

## Minutes of proceedings of the Governing Body Meeting

**Date:** Thursday, 26<sup>th</sup> November 2020  
**Time:** 10.00am  
**Location:** Microsoft Teams and Boardroom, Galway Campus

**Present:** Mr Cormac MacDonncha (Chair)  
Mr Joe Cunningham  
Dr Orla Flynn (President)  
Cllr Michael Maher  
Mr Gareth Roe  
Cllr Colm Keaveney  
Dr Eleanor Rainsford  
Mr Michael Geoghegan  
Cllr Paul Murphy  
Ms Maureen Walsh  
Ms Proinsias Ní Ghrainne  
Ms Maria Ruddy  
Ms Siobhán Kennedy  
Mr Victor O'Loughlin  
Ms Saidhbh McIntyre

**In Attendance:** Mr Jim Fennell, Secretary / 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

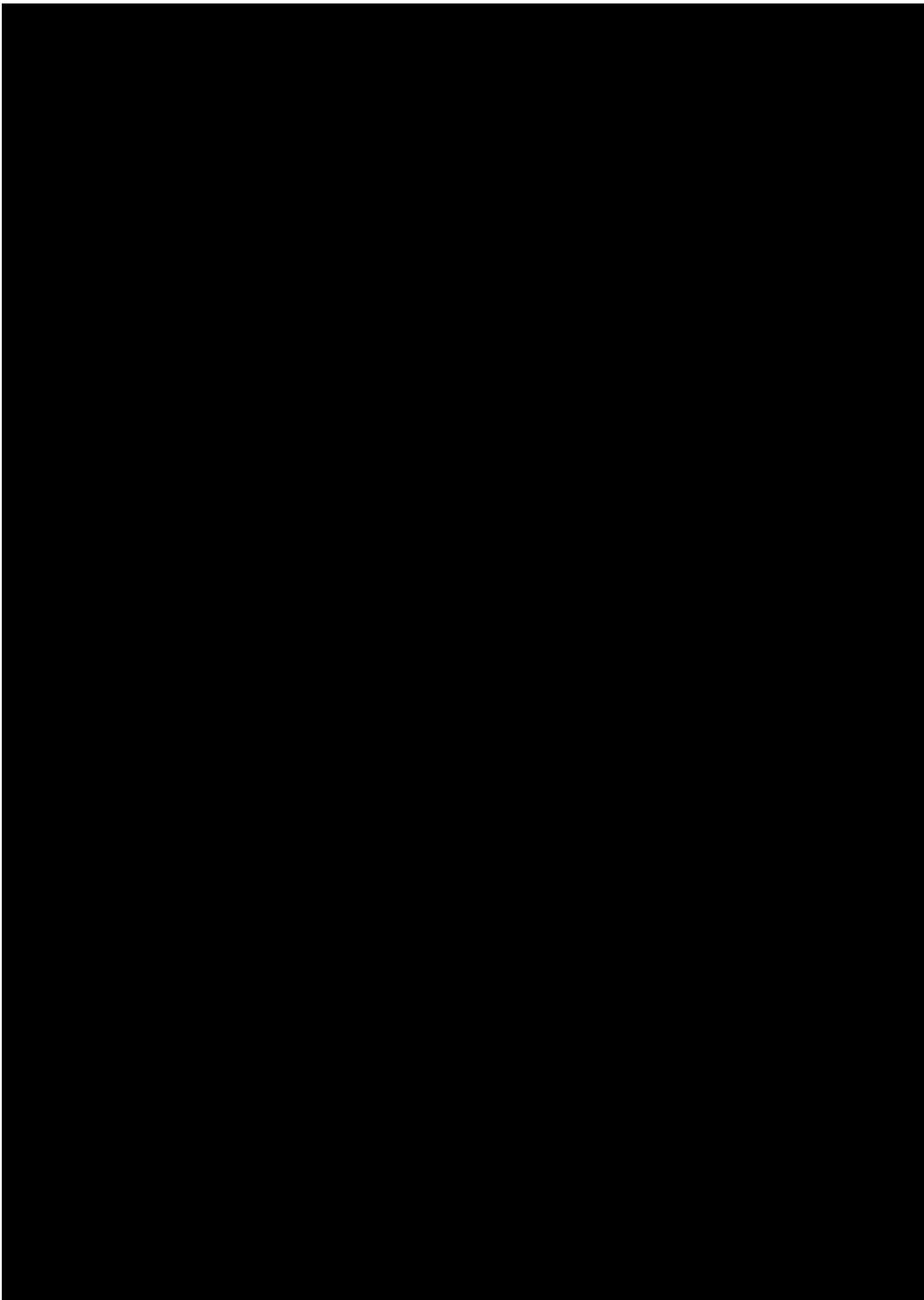
**Apologies:** Mr Tom Grady  
Ms Mary McGinley  
Cllr Terry O'Flaherty  
Mr David Leahy

