

**Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 4 October 2018 in the Council Room, 2<sup>nd</sup> Floor, Administration Building at 3.00 pm.**

**Present:** Mr Bob Savage (Chair)  
Dr Barry O'Connor  
Mr Bernard Allen  
Mr Aaron Buckley  
Ms Mary Cooney  
Mr Eoin Deane  
Ms Emelie Fitzgibbon  
Cllr Mary Hegarty  
Cllr Michel Hegarty  
Capt Dave Hopkins  
Mr Declan O'Leary  
Mr Cilian Ó Súilleabháin  
Mr Ted Owens  
Ms Ann Piggott (attended after 4.00 pm)  
Ms Katherine Walshe (attended after 4.00 pm)

**In Attendance:** Dr Orla Flynn, Mr Paul Gallagher, Dr Áine Ní Shé (attended at 4.50 pm), and Ms Ann O'Mahony, Recording Secretary.

*Before the meeting commenced, the Chairman took Correspondence Item GB/A1810.4.4 which notified the Institute of the appointment by the Minister for Education and Skills of Ms Stephanie Kelly and Mr Aaron Buckley as student members of Governing Body. Their term of office will expire on 31 May 2019. He welcomed Aaron today as a Governing Body member.*

*As Capt Hopkins had to leave the meeting early, the Chairman advised that Item GB/A1810.11 – Finance Sub-Committee would be taken after the President's Report.*

*Apologies were received from Mr John Higgins, Ms Maura Fitzgibbon and Ms Stephanie Kelly.*

*The following Governor did not attend the meeting:*

- 1. The Mayor of the County of Cork, Cllr Pat Murphy*

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

- 1. Debbie Dawson, Lecturer, CIT Crawford College of Art & Design on the death of her father.*
- 2. Dr Aisling Ward, Lecturer, Department of Tourism & Hospitality on the death of her sister.*
- 3. Muraoid Kennedy, Clerical Officer, Reception/Post Room and to Ms Jane Leonard, Lecturer Pro-Rata, Department of Organisation & Professional Development on the death of their father.*

4. *Colm O'Rourke, CIT Library on the death of his mother and to Donal, former Chair of CIT Governing Body on the death of his wife.*
5. *The family of the late Timothy Looney, former CIT Governing Body member from 9/11/1994 to 30/9/2000 on his death.*
6. *Michelle McManus, lecturer Pro-Rata, Department of Marketing & International Business on the death of her mother.*
7. *Pat Mohally, Lecturer, National Maritime College of Ireland on the death of his mother.*
8. *Clare O'Leary, Senior Staff Officer, Finance Office on the death of her mother and to John O'Leary, Caretaker on the death of his mother-in-law.*
9. *Martin Boylan, Lecturer, Department of Architecture on the death of his mother.*
10. *Fergal Goulding, Lecturer, Centre of Craft Studies on the death of his father.*
11. *Maretta Brennan, Lecturer, Department of Mathematics on the death of her mother and to Michael Brennan, Lecturer, Department of Mathematics on the death of his mother-in-law.*
12. *Jeanette Burke, Part-Time Lecturer, Department of Organisation & Professional Development on the death of her father.*

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

**1810.1** Minutes of the previous meeting held on Thursday 5 July 2018 were circulated with the Agenda and *were approved by the Governing Body.*

***Matters Arising:***

*In terms of the Child Protection Policy and the definition of "Mandated Persons" and whether the Policy could be widened to include lecturers, the President referred to the legal advice received from the Institute's Legal Officer which had been circulated with the agenda.*

*The advice received is that the definition is set down in legislation (the Children First Act 2015). Teachers registered with the Teaching Council are deemed "Mandated Persons". Lecturers are not registered with the Teaching Council, and therefore are not deemed to be "Mandated Persons". Lecturers have a means to report a child protection concern to Tusla without them being designated as a "Mandated Person".*

*Ms Cooney responded that particularly in terms of programmes in Counselling and Social Care we still need something in place in CIT. Otherwise we will be exposed to risk because students currently do not have information in their student engagement documentation at the beginning of the academic year to illustrate to them who they need to go to as the mandated person. She understood that the HR Manager is currently the mandated person but she urged the Institute to put something in place for the protection of our students and lecturing staff because currently we are not*

*covered under the procedures and we are quite exposed. In terms of Tusla, Ms Cooney stated she had attended one of their Workshops but it does not meet our needs.*

*Mr Ó Súilleabháin stated this matter is urgent.*

*Mr Gallagher advised that currently the Policy does outline the reporting procedure so if an issue comes from a student route to a lecturer it is followed through.*

*Ms Cooney stated that it still does not address what we need to provide to a student and there are many staff also in that position because they are not members of the Teaching Council.*

*The President took on board Ms Cooney's comment and stated he will bring the matter to the attention of the HR Manager, the Legal Officer, the Registrar and the Counselling Service in terms of their advice.*

**1810.2** Digest of the previous meeting held on Thursday 5 July 2018 was circulated with the Agenda and *was approved by the Governing Body.*

**1810.3 STAFF APPOINTMENTS SUB-COMMITTEE:**

**3.1 Minutes of the Special Staff Appointments Sub-Committee meeting held on Friday 6 July 2018** were circulated with the Agenda.

