

**Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 7 December 2017 in the Council Room, 2<sup>nd</sup> Floor, Administration Building at 2.00 pm.**

**Present:** Mr Bob Savage  
Dr Barry O'Connor  
Mr Bernard Allen  
Ms Mary Cooney  
Mr Sam Dawson  
Mr Eoin Deane  
Ms Emelie Fitzgibbon  
Cllr Mary Hegarty  
Cllr Michael Hegarty  
Capt Dave Hopkins  
Ms Stephanie Kelly  
Cllr Patrick Gerard Murphy  
Mr Declan O'Leary  
Mr Cilian Ó Súilleabháin  
Ms Ann Piggott

**In Attendance:** Dr Orla Flynn, Mr Paul Gallagher, Dr Áine Ní Shé, and Ms Ann O'Mahony, Recording Secretary.

*Before the meeting commenced, the President advised that in terms of tonight's function the Reception had been brought forward a half an hour to 6.30 pm with Dinner at 7.00 pm. This was necessary in the interests of students and their safety going home.*

*He apologised to Governors for blank pages in their documentation, it was a fault with the photocopier.*

*Apologies were received from Ms Maura Fitzgibbon, Ms Katherine Walshe, and Mr Ted Owens*

*On behalf of Governing Body the Chairman extended sympathies to:*

- 1. The family of the late Adele Plant, Part-Time Lecturer, CIT Crawford College of Art & Design on her death.*
- 2. Phil Hogan, CIT Students Services Company on the death of her mother.*
- 3. Rose Buckley, Staff Officer, Human Resources Office on the death of her father.*

*The Chairman asked the meeting to stand for one minute's silence.*

*The Chairman welcomed Dr Áine Ní Shé to the meeting and informed Governors that she had been a Governor from 1 April 2010 to end of March 2015. He wished her well in her new role as Acting Registrar & VP for Academic Affairs.*

*He also thanked Mr Bernard Allen for chairing the last meeting of Governing Body on 12 October in his absence.*

**1712.1** Minutes of the previous meeting held on Thursday 12 October 2017 were circulated with the Agenda *and were approved by Governing Body.*

*The President advised Governors that the Finance Committee title at the bottom of Page 77 had been amended from “Finance Development Committee” to “Finance Committee”.*

*He also advised that from now on, the Minutes will include an Addendum listing requests from Governing Body and their actions.*

*Mr Ó Súilleabháin stated that there had been a joint meeting of the Audit & Risk Committee and the Finance Committee and noted that the minutes of that meeting were not circulated for today’s meeting.*

*Mr Gallagher advised that he will check on that.*

**1712.2** Digest of the previous meeting held on Thursday 12 October 2017 was circulated with the Agenda *and was approved by Governing Body.*

*The President advised Governors that the Finance Committee title at the bottom of Page 51 had been amended from “Finance Development Committee” to “Finance Committee”.*

**1712.3** Minutes of the previous meeting held on Monday 6 November 2017 were circulated with the Agenda *and were approved by Governing Body.*

*Mr Gallagher gave an update on the THEA Code of Governance. He advised that it went to the THEA meeting last Tuesday (5 December 2017) and was approved subject to any final amendments from HEA. The process now is to get the final sign off from the HEA and it is expected that it will issue to the Institutes before Christmas.*

*The President advised that a decision taken by THEA was that the more realistic date for issue will be 1 March 2018. There will be a document outlining the comply or explain procedure.*

*Mr Ó Súilleabháin stated that Gemma Collins from PwC had advised that the suggested amendments had been included.*

**1712.4.1** **CORRESPONDENCE**

*The Chairman invited the President to take this item.*

*Before Item 5 was taken, the Chairman complimented the President for introducing presentations from the Heads of School to Governing Body. He referred to the presentation which will be presented by the School of Business later on at the meeting. These presentations will keep Governors informed as to the activities that are taking place in the wider Institute.*

**1712.5 PRESIDENT’S REPORT: (Pages 3 to 13)**

*The Chairman invited the President to take this item.*

*The President advised that in an attempt to reduce the number of pages in the Minutes, the President’s Report was restructured under the various activities of the Institute.*

**1. Conferrings/Awards:**

	<b>Date</b>	<b>Conferrings/Awards</b>	
1.1	12/10/2017	Musgrave Awards Presentation 11 recipients (of a 10 credit module in Professional Retail Bakery) were presented with Certificates.	President presented the Certificates
<i>The President referred to the Musgrave Awards Presentation. He advised that Musgrave’s are the second or third biggest employer in the State. We have located a venue in the Dublin area where we will continue to deliver courses there. The eventual plan is that these courses will become full degree programmes.</i>			
1.2	19/10/2017	Conferring of Degrees and Other Awards for the Faculty of Engineering & Science took place. There were three conferring sessions and 809 graduands obtained their parchments.	
1.3	19/10/2017	The Faculty of Business & Humanities Awards took place. This event celebrated the achievements of the best graduates from the Schools of Business and Humanities. 46 Awards were presented.	
1.4	20/10/2017	Conferring of Degrees and Other Awards for the School of Humanities, CIT CCAD and CIT/UCC Joint Awards took place. There were three conferring sessions. 566 graduands from the School of Humanities, 163 graduands from CIT CCAD and 91 joint CIT/UCC graduands obtained their parchments.	
1.5	20/10/2017	The CIT CSM Full-Time and Part-Time Student Awards took place. 29 full-time and 187 part-time awards were presented.	
1.6	23/10/2017	Conferring of Degrees and Other	

		Awards for the Faculty of Business took place. There were three conferring sessions and 810 graduands obtained their parchments.	
1.7	26/10/2017	Conferring of Degrees on students of CIT Cork School of Music took place. 102 graduands obtained their parchments.	
1.8	23/11/2017	The Faculty of Business & Humanities Alumni Awards took place. The recipients were: <ul style="list-style-type: none"> <li>• Peter Kelly, WeddingsbyFranc</li> <li>• John Cleary, JCD Group</li> <li>• Will Sliney, Artist for Marvel's Spider-Man</li> </ul>	
1.9	28/11/2017	The Faculty of Engineering & Science Awards took place. This event celebrated the achievements of the best graduates from the Faculty. 60 Awards were presented.	
1.10	29/11/2017	The CIT Sports Scholarship Presentation evening took place. Student athletes across a wide range of sports were presented with a prestigious sports scholarship for 2017/18 academic year. 106 Scholarships were presented.	
1.11	22/11/2017	The Annual Presentation of Institute Prizes (honouring our outstanding graduates of 2017) took place. 18 graduates obtained Awards.	

*All other items were NOTED.*

## **2. CIT Events:**

	<b>Date</b>	<b>Event</b>	
2.1	24/10/2017	The Inaugural Professorial Lecture Series was launched. This series will be an informative platform where CIT colleagues will share their extensive expertise and experiences. Twelve professors will give their lectures on a	The series was launched by the President

		monthly basis commencing on 10 November 2017.	
<p><i>The President referred to the Professorial Lecture Series. We have had two lectures from two excellent lecturers, Prof Noel Barry and Prof Aidan Coffey. It underlines the extreme high quality of staff in the Institute. He referred Governors to the brochure outlining the Lecture Series which had been circulated with the Agenda for Governors' information.</i></p>			
2.2	26/10/2017	The annual Maritime Event and Open Day for schools took place in NMCI. Representatives from international shipping companies and maritime organisations were available to provide information about careers in the maritime industry.	
2.3	02/11/2017	In partnership with Intel, Dr Ted Scully, Dr Alejandro Arbelaez and Dr Diarmuid Grimes, Lecturers in the Department of Computer Science organised a workshop on the topic of "Machine Learning & Deep Learning". Intel selected CIT as the only venue in Ireland to run the workshop and it forms part of their European Artificial Intelligence (Ai) tour. This is a major recognition of the capabilities of all staff involved.	
2.4	03/11/2017	The CIT Annual Mass of Remembrance for staff and students who have lost loved ones over the past twelve months as well as staff and students who have died over the years was held.	
2.5	3 – 5 Nov 2017	CIT hosted the PASS/PAL (Peer assisted Learning) Conference working in collaboration with the European Centre for PASS/PAL, University of Lund, Sweden. A total of 76 student leaders and 34 staff attended the conference, these representing 25 different universities and institutes of higher education from Ireland, UK, Sweden and Germany.	President gave the welcome address

2.6	7/11/2017	CareerChats with SMEs. This is an informal careers event where smaller companies in the region visited CIT to talk with students, programme co-ordinators and placement co-ordinators.	
2.7	10/11/2017  01/12/2017	As part of the Professorial Lecture Series, <ul style="list-style-type: none"> <li>• Professor Noel Barry, Head of Academic Studies, School of Graduate Studies gave a lecture on “Optimal use of Forces and Military Theory in Irish History”.</li> <li>• Professor Aidan Coffey, Senior Lecturer, Department of Biological Sciences gave a lecture on “How to kill bad bugs: Exploration of novel biological strategies for microbial pathogen biocontrol”.</li> </ul>	
2.8	13/11/2017	The National Student Engagement Programme launch took place in CIT. The NStEP is a collaborative initiative under development by the Union of Students in Ireland (USI), the Higher Education Authority (HEA) and Quality & Qualifications Ireland (QQI) in consultation with Student Partnerships in Quality Scotland (SPARQS).	The President welcomed the delegates as did the CIT President of the Students Union
<i>The President referred to the above launch. It is a QQI and HEA initiative which we commenced in CIT and it is now a national programme.</i>			
2.9	16/11/2017	The President hosted a “President’s Dinner” honouring individuals involved with UNESCO, the Space Studies Program 2017 and the Postgraduate Research Board. The Chairman and members of the Institute Executive Board also attended.	

2.10	16/11/2017	The CIT Mature Student Information Evening took place. This event allowed prospective mature students an opportunity to come on campus to engage with departmental staff.
2.11	17/11/2017 17 &18/11/2017 18/11/2017	CIT Annual Open Day, Bishopstown Campus CIT CCAD and CIT CSM NMCI were represented at the Bishopstown Campus Open Day. The Open Day was an ideal opportunity for prospective students, and their parents, to sample the wide range of courses and facilities. CIT offers 76 CAO course options for entry in 2018.
2.12	7/12/2017	CIT Information Day for Guidance Counsellors. This day provides an opportunity for Guidance Counsellors to engage in an open forum and bring forth any queries or feedback that they may have regarding their interaction with CIT.

*All other items were NOTED.*

### **3. Institute External Awards**

	<b>Date</b>	
3.1	5/11/2017	<p>CIT has been shortlisted as one of the outstanding programmes in The Gradireland Higher Education Awards 2018 for the Postgraduate Course of the Year in the Business, Finance &amp; Management category for CIT's "Master of Science in Marketing Practice" from the Department of Marketing and International Business.</p> <p>Congratulations to Brian McGrath, Dr Pio Fenton, Maurice Murphy, Conor Kelleher and all the MSc in Marketing Practice lecturing team for this shortlisting.</p>

		recognition of the great work, commitment and dedication by the team on this very successful postgraduate programme.	
3.2	10/11/2017	CIT were presented with an award in the Heritage & Conservation Category at the Cork Better Building Awards 2018 for the renovation of 46 Grand Parade. This event took place in the Imperial Hotel.	

*All items were NOTED.*

#### **4. Meetings (External):**

	<b>Date</b>		
4.1	13/10/2017	Cork Chamber Breakfast with An Taoiseach.	President attended
4.2	18/10/2017	THEA (Technological Higher Education Association) meeting in Dublin.	President attended
4.3	7/11/2017	An Information Session on the HEA Higher Education PPP programme organised by the HEA, the Department of Education and Skills and the National Development Finance Agency took place in Tullamore.	President and VP for Finance & Administration attended

*All items were NOTED.*

#### **5. Meetings (Internal):**

	<b>Date</b>		
5.1	2/10/2017	Strategic Development Committee	
5.2	10/10/2017 17/10/2017 31/10/2017 14/11/2017	Institute Executive Board meetings	President chaired
5.3	11/10/2017	Arts Committee meeting	
5.4	12/10/2017 and 23/11/2017	Audit & Risk Committee meetings	



5.5	27/10/2017 29/11/2017	Presidents of CIT and UCC meeting in CIT Presidents of CIT and UCC meeting in UCC	
5.6	03/11/2017 & 01/12/2017	Senior Staff Breakfast Forums	Hosted by the VP for Finance & Administration
5.7	03/11/2017	Senior Staff Forum – Masterplanning Presentation by Reddy Architects	Hosted by the President
5.8	06/11/2017	Special Governing Body meeting	
5.9	8/11/2017	Academic Council meeting	President chaired
5.10	Mid-Nov – end November	From mid-November to end of November a number of MTU Information and Sharing Dialogue Sessions took place in CIT (Bishopstown Campus, CIT CCAD, CIT CSM and NMCI) and IT Tralee facilitated by Dr Orla Flynn and Ms Anne Looney, Communications and Change Management Project Leaders.	
5.11	16/11/2017	Following the signing this year of the new research agreement and the consortium agreement for cooperation education with CIT/UCC, a programme development seminar, organised by UCC, was held in CIT to allow staff from both institutions to meet and share ideas for new programmes and perhaps other areas of cooperation.	
<p><i>The President referred to the above joint meeting which had been facilitated by Dr Stephen Cassidy, Dean of Academic Quality Enhancement and Dean of Graduate Studies looking at the possibility of other joint programmes between CIT and UCC. The President of UCC is very enthusiastic about this. We have commenced the Honours Degree in Industrial Physics in September which is our 6<sup>th</sup> joint award.</i></p>			
5.12	20/11/2017	Finance Committee meeting	
5.13	29/11/2017	An MTU Programme	

		Governance Board meeting took place at 10.00 am in CIT An MTU Mission and Vision Workshop for the Programme Governance Board took place at 2.00 pm in CIT.	
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*All other items were NOTED.*

## **6. Memorial Mass/Service**

	<b>Date</b>		
6.1	10/11/2017	Ecumenical Service held for the late Philip Leahy, Bachelor of Business (Hons) student who died in the US in early August following a tragic accident. Posthumous Award to the family of the late Philip Leahy	President presented the parchment
6.2	10/11/2017	The School of Food and Nutritional Sciences, UCC organised a Memorial Mass for their colleague Alan Lucid and who also was a former part-time Lecturer in the Department of Biological Sciences in CIT. Alan died tragically in a drowning accident off the coast of Holland in September.	President attended

*All items were NOTED.*

## **7. Staff Conferred:**

	<b>Date</b>		
7.1		Congratulations to	
	19/10/2017	<ul style="list-style-type: none"> <li>Clive Atkinson, Lecturer, Department of Process, Energy &amp; Transport Engineering conferred with Doctor of Philosophy</li> </ul>	
	19/10/2017	<ul style="list-style-type: none"> <li>Anthony Fitzgerald, Technical Officer, IT Services conferred with MSc in Cloud Computing</li> </ul>	
	19/10/2017	<ul style="list-style-type: none"> <li>Adrian O'Connor, Technical Officer, Centre of Craft Studies</li> </ul>	

	23/10/2017	conferred with BEng (Hons) in Advanced Manufacturing Technology
	26/10/2017	<ul style="list-style-type: none"> <li>• Dean Carter, Caretaker, conferred with the Bachelor of Business (Hons) in Accounting</li> </ul>
	26/10/2017	<ul style="list-style-type: none"> <li>• Mary Hegarty, Assistant Lecturer Pro-Rata, CIT CSM conferred with the Bachelor of Music (Hons)</li> </ul>
	26/10/2017	<ul style="list-style-type: none"> <li>• David Hayes, Casual Lecturer, CIT CSM conferred with the Master of Arts in Music</li> <li>• Siún Milne, Casual Lecturer, CIT CSM conferred with the Master of Arts in Music</li> </ul>

*The President stated it was well worth noting the above staff who were recently conferred with PhD and Masters. He acknowledged the commitment of staff in developing their academic qualifications.*

## **8. Student/Graduate Achievements**

	<b>Date</b>	
8.1	October 2017	<p>At the recent CIT Careers &amp; Employability Fair held on 26/9/2017, two students were presented with industry-sponsored scholarships to support their studies in the Department of Mechanical, Biomedical and Manufacturing Engineering</p> <ul style="list-style-type: none"> <li>• Hannah Ahern, 1<sup>st</sup> year BEng (Hons) in Biomedical Engineering programme was presented with the scholarship awarded by DePuy Synthes</li> <li>• William Hurley, 1<sup>st</sup> year BEng (Hons) Mechanical Engineering programme was</li> </ul>

		presented with the scholarship awarded by Janssen Sciences Ireland UC.	
8.2	October 2017	CIT Computer Science PhD graduate, Dr Ralf Friedrich has won the prestigious Best PhD Thesis Award by the German Project Management Institute for work on Virtual Team Maturity Models.	
<p><i>The President referred Governors to the prestigious award which Dr Ralf Friedrich received for a thesis he did in CIT as part of the Institute's connections with the Hochschule Darmstadt. Dr Friedrich has won many prizes in Germany also.</i></p>			
8.3	5/10/2017	CIT graduate, Dr Chris Johnson who completed his undergraduate and postgraduate studies in the Department of Biological Sciences and now based in Forsyth Institute, US has received a \$5.4m Award from the National Institutes of Health (NIH). This prestigious NIH Director's Transformative Research Award has been granted to pursue revolutionary research of microbes living in the mouth and within the human body.	
<p><i>The President referred Governors to the above award which had been awarded to Dr Chris Johnson who completed his undergraduate and postgraduate studies in the Department of Biological Sciences.</i></p>			
8.4	November 2017	CIT CSM's Cappell Lyrica (a 35 strong choir of full-time students) won 1 <sup>st</sup> prize in the Female-voice competition and also top prize in the hotly-contested Youth Choir competition at the Derry International Choral Festival.	