<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>
<p>Mr Gareth Roe asked that the minute recorded under Item 5.1 Report from V.P. of Mayo Campus be amended to include the word 'Health'.</p> <p>Sentence to read: "Dr Gareth Roe asked if there was any appetite for the establishment of a new School of Health &amp; Wellbeing?"</p> <p>The minutes of the Meeting held on 29<sup>th</sup> October 2020, to include the above amendment were approved on the proposal of Cllr Michael Maher and seconded by Cllr Colm Keaveney.</p>	
<b>3.0 Matters Arising</b>	<b>All</b>
<p>It was agreed that those invited to Governing Body Meetings to make a presentation would be asked to leave the Meeting before any decisions were discussed by the Governing Body.</p> <p>Mr Michael Geoghegan noted that he would write to the Chair and President regarding his concerns of the School of Hotel &amp; Catering.</p> <p>It was agreed on the proposal of Mr Joe Cunningham and seconded by Cllr Colm Keaveney that Mr Michael Geoghegan be added as a member to the Mayo Campus Subcommittee.</p> <p>The student representative for the Mayo Campus Subcommittee would be nominated by the Student's Union. The staff representative shall be elected in accordance with normal Governing Body regulations for the conduct of elections. This was agreed on the proposal of Cllr Colm Keaveney and seconded by Mr Joe Cunningham.</p> <p>The meeting noted that the appointment of Ms Mary McGinley as Chair of the Audit &amp; Risk Committee was not recorded in the minutes of the meeting of the Governing Body in May 2020. The meeting noted that Ms McGinley had been appointed Chair of the ARC on the proposal of Mr Joe Cunningham and seconded by Cllr Michael Maher.</p>	
<b>4.0 President</b>	<b>O Flynn</b>
<p><b>4.1 President's Report</b></p> <p>The President's Report was taken as read, it was circulated in advance of the Meeting, Dr Flynn thanked everyone who had contributed to the report.</p> <p>She noted that most of the projects under the Infrastructure and Buildings section on Page 2 of the report are now complete.</p> <p>Dr Flynn highlighted the July Stimulus and noted that this is now Live. In mid-November the Institute called for applications under the Job's Stimulus for both postgraduate and modular skills provision. Applications were received including applications from the Mayo Campus and Hotel School. The President thanked all involved.</p> <p>The next EDI Subcommittee Meeting is scheduled for 1st December. The Meeting will focus on the Athena SWAN application and an update will be provided at the Governing Body Meeting in December.</p>	