*The Chairman referred to the Minutes of the Special Staff Appointments Sub-Committee meeting held on 6 July 2018 which had been circulated for the information of Governors.*

This meeting was quorate.

Governing Body at their meeting yesterday Thursday 5 July 2018 postponed their approval of Selection Board Report – GB/A1807.8.1.1.1.19 for the position of Assistant Lecturer/ Lecturer – Construction (Permanent Whole-Time) until an explanation was received from Ms Deirdre Casey, HR Manager.

On the basis of the explanation received, the Staff Appointments Sub-Committee agreed to approve the Selection Board Report.

**PROPOSAL REQUIRING APPROVAL BY THE STAFF APPOINTMENTS SUB-COMMITTEE**

**1.1 Interviews held (Copy of the Selection Board Report was tabled at the meeting).**

**INTERNALLY ADVERTISED POSITION:**

**1.1.1 Assistant Lecturer/Lecturer – Construction (Permanent Whole-Time):**

Report of the meeting of the Selection Board held on Monday 25 June 2018 to interview applicants for the position of Assistant Lecturer/Lecturer – Construction (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub- Committee approved the recommendation of the Selection Board.

APPROVED.

The following was put on a panel as Lecturer:

APPROVED.

*Governing Body NOTED the Minutes of the Staff Appointments Sub-Committee meeting held on 6 July 2018.*

**3.2 Minutes of the Staff Appointments Sub-Committee meeting held on Thursday 6 September 2018** were circulated with the Agenda.

*The Chairman referred to the Minutes of the Staff Appointments Sub-Committee meeting held on 6 September 2018 which had been circulated for the information of Governors.*

Apologies were received from Mr Bob Savage, Dr Barry O'Connor, Cllr Michael Hegarty and Ms Stephanie Kelly.

Before the meeting commenced and in the absence of the President, Mr Gallagher advised that Mr Bob Savage had tendered his apologies for this morning's meeting. As has happened previously, an external member of the Sub-Committee has chaired the meeting in the Chairman's absence. The Sub-Committee nominated Mr Bernard Allen to Chair the meeting and he accepted.

**HUMAN RESOURCES REPORT:**

Mr Allen invited Mr Gallagher to take the HR Report.

With the approval of the SASC, Mr Gallagher invited Ms Deirdre Casey, HR Manager to join the meeting for Item 1.1.10.

Mr Gallagher took the Sub-Committee through the Selection Board Reports in detail.

**PROPOSALS REQUIRING APPROVAL BY THE STAFF APPOINTMENTS SUB-COMMITTEE**

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

**EXTERNALLY ADVERTISED POSITIONS:**

**1.1.1 Environmental Research Assistant (18 Months Fixed-Term Whole-Time Contract) – Clean Technology Centre:**

Report of the meeting of the Selection Board held on Friday 27 July 2018 to interview applicants for the position of Environmental Research Assistant (18 Months Fixed-Term Whole-Time Contract) – Clean Technology Centre, Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following was put on a panel:

*APPROVED.*

**1.1.2 Library Assistant 1 Grade III (2 Year Fixed-Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Thursday 2 August 2018 to interview the applicants for the position of Library Assistant 1, Grade III (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 Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following were put on a panel:

*APPROVED.*

**1.1.3 Library Assistant 1 Grade III (PPT September to June each year - 18.5 Hours):**

Report of the meeting of the Selection Board held on Thursday 2 August 2018 to interview applicants for the position of Library Assistant 1 Grade III (PPT September to June each year -18.5 Hours), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following was put on a panel:

*APPROVED.*

**1.1.4 CAPP A Researcher – Biologist (12 Month Fixed-Term Whole-Time Contract), CAPP A Centre:**

Report of the meeting of the Selection Board held on Thursday 9 August 2018 to interview applicants for the position of CAPP A Researcher – Biologist (12 Month Fixed-Term Whole-Time Contract), CAPP A Centre, Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following was put on a panel:

*APPROVED.*

**1.1.5 Photonics Researcher – REDFINCH Project (2 Year Fixed-Term Whole-Time Contract), CAPP A Centre:**

Report of the meeting of the Selection Board held on Thursday 9 August 2018 to interview applicants for the position of Photonics Researcher – REDFINCH Project (2 Year Fixed-Term Whole-Time Contract), CAPP A Centre, Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following were put on a panel:

*APPROVED.*

**1.1.6 Technician – Biological Sciences (Permanent Whole-Time Contract), School of Science & Informatics:**

Report of the meeting of the Selection Board held on Wednesday 15 August 2018 to interview applicants for the position of Technician – Biological Sciences (Permanent Whole-Time Contract), 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 Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following were put on a panel:

*APPROVED.*

**1.1.7 Project Manager Grade VII - IT Services (Fixed-Term Whole-Time Contract up to 29 March 2019):**

Report of the meeting of the Selection Board held on Wednesday 15 August 2018 to interview applicants for the position of Project Manager Grade VII – IT Services, (Fixed-Term Whole-Time Contract up to 29 March 2019), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following were put on a panel:

*APPROVED.*

**1.1.8 Systems Analyst Grade VI – IT Services, (2 Year Fixed-Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Thursday 16 August 2018 to interview applicants for the position of Systems 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 Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

**1.1.9 Head of Department SLII - Department of Management & Enterprise - (Permanent Whole-Time Contract):**

Report of the meeting of the Selection Board held on Tuesday 21 August 2018 to interview applicants for the position of Head of Department SLII – Department of Management & Enterprise – (Permanent Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following were put on a panel:

*APPROVED.*

**1.1.10 Head of Department SLII – (Permanent Whole-Time Contract) – Department of Applied Social Studies (2<sup>nd</sup> Round – Stage 2 Interview Process):**

Report of the meeting of the Selection Board held on Wednesday 22 August 2018 to interview applicants for the position of Head of Department SLII – (Permanent Whole-Time Contract)– Department of Applied Social Studies (2<sup>nd</sup> Round – Stage 2 Interview Process), Cork Institute of Technology was tabled at the meeting.

The Staff Appointments Sub-Committee having considered the contents of the TUI email, and Mr Gallagher’s briefing agreed that they would defer



the approval of this Selection Board Report. It was agreed that a further Staff Appointments Sub-Committee meeting would be convened for Monday 10 September 2018. In the meantime, this would give time to engage further with the TUI on the issue and reach a potential resolution.

**1.1.11 Audio-Visual Technician - CIT Cork School of Music – (Permanent Whole-Time Contract):**

Report of the meeting of the Selection Board held on Wednesday 22 August 2018 to interview applicants for the position of Audio-Visual Technician – CIT Cork School of Music – (Permanent Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following were put on a panel:

*APPROVED.*

**1.1.12 Academic Success Coach – Office of the Registrar & Vice President for Academic Affairs – (2 Year Fixed-Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Friday 24 August 2018 to interview applicants for the position of Academic Success Coach – Office of the Registrar & Vice President for Academic Affairs – (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 Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

The following were put on a panel:

*APPROVED.*

**1.1.13 Study Aboard Co-ordinator Grade V – International Office – (2 Year Fixed-Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Monday 27 and Tuesday 28 August 2018 to interview applicants for the position of Study Aboard Co-ordinator Grade V – International Office – (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 Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following were put on a panel:

*APPROVED.*

**1.1.14 Pro Rata Part-Time Assistant Lecturer Structural Engineering – (1 Year Fixed-Term Contract) – Department of Civil, Structural and Environmental Engineering:**

Report of the meeting of the Selection Board held on Tuesday 28 August 2018 to interview applicants for the position of Pro Rata Part-Time Assistant Lecturer Structural Engineering – (1 Year Fixed-Term Contract) – Department of Civil, Structural and Environmental Engineering, Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following was put on a panel:

*APPROVED.*

**1.1.15 Lecturer Marine Engineering – (Permanent Whole-Time Contract) – National Maritime College of Ireland:**

Report of the meeting of the Selection Board held on Tuesday 28 August 2018 to interview applicants for the position of Lecturer Marine Engineering – (Permanent Whole-Time Contract) – National Maritime College of Ireland was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following was put on a panel:

*APPROVED.*

**1.1.16 Sports Technician – (Permanent Whole-Time Contract) – Department of Sports, Leisure & Childhood Studies:**

Report of the meeting of the Selection Board held on Wednesday 29 August 2018 to interview applicants for the position of Sports Technician – (Permanent Whole-Time Contract) – Department of Sports, Leisure & Childhood Studies, Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following were put on a panel:

*APPROVED.*

**1.1.17 Research & Innovation Manager (Senior Research Fellow), 3 Year Fixed-Term Whole-Time Contract, National Maritime College of Ireland:**

Report of the meeting of the Selection Board held on Thursday 30 August 2018 to interview applicants for the position of Research & Innovation Manager (Senior Research Fellow), (3 Year Fixed-Term Whole-Time Contract), National Maritime College of Ireland, was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

**1.1.18 Maritime Operations Senior Researcher & Project**

**Officer, (2 Year Fixed-Term Whole-Time Contract), National Maritime College of Ireland:**

Report of the meeting of the Selection Board held on Thursday 30 August 2018 to interview applicants for the position of Maritime Operations Senior Researcher & Project Officer, (2 Year Fixed-Term Whole-Time Contract), National Maritime College of Ireland, was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following was put on a panel:

*APPROVED.*

**1.1.19 Mechatronics Researcher, (2 Year Fixed-Term Whole-Time Contract), National Maritime College of Ireland:**

Report of the meeting of the Selection Board held on Thursday 30 August 2018 to interview applicants for the position of Mechatronics Researcher, (2 Year Fixed-Term Whole-Time Contract), National Maritime College of Ireland, was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

**1.1.20 Maritime Research Assistant, (2 Year Fixed-Term Whole-Time Contract), National Maritime College of Ireland:**

Report of the meeting of the Selection Board held on Thursday 30 August 2018 to interview applicants for the position of Maritime Research Assistant, (2 Year Fixed-Term Whole-Time Contract), National Maritime College of Ireland, was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following was put on a panel:

*APPROVED.*

**1.1.21 New Frontiers Programme Manager (Part-Time), (2 Years and 9 Months Fixed-Term Contract):**

Report of the meeting of the Selection Board held on Thursday 30 August 2018 to interview applicants for the position of New Frontiers Programme Manager (Part-Time), (2 Years and 9 Months Fixed-Term Contract), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following was put on a panel:

*APPROVED.*

**1.1.22 Head of School SLIII, (Permanent Whole-Time Contract), School of Business:**

Report of the meeting of the Selection Board held on Friday 31 August 2018 to interview applicants for the position of Head of School SLIII, (Permanent Whole-Time Contract), School of Business, Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

The following was put on a panel:

*APPROVED.*

**1.1.23 Pro Rata Part-Time Assistant Lecturer Environmental Engineering – (1 Year Fixed-Term Contract) – Department of Civil, Structural and Environmental Engineering:**

Report of the meeting of the Selection Board held on Friday 31 August 2018 to interview applicants for the position of Pro Rata Part-Time Assistant

Lecturer Environmental Engineering – (1 Year Fixed-Term Contract) – Department of Civil, Structural and Environmental Engineering, Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

The following were put on a panel:

*APPROVED.*

#### **INTERNALLY ADVERTISED POSITIONS:**

##### **1.1.24 Senior Technical Officer – (Fixed-Term Whole-Time Contract up to 22 February 2019) – IT Services:**

Report of the meeting of the Selection Board held on Thursday 16 August 2018 to interview applicants for the position of Senior Technical Officer – (Fixed-Term Whole-Time Contract up to 22 February 2019) – IT Services, Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

##### **1.1.25 Senior Technical Officer – (Fixed-Term Whole-Time Contract up to 12 April 2019) – IT Services:**

Report of the meeting of the Selection Board held on Thursday 16 August 2018 to interview applicants for the position of Senior Technical Officer – (Fixed-Term Whole-Time Contract up to 12 April 2019) – IT Services, Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

**1.1.26 Lecturer (Structured), (3 Year Fixed-Term Whole-Time Contract) – Centre of Craft Studies:**

Report of the meeting of the Selection Board held on Tuesday 4 September 2018 to interview applicants for the TWO positions of Lecturer (Structured), (3 Year Fixed-Term Whole-Time Contract) – Centre of Craft Studies, Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

**1.1.27 Technician/Technical Officer – (Permanent Whole-Time Contract) – Centre of Craft Studies:**

Report of the meeting of the Selection Board held on Tuesday 4 September 2018 to interview applicants for the position of Technician/Technical Officer (Permanent Whole-Time Contract), Centre of Craft Studies, Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Sub-Committee approved the recommendation of the Selection Board.

*APPROVED.*

*Governing Body NOTED the Minutes of the Staff Appointments Sub-Committee meeting held on 6 September 2018.*

**1.3 Minutes of the Special Staff Appointments Sub-Committee meeting held on Monday 10 September 2018** were circulated with the Agenda.

*The Chairman referred to the Minutes of the Special Staff Appointments Sub-Committee meeting held on 10 September 2018 which had been circulated for the information of Governors.*

Apologies were received from Cllr Michael Hegarty, Dr Barry O'Connor, Ms Stephanie Kelly and Mr Eoin Deane.

**1.1.1 Head of Department SLII – (Permanent Whole-Time Contract) – Department of Applied Social Studies (2<sup>nd</sup> Round – Stage 2 Interview Process):**

Report of the meeting of the Selection Board held on Wednesday 22 August 2018 to interview applicants for the position of Head of Department SLII – (Permanent Whole-Time Contract)– Department of Applied Social Studies (2<sup>nd</sup> Round – Stage 2 Interview Process), Cork Institute of Technology was tabled at the meeting.

The Staff Appointments Sub-Committee at their meeting on Thursday 6 September 2018 deferred the approval for the above Selection Board Report as a result of the TUI having invoked Stage 3 Grievance Procedure on 4 September 2018. The SASC agreed that a Special SASC meeting be convened on Monday 10 September 2018 to consider the engagement with the TUI and if a possible resolution has been achieved.

Mr Gallagher briefed the Sub-Committee and stated he had again met with the TUI.

The SASC having considered Mr Gallagher’s briefing, and given the significance of this senior position and the desirability for good industrial relations, it is willing to give one further opportunity for Management to liaise with the TUI. It deferred its approval of the position above to a further meeting of the SASC.

*Governing Body NOTED the Minutes of the special Staff Appointments Sub-Committee meeting held on 10 September 2018.*

**1.4 Minutes of the Special Staff Appointments Sub-Committee meeting held on Thursday 13 September 2018** were circulated with the Agenda.

*The Chairman referred to the Minutes of the Special Staff Appointments Sub-Committee meeting held on 13 September 2018 which had been circulated for the information of Governors.*

Apologies were received from Dr Barry O’Connor, Cllr Michael Hegarty and Ms Stephanie Kelly.