*All other items were NOTED.*

## 9. Visitations:

	Date		
9.1	19/10/2017	The Department of Technology Enhanced Learning welcomed a	

		delegation to CIT from Hungary, Czech Republic, Spain and Scotland for a two day collaborative EdTech event.	
9.2	27/10/2017	Visit of Minister Michael Creed, TD re. MTU. He met with the President, Mr Tadhg Leane and Dr Orla Flynn.	
9.3	31/10/2017	Visit of Dr Nassar Mansoori from Abu Dhabi and his delegation from the UAE to NMCI and CIT.	President welcomed the delegation to CIT

*All items were NOTED.*

**10.** Action Lists for the following Institute Executive Board meetings were attached.

- Tuesday 10 October 2017
- Tuesday 17 October 2017
- Tuesday 31 October 2017
- Tuesday 14 November 2017

*In terms of the IEB Action List of 10 October 2017, the President advised it was worth noting the establishment of the Academic Planning Working Group which will develop an Academic Plan for the Institute.*

*In terms of the IEB Action List of 31 October 2017, the President advised that the Institute is trying to extend its PhD Delegated Authority with QQI. There are issues sectorally.*

*Mr Ó Suilleabháin asked that Governing Body be given the Unit Costing presentation for 2015/16 academic year, they were recently given the 2014/15.*

*Mr Gallagher stated he will follow up on this request.*

*Cllr Mary Hegarty acknowledged the engagement of the Chairman, President and staff in terms of the work and events they have undertaken. She observed as a Governor the workload which is amazing. She complimented and acknowledged the work that is put in.*

*The President thanked Cllr Hegarty for her sentiments but stated that for any function that takes place a lot of other staff are involved and he wished that to be also acknowledged.*

## **1712.6**

### **TECHNOLOGICAL UNIVERSITY.**

*The Chairman invited the President to take this item.*

6.1 Proposal to establish a Governing Body MTU Subcommittee –

President to report.

- 6.2 TU Bill was circulated with the Agenda for Governors' information.
- 6.3 Governing Body MTU Sub-Committee Terms of Reference were tabled at the meeting.

*Before the President took this item, Capt Hopkins declared a conflict of interest. Recently a tender was sent out in terms of the rebranding of MTU. A well-known company, of which he is Chairman of, bid on the contract and he declared a conflict of interest. If there was a requirement for him to leave the meeting for this item he was happy to do so.*

*The Chairman thanked Capt Hopkins for declaring his conflict of interest but for today's briefing there was not a requirement for him to leave the meeting.*

*The President advised that the Institute is coming towards the conclusion of the Technological University process. The Cabinet did not have time to consider the Bill today and it will be next week before they do so. To try and bring the process together and put formal structures in place, the President proposed to set up a Governing Body MTU Sub-Committee. He referred Governors to the tabled Terms of Reference for this Sub-Committee. The Terms of Reference were structured similarly like the other Sub-Committees of Governing Body. The President quoted Section 2 – Authority as follows:*

- “2.1 The MTU Sub-Committee has authority to review and consider all activities and progress on the MTU merger and application process.
- 2.2 While the Governing Body has delegated this responsibility to the MTU Sub-Committee, the Governing Body remains accountable for all activities and progress on the MTU merger and application process.
- 2.3 Any change to the MTU Sub-Committee terms of reference will require Governing Body approval.”

*The President stated that this Sub-Committee will review all activities and progress and its Chair will report back to Governing Body under the standing item 6 on the GB Agenda on a monthly basis.*

*The Chairman asked Governors for their thoughts on the President's proposal.*

*Governors welcomed the proposal. It was felt that it was time that they be made fully aware of what is happening. This Sub-Committee will pull everything together.*

*Mr Ó Súilleabháin, while welcoming the proposal, stated that Governing Body needed to meet in the next three months to consider whether or not to go ahead with the MTU. It is the single biggest thing that Governing Body will be asked to approve. Whatever decision is taken by Governing Body, it needs to be a positive decision, an informed decision and not just drift into something. It was felt that the monthly report that will come back to Governing Body from this Sub-Committee will be the vehicle that will allow Governing Body to have a discussion.*

*Mr Allen enquired who ultimately is responsible for decisions taken. He felt that before the tender went out for the rebranding, that Governing Body should have been informed rather than reading something in a newspaper. Ultimately, the Governing Body are responsible. The President's proposal will deal with all those issues and Governing Body will be on top of things going forward.*

*The President asked for Governing Body approval for the Terms of Reference.*

*Mr Allen stated that the finances in ITTralee will need to be given to Governing Body. It has been reported that they are in debt but that their debt it is being managed. He asked for clarification on this and what implications has that got for CIT.*

*Mr Gallagher responded by saying there are two elements to this*

- (i) the budget around MTU and*
- (ii) the Business Case*

*The Business Case is in three parts*

- (i) CIT*
- (ii) MTU*
- (iii) ITTralee*

*We have through the President asked for a meeting early in the New Year to review those specifically and this will be a way to report back to Governing Body.*

*Mr O'Leary wished to explore the explanation a bit further. While there are three elements they are very much interconnected. The due diligence piece concerned him. The experience of mergers across the sector has been that the weaker player has been supported by Government financially and the balance sheet of the superior partner has been weakened as a result. It seemed to him that CIT has improved its financial position quite significantly over the last two or three years. He did not see that converting into us having more influence into what might emerge in this new entity. This did not fill him with confidence that our track record will help CIT into whatever entity might emerge. There is an exploration required at the sub-committee meetings around how solvent ITTralee is, what their expectations are. But very importantly in terms of Government are they happy to underwrite deficits of partners and still go ahead with the process. He suggested that the focus of meetings be sharper rather than a perfunctory dealing with three silos. The entity that emerges will be either strong or weak. He also stated that the Bill*

*did not fill him with great confidence in relation to our influence in terms of scale and size at present in terms of what we might be in the outcome. In conclusion he asked how influential will CIT and its expertise be in the new entity. That was his big concern.*

*Mr Gallagher agreed. He would have concerns around IT Tralee's financial situation. We would need to satisfy ourselves. There are a number of steps. We need to ensure that from the business case presented that it is not just presented as MTU. We will have to see the constituent parts – so that we can see if there is a cross subsidy going on. At the moment ITTralee are in deficit. They have agreed a forecast which they have agreed with the HEA in terms of a three year plan to clear the deficit. Mr Gallagher has some concerns in how achievable that is. We have to investigate that. Once we have done that and satisfied ourselves with whatever the situation is that then has to inform a discussion with the HEA. We need to be doing that sooner rather than later.*

*Mr O'Leary asked that ITTralee share their Financial Statements with Governing Body. That would give us an update in terms of where their deficit is on whether it is being eroded or being increased.*

*Mr Ó Súilleabháin stated that up to now we have seen the business case up to merger, we need to see the business case post merger. He as a Governor was shocked to be reading in the newspapers the timing of the merger. We don't necessarily have to go with the timing of September 2019, this is something that the sub-committee should consider in terms of what is the right timing and not rush into anything.*

*Ms Cooney stated that on reading the Bill, the role of the President is partially diminished, the role of the Academic Council is diminished, and clearly the role of the Governing Body is quite changed. She still had concerns about the interim period, the composition and the six month period. She welcomed the setting up of the sub-committee. There are a lot of things such as the business plans, accounts differences that need to be considered. Our current situation has changed radically. We have financially gone into a €4.2m operational surplus in a very short period of time. IT Tralee are still in deficit and have a plan which includes the cutting of staff, and very radical steps to achieve the reduction of their deficit. Our current figures do not reflect the changes that have been implemented since September of this year. We really do need to have frank conversations and regular updates coming back to Governing Body to be able to be fully informed. She did not welcome finding information in the newspapers when the information did not come to Governing Body first.*

*The Chairman asked what was in the newspapers.*

*Dr Flynn advised that what was in the papers was a tender to hire a company to look at a potential rebranding for the new entity and to look at some of the issues which had been raised by the International*



*Panel in terms of the Munster Technological University and on whether that was the best possible name. It went to public tender and was picked up on the papers on the back of that. This was agreed by the MTU Governance Board last August.*

*Mr O'Leary asked when did the International Panel raise their concerns and what was the level of their concern.*

*Dr Flynn advised him it was June 2014.*

*Mr O'Leary felt this was a level of detail that should have been reported to Governing Body.*

*The President advised that the International Panel had asked had we market tested the MTU branding. In google when testing Munster Technological University it came up University of Munster in Germany, and when MTU was tested it came up Michigan Technological University. The basic question was does Munster mean anything outside of Munster.*

*Mr Ó Súilleabháin stated that the Phase 3 Report had a lot of things to say about a lack of vision and a lack of understanding of what the new Technological University was going to be, how it was going to differ from a traditional and current University. Under the original Bill, Institutes were to merge first and then apply for designation. He felt we had a rushed merger, we need to step back with the new Bill and look and see that the application for designation comes first and then we become a University and merge on the same day. While he welcomed the President's proposal for a sub-committee there are a whole lot of other things that we need to consider. We need to take things slower and make the right decisions.*

*Dr Flynn advised that we have had twenty-three information sessions with staff both in CIT and IT Tralee. One of the points we are flagging is the need for a lot more vision and visual and the need for a lot more voices to shape that. To some extent, unless you can have a vision for TU there is no business in trying to be a Technological University. We will need to do a lot more work on visual and vision first before a decision is taken. The information sessions will be ongoing.*

*The President stated that once the Terms of Reference for the sub-committee is approved by Governing Body we can begin to assemble documentation such as the Bill, the due diligence, budgets, HEA International Report and have the sub-committee consider these documents and identify what the issues are and report back to Governing Body.*

*Mr Allen stated that we need to also know what decisions have already been made and what financial commitments have been made in terms of rebranding. Up to now, Governing Body have not been informed about anything.*

*Before we set up the Governing Body MTU Sub-Committee, the Chairman stated a recalibration meeting needed to take place first. He suggested considering that if the timings worked with the Executive, that we would have a recalibration of MTU around key headings to clear up the miscommunication, lack of communication or both. He suggested we would devote a February meeting to this with the MTU Project Managers, Tadhg Leane and Tim Daly present to give Governing Body a complete overview of where it is now. We also need the two Presidents to be present and to brief Governing Body. We should then have a clear understanding.*

*Mr Allen welcomed the suggestion but stated that the Governing Body MTU Sub-Committee should go ahead.*

*The Chairman asked Governors to consider the Terms of Reference which were tabled.*

*Governors considered the Terms of Reference and gave their APPROVAL.*

*In terms of membership of the MTU Sub-Committee, the Chairman sought membership from the Governors present.*

*The following agreed to be members:*

- 1. Mr Bernard Allen (Chairman)*
- 2. Dr Barry O'Connor, President*
- 3. Ms Mary Cooney*
- 4. Cllr Mary Hegarty*
- 5. Mr Eoin Deane*
- 6. Mr Sam Dawson*
- 7. Mr Declan O'Leary*

*In response to Mr O'Leary, the President stated he will be a member of this sub-committee and the President's Office will provide supports.*

*Dr Flynn welcomed the clarity from the discussion that had taken place. As a member of the Executive we have been operating on the assumption that we had the support and mandate of Governing Body. It is not pleasant to be driving on without knowing that we didn't have that support.*

*In case there was any misunderstanding, Mr Allen stated that nobody doubts the sincerity and commitment of the Executive to the project, all it lacked was a line of communication back to Governing Body which was no fault of the Executive.*

*Mr O'Leary stated that on reading the TU Bill and the composition of the proposed Governing Body, it was his view that the composition would seriously weaken CIT in a merged entity. In terms of the scale of CIT and the scale of IT Tralee, the proportionality is not reflected. This is seriously flawed.*

*The Chairman asked Governors to send in themes to the President so that the recalibration meeting in February can take place.*

*The Chairman advised that the presentation from the Head of School of Business will now take place. Governing Body will then take a break and on returning will deal with Item 7 – Governing Body Effectiveness Review without the Vice Presidents being present.*

*At this juncture, the President welcomed Mr Gerard O'Donovan, Head of Faculty of Business & Humanities and Mr Brian McGrath, Head of School of Business. He invited them to commence their presentation.*

*Mr O'Donovan thanked Governors for affording them the opportunity to present to Governing Body this afternoon. Their wish was that Governors would be better informed about the activity that goes on the School of Business and also there will be a Q & A opportunity at the end of the presentation.*

*Mr O'Donovan went through the following slide headings:*

- *Faculty Organisational Chart*
- *Faculty of Business & Humanities Overview*
- *Faculty Student Numbers*
- *What we are all about*
- *Faculty Strengths and Opportunities*
- *Faculty Challenges and Weaknesses*

*Mr McGrath went through the following slide headings:*

- *School of Business Current Staff Numbers*
- *Student Population Trend*
- *Graduate Destination Survey*
- *Graduate Employment Sectors*
- *CAO Points Trends*
- *International Student Population Trend*
- *Fulltime vs Part-Time Comparison*
- *Student Enrolments by NFQ Level*
- *Progression Rates*
- *Positive Financial Contribution to CIT*
- *Hincks Centre for Entrepreneurship Excellence – Key Metrics since 2013*
- *V-LINC Visualisation of Linkages in Networks and Clusters Achievements*
- *Strengths and Opportunities*
- *Weaknesses and Challenges*
- *A sample of the companies the School of Business work with*

*The briefing gave an overview of the current state of the School of Business and its future direction.*

*Following the presentation, a lively questions and answers session took place. Governors took the opportunity to seek clarity on some aspects. Overall, they were most impressed with the detail provided. It was important for Governors to be kept apprised and updated on the activities, challenges and opportunities in the School of Business. The Presentation had raised a number of stark issues for Governing Body.*

*The President thanked Gerard and Brian for their excellent presentation.*

*The Governing Body adjourned for a break and returned to the meeting at 4.00 pm.*

*The Vice Presidents did not return and were absent while Item 7 was discussed.*

**1712.7 IPA GOVERNING BODY EFFECTIVENESS REVIEW REPORT:**

*The Chairman asked Governors for their views on the above possible actions by the President.*

*Governors were happy with the President's update and were happy to have the Report.*

*The full recommendations will be an addendum to the Minutes for ease of reference.*

*The Vice Presidents returned to the meeting for the remaining items.*

**1712.7 REPORT FROM THE REGISTRAR & VICE PRESIDENT FOR ACADEMIC AFFAIRS: (Pages 20 to 29)**

*The Chairman invited the Registrar & VP for Academic Affairs to take this item.*

**7.1 REPORT ON ACADEMIC COUNCIL MEETING OF 8 NOVEMBER 2017:**

The Academic Council met on Wednesday 8<sup>th</sup> November.

**1. MEMBERSHIP OF ACADEMIC COUNCIL**

1.1 The approval of Governing Body is sought for the appointment of the following to the Academic Council:

- Ms Louise Foott, Acting Head of Department of Art in Context, CIT-CCAD
- Dr Breda Kenny, Acting Head of Department of Management and Enterprise
- Capt. Sinead Reen, Head of Department of Maritime Studies
- Ms Aryana Collins-Jackson, Post-Graduate Student Representative
- Mr Nuttawud (Zack) Nutchanat, Students Union Council Representative

All were invited to be in attendance at the November meeting of Academic Council.