<p>The President commended the Institutes first virtual Graduation. She thanked Dr Michael Hannon, Ms Debbie Molloy and the entire team in the office of Academic Affairs. She acknowledged the disappointment for the graduating students and their families at not being able to enjoy the graduation ceremonies in person.</p> <p>Dr Flynn also acknowledged the President’s Awards for Teaching Excellence 2020 which are being made this week to 6 nominees and she congratulated the recipients on their awards.</p> <p>The Institute also held successful virtual open days over the past two weekends and Dr Flynn thanked the marketing and school’s liaison officer for their work involved.</p> <p>Dr Rick Officer also acknowledged the work involved in the July Job Stimulus Programme. It was a challenging process due to tight timelines. He thanked all involved.</p> <p>GMIT’s Marine and Freshwater Research Centre secured 4 of the 7 Cullen PhD Fellowship projects and is also partner with TCD on a fifth project. This is the fourth Cullen PhD Fellowship award to GMIT.</p> <p>The installation of the new €1.2m Medical Imaging Suite within the iHub Centre is now complete. This is already attracting new residents to the iHub centre.</p> <p><b>4.2 Media Coverage Report</b></p> <p>The Media Coverage Report which was circulated prior to the Meeting was taken as read.</p> <p>At the Meeting of 29<sup>th</sup> October Dr Flynn informed the board of potential negative press coverage relating to the Mayo Campus strategy. This issue is still ongoing.</p> <p>Ms Siobhan Kennedy referred to recent media articles about poor employer practices in Higher Education.</p> <p>A discussion took place around part-time contracts and gender equality. Cllr Colm Keaveney, Chair of EDI Subcommittee added that the EDI Subcommittee are working on this through the Athena SWAN application.</p> <p>Mr Fennell added that the Institute is compliant with Department Circulars on Pro-rata and CID contracts. The issue of gender equality on the Management Team is being reviewed under the Athena SWAN application. He also advised that there are sectoral issues which negatively impact tenure and pension arrangements for research staff.</p> <p>The discussion was welcomed by the Chair and it was agreed to circulate the article to the Board put on the Agenda for the December Meeting.</p>	
<p><b>5.0 Report from GMIT Nominees to the T.U. Shadow Governing Body</b></p>	<p><b>Chair</b></p>
<p>The GMIT Nominees to the T.U. Shadow Governing Body held a Meeting on Friday 13<sup>th</sup> November. The minute of the Meeting was circulated in advance to the Governing Body and the Chair provided an update.</p> <p>Dr Eleanor Rainsford asked what the T.U.’s ambitions are regarding ‘Climate and Sustainability’.</p> <p>Dr Gareth Roe added that the ‘Sense of Collegiality’ is a significant factor. He also added that some work is required under temporary part-time contracts.</p> <p>The President informed the Meeting that the third draft of the CUA’s application for designation as a Technological University (TU) is near completion. It will be discussed at</p>	

<p>the next Joint CUA Meeting and it will be an Agenda item at the January Governing Body Meeting for approval.</p> <p>The final document and all prior versions will be available to all staff. Due diligence may have to be revisited.</p>	
<p><b>6.0 Capital Projects</b></p>	<p><b>J Fennell</b></p>
<p><b>6.1 Update on Land Acquisition</b></p> <p>The President informed the Meeting that the [REDACTED] bid is still ongoing.</p> <p><b>6.2 Student Building</b></p> <p>Dr Flynn, President, sought approval from the Governing Body to progress to the next phase on the Student Building project. The current planning permission is due to expire in 2024.</p> <p>Mr Fennell advised the Board that there are procurement issues to be clarified prior to reappointing the original design team. He will provide an update on this matter at the December Meeting.</p> <p>The Meeting agreed that the preferred option is to reappoint the original design team, if permissible under procurement procedures, on the proposal of Cllr Colm Keaveney and seconded by Mr Victor O’Loughlin.</p> <p><b>6.3 Capital Projects Subcommittee</b></p> <p>It was agreed to circulate the Draft Terms of Reference for the Capital Projects Subcommittee for approval at the December Meeting.</p> <p>Expressions of interest to become a member of this Subcommittee were invited by the Chair, to be emailed to the office of the Secretary / VP for Finance &amp; Corporate Services.</p>	
<p><b>7.0 SU President Report</b></p>	<p><b>V O’Loughlin</b></p>
<p>Mr Victor O’Loughlin, President of the Student’s Union provided a report to the Board highlighting some of the activities undertaken by the Students Union representatives in the past month:</p> <ul style="list-style-type: none"> <li>▪ Launch of new E-commerce website and new branded merchandise</li> <li>▪ Raised almost €1,000 for Movember campaign</li> <li>▪ The Student’s Union President, held Meetings with the Institute’s buildings office regarding the new student building, attended the CUA President’s weekly Meeting and CUA steering Meeting.</li> <li>▪ Education Officer attended CUA Joint Governing Body Meeting, Academic Affairs Working Group, Academic Council, Transport Committee Meeting and the CUA Learning and Teaching Subgroup Meeting in addition to running class rep training.</li> <li>▪ The Student Welfare Officer met with USI’s Vice President for the BMW Region and the NUIG Welfare and Equality Officer regarding lobbying TD’s on the housing and accommodation issue facing students.</li> <li>▪ Facilitated a consent workshop and took part in the Institutes virtual open day</li> </ul> <p>Mr O’Loughlin also provided a Sports Update to the Meeting. Currently 2397 students are signed up to several sports clubs. Sports clubs are actively engaging online with its members holding fitness challenges and home workouts. The Student’s Union is currently running 13 weekly fitness classes which are free to all GMIT Students. Several</p>	