**1.1.2 Head of Department SLII – (Permanent Whole-Time Contract) – Department of Applied Social Studies (2<sup>nd</sup> Round – Stage 2 Interview Process):**

Report of the meeting of the Selection Board held on Wednesday 22 August 2018 to interview applicants for the position of Head of Department SLII – (Permanent Whole-Time Contract)–



Department of Applied Social Studies (2<sup>nd</sup> Round – Stage 2 Interview Process), Cork Institute of Technology was tabled at the meeting.

The Staff Appointments Sub-Committee at their meeting on Monday 10 September 2018 having considered Mr Gallagher's briefing, and given the significance of the above senior position gave a further opportunity for Management to liaise with the TUI and deferred its approval of the above position until this morning's meeting.

Mr Gallagher with the approval of the SASC invited Ms Deirdre Casey, HR Manager to join the meeting.

Mr Gallagher had met the TUI on five separate occasions on this matter and legal advice was also sought.

As Mr Allen was Chair of the Interview Board in question, he absented himself from the meeting before the Sub-Committee made a decision.

The SASC having considered the briefing from Mr Gallagher, and because it was felt a delay on a decision at this stage would have a negative impact on the candidates, students and staff of the Department of Applied Social Studies, the Staff Appointments Sub-Committee APPROVED the recommendation of the Selection Board that **Dr Catherine Molyneux** be offered the position of **Head of Department SL11 – Department of Applied Social Studies (Permanent Whole-Time)**, Cork Institute of Technology.

It was also agreed that any IR issues were a matter for the Executive of the Institute.

*Governing Body NOTED the Minutes of the special Staff Appointments Sub-Committee meeting held on 13 September 2018.*

*Mr Ó Súilleabháin asked if all of the meetings of the Staff Appointments Sub-Committee were quorate as he noted that one meeting only had two members present.*

*The President confirmed that all meetings were quorate. He advised for the SASC "a quorum shall be two members of the Sub-Committee one of which to be an external ordinary member of Governing Body or the Chairman of Governing Body".*

*Meetings of the SASC do not meet unless they are quorate and that also applies to all other Sub-Committees of Governing Body.*

**1810.4 CORRESPONDENCE**

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

**4.1 HEA Correspondence:**

*The President referred to the above Correspondence and gave a summary update.*

**4.2 HEA Correspondence:**

**4.3 Public Accounts Committee Correspondence:**

**4.4** Email dated 6 July 2018 from the Cork Education and Training Board attaching letter from the Minister for Education and Skills re. the appointment of Ms Stephanie Kelly and Mr Aaron Buckley as student members on the Governing Body was circulated with the

*The Chairman had already taken this item at the beginning of the meeting.*

**1810.5 PRESIDENT'S REPORT: (Pages 18 to 28)**

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

*As the President's Report had been circulated with the Agenda, the President made mention of a few items.*

**1. CIT Achievement:**

	<b>Date</b>	<b>Event</b>	
1.1	29/6/2018	At the International European First Year Experience Conference (EFYE2018) in Utrecht, CIT was formally selected and announced as the host for EFYE2019. This is quite an honour and a recognition of CIT's commitment to enhancing the First Year Experience and our ongoing and real reputation for student engagement across the student lifecycle since CIT's inception. EFYE2019 will take place in CIT from 17 – 29 June 2019.	

*The President referred to the above. It is the first time that CIT has been selected as the host for the EFYE2019 conference. It speaks to the fact that we have the best national profile for first year student experience through the Good Start Programme and other initiatives. The fact that we are getting national and international recognition for this is very important.*

1.2	7/9/2018	Congratulations to colleagues in the Department of Civil, Structural & Environmental Engineering who will host CERI2020 in CIT in August 2020; this Civil Engineering Research in Ireland Conference is well established and an important event for the discipline in Ireland.
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*NOTED.*

## 2. CIT Events:

	Date	Event	
2.1	16/7/2018	CIT hosted the 67 <sup>th</sup> Cork City International Athletics meeting on 16 July 2018 at 5.30 pm. This year marks the 70 <sup>th</sup> anniversary of the Cork City Sports Committee who organise this event year after year. In recognition of the valuable contribution Cork City Sports makes to the Institute's community, the President signed a Memorandum of Understanding along with Cork City Sports Committee President, Frank Walley on 11 July 2018. This agreement formalises CIT as the home of this annual athletics event and signifies the Institute's commitment to developing and showcasing Irish sporting talent.	President attended
2.2	23/7/2018	Astronaut Paolo Nespoli presented a flag of CIT to the President that had flown aboard the International Space Station for 139 days. The flag had been taken to space by Paolo as part of the 30 <sup>th</sup> International Space Studies Programme that was held last summer in CIT. The official flag handover ceremony took place in CIT Cork School of Music. In attendance were <ul style="list-style-type: none"> <li>• The Rt Hon Lord Mayor of Cork, Cllr Mick Finn</li> <li>• The Mayor of the County of Cork, Cllr Patrick Gerard Murphy</li> <li>• President of ISU, Walter Peeters</li> </ul>	President attended the handover ceremony and welcomed the Lord Mayor and the Mayor of the County of Cork