*Dr Ni Shé sought the approval of Governing Body for the above appointments to Academic Council.*

*Governing Body APPROVED the appointments as listed.*

- 1.2 Following a request to extend the membership of Council to allow for the inclusion of research staff, the Standing Orders Committee had been requested to develop proposals on defining the research constituency which the Committee believed should consist of ex-officio members and an equal number of elected members. The matter will be further considered by the Standing Orders Committee following the designation of Research Units within the Institute.

*Dr Ni Shé advised that the Standing Orders Committee are looking at the research constituency and seeing how that is represented.*

## **2. REPORT FROM STUDENT OMBUDSMAN**

- 2.1 Mr John P. Murphy, Student Ombudsman presented a report to Council on the cases and issues that arose during the 2016/17 academic year. There was a total of thirty new cases from a variety of Departments and Functions across the Institute. Twenty-three cases were raised by individual students, six cases by the Students' Union and one case by a Head of Department.

This reporting period saw the implementation of the new Assessment Appeals Policy. This document references the Student Grievance Procedure as the mechanism to address allegations of professional misconduct by a member of staff and, as a consequence, a number of students sought advice regarding the processing of a grievance when addressing the appeal of an examination result.

There was a sizeable increase in the overall number of cases compared to the previous year. Apart from the possible significance of the new Appeals Policy, no conclusions were drawn from that fact. Overall, considering the number of individual students and staff in the Institute, the number of cases arising under the Student Grievance Procedure is very small.

Of the thirty new cases, twenty-six were resolved at Step 1 Informal Grievance, and four were ongoing as of 31<sup>st</sup> August. Three of these have since been resolved and one has progressed to Step 2 Formal Grievance. Of the twenty-six cases resolved at Step 1, fourteen of the cases were minor and dealt with quickly. Eight were more complicated, but relatively straightforward to resolve and the final four involved multiple interactions and each required a number of weeks to resolve.

The largest number of cases were categorised as relating to Interactions with Academic Staff and Management. The next most common grievances related to Assessment or Examinations.

*A key headline at the last Academic Council meeting was the report from the Student Ombudsman, Mr John P. Murphy. He outlined the number of student grievances processed during the year. There is an increase in the number of grievances but that is down to the change in the Assessment Appeals Policy. Compared to the number of students in the Institute the number of grievances is still very small. Mr Murphy also outlined in his Report the number of cases resolved at Step 1 Informal, Step 2 Formal and the number still to be resolved.*

- 2.2 Arising from the findings, the Student Ombudsman made a number of recommendations:
- The process for the submission and receipt of hardcopy project or assessment material should not involve a ‘dead drop’ where the student and lecturer may come into subsequent conflict over the fact or timing of submission.
  - Information regarding the rules on Individual Extenuating Circumstances and their application should be given consistently and promptly to students, especially where individual staff/student communications take place.
  - The Institute should consider the development and implementation of an explicit policy on Dignity and Respect. This policy could enhance the positioning of the Institute as fostering positively a culture and environment of mutual dignity and respect for all members of the Institute community.

*Dr Ni Shé took Governors through the above recommendations. In terms of the Dignity and Respect Policy, the Academic Council are at the very early stages of the development of this Policy. It ties in with the Athena Swan initiative that Dr Flynn and Dr Ni Shé are working on at present. Dr Ni Shé has been in touch with her counterpart in IT Tralee who have introduced the Policy. There are a lot of exemplars across the sector.*

- 2.3 Mr Murphy acknowledged the contribution of staff and students in assisting with the resolution of grievances. He noted, in particular, the time and effort of the Heads of various Functions, Departments and Schools who have greatly assisted in resolving the issues raised by students. The importance of the good working relationship between the Student Ombudsman and the Students Union was highlighted and this ensured that grievances were addressed promptly and with a minimum of duplication.

*Dr Ni Shé stated that a lot of work is undertaken in processing the Student Grievances which is to be commended.*

- 2.4 Council discussed the report and will implement the recommendations of the Student Ombudsman. The post of Student Ombudsman was established in 2010 and Council agreed that it is an opportune time to review the role of the Student Ombudsman. Volunteers were sought for a Working Party to undertake the review.

*Dr Ni Shé advised that a Working Party of Academic Council has been established to review the role of the Student Ombudsman.*

### **3. COMMITTEE MATTERS**

- 3.1 Following the appointment of Dr Á. Ní Shé as Acting Registrar & Vice President for Academic Affairs, Dr Ní Shé stepped down as Chair of the Regulations Committee for the duration of her appointment. Council approved the appointment of Ms M. Brennan

as Acting Chair of the Regulations Committee.

Arising from the retirement of Dr B.J. Murphy and the appointment of Dr Ní Shé as Acting Registrar & Vice President for Academic Affairs, the Committee sought nominations for two new members and recommended that due consideration be given to gender balance and a balance between elected and ex-officio members.

*Dr Ní Shé stated that she has stepped down as Chair of the Regulations Committee for the duration of her appointment as Acting Registrar & Vice President for Academic Affairs. Ms Mareta Brennan has been elected Acting Chair. The elected members of the Committee, who are the staff working on the ground at the cold face will drive this work.*

#### **4. STUDENT DISCIPLINARY COMMITTEE**

4.1 A vacancy arose on the Student Disciplinary Committee due to the recent retirement of Mr E. Kuczaj. Arising from this, Council approved the appointment of Mr A. Walsh as the CIT Crawford College of Art & Design representative on the Student Disciplinary Committee.

*Dr Ní Shé advised that due to the retirement of Mr Kuczaj, Mr Albert Walsh has been appointed to the Student Disciplinary Committee.*

4.2 Under the terms of reference, one further vacancy exists on the Student Disciplinary Committee. The terms of reference determine that membership shall include nine members of the Academic Staff including a representative from CIT Crawford College of Art & Design and CIT Cork School of Music. The Chair of the Student Disciplinary Committee recommended to Council that the Terms of Reference be amended to allow for an increased membership of twelve academic staff members. Council agreed to the increased membership and further agreed that one of the vacancies be filled by a representative from NMCI. Dr C. Frehill, Dr H. O'Donnell and Dr A. Wright were approved as members of the Committee. A representative from NMCI will be nominated in the coming weeks.

*The membership of the Student Disciplinary Committee has been expanded in terms of representation and due to the huge amount of time that goes into Disciplinary hearings.*

#### **5. REGISTER OF VALIDATED AWARDS 2016/17**

5.1 The Academic Council adopted the Register of Validated Awards 2016/2017 which includes all delegated authority awards which may be made by the Institute up to and including 31<sup>st</sup> August 2017. Council further approved a draft Register of Current Valid Programme Titles. This includes new validations/revalidations to the end of September 2017 and excludes titles which ceased by the 1<sup>st</sup> October 2017.

*The Academic Council on a yearly basis reviews the Register of Validated Awards and have completed their review for 2016/2017.*

**6. EXTERNAL EXAMINERS**

6.1 Council approved the appointment of External Examiners for the following programmes/modules:

- Bachelor of Science in Horticulture
- Bachelor of Science (Hons) In Horticulture
- Bachelor of Arts in Social Care
- Bachelor of Arts (Hons) in Social Care
- MA in Play Therapy
- Diploma in Play Therapy
- Master of Engineering in Civil Engineering (Environment and Energy)
- Postgraduate Diploma in Civil Engineering (Environment and Energy)
- Bachelor of Science (Hons) in Computer Systems
- Higher Certificate in Business
- Bachelor of Business
- Bachelor of Business (Hons)
- Bachelor of Business in Marketing
- Bachelor of Business (Hons) in Accounting
- Bachelor of Business (Hons) in International Business with Languages
- Bachelor of Business in Business Administration
- Bachelor of Business (Hons) in Business Administration
- Bachelor of Business (Hons) in Information Systems
- Master of Business Studies
- Master of Arts in Global Practice
- Bachelor of Business in Management
- Bachelor of Business in Recreation and Leisure Management
- MSc in International Business
- Bachelor of Business (Hons) in Marketing Spanish Modules
- MA in Global Business Practice
- Higher Diploma in Sales
- Master of Science in International Business
- Certificate in Leadership Development
- Bachelor of Arts (Hons) In Visual Communications
- Bachelor of Arts (Hons) in Creative Digital Media
- Master of Arts in Public Relations with New Media
- Master of Arts in Journalism with New Media
- Bachelor of Arts in Human Resource Management
- Bachelor of Arts (Hons) in Human Resource Management
- Master of Arts in Human Resource Management
- Bachelor of Science in Applied Physics and Instrumentation
- Bachelor of Science (Hons) in Applied Physics and Instrumentation
- Bachelor of Science (Hons) in Instrument Engineering
- Higher Certificate in Industrial Measurement & Control



- Special Purpose Award in Advanced Industrial Automation
- Bachelor of Science (Hons) in Environment Science and Sustainable Technology
- Bachelor of Engineering (Hons) in Sustainable Energy Engineering
- Bachelor of Science in Good Manufacturing Practice and Technology
- Bachelor of Science in Good Manufacturing Practice and Technology (Part-Time)
- Higher Certificate in Science in Good Manufacturing Practice and Technology
- Diploma in Biopharmaceutical Manufacturing Operations
- Certificate in Cleanroom Manufacturing Practices
- Certificate in the Science of Biotechnological Manufacturing Operations
- Bachelor of Engineering (Hons) in Chemical and Biopharmaceutical Engineering
- Certificate in Process Industries Advancements & Innovation
- Master of Engineering in Chemical and Biopharmaceutical Engineering
- Certificate in Chemical Process Safety
- Certificate in Chemical Process Operations (Level 5)
- Certificate in Brewing and Distilling Operations
- Bachelor of Business in Beverage Industry Management

*Academic Council have approved the above External Examiners for the listed programmes and modules. Efforts are being made to get this work done a bit earlier with the Registrar's Office and Heads of Department.*

## **7. QA UPDATE**

- 7.1 Council were briefed on forthcoming Programmatic Reviews in NMCI and the Schools of Engineering. Discussions will take place regarding the timelines for these reviews.
- 7.2 Dates for submitting new major awards were highlighted. Intention to Develop must be submitted by the end of October and Feasibility Studies to be submitted by 8<sup>th</sup> January 2018.
- 7.3 Last year, Council approved the formation of a Working Party to review Programmatic Review processes within the Institute. The initial meeting of the working party took place on 1<sup>st</sup> November.

*The Quality Assurance update was given to Academic Council by Dr Stephen Cassidy. A second meeting of the Working Party to review the Programmatic Review processes within the Institute has taken place.*

## **8. THEMATIC ANALYSIS OF PROGRAMMATIC REVIEW REPORTS 2015–2017**

- 8.1 Council were presented with a thematic analysis of the commendations, recommendations and requirements made by

Programmatic Review Panels during the 2015–2017 period. This followed on from the thematic analysis of Programmatic Review Reports for 2015/2016 which had been previously presented to Council. Programmatic Review activity for the 2016/2017 academic year saw one Phase 1 review for the School of Science & Informatics and eight Phase 2 Reviews which covered the majority of programmes in the Departments of Biological Sciences and Computing, as well as the BBus (Hons) in Business Information Systems and the postgraduate programmes in the Teaching & Learning Unit.

*Dr Ní Shé referred to the Thematic Analysis of Programmatic Review Reports 2015-2017. In terms of the Programmatic Reviews, we are legally bound to conduct those reviews on a five yearly basis to maintain public confidence in our programmes.*

## **9. AUTUMN EXAMINATION BOARDS**

9.1 As in previous years, after the conclusion of the Autumn Progression and Awards Boards (PAB), the Registrar's Office contacted the PAB Chairpersons for feedback on the operation of the boards. A report on the general issues raised was compiled and presented to Council. In general, the Chairpersons were happy with the scheduling of the meetings and engagement of staff both before and during the examination boards to ensure the smooth operation of the board meeting. However, a number of issues were highlighted from the feedback received from the various Chairpersons:

- Concern was expressed by staff in relation to marks being issued after the commencement of the academic year;
- In one Board meeting, staff were of the view that some students were taking strategic decisions regarding the Carry Fail Module and in some cases not attempting to repeat the module in question at the Autumn sitting;
- Other technical issues raised related to examination broadsheets.

Council have referred the report to the Regulations Committee to review in detail. It further recommended that Mr P. Sugrue, Banner MIS Project Manager, be co-opted onto the Committee.

*Dr Stephen Cassidy has prepared a Report on how the Examination Boards are run. He sought the opinion of the Chairs of the Progression Awards Boards (PABs) who normally would be Heads of School. A few issues were highlighted and Academic Council will look at those. It has been agreed to establish a Working Party of Academic Council to look at the Academic Calendar and two meetings of that Working Party have taken place.*

*One key co-option has been made, a member of the Administrative staff, Mr Pdraig Sugrue has been co-opted to the Regulations Committee. There is no point in making recommendations if they are not operationally feasible.*

**10. TECHNOLOGICAL UNIVERSITY UPDATE**

- 10.1 HEA have invited funding proposals to support and assist Institutes seeking Technological University designation. A proposal from CIT and IT Tralee has been submitted.
- 10.2 A number of MTU Information sessions will be held in the coming weeks in both CIT and IT Tralee. The purpose of these is to share information with staff on the progress to date in relation to MTU. Staff from both Institutes who are involved in the MTU project will facilitate the sessions.
- 10.3 Council agreed to establish a Technological University Working Party. Dr Á. Ní Shé will chair the group and membership will include Mr D. Crowley, Mr S. Dawson, Mr T. Horgan, Dr M.J. O'Mahony, Dr G. Ó Súilleabháin and Dr A. Wright.

*Dr Ní Shé advised that Academic Council would have received regular updates from the President. Academic Council has agreed to establish a Technological University Working Party and Dr Ní Shé will Chair the group. As well as the above membership, a number of other members have been included since this Report was circulated. One being, Tadhg Leane who is our MTU Project Officer in CIT. We have had one meeting and have issued a report to Academic Council and have developed our Terms of Reference. We are having another meeting on Tuesday next 12 December to review the TU Bill.*

*In response to Mr Allen, Dr Ní Shé advised that the Terms of Reference of the Academic Council TU Working Party will go the Academic Council meeting to be held on Wednesday 13 December 2017 for adoption. The Working Party will look at the TU Bill in terms of its implications for Academic Council and Academic Quality. That Working Party will report to Academic Council, then the Academic Council through the report from the Registrar will report to Governing Body. The Working Party will look at the provisos in relation to Academic Council that are in the current Bill and look at what we can't change and what we can influence. The Governing Body of the merged entity will draw up the recommended membership of Academic Council.*

*Mr O'Leary asked if the Academic Council TU Working Party would share its minutes with the Governing Body MTU Sub-Committee.*

*The President stated that would be the intention.*

*Dr Ní Shé advised that the Terms of Reference also includes data gathering here in CIT, and in collaboration with IT Tralee looking at how they will set up their Academic Council. A lot of the themes previously discussed have been aired at the Academic Council TU Working Party meeting. It would comprise a good representation of staff. A lot of Heads of Department and lecturers have got involved.*

*It was proposed that Dr Áine Ní Shé would be in attendance at the Governing Body MTU Sub-Committee so that it is not at cross purposes with the Academic Council TU Working Party.*

*Dr Ní Shé agreed to be in attendance.*

*The Chairman stated that in the spirit of the President being a member of the MTU Sub-Committee, every Vice President should be feeding into the MTU given their role.*

*Dr Ní Shé agreed. She advised that through the Academic Council TU Working Party she will update Vice Presidents.*

*The Chairman thanked Dr Ní Shé for her briefing.*

## **8.2 PROPOSAL TO MERGE TWO DEPARTMENTS IN CIT CRAWFORD COLLEGE OF ART & DESIGN INTO ONE NEW DEPARTMENT:**

*The President advised Governing Body as follows:*

*The Governing Body at their meeting on Thursday 12 October 2017 approved the appointment of Ms Louise Foott as Acting Head of Department of Art in Context in CIT CCAD. However, this was a working title at the time of the interview and there had not been wider consultation with staff. This was important in the context of two departments merging and ensuring an identity for the new department both internally and externally.*

*After consultation with staff in both departments and Faculty Executive there was agreement on a new department name.*

### **Proposal:**

*The Department of Art & Design Education and the Department of the Arts in Health & Community Practice be merged to form a new Department of Arts in Health and Education.*

*The new title has a number of benefits: it is straight forwardly descriptive and will communicate the nature of the Department's offerings to the widest possible audience at the same time as being user-friendly for all of us in CIT.*

*Ms Louise Foott will be the Acting Head of the new Department.*

*Mr Albert Walsh, former Head of the Department of Art & Design Education will maintain his L2 (Structured) grade, doing the duties appropriate to the grade.*

*The President sought the approval of Governing Body for the merging of the two Departments.*

*Governing Body APPROVED the merging of the Department of Art & Design Education and the Department of the Arts in Health & Community Practice to form a new Department of Arts in Health and Education.*

**1712.9 REPORT FROM THE VICE PRESIDENT FOR FINANCE & ADMINISTRATION: (Pages 29 – 35)**

*The Chairman invited the Vice President for Finance & Administration to take this item.*

*Mr Gallagher referred Governors to the tabled Selection Board Reports and Progression Reports and sought Governing Body approval for them.*

*He acknowledged the time and effort of the Chairs of the Interview Panels, Cllr Mary Hegarty, Cllr Pat Murphy, and Mr Bernard Allen.*

**9.1 HUMAN RESOURCES REPORT:**

**PROPOSALS REQUIRING APPROVAL BY THE GOVERNING BODY:**

**1.1 Interviews held (Copies of Selection Board Reports were tabled at the meeting).**

**Externally advertised positions:**

**1.1.1 Applications Analyst - Grade VI – 2 year fixed term whole time contract – IT Services:**

Report of the meeting of the Selection Board held on Wednesday 22 November 2017 and Thursday 23 November 2017 to interview applicants for the TWO positions of Applications Analyst – Grade VI, IT Services (2 Year Fixed Term Whole Time Contract), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Governing Body approved the recommendation of the Selection Board.