<p>coaching education programmes are also on offer for students to avail of. The Athletics Club will also have representation at the Dublin City Marathon.</p>	
<p><b>8.0 Registrar / Academic Council</b></p>	<p><b>M Hannon</b></p>
<p>Dr Michael Hannon presented the following items for approval.</p> <p><b>8.1.1 Recording Policy</b></p> <p>Cllr Colm Keaveney asked for further information on the facilities available for the recording of lectures to deal with issues faced by students due to poor broadband, lack of facilities or missed classes. He sought clarification on the quality of engagement and support provided to students who are studying online.</p> <p>The Chair noted this policy as a critical policy due to the online delivery of programmes at present and the students ability to engage.</p> <p>Dr Michael Hannon assured the Meeting that support is being provided to students to ensure accessibility to their required classes is available while engaging and supporting students where required. Further information on this can be provided to the December Meeting.</p> <p>The Student's Union President welcomed this important policy.</p> <p>The Recording Policy was approved on the proposal of Cllr Michael Maher and seconded by Cllr Colm Keaveney.</p> <p><b>8.1.2 Mitigation Policy</b></p> <p>The Mitigation Policy was approved on the proposal of Mr Michael Geoghegan and seconded by Ms Maureen Walsh.</p> <p><b>8.1.3 Fitness to Practice Policy</b></p> <p>The Fitness to Practice Policy was approved on the proposal of Cllr Colm Keaveney and seconded by Cllr Michael Maher.</p> <p><b>8.1.4 Examinations Protocol</b></p> <p>The Examinations Protocol was approved on the proposal of Cllr Michael Maher and seconded by Ms Maureen Walsh.</p> <p><b>8.1.5 Programme Validation</b></p> <p>The Programme Validation, PG Dip in Advanced Biopharmaceutical Science, was approved on the proposal of Cllr Colm Keaveney and seconded by Cllr Michael Maher.</p> <p><b>8.1.6 Academic Council Minutes</b></p> <p>The following minutes from Academic Council Meetings which were circulated prior to the Meeting were taken as read:</p> <ul style="list-style-type: none"> <li>• AC Standing Minutes held on 2<sup>nd</sup> September 2020</li> <li>• AC (Full) Minutes held on 18<sup>th</sup> September 2020</li> <li>• AC Standing Minutes held on 25<sup>th</sup> September 2020</li> <li>• AC (Full) Minutes held on 16<sup>th</sup> October 2020</li> <li>• AC (Full) Minutes held on Friday 23<sup>rd</sup> October 2020</li> </ul>	

<p>Cllr Michael Maher congratulated Dr Michael Hannon and the Team in the Office of Academic Affairs on the success of the virtual graduation ceremonies. Dr David Leahy (who had given his apologies for today's Meeting) also conveyed his congratulations to Dr Hannon and noted the impressive manner in which the ceremonies were held.</p>	
<p><b>9.0 Finance</b></p>	<p><b>J Fennell</b></p>
<p><b>9.1 Finance Outturn to 31<sup>st</sup> October 2020</b></p> <p>This item was deferred to the December Meeting.</p>	
<p><b>10.0 HR Matters</b></p>	<p><b>J Fennell</b></p>
	

<b>12.0 Any Other Business</b>	<b>All</b>
<p><b>12.1 Unresolved Concerns of Governing Body Members</b></p> <p>The meeting agreed the following:-</p> <ul style="list-style-type: none"> <li>- Where there is a unresolved concern the Chair will arrange for the Governing Body to receive appropriate professional advice.</li> <li>- The Institute will maintain a record of the unresolved concern, the advice received, and any relevant action taken by the Governing Body.</li> </ul>	<p><b>Date:</b> _____</p>