2.3	13 – 17 Aug 2018	<p>CIT Hincks Centre Enterprise Camp Week 2018 took place. The week-long enterprise camp, for second-level students was launched by Mr Brian McGrath, Head of School of Business and was supported by the HEA and the School of Business. The young entrepreneurs spent the week meeting new people, worked in teams, explored possibilities and generated new business ideas.</p> <p>The final event of the week, presentation of ideas to a panel of judges took place on Friday 17 August 2018 followed by a presentation of Certificates.</p>	<p>President presented Certificates of Attendance</p>
2.4	3/9/2018	<p>The Good Start Student Induction Programme (four week Good Start Campaign) commenced. Now in its sixth year, it is going from strength to strength. Good Start is a programme of social and academic activities designed to induct new incoming students to life and study at CIT. It is organised by the Head and team from the CIT Strategic Engagement and Retention Initiative.</p>	
2.5	5/9/2018	<p>The Project Spraoi Research Team in the Department of Sport, Leisure and Childhood Studies welcomed the Lord Mayor of Cork, Cllr Mick Finn, schools, community organisations and agencies with an interest in child health promotion (specifically activity, fundamental movement skills and healthy eating) to CIT.</p>	
2.6	18/9/2018	<p>CIT Sports Clubs Day took place in the Nexus Hall from 10.30 am – 2.30 pm.</p>	
2.7	19/9/2018	<p>CIT Societies Day took place in the Nexus Hall from 10.30 am – 2.30 pm.</p>	
<p><i>Items 2.1 to 2.7 were NOTED.</i></p>			
2.8	27/9/2018	<p>The Careers &amp; Employability Fair 2018 took place in the Nexus and Sports Hall from 10.30 am to 3.00 pm.</p>	
<p><i>The President stated the Careers &amp; Employability Fair took over the Nexus and half of the Gym. It was packed with employers and students. Great credit is due to the Careers Office, and the academic staff who are putting on relevant programmes. It was the busiest Fair ever.</i></p>			

*Ms Cooney asked that the congratulations of Governing Body be extended to all involved with the Careers & Employability Fair. Over the years, she has raised the issue of having humanities represented and she did notice the inclusion this year for students. She welcomed the inclusion and the increased possibilities for students in social care and in humanities.*

*The President also advised that there was a huge increase in the number of construction companies present.*

2.9	19/9/2018	The Official signing of CIT's Green Campus Registration for the Green Campus Award	President attended
2.10	20/9/2018	Official Opening of the Rubicon Cube (creation of a Grade A office building standard to provide a smart co-working and meeting space for new clients and visitors) in the Rubicon Centre.	President gave an address

*Items 2.9 to 2.10 were NOTED.*

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

	<b>Date</b>	<b>Event</b>	
3.1	9/7/2018	Meeting with Mr Brian Hogan, Chief Engineer, Marine Survey Office, Department of Transport, Tourism and Sport, Dublin and Dr Deirdre O'Keeffe, Assistant Secretary of the DTTS.	President attended

*Capt Hopkins noted the above meeting and asked how did that meeting go?*

*The President advised it was a very sociable meeting. A follow-on meeting in Dublin will take place next Tuesday 9 October with them and the Head of NMCI, Mr Cormac Gebruers will also attend. At the President's invitation and in terms of building bridges, a visit to the NMCI is expected from the DTTS in the coming months.*

*Capt Hopkins stated it is important that the Head of NMCI is given every support as he would not have experienced the harder dealings with the DTTS.*

3.2	16/7/2018	European Universities Network Conference, Dublin.	President presented a paper
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*The President referred to the above. There is a push now for the European Universities Concept. UCC and CIT are interested in this and it could raise the game in terms of international students.*

3.3	16/7/2018	Global Media – The Japan Times meeting	President
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		in Dublin.	attended
3.4	18/7/2018	CIT/NStEP (National Student Engagement Programme) independent evaluation.	President participated in a Skype meeting
3.5	19/7/2018	Air France and Cork Chamber private meeting with Air France's team in Ireland.	President attended
3.6	25/7/2018 & 23/8/2018	Meeting with PwC to look at the defining principles underpinning the MTU Structures took place in PwC Offices.	President, 3 VPS and Prof Hugh McGlynn attended.
3.7	9/8/2018	The Selection Committee of the National Forum for the Enhancement of Teaching & Learning met to consider the one nomination received for the position of Chair of the NFETL.	President participated by video conference
3.8	22/8/2018	Capital Development funding meeting with the HEA in Dublin.	President, Paul Gallagher and Prof Hugh McGlynn attended
3.9	30/8/2018	A meeting of the MTU Programme Oversight Board took place in IT Tralee.	President and colleagues attended
<i>Items 3.3 to 3.9 were NOTED.</i>			
3.10	30/8/2018	A joint meeting of the Executives of CIT and IT Tralee and CIT SL3s took place in IT Tralee.	President and colleagues attended
<i>The President made mention of the above joint meeting held in IT Tralee. While agreeing the principles underlining the MTU, it was also very productive in terms of colleagues getting to know one another. We will be having a return joint meeting in CIT in the coming weeks.</i>			
3.11	3/9/2018	The Launch of Space Week by Minister John Halligan, TD took place in CIT Blackrock Castle Observatory at 9.00 am.	President attended
3.12	3 & 9 Sept 2018	The Photonics Ireland Conference, co-hosted by CIT and NUI Maynooth took place at Pairc Uí Chaoimh.	President opened the Conference at