The following were put on a panel:

*APPROVED.*

**1.1.2 Technician – NMCI (Permanent Whole-Time):**

Report of the meeting of the Selection Board held on Tuesday 28 November 2017 to interview applicants for the position of Technician, NMCI (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection board, the Governing Body approved the recommendation of the Selection Board.

The following were put on a panel:

*APPROVED.*

**1.1.3 Clerical Officer Grade III – Finance (12 Month Fixed Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Tuesday 28 November 2017 to interview applicants for the position of Clerical Officer – Grade III, Finance (12 Month Fixed Term Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection board, the Governing Body approved the recommendation of the Selection Board.

The following were put on a panel:

*APPROVED.*

**1.1.4 Photonics Researcher (2 year Fixed Term Whole-Time Contract), CAPP Centre:**

Report of the meeting of the Selection Board held on Thursday 30 November 2017 to interview applicants for the positions of Photonics Researcher (2 year Fixed Term Whole-Time Contract), CAPP Centre, Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Governing Body approved the recommendation of the Selection Board.

The following were put on a panel:

*APPROVED.*

**1.1.5 Careers Advisor - Grade V, Student Services (Permanent Whole-Time):**

Report of the meeting of the Selection Board held on Thursday 30 November 2017 to interview applicants for the position of Careers Advisor, Grade V, Student Services (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Governing Body approved the recommendation of the Selection Board.

The following were put on a panel:

*APPROVED.*

**1.1.6 Researcher/Senior Researcher Hardware, NIMBUS Centre (2 Year Fixed Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Friday 1 December 2017 to interview applicants for the position of Researcher/Senior Researcher Hardware, NIMBUS Centre (2 Year Fixed Term Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Governing Body approved the recommendation of the Selection Board.

The following were put on a panel:

*APPROVED.*

**1.1.7 Researcher/Senior Researcher Software, NIMBUS Centre (2 Year Fixed Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Friday 1 December 2017 to interview the applicants for the position of Research/Senior Researcher Software, NIMBUS Centre (2 Year Fixed Term Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Governing Body approved the recommendation of the Selection Board.

The following were put on a panel:

*APPROVED.*

**1.1.8 Senior Researcher/Research Fellow V LINC Group, Faculty of Business & Humanities (2 Year Fixed Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Wednesday 6 December 2017 to interview the applicants for the position of Senior Researcher/Research Fellow – V LINC Group, Faculty of Business & Humanities, (2 Year Fixed Term Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Governing Body approved the recommendation of the Selection Board.

The following was placed on a panel:

*APPROVED.*

**1.1.9 Researcher: Department of Process, Energy & Transport Engineering (1 year Fixed Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Wednesday 6 December 2017 to interview applicants for the position of Researcher: Department of Process, Energy & Transport Engineering (1 Year Fixed Term Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Governing Body approved the recommendation of the Selection Board.

The following were put on a panel:

*APPROVED.*

**Internally advertised positions:**

**1.1.10 Staff Officer – Grade V (Permanent Whole-Time), External Affairs:**

Report of the meeting of the Selection Board held on Friday 24 November 2017 to interview applicants for the position of Staff Officer, Grade V, External Affairs (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Governing Body approved the recommendation of the Selection Board.

The following were put on a panel:

*APPROVED.*

**1.1.11 Senior Technical Officer (Permanent Whole-Time), School of Science & Informatics:**

Report of the meeting of the Selection Board held on Wednesday 29 November 2017 to interview the applicants for the position of Senior Technical Officer, School of Science & Informatics (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.



It was stated that following interviews held by a Selection Board, the Governing Body approved the recommendation of the Selection Board.

The following were put on a panel:

*APPROVED.*

**1.1.12 Head of Department of Mathematics (Acting) up to 28 February 2018 – SLII:**

Report of the meeting of the Selection Board held on Wednesday 29 November 2017 to interview the applicants for the position of Senior Lecturer 11, Acting Head of Department of Mathematics (Fixed Term Whole-Time Contract up to 28 February 2018, School of Science & Informatics, Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Governing Body approved the recommendation of the Selection Board.

The following were put on a panel:

*APPROVED.*

**1.2 PROGRESSION UNDER PCW – Assistant Lecturer to Lecturer Grade**

1.2.1 Department of Computer Science

1.2.1.1 Governing Body approval is sought to progress Dr McSweeney from Assistant Lecturer to Lecture Grade from progression date of **1 October 2017** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

**1.3 PROGRESSION UNDER PCW – Pro-Rata/Pro-Rata Part-Time Assistant Lecturer to Pro-Rata/Pro-Rata Part-Time Lecturer Grade**

1.3.1 Department of Mathematics

1.3.1.1 Governing Body approval is sought to progress Dr McCarthy from Pro-Rata Part-Time Assistant Lecturer to Pro-Rata Part-Time Lecturer Grade from progression date of **15 June 2017** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

1.3.1.2 Governing Body approval is sought to progress Mr Daly from Pro-Rata Part-Time Assistant Lecturer to Pro-Rata Part-Time Lecturer

Grade from progression date of **1 October 2017** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

**1.4 Administrative Progression – Grade III to Grade III/Grade IV – Clerical Officer/Assistant Staff Officer as per agreement between the Cork Institute of Technology and IMPACT Trade Union**

**1.4.1 Library**

**1.4.1.1** Governing Body approval is sought to progress Ms Dineen from Grade III to Grade III/Grade IV – Library Assistant 1/Library Assistant 2 from progression date of **1 December 2017** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

**STAFF MATTERS FOR NOTING BY THE GOVERNING BODY**

**2.1 Appointments**

*NOTED.*

**2.2 Contract Variation**

**2.2.1** Work Share: Continue

*NOTED.*

**2.3 In compliance with the Protection of Employees (Part-Time Work) Act 2001, the following are recommended for Pro- Rata Part-Time Assistant Lecturer contract for the period specified below**

**2.3.1** Department of Media Communications

**2.3.2** Department of Management & Enterprise

**2.3.3** CIT Cork School of Music

**2.3.4** Department of Marketing & International Business

**2.3.5** Department of Accounting & Information Systems

**2.3.6** Department of Sports, Leisure & Childhood Studies

**2.3.7** Department of Tourism & Hospitality

**2.3.8** Department of Computer Science

**2.3.9** Department of Biological Sciences

*NOTED.*

## 2.4 Resignations

NOTED.

## 2.5 Early Retirement

NOTED.

## 2.6 Retirement:

NOTED.

### 1712.10

## REPORT FROM THE VICE PRESIDENT FOR EXTERNAL AFFAIRS: (Pages 35 to 49)

*The Chairman invited the Vice President for External Affairs to take this report.*

### 1. Research, Innovation & Enterprise

Metric	No. only	Comments if desired
Students graduated (PhD)	2	<b>SIGMA</b> <ul style="list-style-type: none"> <li>• Dr Ralf Friedrich</li> <li>• Dr Tim Manning</li> </ul>
	1	<b>Health &amp; Exercise Research</b> <ul style="list-style-type: none"> <li>• Dr Cliodhna Sargent</li> </ul>
Students graduated (Masters by Research)	1	<b>Health &amp; Exercise Research</b> <ul style="list-style-type: none"> <li>• Juliet Murphy</li> </ul>
Students registered (PhD)	2	<b>CAPPA</b> <ul style="list-style-type: none"> <li>• Vinay Mishra</li> <li>• Sini Nanadath Shibu</li> </ul>
	2	<b>SIGMA</b>
	3	<b>Health &amp; Exercise Research</b> <ul style="list-style-type: none"> <li>• Alison Merrotsy</li> <li>• Yvonne O'Byrne</li> <li>• Linda Bolger</li> </ul>
Students registered (Masters by Research)	1	<b>SIGMA</b>
	1	<b>Health &amp; Exercise Research</b> <ul style="list-style-type: none"> <li>• John Duggan</li> </ul>
Research Funding Projects awarded (national)	3	<b>CAPPA</b> <ul style="list-style-type: none"> <li>• SFI CDA 2017 (Dr T. Piwonski, €493k Tyndall</li> <li>• SFI TIDA 2017 €83K</li> <li>• SFI TIDA 2017 €99K</li> </ul>
	1	<b>SIGMA</b>

	1	<b>Health &amp; Exercise Research</b>
		<ul style="list-style-type: none"> <li>IRFU for postgrad for 3 years</li> </ul>
	1	<b>Dept. of Maths Research</b>
		<ul style="list-style-type: none"> <li>Joint project with UCC and Teagasc</li> <li></li> </ul>
Research Funding Projects awarded (EU/intl)	1	<b>Dept. of TEL</b>
		<ul style="list-style-type: none"> <li>Erasmus+ Project ‘Smart LMI’, led by Aspire Int UK, with partners Dept of TEL and others from Belgium, Portugal and Greece.</li> </ul>
Research projects with substantial industry involvement awarded		
Awards / recognition	1	<b>CAPPA</b>
	1	<b>Dept. of Maths Research</b>
		<ul style="list-style-type: none"> <li>CIT alumnus Dennis Bergmann, PhD presented with one of 6 awarded EEX Excellence Award for his Doctoral thesis at CIT, at the European Energy Exchange Excellence Awards in Brussels.</li> </ul>
Journal Publications (peer reviewed)	2	<b>CAPPA</b>
	2	<b>Ríomh</b>
		<ul style="list-style-type: none"> <li>Dr Sean McSweeney – ACS Journal of Molecular Pharmaceutics</li> <li>Dr Ted Scully – Applied Energy, 2017</li> </ul>
	1	<b>SIGMA</b>
Journal Publications (other)	2	<b>Ríomh – Dr V Emeakaroha</b>
		<ul style="list-style-type: none"> <li><u>Lead Editor</u> for Special Issue and <u>Guest Editor</u> for 7<sup>th</sup> Special Section in Journal of Electrical &amp; Computer Eng., Elsevier</li> </ul>
	1	<b>CAPPA including one Nature publication</b>
Conference Publications (peer reviewed)	5	<b>SIGMA</b>
	9	<b>Ríomh</b>
		<ul style="list-style-type: none"> <li>Drs Sean McSweeney, Donna O’Shea, Victor Ciona – IEEE 26<sup>th</sup> International on Computer Communication and Networks (ICCCN), 2017</li> <li>Dr Sean McSweeney – 8<sup>th</sup> APS Int PharmSci Conference (APS 2017)</li> <li>Drs Donna O’Shea, Victor Cionca, Dirk Pesch – IEEE Int. Symposium on Personal, Indoor and Mobile Radio Communications.</li> <li>Dr Alejandro Arbelaez – Columbian Conf. on Computing.</li> <li>Dr Vincent Emeakaroha – IEEE Int.</li> </ul>

		<ul style="list-style-type: none"> <li>Conf. CloudCom 2017, Hong Kong</li> <li>• Dr L. Climent – 29<sup>th</sup> IEEE ICTAI</li> <li>• Dr L. Climent – ACM Celebration of Women in Computing, womENCourage Conf.</li> <li>• Dr Ted Scully – ISSC 2017</li> </ul>
5		<p><b>School of Business</b></p> <ul style="list-style-type: none"> <li>• <b>Dr A Wright</b> – Tourism and Risk, ATLAS Review 2017-3</li> <li>• <b>Ana Cruz Garcia</b> – The Literary Encyclopedia.</li> <li>• <b>Helen McGuirk</b> – ISBE Conference, Belfast</li> <li>• <b>S. Dempsey</b> – ICERI2017 Proceedings, Seville</li> <li>• <b>Dr Ruth Vance Lee, Rosemarie Kelly</b> – ICERI2017 Proceedings, Seville</li> </ul>
1		<p><b>Health &amp; Exercise Research</b></p> <ul style="list-style-type: none"> <li>• <b>Mai O’Leary</b> – HEPA Conference, Univ of Zagreb</li> </ul>
2		<p><b>Dept. of TEL</b></p> <ul style="list-style-type: none"> <li>• <b>Dr Gearoid O’Sulleabhain &amp; Darragh Coakley</b> – European Conference on Game Based Learning in Graz</li> <li>• <b>Darragh Coakley</b> – Technology for Wellbeing Conference 2017</li> </ul>
1		<p><b>Extended Campus</b></p> <ul style="list-style-type: none"> <li>• <b>Dr I. Sheridan, Dr R. Leahy, D. Fallon</b> - Society for Research into Higher Education (SRHE) Research Conference 2017</li> </ul>
4		<p><b>Nimbus</b></p> <ul style="list-style-type: none"> <li>• <b>Blanke, J., Beder, C., Twomey, E., Aladag Ozdemir, S., Klepal, M.</b> Sustainable Places November 2017 Conference Proceedings</li> <li>• <b>Costa, A., Klepal, M.</b> (E2District/CIT) et al; Sustainable Places November 2017 Conference Proceedings</li> <li>• <b>Kritchai Withephanich, Samira Roshany-Yamchi, Alan McGibney, Susan Rea</b>, IEEE ISGT Europe 2017 – Innovative Smart Grid Technologies Europe, September 26-29, 2017.</li> <li>• <b>Samira Roshany-Yamchi</b>,</li> </ul>

		<p><b>Kritchai Withephanich, Juan Manuel Escano, Alan McGibney, Susan Rea</b> ICSTCC 2017 - 21<sup>st</sup> International Control on System Theory, Control and Computing, October 19 - 21, 2017, Sinaia, Romania</p>
Conference Publications (other)	3	<p><b>School of Business</b></p> <ul style="list-style-type: none"> <li>• <b>Helen McGuirk</b> – Policy Forum, UCC</li> <li>• <b>Helen McGuirk &amp; Aisling Conway</b> – Regional Studies Ass. Winter Conference, London</li> <li>• <b>Dr Ruth Vance Lee &amp; Rosemarie Kelly</b> – ICERI2017 Proceedings, Seville</li> </ul>
Newspaper articles, book reviews	1	<p><b>School of Business</b></p> <ul style="list-style-type: none"> <li>• <b>Dr Angela Wright</b> – Evening Echo Editorial</li> </ul>
Invited presentations	1	<p><b>SIGMA</b></p>
	1	<p><b>Health &amp; Exercise Research</b></p> <ul style="list-style-type: none"> <li>• <b>Jason McGahan</b> – LIT Sports, Strength &amp; Conditioning Conference</li> </ul>
Seminars, colloquia hosted	1	<p><b>Dept. of TEL</b></p> <ul style="list-style-type: none"> <li>• 4<sup>th</sup> partner meeting of “FLIPIT” – EU funded project with partners from Hungary, Czech Republic, Spain, Scotland. <a href="http://tel.cit.ie/flipit">http://tel.cit.ie/flipit</a></li> </ul>
Conferences chaired/hosted	1	<p><b>SIGMA</b></p>
	1	<p><b>Ríomh</b></p> <ul style="list-style-type: none"> <li>• <b>Dr A. Arbelaez</b> - PC member of 32<sup>nd</sup> AAAI Conference on AI 2018</li> </ul>
Outreach events involving public	5	<p><b>CAPPA</b></p> <ul style="list-style-type: none"> <li>• Demo stand at Tyndall Tech Days</li> <li>• Demo stand at CIT Open Day</li> <li>• Demo stand at Science Week</li> <li>• EPIC Industry Event for Freeform Optics, Germany</li> <li>• IPIC Cork Science Festival</li> </ul>
	1	<p><b>Nimbus</b></p> <p>H2020 ICT Proposers Day - Brokerage event organised by EU Commission, Susan Rea, Alan McGibney presented Nimbus capabilities/expertise under multiple topics for the 2018 &amp; 2019 work programmes</p>
Artistic/Performance outputs		

*Dr Flynn referred Governors to the above table of metrics. What wasn't available to include in the above report was the Q3 results of the Horizon*

*2020 table. This shows that CIT is the leading Institute of Technology for funding and is still ahead of Universities in the league table. She advised she will report on this at the next meeting of Governing Body.*

### **Student Entrepreneurship**

The Student Enterprise Interns have worked with **520** First-Year students through the Creativity, Innovation and Teamwork (CIT) module. These students worked as part of a team to come up with business ideas which are then pitched to the team in the Rubicon Centre as a “Business Model Canvas (BMC)”. A pitching competition will be held in December for the winners from each class group and one will be awarded a prize for the best BMC.

