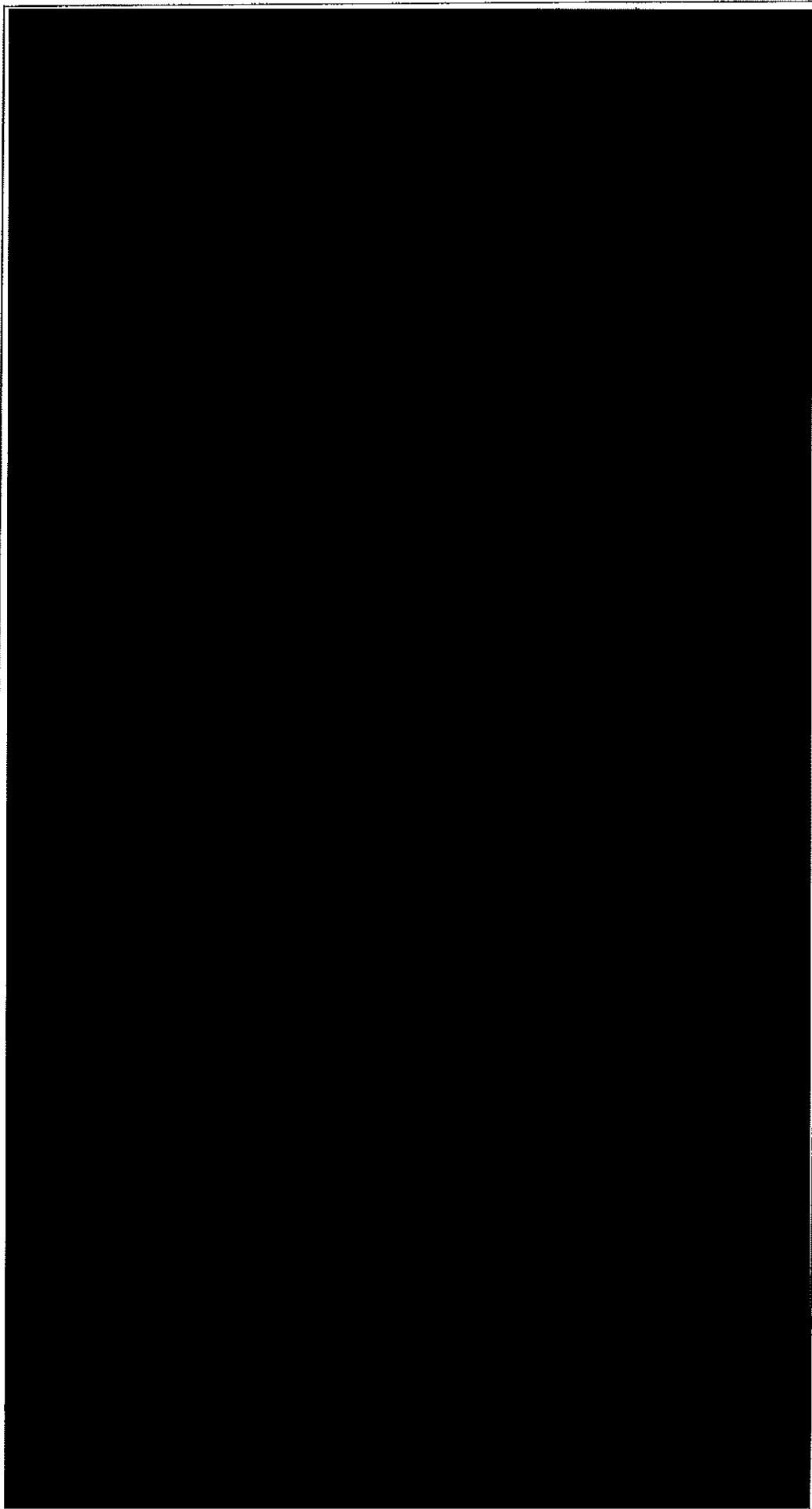
Mr. Cunningham acknowledged the significant amount of work carried out by the Data Protection Officer, Ms. Edel Hegarty, on Data Protection and this Policy.