			10.30 am on the 3 <sup>rd</sup>
3.13	4/9/2018	Cork Chamber Business Breakfast.	President attended
3.14	17/9/2018	“We are Cork” launch took place in the Architectural College, Nano Nagle Centre.	President attended
<i>Items 3.11 to 3.14 were NOTED.</i>			

**4. Meetings (Internal):**

	Date	Event	
4.1	6/7/2018	The following meetings took place with PwC in CIT: <ul style="list-style-type: none"> <li>• MTU (CIT and ITTralee) Business Case</li> <li>• MTU (CIT and ITTralee) Structures for Management and Governance</li> </ul>	
<i>NOTED.</i>			
4.2	13/7/2018	Meeting in CIT with Minister David Stanton, Minister of State for Equality, Immigration and Integration.	President attended
<p><i>The President stated that Minister David Stanton was one of CIT’s first students when he was working with Telecom Eireann. He has guaranteed his support in terms of the Capital funding and the resourcing for MTU.</i></p> <p><i>We also had local Senator, Jerry Buttimer in CIT and he was given the same briefing.</i></p>			
4.3	19/7/2018	Meeting with Zinc Communications re. MTU took place in CIT.  Meeting with PwC re. MTU Structures for Management and Governance took place in CIT.	
4.4	21/8/2018	MTU TUI Engagement Structures video conference call meeting took place.	The two Presidents, the two MTU Project Directors and the two HR Managers participated

4.5	23/8/2018	Meeting with the NDFA/DES/HEA and the Design Team in relation to the LRC building took place in CIT.	President and Paul Gallagher attended
4.6	28/8/2018	Meeting of the Institute Executive Board (IEB).	President Chaired
4.7	28/8/2018	MTU Update Presentation to Non-Academic Staff in Bishopstown Campus.	President presented
4.8	29/8/2018	Mature Student Orientation.	President gave the welcome address
<i>Items 4.3 to 4.8 were NOTED.</i>			
4.9	29/8/2018	Honorary Appointments Board meeting.	President attended
<p><i>In response to Mr Ó Súilleabháin, the President explained that the Honorary Appointments Board is in relation to the procedure to appoint Adjunct Lecturers and Visiting Lecturers. We are streamlining this and are now appointing people from September to end of August the following year to bring in specialist skills that are not available with the hope that those skills will also be developed in-house.</i></p> <p><i>In terms of the position of Student Ombudsman, the President advised that this appointment is in-train and will be brought to the next meeting of Governing Body.</i></p>			
4.10	3/9/2018	MTU Update Presentation to Academic Staff in Bishopstown Campus.	President presented
4.11	3/9/2018	GB MTU Sub-Committee meeting.	President attended
<i>Items 4.10 and 4.11 were NOTED.</i>			
4.12	4/9/2018	Meeting in CIT with Mr Michael McGrath, TD spokesperson on Finance.	President attended
<p><i>The President referred to the visit of Mr Michael McGrath in relation to capital funding and resourcing for MTU.</i></p> <p><i>He also mentioned the visit of Mr Donnchadh Ó Laoghaire, Sinn Féin TD on 24 September 2018 in relation to the same subject matter. We are trying to get in the other local TDs and Senators to convey the message to the Minister for Education and Skills and the Finance Minister in terms of our requirements for capital funding and resourcing for MTU.</i></p>			



4.13	4/9/2018	MTU Update Presentation to all staff in NMCI at 10.00 am MTU Update Presentation to all staff (CIT CCAD and CIT CSM) in CIT CSM at 2.00 pm.	President presented
4.14	6/9/2018 10/9/2018 13/9/2018	GB Staff Appointments Sub-Committee meeting. Special GB Staff Appointments Sub-Committee meeting. Special GB Staff Appointments Sub-Committee meeting.	
4.15	18/9/2019	Special meeting of the Audit & Risk Sub-Committee.	President attended
4.16	20/9/2018	Meeting with Dr Jean Van Sinderen-Law, Associate Vice President, Director of European Relations and Public Affairs, UCC in the President's Office, CIT. The purpose of the meeting was to discuss the European Universities initiative.	President attended
4.17	24/9/2018	Finance Sub-Committee meeting.	President attended
<i>Items 4.13 to 4.17 were NOTED.</i>			