*NOTED.*

### **Rubicon Centre**

- Lunchtime Links: the work-placement coordinators from the School of Business attended an information sharing and networking session with Rubicon Clients to highlight opportunities for companies to take CIT student on work-placement
- 13 projects (14 participants) started the Exxcel Female STEM entrepreneurship programme on November 11<sup>th</sup>.
- 39 female entrepreneurs were recruited for the WREN programme, run in partnership with SECAD and Ballyhoura Leader Groups. The programme will be delivered in two locations, across Cork and Limerick, in January 2019. The programme is supported by Hincks, Department of Technology Enhanced Learning and the Rubicon.
- Glavloc Build Systems has secured Investment funding from a private investor which will allow the founder Paul Glavin to secure HPSU status if he wishes in early 2018 and to begin full scale production in Cork. The Company participated in New Frontiers during 2016/2017.
- Firemole secured Competitive Start Funding (CSF) following New Frontiers Programme completion in April 2017.
- Participated in European Space Agency (ESA) BIC Meeting in September. CIT is a partner with a number of other HEI's. This participation will allow Rubicon companies access ESA funding and to leverage technology already developed for space, but suitable for terrestrial application.

*Dr Flynn highlighted the growing experience and status of the Rubicon Centre in terms of the female entrepreneurship space. We are also involved with our own Exxcel programme and involved with the Ballyhoura Leader Groups for the women in rural entrepreneurship network. It is supported by the Hincks Centre, the Department of Technology Enhanced Learning and the Rubicon Centre. This is a growing niche area for the Rubicon Centre.*

### **Innovation & Technology Transfer**

- Bridge Network Pitching Event: CIT, through the Innovation and Enterprise Office, organised a pitching event for 6 entrepreneurs/spin-outs from three of the partners of the Bridge Network Technology Transfer consortium (CIT, IT Tralee and UCC).
- EU & Horizon 2020 Funding Information Seminar: John McAleer,

Innovation and Enterprise Office, organised an event for all those across CIT who were interested in finding out about funding opportunities across Europe. Over 30 researchers from across CIT attended the event.

- A potential spinout for 2018 in the area of Music Technology is working with the Enterprise & Innovation Office with a view to seeking Spinout Company Committee approval in Q4 2107 in order to form a new spinout company in Q1 2018. This project is the result of an Enterprise Ireland Commercialisation Fund project and will be the first CIT spinout from the School of Music.
- Bridge Network Invention of the Year Awards: The Innovation & Enterprise Office participated in the Bridge Consortium Invention of the Year Awards in UCC on November 14<sup>th</sup>. The CIT winners were:
  - Water Network Energy Optimisation System (WatNOS) Implementation - Ramon Altmestre, Kevin Fitzgibbon, Bartlomiej Gnyszka, Jacqueline Kehoe, Conor Lynch, Jane O'Flynn and Gary Smith
  - betL\* a modified genetic locus that promotes improved bacterial stress resistance – Roy Sleator and Eamonn Culligan

*Dr Flynn advised that the Institute is involved in a consortium with UCC and Teagasc of knowledge transfer which is going on for a number of years. IT Tralee have recently joined this consortium. Over the last number of years we have had the Invention of the Year Awards. Two of the recipients are from NIMBUS and the Department of Biological Sciences. It is nice to see that being recognised.*

#### **Events Attended / Hosted by the Innovation & Enterprise Office**

- Ignite Showcase (UCC)
- Cork Chamber Business Breakfast (6 October featuring Sinéad McSweeney, Managing Director Twitter Ireland)
- IRDG Conference – “Leading Innovation “ – Dublin 24<sup>th</sup> October
- IBEC: Cork Regional Business Summit & AGM's 2017 – 8<sup>th</sup> November
- it@Cork – Women in Tech Lunch (9 November featuring Marguerite Sayers, Managing Director of ESB Networks)
- Invention of the Year Award – UCC
- The Commercialisation Specialist delivered training to New Frontiers participants on “New Product Development” and to the CIT IPD students on “Intellectual Property and the CIT Patenting Process”.
- The Commercialisation Specialist attended meetings (August, September and October in Dublin) for the establishment of a Knowledge Transfer Group Community of Practice.
- Rubicon assisted CIT to host visitors from Danang City Council in October.
- Rubicon staff delivered content to the 4th Year Venture Planning Class which will see them pitch in the Rubicon on December 8th.
- it@Cork Awards: Carole O Leary was chair of the Adjudication Panel for the IT@Cork Business Leaders Awards, Multinational of the Year Category. She presented to award to Abtran at the Awards Evening on the 20<sup>th</sup> October.



*NOTED.*

### **Athena Swan**

The Athena Swan initiative, aimed at addressing gender imbalance in higher education institutions in the UK and Ireland, has commenced in CIT since early 2017. Chaired by Dr O. Flynn, a self-assessment team has been established, a staff survey has been carried out, and a number of focus groups have been arranged for December and January. Obtaining institutional level bronze award will be mandatory by 2019 for the Institute to remain eligible for ongoing research and other funding.

*Dr Flynn referred to the above initiative. There is a requirement now nationally on foot of a letter jointly from the HEA, Science Foundation Board, the Health Research Board and the Irish Research Council that organisations that don't have a minimum of the Athena Swan bronze award will be ineligible to apply for research funding from 2019 onwards. We have commenced the process in CIT.*

*In response to Mr Ó Súilleabháin. Dr Flynn would welcome sending the report before it was completed to the Strategic Development Committee for input.*

## **2. Extended Campus, Alumni and Internationalisation**

### **WBL / RPL Research and Practice**

Deirdre Goggin represented CIT at the following events:

- 18<sup>th</sup> October – meeting of steering board of Irish RPL practitioner network in Teagasc, BioScience centre, Dunsany – CIT on the Policy board of the network
- 24<sup>th</sup> October – QQI Digitalisation conference , Dublin
- 9<sup>th</sup> November – National Advisory Group meeting for VISKA . CIT attended as the Research and Evaluation partner.
- November 15<sup>th</sup> – St Johns College re RPL and Industry Collaboration
- November 24<sup>th</sup> – Cork ETB on ETB and Defence Force collaboration

Deirdre Goggin and Prof Irene Sheridan attended the following as the research and evaluation partners:

- 25<sup>th</sup>- 27<sup>th</sup> October – VISKA KA3 Norway-led Erasmus + project on making learning visible. Transnational meeting held in Naas

*NOTED.*

### **RPL Student Support Activity:**

- Over the course of the September semester there were 65 candidates for advanced entry to a variety of programmes in CIT, of which 40 proceeded.
- There were 165 RPL cases for credits across level 6-8 involving 65 assessors during the semester. Of these, 133 were based on prior formal learning and 28 were based on experiential learning.
- This semester RPL cases were submitted for assessment across the

email system, with validation of original certificates/transcripts taking place in lunchtime/teatime workshops.

*NOTED.*

#### **Springboard 2017/8**

- Certificate in Process Engineering Developments- Level 9- 20 places (€70,000)
- Transfer of Springboard funding to allow this programme be delivered in Semester 2 and in Semester 1 of academic Year 2018-2019.
- 2<sup>nd</sup> (45%) payment for ICT skills after first reregistration.

*NOTED.*

#### **Engagement with Companies and Organisations**

Faculty representatives in the Extended Campus continue to support interactions with companies and organisations. Work placement and live case projects and other interactions planned or in the process of being planned with numerous companies including:

*NOTED.*

#### **IDA meetings**

- Clearstream – Detailed follow up was followed by commitment of company to expanding in Cork
- Matrix IT – Now decided on Cork as location. Engaging with Nimbus, Tec and MEDIC

*NOTED.*

#### **Company Meetings and engagements**

Jaguar/Landrover, Sophus, De Royal, WiseteK, West Cork Underwater search and Rescue (research Project on Drones for rescue at sea. Nimbus and MEDIC), Carbon Group (Research into probe which will work in aseptic environments, Nimbus), Stryker (Next subject of detailed CIT-Company interaction looking at state of the art followed by gaps and opportunity analysis), MSD Brinny, Clustermarket (Company looking for access to micro plus molecular biology labs, Bioexplore), Failte Ireland, Rohu's Country Market, Mervue Labs, Sam Maguire Development Dunmanway, Model Railway Village Clonakilty, BMS TORQUE SOLUTIONS

*NOTED.*

#### **Events attended:**

- Lunchtime Links in Rubicon Nov 10th
- Marketing Institute Event City Hall Oct 11<sup>th</sup>

*NOTED.*

### **Learning Interactions**

- Meeting Cara Partners re: customised mechatronics and SCADA delivery
- In consultation with International Office contact Re: Winter School involving Project Management and Lean Sigma Yellow Belt.
- Supervisory Management Programme has commenced with IT Tralee through South West Regional Skills Forum with first module almost complete. 16 students participating from companies **Dairymaster, Tricel, Astellas, Borgwarner, SouthDoc, The Scotia Clinic, Kerry University Hospital, O Sullivan Darcy Engineering.**

*NOTED.*

### **Other activities**

- Professor Irene Sheridan reviewed and edited the Ireland report extracted from the State of University-Business Cooperation survey. The study focusses on the cooperation between higher education institutions (HEIs) and public and private organisations in the 28 European Union Member States and 5 associated countries. CIT is the Ireland partner for the study through the CIT Extended Campus. A final sample of 17,410 responses from within HEIs and business was achieved. This makes the study the largest international study into cooperation between HEIs and business yet completed.

*NOTED.*

### **First Destinations Survey (FDS)**

The First Destination Survey and Report of the 2016 graduating class is near to completion.

*NOTED.*

### **CIT Foundation Development Strategy**

CIT retained the services of O’Kennedy Consulting, a firm specialising in philanthropic strategies, to advise on the development of a structured fundraising programme for CIT through the CIT Foundation. O’Kennedy consulting presented its findings to date to the CIT Foundation Board on 6<sup>th</sup> October 2017.

Next steps:

- Complete meetings with key individuals connected to CIT.
- Consider a date for the launch of the Foundation.
- Finalise a compelling Case for Support
- Sign off on Strategy and Structures.

Key dates:

- Interim Report delivered: 13<sup>th</sup> June, 2017
- Second Interim Report delivered: 6<sup>th</sup> October 2017
- Presentation to IEB/Foundation Board: 6<sup>th</sup> December 2017
- Final Strategy document to be completed: December 2017

*Dr Flynn referred to the CIT Foundation Development Strategy. We are looking to see what options are available to us in terms of fund raising and*

*philanthropy strategies. We need to look at a number of options for CIT. A direction on that can't be decided on without the view of Governing Body. There will be hard decisions that will have to be made in the future.*

#### **Alumni Office Events**

- CIT Alumni presence at Careers and Employability Fair: Engaged with students, organisations and alumni.
- Presented to HEA on preliminary CIT First Destinations Survey findings.
- Attendance at October Chamber Business Breakfast (Sinead McSweeney, Twitter Ireland) and engaged with alumni.
- CIT Student Alumni Ambassadors recruited who will donate ten hours of their time over the course of the year to the CIT Alumni Office and its activities.
- Presence at Conferring (Graduation Selfie Station) where the CIT Alumni Office engaged with alumni and their families.
- CIT Joint Mentorship Induction event – 24 matches. Organisations involved: DELL/EMC, Depuy Synthes, PM Group, ESBI, Pilz, TYCO, Rochestown Park Hotel, The Fota Collection, Janssen Sciences, EY Dublin, Irish Distillers Pernod Ricard and Johnson & Johnson
- Alumni Database (Raiser's Edge) User Group and GDPR meeting: Dublin.

*NOTED.*

#### **International Office**

##### **International Registrations 2017/18**

Final registration numbers of new entry non-EU students totalled 86 for the 2017/2018 academic year. These registrations comprise of 6 Exchange students, 38 Undergraduate students, 39 Postgraduate students and 3 PhD students.

CIT has had a **167%** increase on **new entrant** non-EU registrations from the 2016/2017 academic year to the 2017/2018 academic year.

The **total number** of non-EU registrations has increased by **63%** from the 2016/2017 academic year to the 2017/2018 academic year.

As noted in the Governing Body Report for October 2017, a total number of 8 non-EU deposits were received for the MSc Construction Project Management. Due to insufficient numbers the MSc Construction Project Management programme will not run for the 2017/2018 academic year. 7 deposits were returned to the offer holders and one offer holder accepted an offer onto the MSc International Business programme as an alternative option.

Non-EU Registrations for the 2017/2018 academic year by Country, as of 31 October 2017:

<b>Country</b>	<b>No. of Actual Registered Students</b>	<b>Target Numbers for Key Markets</b>	<b>Target Numbers for Key Markets for</b>

		<b>for 2017/2018</b>	<b>2018/2019</b>
Canada	9	8	20
China	5	8	20
Ethiopia	1	n/a	n/a
India	20	16	20
Iran, Islamic Republic of	1	n/a	n/a
Korea, Republic of	2	n/a	n/a
Malawi	1	n/a	n/a
Malaysia	7	14	25
Maldives	1	n/a	n/a
Nigeria	6	n/a	n/a
St. Lucia	1	n/a	n/a
Pakistan	1	n/a	n/a
Saudi Arabia	2	12	14
Seychelles	2	n/a	n/a
Singapore	1	n/a	n/a
South Africa	1	n/a	n/a
Ukraine	1	n/a	n/a
United States of America	16	14	19
Viet Nam	8	5	6
Brazil	0	6	10
Oman	0	10	12
<b>Total</b>	<b>86</b>	<b>93</b>	

Comparison of overall Non-EU Registrations for the 2016/2017 and 2017/2018 academic year by Faculty, School and Department. Note 2017/2018 and 2018/2019 target numbers as per CIT Internationalisation Implementation Plan.

	<b>2016/17 Actual students</b>	<b>2017/18 Actual students</b>	<b>2017/18 Target Numbers</b>	<b>2018/19 Target Numbers</b>
<b>Total student numbers</b>	<b>92</b>	<b>150</b>	<b>129</b>	<b>185</b>
Faculty of Business and Humanities	2016/17	2017/18	2017/18	2018/19
School of Business	6	19	12	21
School of Humanities	5	11	11	18
CCAD	2	12	7	14
CSM	1	6	2	4
Faculty of Engineering and Science	2016/17	2017/18	2017/18	2018/19
National Maritime College of Ireland (NMCI)	7	3	7	15
School of Building & Civil Engineering	16	22	22	28
School of Mechanical,	34	39	39	47

Electrical & Process Engineering				
School of Science & Informatics	21	37	29	38

*Dr Flynn advised there has been a substantial increase in new entrants. We had a lot of academic staff travelling representing the Institute and it has paid off. Our overall number of non-EU registrations has increased by 63% and the vast majority of those are fee paying. She acknowledged the endeavours of the academic staff.*

#### **Education Missions Abroad**

<b>Country</b>	<b>Comment</b>
Vietnam	Professor Gerard Kelly, Head of Department of Mechanical, Biomedical and Manufacturing Engineering travelled to Vietnam to attend the signing of the new VIBE Agreement with the Irish Embassy and University of Danang, University of Economics in Hanoi on Thursday 23 <sup>rd</sup> November in Minister Bruton's presence. CIT was among three other HEIs attending events with Minister Bruton in Hanoi, UCC, TCD and UCD.
India	Ms Carmel Jordan, International Office, Professor Gerard Kelly, Head of Mechanical, Biomedical and Manufacturing Engineering and Mr Tim Horgan, Head of Computer Science and Mr Vincent Ryan Department of Computer Science have just returned from the Education in Ireland Fairs in India.