9.0 HR Matters

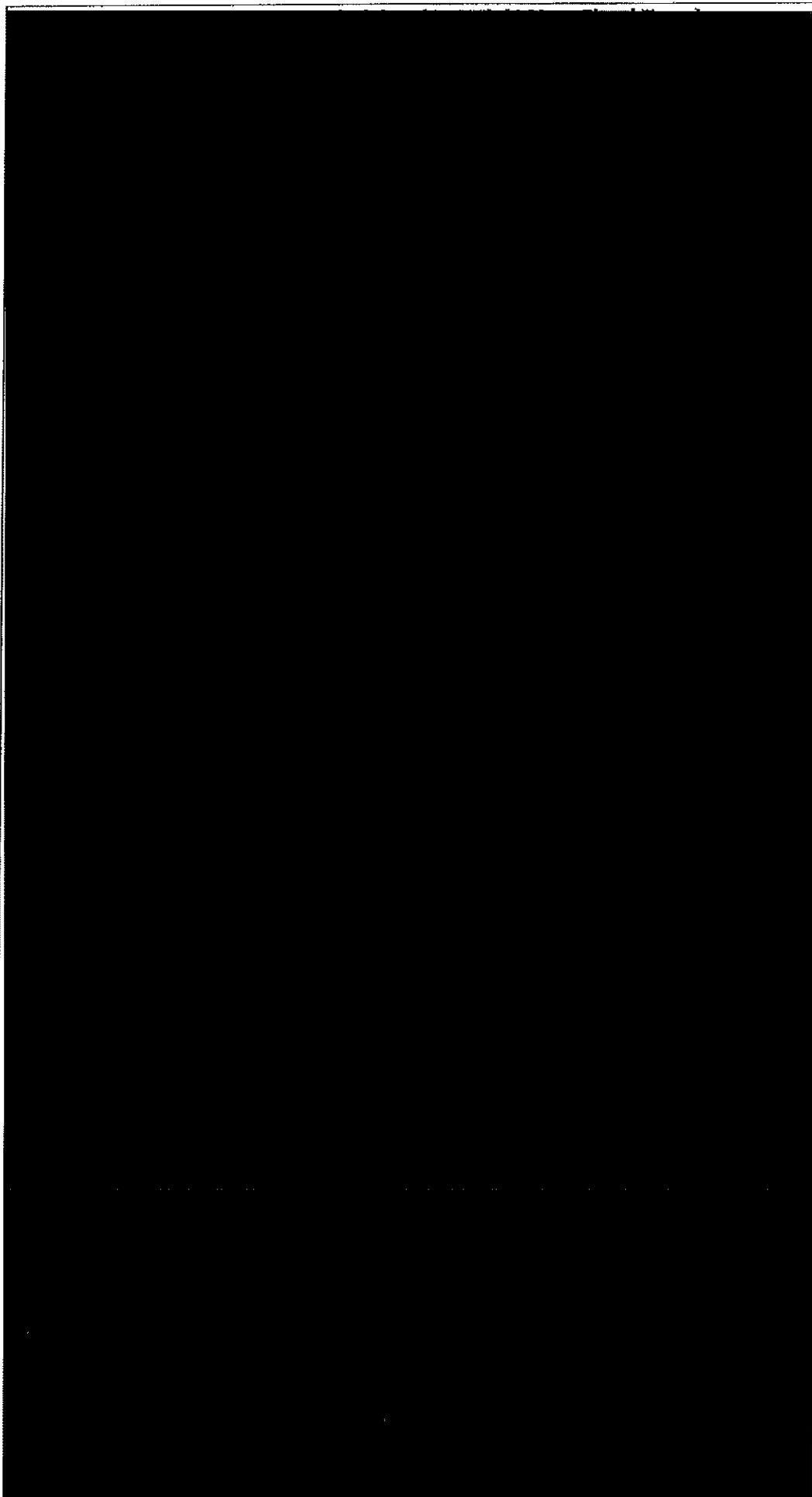
J Fennell



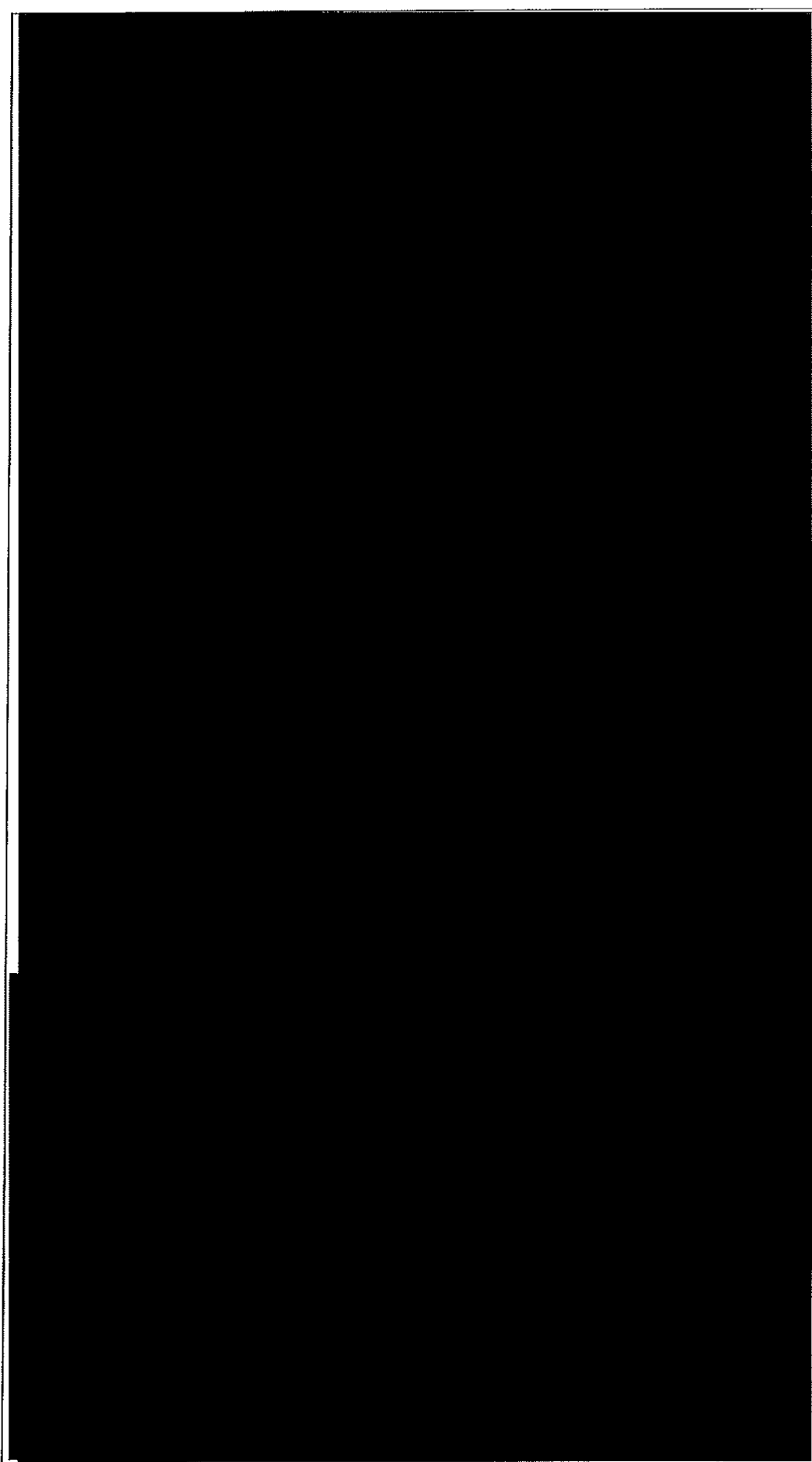
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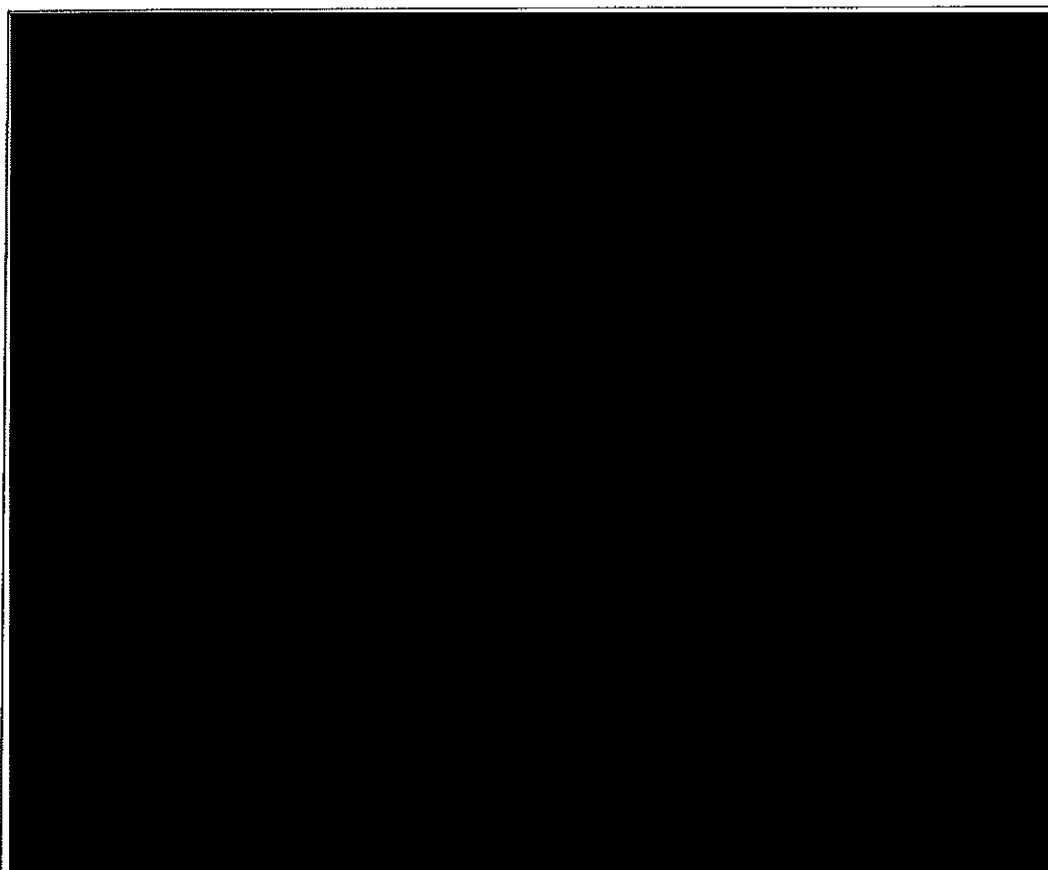


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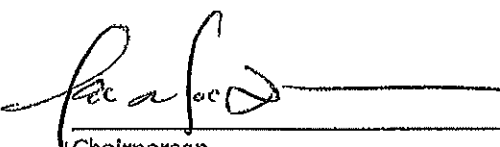


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10.0 SU President Report	E Louise Duffy
<p>Ms. Emma Louise Duffy presented the Students Union report. She noted the month of May had mostly revolved around exam preparations. The student's union has offered assistance in terms of mental health tips, free study packs and she acknowledged the success of the recent pet farm on campus.</p>	
11.0 Corporate Governance	J Fennell/J Carpenter