## 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 – 10.5	Strategic plans to be developed for:	President	January 2020	Self-Evaluation taking place as part of QA process
28.11.19 – 7.0	<ul style="list-style-type: none"> <li>- 1. Marketing</li> <li>- 2. Communications</li> <li>- Marketing</li> <li>- Communications</li> </ul>			
29.08.19 – 10.5 28.11.19 – 7.0	<ul style="list-style-type: none"> <li>- 1. International</li> </ul>	VP for International	January 2020	Delayed due to COVID19
30.01.20 – 9.1	<p>Benchmarking exercise on Internationalisation within the Sector</p> <p>Explore appointment of an External Consultant to review International</p>		March 2020	Deferred due to COVID19
			March 2020	Decision not to proceed at this time
26.09.19 – 3	Establishment of GIHS Working Group / Review of School/Strategic Plan	Chair & President	Nov/December 2019	Presented to December 2019 meeting
30.01.20 – 3.0	GIHS Strategic Plan		2020	Review as part of Academic Plan Q4 2020 – Complete Presented to GB Oct 2020
26.09.19 – 5.1	<i>Institute to write to HEA regarding Accommodation Crisis</i>	<i>VP for F&amp;CS</i>	<i>October 2019</i>	<i>Complete/Part of sectoral discussions.</i>
12.12.19 – 5.1	<i>Clarification on Garda Vetting for Guest Lecturers</i>	<i>VP for F&amp;CS</i>	<i>January 2020</i>	<i>Complete</i>
12.12.19 – 8.0	<i>Communications Plan for delivering Mayo campus Strategic Plan to all Stakeholders</i>	<i>President/VP for Mayo campus</i>	<i>December 2019</i>	<i>Complete</i>
28.05.20 – 5.1	<i>Update from Return to Campus Implementation Team</i>	<i>President</i>	<i>June 2020</i>	<i>Agenda Item at August Meeting Regular updates at monthly meetings – Complete</i>
27.08.20 – 3.0	<i>Review of Action List</i>	<i>President and VP FSC</i>	<i>Sept 2020</i>	<i>Complete</i>



27.08.20 – 4.2	Update of Inaugural Shadow GB meeting	President	Sept 2020	Complete
27.08.20 – 5.2	TOR Mayo Campus Subcommittee	President	Sept 2020	Complete
27.08.20 – 5.2	ARC to review Risk Registers and provide update on findings	ARC/ JFennell	Sept 2020	Complete
27.08.20 – 5.2	Set up EDI Meeting	J Fennell	Sept 2020	Complete Meeting taking place on 5 <sup>th</sup> October
27.08.20 – 6.0	Capital Projects Priority List	J Fennell	Sept 2020	Complete
27.08.20 – 10.0	CAO outcome required for schools with poor student no's	J Fennell	Oct 2020	Complete
27.08.20 – 10.3	Trend analysis of Unit Cost Report	J Fennell	Sept 2020	Agenda Item for October Meeting – Complete
24.09.20 – 4.4	Honorary Fellowships	President	Sept 2020	Agenda Item for October Meeting - Complete
24.09.20 – 8.4	CAO Numbers – GIHS	Registrar	Oct 2020	Agenda Item for October Meeting - Complete
24.09.20 – 12.0	TU Submission	President	Oct/Nov 2020	Separate 1 Item Meeting – Date to be agreed
26.11.20 – 4.2	Circulation of Article	J Fennell	Dec 2020	December Meeting
26.11.20 – 6.2	Clarification on procurement – Reappoint Design Team on Student Building	J Fennell	Dec 2020	December Meeting
26.11.20 – 6.3	Capital Projects Subcommittee 1. Circulate TOR 2. Members of Subcommittee	J Fennell	Dec 2020	Agenda Item December Meeting
26.11.20 – 8.1.1	Update on Student Support – Recording Policy	M Hannon	Dec 2020	December Meeting
26.11.20 – 9.1	Deferred	J Fennell	Dec 2020	Agenda Item December Meeting