*NOTED.*

#### **Partnership with Endicott College, USA**

Work is ongoing to develop a partnership with Endicott College, a private college from the Boston area in the USA, who will be sending over 20 students to Cork in September 2018 on a "semester abroad" scheme. They anticipate this number to potentially grow to over 50 students in the subsequent years.

CIT will receive these fee-paying students, into existing modules mainly in the business and tourism areas initially.

*NOTED.*

#### **ERASMUS Update:**

##### **Outgoing Erasmus Students – Full Year and Semester 2 (2017-2018)**

Study Exchanges: 72

Placements (semester 2): 28

**Total Outgoing Students: 99**

The majority of the outgoing exchange students are studying Marketing and International Business, and are required to spend one or two semesters abroad. The largest cohort of outgoing placement students will be from the Department of Biological Sciences.

*NOTED.*

**Incoming Erasmus Students Spring Semester 2018:**

A further 30 incoming study exchange students are expected for the spring semester 2018.

*NOTED.*

**Erasmus+ International Credit Mobility between Programme and Partner Countries KA107**

Two International Business students from the University of Economics, University Danang, CIT's partner university in a joint ICM project, are currently studying in CIT's School of Business. A group of three senior academic staff from Danang will visit CIT during the week of 4<sup>th</sup> to 8<sup>th</sup> December.

Dr John Hobbs of the School of Business has just completed an ICM academic mobility to the University del Rosario, Bogota, Colombia, funded by the new ICM project for 2017-2019, which will also involve staff exchanges with institutions in South Africa, Botswana and Danang.

*NOTED.*

**Erasmus+ KA103- Mobility between Programme Countries for 2017-2018 - Final Report Analysis and Assessment:**

The final report on CIT's Erasmus + KA 103 mobility activities between programme countries was submitted on 29<sup>th</sup> October 2017. This year, the HEA engaged an external assessor to review all Irish HEI final reports, and to allocate a percentage score to them.

The CIT report was allocated an overall score of **85 out of 100**. The assessor's comments included an acknowledgement that "the overall satisfaction rate for inbound and outbound staff and students\* was extremely high, at in excess of 90%, and in some instances 100%, demonstrating the huge efforts invested by the Institute to ensure a worthwhile and productive experience for all concerned."

The project summary was also commended for capturing "the strategic intent of the Institute in relation to its internationalisation programme and how Erasmus fits into this." Also noted, was the fact that "The experience and good practice developed through the Erasmus programme has informed and fed into many of the Institute's global international activities." The reported reduction of incoming Erasmus student numbers, due to the student accommodation shortage, was also noted by the assessor.

\* [data from Erasmus student and staff participant surveys]

*NOTED.*

**Erasmus Outgoing Staff Mobility Activities**

The CIT Erasmus office continues to support staff mobility as a key part of its Erasmus activity. Erasmus staff mobility facilitates staff development, networking opportunities, and knowledge sharing with colleagues at institutions or enterprises abroad. The following Erasmus outgoing staff visits (with institutions in partner countries) took place between September and November 2017:

Erasmus Staff Training Visits	Joanna Shuks, technical officer, CCAD	Job-shadowing and networking training visit to the <b>Univresidad Jaume 1</b> , Castellon, Spain, (October 2017).
Erasmus Staff Training Visits	Christine Pybus, lecturer, Department of Fine Art & Applied Art	<b>Central St Martin's</b> University of the Arts London (September 2017). CIT/Crawford College of Art & Design recently signed a bilateral exchange agreement with this renowned art college.
Erasmus preparatory visit	Maria Murray, lecturer, Department of Media Communications	<b>Lahti University of Applied Sciences</b> (Finland) to assess the possibilities for student exchange in the area of Creative Digital Media and Visual Communication.

*NOTED.*

#### **New Erasmus+ Bilateral Agreements**

Bilateral agreements have been signed recently with the following institutions:

- The Fondazione ONLUS Scuola di Musica di Fiesole, San Domenico de Fiesole, Italy.
- The Izmir University of Economics, Izmir, Turkey.

*NOTED.*

#### **Governing Body APPROVAL sought:**

The Innovation and Enterprise Office is seeking approval from the Governing Body to **assign the results (Intellectual Property – IP) of a number of direct funded and Enterprise Ireland Innovation Voucher funded projects with two clients of the TEC Centre:**

- Assignment 1 to Client: **Terra Liquid Minerals:**  
Projects: 2 Enterprise Ireland funded Innovation Vouchers with a value of €5,000 each. Under the terms and conditions of the Innovation Voucher programme the company owns the results of the project including any Intellectual Property produced in the projects.  
Results: The TEC team have developed a new Printed Circuit Board Assembly and a Graphical User Interface (GUI) for the client. These projects were governed by to TOE contracts with project codes SF17028 and SF17145.  
**In both contracts CIT committed to assigning the project results to the client company in line with the rules of the Innovation Voucher programme.**



*Dr Flynn referred Governors to the above and sought Governing Body approval for Assignment I to Client Terra Liquid Minerals.*

*Governing Body gave their APPROVAL.*

- Assignment 2 to Client: **Predictive Control Systems**  
Projects: 1 x Enterprise Ireland funded Innovation Voucher, 1 Enterprise Ireland co-funded Innovation Voucher and 2 direct funded projects. **Under the Terms and conditions of the Innovation Voucher programme the company owns the results of the project including any Intellectual Property produced in the innovation voucher projects. Similarly, as the company 100% funded the two direct-funded project the company also owns the results of these projects.**

Results: The TEC team have developed the following new software modules:

- Simulator
- Battery Cycle Analysis tool
- Cost Comparator
- Pump Selector module

These projects were governed by two TOE contracts with project codes SF16142 – EI IV-2016-2034 - €5,000, SF16220 – Direct funded - €5,000, SF16242 – EI IV-2016-0048-T - €10,000 & SF17048 – Direct Funded – €5,000. The total projects value is €25,000.

**In all four contracts CIT committed to assigning the project results to the client company.**

*Dr Flynn referred Governors to the above. She sought Governing Body approval for Assignment 2 to Client Predictive Control Systems.*

*Governing Body gave their APPROVAL.*

*The Chairman thanked Dr Flynn for her briefing.*

## **1712.11 NMCI EXECUTIVE COMMITTEE OF GOVERNING BODY:**

- 11.1 Memorandum of Understanding between the Minister for Education and Skills, CIT and the Minister for Defence was circulated with the Agenda.
- 11.2 Nomination to the NMCI Executive Committee was circulated with the Agenda.
- 11.3 NMCI Executive Committee Report 2017 was circulated with the Agenda.

*The President explained as part of the MOU, the NMCI Executive Committee of Governing Body was established between CIT, Department of Defence and between the Minister for Education and Skills. The MOU was circulated to Governors with the Agenda for their information.*

*In relation to 11.2 and in terms of the membership of the NMCI Executive Committee of Governing Body the President quoted 5.1.3 of the MOU as follows:*

- (a) A person nominated by the Governing Body of the Institute to act as the Head of the NMCI*
- (b) A person nominated by the INS to act as the Associate Head of the NMCI (INS)*
- (c) Two persons to be nominated by the Governing Body of the Institute*
- (d) Two persons to be nominated by the INS*

*The President advised that Mr Paul Gallagher and himself are currently the two persons nominated by Governing Body. He advised that he wished to step down from this Committee and proposed that Mr Michael Loftus, Head of Faculty of Engineering & Science, replace him on this Committee. He sought Governing Body approval for Mr Loftus's appointment.*

*Governing Body APPROVED the appointment of Mr Michael Loftus to the NMCI Executive Committee.*

*The President handed over to Mr Paul Gallagher who is Chairman of the NMCI Executive Committee to take item 5.1.3.*

*Mr Gallagher stated that in terms of the Annual Report it was important for it to be produced and that it comes to Governing Body. The Report included the minutes of the meetings of the NMCI Executive Committee. At the outset this Committee met once a year but now it meets twice a year. In general the Committee provides a general oversight for both the Naval Service and CIT and supports the Head of College and the Associate Head of College but CIT and the Naval Service are responsible for their own endeavours within NMCI. The main focus of the Committee is on the PPP and the management of that PPP contract. The effort of that has increased significantly. We are already looking to the end of the PPP Contract and looking back to ensure we have steps in place to ensure that the NMCI is handed over to us in prime condition. Mr Gallagher expressed thanks to Mr Conor Mowlds and to the Associate Head, Commander Steve Walsh. He also thanked Mr John McCarthy who was brought in as the PPP Contract Manager's Representative. The President is the Contract Manager. Mr McCarthy is on the ground and is working with the Operator to ensure that they are living up to their responsibilities. He also thanked Ms Ruth Turnbull who provides the management support.*

*In terms of the two recent meetings held by the NMCI Executive Committee, the Committee looked at the PPP Contract, the development of service level agreements between the Operator and NMCI, defect reporting, and the maintenance defects.*

*In conclusion, Mr Gallagher stated the Committee works as a very good formalisation of communications between the Naval Service and CIT. We have been able to manage other activities such as fire fighting etc.*

*The President stated that the Committee also works very well because of the nature of the Naval Service. It is good to have this Committee in place.*

*Ms Piggott noted that there wasn't gender balance on the Committee.*

*Mr Gallagher stated he will look at this.*

*Governing Body proposed that Ms Sinead Reen could be appointed to the Committee.*

*The President stated that the MOU will need to be revisited in this context.*

*Ms Cooney suggested that a date be put on the Report rather than a year and she also noted the Report was full of typos.*

*Mr Gallagher to amend accordingly.*

## **1712.12**

### **ARTS COMMITTEE:**

*The Chairman invited the Chair of the Arts Committee, Ms Emelie Fitzgibbon to take this item.*

*Ms Fitzgibbon stated that because she was conscious of time that she would give a general briefing.*

#### **12.1 Signed Minutes of the Arts Committee meeting held on Wednesday 7 June 2017 were circulated with the Agenda.**

*Ms Fitzgibbon referred to the signed Minutes of the Arts Committee meeting which had been discussed at the 6 July 2017 Governing Body meeting.*

*Having sought confirmation that no changes were made to the Minutes she sought Governing Body approval for them.*

*Governing Body APPROVED the Minutes.*

#### **12.2 Report of the Arts Committee meeting held on Wednesday 11 October 2017 was circulated with the Agenda.**

##### **1. Minutes of the Previous Meeting 7<sup>th</sup> June, 2017.**

- 1.1. The minutes of the previous meeting were, proposed, adopted and signed.

*NOTED.*

##### **2. Matters Arising**

- 2.1. (Item 2.4 from the previous meeting) The proposal to invite retired staff to help in the ground floor gallery of CCAD Grand Parade, on a voluntary basis needs further discussion. Using staff on a voluntary basis may incur unbudgeted costs.
- 2.2. (4.3 from the previous minutes) It was decided that a selection of art

- work with a maritime theme, be assembled and displayed initially along D Corridor and then moved to NMCI for display.
- 2.3. (4.5 from the previous minutes) There was further discussion on exhibiting work outside of CIT Campuses. It was felt that Crawford Art Gallery and both City and County Councils should be contacted with a view to discussing suitable times and venues to exhibit art from CIT collections.

*NOTED.*

**3. Report from the Arts Office Administrator.**

- 3.1. Kevin opened his report by acknowledging the past and continuing support given by Dr. Barry O'Connor to the arts across CIT, during his time as Registrar & Vice President for Academic Affairs and now as Interim President of the Institute. This was echoed by members of the meeting.
- 3.2. The report contained an outline of recent additions to the CIT Arts Collections, recent upgrades to the dedicated arts facilities on CIT Bishopstown Campus, recent and upcoming events and exhibitions, and issues arising
- 3.2.1. Works from 10 Graduates of CIT CCAD were added to the CIT Art Collections and some can be seen in the Arts Corridor in D Block. All are available to view on the website [www.arts.cit.ie/citcollection](http://www.arts.cit.ie/citcollection)
- 3.2.2. Various safety upgrades were carried out over the summer to the Rory Gallagher Theatre plus upgrades to the AV Equipment and internet connectivity. It is now at a very good standard, though some issues remain.
- 3.2.3. Equipment is being sought to further enhance safe access at height for focusing lights, in line with professional practice.
- 3.2.4. The Arts Office provided some support to the exhibition entitled "Museum of the Moon" over the summer, presented in the NEXUS as part of Cork Midsummer Festival and would like to take this opportunity to put a note of thanks to all who were involved in securing and hosting this very successful project. This, along with the Space University Summer Studies Programme, brought a lot of extra people to CIT over the summer period and helped to put a very positive focus on CIT as a whole.
- 3.2.5. Semester 1 saw the start of a new live music series, titled "Live at the Rory Gallagher Theatre, in collaboration with Mick O'Mahony and CITSU. The Rory Gallagher Theatre will host a number of high profile Irish music artists, with the aim of increasing awareness of the venue both within the CIT Community and for the music industry.
- 3.2.6. An extensive programme is also planned and in progress for the James Barry Exhibition Centre
- 3.2.7. The Arts Office is working with a number of CIT Societies

and Departments this year to support interaction and engagement with arts and culture in CIT

3.3. Issues:

3.3.1. It is to be noted that the Arts Office received some very positive feedback from Dr Niamh Shaw, currently Artist in Residence at CIT BCO, following the recent run of her show “Diary of a Martian Beekeeper” at the Rory Gallagher Theatre. It included highlighting the need for a dedicated dressing room and green room facility for performers and crew, necessary for the professional delivery of a production. Arts Office asked the Arts Committee to support efforts to secure such a facility in the near future.

3.3.2. An extract from the feedback:

“The Rory Gallagher theatre is very well kitted out, with a very high standard of lighting, sound, staging etc. available. It’s a beautiful space to perform in, and the seats are very comfortable for audiences. It’s a really great theatre space, and very welcoming. We felt very well supported at Rory Gallagher Theatre and with a few tweaks it could become a regular theatre venue for Cork city.

A dressing room is an important area for an actor’s preparation. Not only is it a changing room it is also a sanctuary, and a quiet space for the actors to prepare for their performance. I would recommend you consider installing a space for actors.

Most theatres would also provide a green room area, again another space for the crew and cast to relax in, and prepare for the show.

3.3.3. As activity in the Rory Gallagher Theatre returns to optimal levels, eventually including performance events every week of Semester, there may be an issue with sound transfer from the stage to the adjacent room currently in use as reception/post room. Although every effort is being made currently to schedule sound checks etc. around staff breaks and performances scheduled between 1-2 pm, this may not always be feasible.

*NOTED.*

3.4. Campus Navigation: Already this semester, the Arts Office have found visitors who have had difficulty locating their destination. This is a wider issue, and Arts Office would be willing to contribute to discussions or plans aimed at improving general campus legibility and navigation. To enhance student, staff, and visitor experience of the campus.

3.4.1. If locations and corridors could be highlighted an example being the recent labelling and colour coding of the corridors by the Good Start programme is an initiative that is working

and could maybe adopted and expanded on a permanent basis.

*NOTED.*

**4. Items for Discussion – An Arts Rich Institute**

- 4.1. Further discussion on how to maximise and promote CIT as an Arts Rich Institute
  - 4.1.1. Can we integrate Art as part of the Curriculum?
  - 4.1.2. Develop D Block into an “Arts Precinct” thus acting on the suggestion of Dr Niamh Shaw, Arts Administrator and others for a Dressing Room and also a Green Room area.
  - 4.1.3. The Idea of an Arts Precinct in D Block was strongly supported by all attending members of the committee.
  - 4.1.4. Aiveen Kearney informed the committee that events taking place in CIT Cork School of Music were not always included in the list of events in CIT and thus were uncounted. It was thought that linking all activities on all campuses of CIT would raise the profile of CIT as an Arts Rich Institute.
  - 4.1.5. Kevin Tuohy suggested that a compilation of events should be added to and presented, as part of the Arts Office Report.

*NOTED.*

**5. A.O.B.**

- 5.1. Barry O’Connor who was joined by the rest of the members at the meeting, complimented Kevin Tuohy for his past and continuing work.
- 5.2. Barry O’Connor wanted to thank all involved for their help in organising all events that took place over the summer and helping to raise the profile of the Arts in CIT
- 5.3. The next meeting Wednesday 10<sup>th</sup> January 2018 to take place @ 11:00 in the Board Room, Top Floor CIT, CCAD Grand Parade.