<p>11.1 Risk Management: Institute Risk Register</p> <p>Ms. Jean Carpenter informed the meeting that Mr. Aidan Horan of the IPA has been retained by the Institute to prepare a report on embedding risk management. As part of this process, individual meetings with members of the Executive were conducted to consider risk ownership, the process within departments and schools as well as the linkage to the new strategic plan. A report will issue in July which will include the scope of the work that might be undertaken subsequently to assist with further embedding risk management across the Institute. This report will also form part of the Institute's obligation to review the effectiveness of risk management.</p> <p>Mr. Gareth Roe noted that the high risks in the Institute Risk Register remained the same high risks over the past number of years.</p>	
12.0 Finance	
<p>12.1 Finance Outturn to 30th April 2019</p> <p>Mr. Fennell presented the Finance Outturn to 30th April 2019.</p> <p>He noted that the next Finance Sub-Committee Meeting will take place at the end of June and a report will be furnished to the Governing Body at its June 27th meeting.</p>	

13.0 Any Other Business	
<p>Mr. Joe Cunningham thanked Ms. Emma Louise Duffy for her contribution to the board over the past year and wished her well in her future.</p> <p>Ms. David Leahy thanked the Chairman, Mr. Cormac MacDonncha, for his commitment to the Institute and additional work he had invested behind the scenes over the past number of months. He acknowledged Mr MacDonncha's commitment to GMIT.</p>	
<p>This concluded the business of the meeting.</p> <p>Signed:  _____ Chairperson</p>	<p>Date: <u>27th Jan</u> 2019</p>