*NOTED.*

**6. Main actions:**

- 6.1. Barry O’Connor to bring up the proposal of naming the theatre in NMCI, with the next meeting of the Executive Committee.
- 6.2. Kevin Tuohy, with the assistance of Jody Power, to assemble a maritime theme from the collection for NMCI
- 6.3. Katherine Keane to approach the Operations Manager, Norma Cuddihy in Crawford Art Gallery to convey CIT’s interest in exhibiting items from the various collections.
- 6.4. Marese Bermingham is to visit Birmingham City University to look at their Graduate + Programme and to prepare a presentation on the introduction of credits for students for arts related attendance.
- 6.5. Aiveen Kearney to send listings since the last Arts Committee meeting to Kevin Tuohy to incorporate into the Arts Office Report.

- 6.6. Kevin Tuohy to collate and publish a list of arts themed activities across all campuses, submitted to Arts Office by the various Schools and Departments in advance, and present them as an “Events Calendar” as part of the Arts Office Report.
- 6.7. Katherine Keane to follow up on the state of play of the Promotional Video currently being organised by Orla Flynn

*NOTED.*

*Ms Fitzgibbon made reference to the 46 Grand Parade building which looks absolutely fabulous and is a wonderful presence of CIT in the City. She referred to the Cork College of Art & Design student exhibitions and the Drama and Theatre Studies who are doing excellent productions. There has been a lot of activity. The Committee are also looking at signage in the Institute and this is work in progress.*

*Ms Fitzgibbon acknowledge Mr Kevin Tuohy, Acting Arts Officer for his extremely hard work.*

*In terms of the Minutes of the meeting of the Arts Committee of 7 June 2017, and in terms of retired staff helping in the ground floor gallery of CCAD Grand Parade, Ms Cooney enquired if they would be volunteers.*

*Ms Fitzgibbon advised that further discussion took place at the meeting of 11 October 2017. Concern was expressed in terms of how they would be covered in terms of insurance. The idea was challenged at the last meeting.*

**1712.13**

**STRATEGIC DEVELOPMENT COMMITTEE:**

- 13.1 Signed Minutes of the Strategic Development Committee meeting held on Monday 12 June 2017 were circulated with the Agenda.**

*The Chairman referred to the signed Minutes of the Strategic Development Committee meeting which had been discussed at the 6 July 2017 Governing Body meeting.*

*Having sought confirmation that no changes were made to the Minutes, he sought Governing Body approval for them.*

*Governing Body APPROVED the minutes.*

*Because the Chairman was absent from the Strategic Development Committee meeting held on Monday 2 October 2017, he asked Mr Ó Súilleabháin to take the report.*

- 13.2 Report of the Strategic Development Committee meeting held on Monday 2 October 2017 was circulated with the Agenda.**

**Agenda Item 1:**

**Apologies:**

Mr. Bob Savage, Mr Eoin Deane, Mr. Ted Owen, Cllr Patrick Gerard Murphy.

*NOTED.*

**Agenda Item 2: Minutes of the Previous Meeting – 12<sup>th</sup> June 2017**

The Minutes of the Strategic Development Committee meeting held on the 12<sup>th</sup> June 2017 were approved and signed.

*NOTED.*

**Agenda Item 3: Strategic Plan Update**

The chair invited Mr. Tadhg Leane, the Head of Strategic Development to update the committee on the Strategic Plan. Mr Tadhg Leane spoke about the Strategic Dialogue, The System Performance Framework, CIT's Strategic Plan and putting an interim plan into place.

The System Performance Framework was originally due in April 2017. At present there is no new due date and this delay has held up the new compact. Committee members highlighted that the Strategic Plan should also include CIT's needs and as well as the HEA's requirements.

Mr Leane introduced Dr. Catherine Frehill to the committee. Dr. Frehill is the new Strategic Management Facilitator. The new Strategic Plan will be Executive lead.

Committee members suggested scheduling a special meeting, to allow for input by the Governors to the new Strategic Plan at an early stage in the process.

Mr Tadhg Leane will bring the outline of the new process to IEB this week. The executive will work together to produce the new Strategic Plan with the consultation period lasting until December. After which time a draft format will be produced.

*NOTED.*

**Agenda Item 4: Estates and Masterplanning Update**

The chair invited Mr. Paul Gallagher, Vice President for Finance and Administration to update the committee.

**LRC PPP:** Mr. Gallagher spoke about how the Masterplanning process started last year following the submission of the Institutes Capital Requirements Plan to the HEA. An updated draft will be completed in early 2018 and will be used for further consultation. The Learning Resource Centre is the first project and we are awaiting approval under a PPP scheme. Once approval has been granted, it may be necessary to look at the designs again. There has been positive feedback given in relation to the project and the cost benefit analysis.



**46 Grand Parade:** Students and staff are now using the building on Grand Parade, very positive feedback has been given. CIT have also taken out a small lease on a property behind Sober Lane, in Cork City Centre.

**CSAIP:** UCC is progressing plans to build the Hub Building for the Science and Innovation Park. Mr Gallagher suggested that a governance structure should be implemented in advance of CIT engaging in any licence or other arrangement. The Hub Building is being built on UCC's precinct. There has been no further update with the Compulsory Purchase Order.

**South Pres Proposal:** The Copley Street lease will finish in 2019. The committee questioned if there would be a 'clean-up' cost? Mr Gallagher responded that he would expect there to be a reinstatement cost.

A new building (3,800m<sup>2</sup>) is in the process of being built and it has been proposed to move the joint CIT/UCC Architecture programme into it. UCC have a 10-year lease on the new build, with the opportunity to purchase it after that period. At present there is no formal agreement between CIT and UCC and Mr Gallagher suggested that CIT need to engage with UCC about the lease.

*This item was discussed together with the Finance Committee Report of 20 November 2017 GB/A1712.15.2.14 – Briefing Report.*

*Cllr Michael Hegarty stated that it was important for Governors that a list of all leased properties would be presented to them for their information.*

*Mr Gallagher stated he would provide Governing Body with the list of leases.*

**Agenda Item 5: AOB**

Mr Tadhg Leane questioned if the Terms of Reference for the Committee needed to be looked at. It was agreed that there is no need at present.

The next meeting is scheduled for Monday 8<sup>th</sup> January 2018 at 3.00pm.

The meeting concluded at 3.55pm

*NOTED.*

*Cllr Michael Hegarty referred to Item 4 and the mention of CIT taking out a small lease on a property behind Sober Lane in Cork City.*

*Mr Gallagher advised this was related to activity in 46 Grand Parade. We are moving activity from the CIT CCAD in Sullivan's Quay to 46 Grand Parade, but one year of the courses are gone in to the leased premises behind Sober Lane.*

*In the light of the Dignity & Respect Policy, Ms Cooney stated we may need to address the toilet facilities in the current provision of facilities, in particular, with primary and secondary school children sharing the building at the same time and also in terms of staff.*

*Mr Gallagher stated this is an area that is causing some issues at present and even for the new Learning Resource Centre. At our last meeting with the Department of Education they told us that all toilets had to be non-gender specific.*

*Ms Cooney added that there are issues in terms of staff and students of mixed gender and issues around child protection and other issues in terms of safety, we have to bear all those in mind going forward.*

*Mr Gallagher agreed and will take this into consideration.*

*In response to Cllr Murphy, Mr Gallagher explained that 46 Grand Parade is now fully populated. In addition, the Institute took out a lease in Sober Lane for the overflow of students.*

*The President added that all the students in Sullivan's Quay were not able to be accommodated in 46 Grand Parade, the overflow of students are gone into Sober Lane.*

#### **1712.14**

#### **GOVERNANCE:**

*The Chairman invited the Chair of the Audit & Risk Committee, Mr Allen to take this item.*

#### **14.1 Signed Minutes of the Audit & Risk Committee meeting held on Thursday 15 June 2017 were circulated with the Agenda.**

*Mr Allen referred to the signed Minutes of the Audit Committee which had been discussed at the 6 July 2017 Governing Body meeting.*

*Having sought confirmation that no changes were made to the Minutes, he sought Governing Body approval for them.*

*Governing Body APPROVED the minutes.*

#### **14.2 Signed Minutes of the Audit Committee meeting held on 12 October 2017 were circulated with the Agenda.**

Members of the Committee met in private before the main meeting commenced. Following the resignation of Mr. Jim Woulfe, a permanent chair will be appointed at the Governing Body meeting to be held later today.

For this meeting Mr. O'Leary nominated Mr. Allen to act as chair and this was seconded by Mr. Ó Súilleabháin.

The remaining attendees joined the meeting and Mr. Savage advised them that Mr. Allen would chair the meeting.

**1. Minutes of 15 June 2017**

The minutes were approved.

*NOTED.*

**2. Matters arising**

There were no matters arising.

*NOTED.*

**3. Correspondence**

**HEA Letter re Foundations and Trusts**

This letter outlines the HEA's view that trusts and foundations should be consolidated into the main financial statements of institutions. The Institute is already compliant with this.

**Uversity**

Uversity was established as a collaborative Higher Education entity to offer international students the opportunity choose modules from the partner institutions. The numbers required for the programme to become self funding have not been achieved and the founding patron has decided not to continue funding the programme beyond 31 December 2017. The Institute has been asked to resign as a member and terminate the foundation agreement by 31 December 2017.

**The committee recommends to Governing Body for approval.**

*In relation to the above, Dr Flynn explained that Uversity was an entity driven by business man, Mr Dermot Desmond after the Global Irish Economic Forum held at Farmleigh in Dublin in December 2009. It was to be a global university for culture and the arts. It became a recognised College of NUI and had a programme validation at Masters level. CIT had modules at Master level that students were able to avail of. Unfortunately, Uversity is not attracting the number of students to make it a viable entity. Mr Desmond has decided not to continue funding Uversity beyond 31 December 2017. The entity is being dissolved. The funding in the order of €10m will remain and will go towards a grants bursary scheme for students who otherwise would not have access to Higher Education. CIT will be included in this funding.*

*Dr Flynn sought Governing Body approval for CIT to resign as a member of Uversity and terminate the foundation agreement by 31 December 2017.*

*Governing Body gave their approval.*

**4. Internal Audit**

**Draft Internal Audit Plan**

Internal Auditors met with the Institute Executive Board on 10 October 2017 to discuss issues, and establish a preferred ranking for areas to be chosen (two of five) from the three year rolling plan. The five highest ranked were;

- Review of Health & Safety in terms of management, structure, and governance
- HR Function Review
- Review of Governance in relation to Capital Development
- Review of Student Admissions and Registration
- IT Systems Security and Controls review

The committee discussed the options at length in terms of risk priority and agreed that the Review of Health and Safety and the HR Function Review should be carried out in the 2017/18 year.

PWC will revise and re-issue the plan to take account of the agreed reviews.

*NOTED.*

#### **Internal Financial Controls**

Mr. Prendergast advised the committee that a compliance with section 4 of the Internal Controls Framework was performed. All areas are reviewed over a three year cycle. The areas covered this year were;

- Research Grants and Contracts Income/Expenditure
- Student Support Funding Income Recognised
- Accounts Receivable
- Payroll and Personnel (expenditure)
- Fixed Assets
- Capital Projects
- Prepayments

There were two Grade 3 findings in relation to fixed assets as follows:

- Incomplete oversight of fixed assets – this identifies an issue with integration between the fixed asset and financial modules of Agresso. An upgrade in 2018 is expected to address this issue and will facilitate reconciliation of the fixed asset module to the general ledger.
- Inadequate compliance with process for granting fixed asset loans – Management has accepted the recommendations, implemented a new process for maintaining loan form records and will amend the authorisation procedures.

*NOTED.*

Mr. Ger O'Mahoney and Mr. Prendergast left the meeting.

### **Tax Status on Payments made to Certain Contractors**

Mr. Ted Holohan, Deloitte, joined the meeting.

Mr. Holohan advised that there is a new inspector in Revenue. He referred to the executive summary of the report. It is noted that the Architectural Training is being tendered in February 2018 and that no change is to be made to two people in Finance as there is a disability support issue that also needs to be taken into consideration. It is also noted that payments to coaches and instructors is a national issue and not specific to the Institute.

*NOTED.*

Mr. Holohan left the meeting.

## **5. Governance**

### **Draft Code of Governance**

Mr. Savage advised that he is going to convene a special meeting of Governing Body in November to discuss the Draft Code of Governance and the IPA report in order to ensure that adequate time is available. The report should be issued two weeks in advance and the format of the meeting will be discussed at the Governing Body meeting later today.

*NOTED.*

### **Annual Governance Statement and Statement of Internal Control**

Ms. Hayes advised the meeting that the HEA had issued a number of new templates which the Institute had to a large degree incorporated. The templates were still being discussed and revised updated statements will issue to the committee for review and approval at their meeting in February 2018.

*NOTED.*

### **Draft Annual Report of the Audit and Risk Committee 2016/2017**

The Committee was satisfied that the report gave a fair reflection of the work carried out during the 2016/2017 year. Section 7: Priorities for 2017/2018 should be updated to reflect the Internal Audit Plan selection.

The report was adopted.

*Mr Allen referred to the draft Annual Report of the Audit & Risk Committee 2016/17. He advised that the Audit & Risk Committee will review risks identified during the PwC Internal Audit Plan and areas of priority for 2017-2018. Other areas to be covered are*

- *Compliance with Code of Governance for State Bodies 2016*

- *Human Resources*
- *Health and Safety*
- *Tax Compliance*
- *Follow Up Review*
- *Internal Control Framework*
- *Risk Management*

*The above will be the work of the Committee for the coming year.*

## **6. Finance/Budgets**

### **Comptroller and Auditor General**

Ms. Kilkenny, Senior Auditor, Comptroller and Auditor General's Office submitted additional information requested during her attendance at the June 2017 meeting.

The Committee were very impressed and take huge comfort from the positive statements made by the C & AG. It was noted that CIT is outstanding in the sector in terms of its Finance function.

*Mr Allen advised that the C & AG noted that CIT is outstanding in the sector in terms of its Finance function. The Audit & Risk Committee took comfort from the positive statements made by the C & AG. He stated that is a tribute to the staff concerned.*

## **7. Legal Cases**

Mr. Barry Coughlan, Legal Officer joined the meeting.

Mr. Coughlan distributed the report and gave an overview of the cases.

## **8. Next meeting**

Thursday 23 November 2017.

The meeting was closed.

*NOTED.*

## **14.3 Report of the Audit & Risk Committee meeting held on Thursday 23 November 2017 was circulated with the Agenda.**

### **1. Minutes of 12 October 2017**

The minutes were approved.

*NOTED.*

### **2. Matters arising**

There were no matters arising.

*NOTED.*

### **3. Internal Audit**

#### **Internal Audit Plan**

Amendments as discussed at the last meeting have been incorporated into the plan and a revised document circulated.

The Committee approves the Internal Audit Plan 2018 to 2020.

*NOTED.*

#### **PwC Statement of Works - Human Resources Review**

The Objective of this review is to provide assurance that there are effective control mechanisms in place. The review will cover the following;

- Review the controls in place over the Governance of the HR function with a particular focus on policies and procedures and controls to ensure compliance with best practice and correct administration of staff.
- Assess the controls in place over the following:
  - Compliance with requirements of the Haddington Road agreement;
    - Contract term management
    - Pay
    - Garda vetting
  - Pension management processes (outside of the excluded Payroll controls in the ICF).
  - Controls in relation to leavers
  - Controls in place for the recording of annual leave of staff
  - HR planning & policy e.g. overall plan

*NOTED.*

#### **PwC Statement of Works - Human Resources Review**

The objective of this review is to provide assurance that previous internal audit findings have been adequately addressed. The review will be carried out as follows;

- Follow up with staff to identify the status of all outstanding internal audit recommendations per the most recent Findings Follow-Up report and all audits completed since the last Findings Follow-Up report;
- Select a sample of the closed findings and verify the implementation of audit recommendations for same.

There were two Grade 3 findings in relation to fixed assets as follows;

- Incomplete oversight of fixed assets – this identifies an issue with integration between the fixed asset and financial modules of Agresso. An upgrade in 2018 is expected to address this issue and will facilitate

reconciliation of the fixed asset module to the general ledger.

- Inadequate compliance with process for granting fixed asset loans – Management has accepted the recommendations, implemented a new process for maintaining loan form records and will amend the authorisation procedures.

*NOTED.*

#### **4. Governance**

##### **Academy of Popular Music Report**

As members had not received the report prior to the meeting, it was decided to hold a special meeting to discuss the report on 14 December 2017. Members noted that a plaque on the wall in CIT Cork Scholl of Music relating to the Academy of Popular Music had still not been removed.

*Mr Allen advised that there will be a special meeting of the Audit & Risk Committee taking place on 14 December 2017 to consider the report on the Academy of Popular Music. There will be two representatives from the Cork School of Music, Mr Gerard O'Donovan, Head of Faculty of Business & Humanities and Ms Aiveen Kearney, Head, CIT CSM present for this meeting.*

##### **Freedom of Information Update**

Ms. Hayes presented the report of requests received since the March meeting highlighting that most originate from journalists

*NOTED.*

##### **GDPR (General Data Protection Regulation)**

Ms. Hayes presented the Personal Handling Guidelines and Data Breach Response Policy to the committee, which are part of the Institute's preparations for the implementation of the General Data Protection Regulation in May 2018. It is proposed and agreed to insert a note into the Personal Data Handling Guidelines as follows;

Personal Data shall only be used for the purpose for which it was collected

The committee is advised that personal data audits are underway and that PwC are carrying out a GDPR readiness assessment at a sectoral level.

A meeting with the Counselling Section will be arranged as it is an area with particular concerns.

*NOTED.*



**Ms. Eileen Healy and Ms. Brenda Nelson, Deloitte and Mr. Douglas Deane, CIT Student Services CLG joined the meeting.**

**CIT Student Services CLG Internal Controls Review**

Ms. Nelson advised that the review had covered a walkthrough of all areas and a detailed review of a selection of areas. There were two medium and two low findings. The two medium findings relate to requirements under the Code of Governance for Subsidiaries as follows;

- Code of Conduct for Directors – *Drafted awaiting approval*
- Strategic Plan – *To be completed*
- Corporate Procurement Plan – *Formal plan to be put in place*
- Remuneration Policy - *To be completed*
- Child Protection policy – *Approved, now in place*
- Risk management framework - *To be updated*
- Recruitment and Selection Policy - *To be completed*

The committee asked if inventory had been covered. Ms Healy explained the cyclical basis of the review with all areas being covered over a three year cycle. Inventory had been covered in detail last year and was therefore not included in this year's review. Mr. Deane assured the committee that there were measures in place to reduce the risk of theft including CCTV and a regular review of margins against cost.

The very good service provided by the company is acknowledged, and testament to this is the regular positive feedback from external parties including the International Space Studies group during the summer and the recent PASS/PAL Leader Conference.

*NOTED.*

**Mr. Deane left the meeting.**

**CIT Foundation CLG Internal Controls Review**

Deloitte reported that they had walked through the controls for each of the transactions recorded during the period and that there were no reportable items. The transactions related to bursary payments and it was agreed that the application process for these bursaries would be looked at going forward.

*NOTED.*

**Dr. Orla Flynn, Vice President for External Affairs joined the meeting.**

**CIT Infinite DAC Internal Controls Review**

Dr. Flynn explained that the subsidiary was formed for the purpose of managing an industry-led consortium for the

establishment and operation of an Industrial use case testbed. The Project Manager had left and no replacement had as yet been appointed. This post has been fully funded by Dell EMC for 3 years. Dr. Flynn advised that a meeting is required to discuss the future of the subsidiary.

The Internal Controls review recommended that a clause is added to the Articles of Association which requires that all transfer of shares are approved by the Governing Body.

*NOTED.*

### **CIT Innovation Centre DAC and COSMOS Education CLG Internal Controls Review**

The reports for these subsidiaries were taken together as the areas of review and findings were similar.

The areas reviewed were;

- internal controls for expenditure and compliance with procurement rules
- bank and cash
- information technology (including access controls and segregation of duties, data storage, and data backups)
- high level review of beneficial owners.

There was one medium finding in both subsidiaries relating to segregation of duties. Ms. Crowley explained that trainee accountants had a greater degree of access in order to complete their training, however this has now been rectified so that they only access the area in which they are currently training.

One low level finding relating to access security configuration common to both was also discussed. It is noted that password change requirements are not in line with industry standards. The current requirement is to change every 180 days and the history is 5 passwords. Ms. Crowley advised that this applied across all instances of Agresso within the Institute and that while the history would be increased to industry/CIT standards, it is felt that 180 days is acceptable.

Mr. Gallagher thanked Deloitte for their continued work in this area.

*NOTED.*

**Ms. Eileen Healy and Ms. Brenda Nelson, Deloitte left the meeting.**

**The following conflicts are noted;**

An updated report on Directorships will be provided for the next meeting.

*NOTED.*

**5. Finance / Budgets**

**Comptroller and Auditor General Letter re Pensions**

*NOTED.*

**Comptroller and Auditor General Management Letter year ended 31 August 2016**

The Management Letter with Institute responses had been circulated and is in line with the report delivered by Ms. Niamh Kilkenny, Senior Auditor, Comptroller and Auditor General's Office at the meeting in June.

An update on the CCAD catering license will be provided for the next meeting.

*NOTED.*

**6. Legal Cases**

Mr. Gallagher distributed the report and gave an overview of the cases.

*NOTED.*

**7. Any Other Business**

The composition of the committee is not compliant with the current terms of reference. The Committee recommended that the terms be amended to read "***The Audit and Risk Committee will consist of at least four members of the Governing Body***".

**8. Next meeting**

Special meeting Thursday 14 December 2017

Thursday 22 February 2018

The meeting was closed.

*NOTED.*

**1712.15**

**FINANCE COMMITTEE:**

*The Chairman invited the Chair of the Finance Committee, Capt Hopkins to take this item.*

**15.1 Signed Minutes of the Finance Committee meeting held on Monday 18 September 2017** were circulated with the Agenda.

*Capt Hopkins referred to the signed Minutes of the Finance Committee meeting which had been discussed at the 12 October 2017 Governing Body meeting.*

*Having sought confirmation that no changes were made to the Minutes, he sought Governing Body approval for them.*

*Governing Body APPROVED the minutes.*

**15.2 Report of the Finance Committee meeting held on Monday 20 November 2017** was circulated with the Agenda.

**1. Minutes of Previous Meeting**

The minutes of the previous meeting of 18<sup>th</sup> September 2017 were approved and signed.

*NOTED.*

**2. Matters Arising**

There was one matter arising which related to an attendance monitoring system. Ms Crowley informed the Committee that the matter was notified to the IT Steering Group. Mr Gallagher noted that there was a number of options including using student cards to swipe in or monitor usage, but this has dropped down the priority list and he stated that it would need to be reprioritised. Dr O'Connor added that there is a requirement for attendance monitoring in the NMCI in relation to certain programmes.

*NOTED.*

**3. Devolved Grant**

The Committee noted the Devolved Grant for 2017.

*Capt Hopkins referred to the Devolved Grant which has already been spent. There may be some additional funding towards the cost of pay in 2017.*

**4. HEA Response to Recurrent Grant Allocation**

The Committee noted the response from the HEA.

*NOTED.*

**5. US Federal Aid**

The Committee noted the correspondence with the US Department of Education.

*Capt Hopkins referred to the above. There is a laborious audit process to be undertaken.*

*Mr Gallagher advised, that of yesterday, the audit has been completed.*

**6. C&AG Pension Obligation**

The Committee noted requirement to report on Pension Obligations.

*NOTED.*

**7. Procurement**

The Committee noted major procurements.

*NOTED.*

**8. Prompt Payment**

Ms Crowley provided the quarterly report on prompt payment interest and noted that the reductions in this area were being maintained.

The Committee noted the prompt payment report.

*NOTED.*

**9. Bad Debts**

Ms Crowley provided a schedule of bad debts to be written off.

The Committee noted the bad debts and approved the write-off in respect of FIFO Shelving Ltd.

*NOTED.*

**10. Trade Debtors**

Ms Crowley provided a revised format report on Trade Debtors focussing on risk.

The Committee noted trade debtors report.

*NOTED.*

**12. C&AG Annual Audit**

Ms Crowley noted that the C&AG's annual audit was commencing next week for four weeks. This year the audit is extended by a week at the Institutes' request to attempt to reduce the volume of post audit queries, which delays the approval of the financial statements.

The Committee noted the C&AG's annual audit.

*NOTED.*

**13. Changes in Reserves**

The Committee noted the update on restricted reserves.

*NOTED.*

**14. Copley Street Lease**

The Committee noted the updated lease on the Copley Street premises.

*Capt Hopkins referred to the above. This item was taken earlier at the meeting under Agenda Item GB/A1712.13.2.3 – Report of the Strategic Development Committee meeting held on Monday 2 October 2017.*

**15. Fees**

Ms Crowley presented an update on fees.

The Committee noted the update on fees.

*NOTED.*

***Mr Gerard O'Donovan and Ms Aiveen Kearney joined the meeting for the next item.***

**16. CSM Fees**

Mr Gallagher introduced Gerard O'Donovan, Head of Faculty of Business and Humanities and Aiveen Kearney, Head of the Cork School of Music. The Committee had two issues. The first related to the timing of fee changes for Governing Body approval and the second related to the rationale for fee increases.

The Committee thanked Mr O'Donovan and Ms Kearney for their update on the fees at the Cork School of Music and will recommend the proposed increase in part-time fees to the Governing body for approval.

*Capt Hopkins sought the approval of Governing Body for the proposed increase in part-time fees for CIT CSM for academic year 2017/18 which had been circulated with the Agenda.*

*Governing Body APPROVED the increase in part-time fees as presented.*

**17. Management Accounts**

Ms Crowley presented the Management Accounts for 2016/17.

The Committee noted the Management Accounts for 2016/17.

*NOTED.*

**18. MTU Costs**

Mr Cremin provided a report on the cost of the MTU project over the past two years by Institute and cost category.

The Committee noted the update on the MTU project and costs.

*Capt Hopkins referred to the above and to the funding which had been received to date.*

**19. ITT Request**

The Committee noted the request from IT Tralee and concurred with the President that the Institute had a priority for its capital reserve and could not support the request.

*NOTED.*

**20. Financial Statements**

Ms O'Halloran presented the Financial Statements for the year ended 31<sup>st</sup> August 2017. She stated that many of the highlights had already been raised under the Management Accounts.

The Committee reviewed the Financial Statements for the year ended 31<sup>st</sup> August 2017 and will recommend them to the Governing Body for approval.

*Mr Gallagher gave an overview of the financial statements which had been circulated with the Agenda. Because the audit has commenced, Governing Body have to approve the draft financial statements for the C & AG to audit. We had a good year from a financial position up to 31 August 2017.*

***Mr Douglas Deane joined the meeting for the next item.***

**21. CIT Student Services Company CLG.**

Mr Deane, General Manager of the Student Services Company joined the meeting for this item. Mr Cremin declared that he was a director of this company. The Chairman noted the disclosure. Mr Deane gave an overview of the company and its financial performance for the period.

The Committee reviewed and noted the audited financial statements of the CIT Student Services Company CLG for the year ended 31<sup>st</sup> August 2017.

*NOTED.*

**22. Cosmos Education Ltd.**

Dr Flynn and Ms O'Halloran declared that they were directors of this company. The Chairman noted the disclosure. Ms O'Halloran provided an overview of the financial statements and the reason for the negative figure for Net Assets.

The Committee reviewed and noted the audited financial statements of the Cosmos Education Ltd for the year ended 31<sup>st</sup> August 2017. The Committee also asked that this be added as an Agenda Item for its next meeting.

*NOTED.*

**23. CIT Innovation Centre Ltd.**

Mr Gallagher declared that he is a director of this company. The Chairman noted the disclosure. Ms O'Halloran provided an overview of the financial statements.

The Committee reviewed and noted the audited financial statements of the CIT Innovation Centre Ltd for the year ended 31<sup>st</sup> August 2017.

*NOTED.*

**24. CIT Foundation Ltd.**

Dr Flynn and Mr Gallagher declared that they were directors of this company. The Chairman noted the disclosure. There were few transactions during the year and the financial statements were reviewed.

The Committee reviewed and noted the audited financial statements of the CIT Foundation Ltd for the year ended 31<sup>st</sup> August 2017.

*NOTED.*

**25. CIT Infinite DAC**

Dr Flynn declared that she is a director of this company. The Chairman noted the disclosure. This company was not trading during the period but has recently commenced with success in Horizon 2020 projects.

The Committee reviewed and noted the audited financial statements of the CIT Infinite DAC for the year ended 31<sup>st</sup> August 2017.

*NOTED.*



**26. Fixed Asset Disposals**

Mr Cremin presented a summary of asset disposals and a summary of same.

The Committee approved the schedule of disposals.

*NOTED.*

**27. Capital Development Reserve.**

Ms O'Halloran presented a report on the Capital Development Reserve showing the transfers to the reserve as previously outlined to an approved project.

The Committee noted the transfers to approved projects in the Capital Development Reserve.

*NOTED.*

**28. Fixed Asset Policy**

Mr Cremin presented an updated Fixed Asset Policy. There is one change inserting par 19 relating to the impairment of assets which reads:

**"19. Impairment of Assets.** The audit or the Fixed Asset Register shall identify assets that are damaged and no longer of use. These shall be removed from the register and disposed. If the asset is not fully depreciated it is recorded as a loss on disposal. The Estates Office manage Buildings and Car Parks and shall furnish the Finance Office with copies of any Survey or Engineer's Reports that may materially impact on the value of those assets."

The Committee reviewed the Fixed Asset Policy and will recommend it to the Governing Body for approval.

*Governing Body APPROVED the revised Fixed Asset Policy.*

**29. Licence – EM Fitness**

The Committee noted the licence to EM Fitness.

*Capt Hopkins referred to the above.*

**30. Any Other Business**

There was one item of other business. Mr Gallagher informed the Committee that the renovation works on the Grand Parade building has won an award and circulated details of same. He noted that the building would be officially opened on 14<sup>th</sup> December 2017 at 6pm and all were invited to attend.

The Chairman asked if the revised starting time of 9am was suitable and the Committee agreed that it was.

**There was no further business and the meeting concluded at 12 noon.**

*NOTED.*

**1712.16 USE OF THE INSTITUTE SEAL:**

1. Log Book No. 212 Seal used on 18 October 2017 -  
Joint Conferring Parchments NUI-UCC/  
CIT/QQI
  - (i) Degree of Master of Architecture
  - (ii) Professional Masters of Education (Art & Design)
  - (iii) Bachelor of Science (Hons) in Architecture
  - (iv) Bachelor of Science (Hons) in Biomedical Science

*NOTED.*

2. Log Book No. 213 Seal used on 15 November 2017 –  
Cork Centre for Architectural Education  
premises at Copley Street  
Bringing forward of the termination date of  
the leases from September 2019 to  
September 2018
  - (i) Lease of first floor premises
  - (ii) Lease of second floor premises
  - (iii) Lease of third floor premises
  - (iv) Renunciations in respect of all three floors

*NOTED.*

**Additional Item tabled:**

**DONATION OR A LOAN OF A PIECE OF ARTWORK - President to report.**

*The President briefed Governing Body as follows:*

*The family of a CIT CCAD graduate, William Lawlor, have requested to acquire a sculpture that CIT bought from William's Degree Show in 2009. The piece is a small bronze sculpture, a cast of a shark's tail.*

*William has suffered through extensive treatment for leukaemia in recent years, and while he is surviving, he is now expected to remain at home.*

*It would clearly mean a lot to William and his family to have this piece in their home.*

*Consideration has been given to either offering a long-term loan or donating the Artwork to the family.*

*Attached for Governors' information were two agreements*

- (i) Agreement for the Donation of Artwork*
- (ii) Agreement for the Loan of Artwork*

*Due to the exceptional circumstances, the President proposed that the Institute agrees to loan the sculpture to the family. Initially, it was going to be donated to the family but because of the purchase price and because it is an asset of the Institute it is best to give it as a loan.*

*Governing Body gave their APPROVAL to the Institute to loan the sculpture to the family.*

*Before Item 17 was taken, the Chairman asked Governors who had any conflict of interest and the Executive to leave the meeting.*

*The President, Dr Orla Flynn, Mr Paul Gallagher and Dr Áine Ní Shé left the meeting. The Chairman wished them a very happy Christmas.*

*Cllr Michael Hegarty stated he attended the Cork Ambassador Awards Event last Tuesday night and it was great to see CIT winning the Special Industry Award for the Space Studies Programme. He extended "Well Done" to all.*

**1712.17            PRESIDENTIAL APPOINTMENTS COMMITTEE – Verbal Report by the Chairman:**

*The meeting concluded at 5.50 pm.*

*The next ordinary meeting of the Governing Body was fixed for Thursday 1 February 2018 commencing at 3.00 pm in Council Room, 2<sup>nd</sup> Floor, Administration building.*

Signed: \_\_\_\_\_

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