## 5. Student/Graduate Achievements:

	Date	Event	
5.1	27/7/2018	Seven excellent CIT Student Design Submissions have been put forward for the James Dyson International Design Award 2018. They may be viewed on the James Dyson Award Platform: <a href="https://www.jamesdysonaward.org/en-IE/2018/project/zipit/">https://www.jamesdysonaward.org/en-IE/2018/project/zipit/</a>	
5.2	30/7/2018	CIT's Stryde Tech Team has been shortlisted to just 65 finalists for the World Cup Finals of University Startup World Cup 2018 which will take place in Copenhagen, Denmark from 8 – 12 October 2018. The team have been shortlisted for the World Cup Health category and will also compete for the Overall University Startup Work Cup Winner Gold Medal Accolade.  The Stryde Tech mobility device helps	

		people to get from the seated position independently, a feature absent from normal walking frames. The device's handles lower to the users seated waist height and raise to provide helpful upward force when standing up.	
<i>Items 5.1 and 5.2 were NOTED.</i>			
5.3	2/8/2018	<p>CIT PhD student, Yvonne O'Byrne, member of the Irish Women's Hockey Team, won a Silver Medal in the Hockey World Cup. Yvonne is currently studying for her PhD in CIT as part of the "Project Spraoi" initiative, having graduated from CIT in 2014 with a BBus (Hons) in Sport &amp; Exercise Management.</p> <p>Yvonne plays her club hockey with Cork Harlequins and was a recipient of the CIT Sports Bursary from 2010 – 2016. To date Yvonne has won 116 Irish caps.</p>	
<i>The President advised that one of our PhD students, Yvonne O'Byrne, won a Silver Medal in the Hockey World Cup. The Institute will be holding a reception in her honour to mark her great achievement.</i>			
5.4	16/8/2018	The national/international award winning CIT's MacGlas and Stryde Tech Multidisciplinary Student Teams have been invited to exhibit at the prestigious 2018 Dubai Design Week Global Grad Show from 12 – 17 November 2018. This invitation and participation represents a great international honour for the teams and for CIT.	
<i>NOTED.</i>			
5.5	9/9/2018	<p>Congratulations on the Cork Camogie All Ireland Senior &amp; Intermediate winning teams on their magnificent achievement. We acknowledge the following students:</p> <p><b>Senior Team</b></p> <ul style="list-style-type: none"> <li>• Amy Lee, BBus (Hons) Business Year 4</li> <li>• Lauren Homan, BSc (Hons) IT Management Year 1</li> <li>• Kevin Murray who coached the team for the last 2 years (postgrad student in the Department of Sport, Leisure &amp; Childhood Studies)</li> </ul>	

		<p><b>Intermediate Team</b>                  Katelyn Hickey, BBus (Hons) Sport &amp; Exercise Year 4                  Rachel O’Shea, BBus (Hons) Sport &amp; Exercise Year 4                  Rebecca Keane, BEng (Hons) Biomedical Engineering Year 2                  Sarah Buckley, Graduate 2014 BBus (Hons) Business</p>	
<p><i>The President referred to the above great achievements which included students and graduates of CIT.</i></p>			
5.6	20/9/2018	<p>Two graduating students, Sarah Diviney and Sue Dolan, BA (Hons) Fine Art have been selected to exhibit at the prestigious RDS Visual Art Award, which offers a national platform for exceptional emerging visual artists.</p>	
<p><i>NOTED.</i></p>			

**6. Visitations:**

	<b>Date</b>	<b>Event</b>	
6.1	20/7/2018	<p>From 19 – 22 July 2018, Cork City Council hosted 10 Exchange Officials from the People’s Republic of China along with 4 officials to Cork.</p> <p>The Institute hosted the delegation on 20 July 2018.</p>	<p>President welcomed the delegation to the Institute</p>
<p><i>NOTED.</i></p>			
6.2	20/8/2018	<p>An Tánaiste and Minister for Foreign Affairs &amp; Trade, Simon Coveney, TD visited the Rubicon Centre. The purpose of his visit was to say hello to the Vietnamese students participating on the VIBE programme. This exciting project – a partnership between CIT and the University of Economics at the University of DaNang – is funded through the Department of Foreign Affairs Vietnam Bilateral Exchange (VIBE) programme. This project supports CIT and the Rubicon Centre staff to travel to Vietnam to provide enterprise training to staff, and to deliver workshops to over 50 shortlisted students.</p>	<p>President and Dr Flynn, VP for External Affairs welcomed the Tánaiste</p>

<p><i>There have been a number of visits from Mr Simon Coveney. The opportunity was used to give him the message in terms of capital funding and MTU resources. He was also in CIT on Monday 1 October 2018 in relation to the WorldSkills Competition to be held in Dublin in March. The Chair and President are hoping to meet him again tomorrow morning at the Brexit event in Pairc Uí Chaoimh.</i></p>			
6.3	11 & 12 Sept 2018	<p>State of Maine Trade, Mission delegation visit to UK &amp; Ireland</p> <p>As part of their mission they visited CIT on 11/9/2018 and had discussion on the existing CIT/Maine Community College System Student Exchange Program under the Mitchell Scholarship Fund.</p> <p>On 12/9/2018 the delegation visited the NMCI and had an overview of the NMCI's marine education and training, and plans for NMCI to host European Maritime Day and Seafest in 2020.</p>	<p>Dr Flynn welcomed the delegation</p> <p>Mr Cormac Gebruers welcomed the delegation</p>
<p><i>NOTED.</i></p>			
6.4	19/9/2018	<p>UAE/Gulf/Middle East Trade Mission to the NMCI. The purpose of their visit was to discuss overseas Exchange Programmes, Professional Consultancy Services and Joint Research and Innovation Facilities and Initiatives. An MOU between the Federal Transport Authority – Land &amp; Marine in the United Arab Emirates and CIT was signed.</p>	<p>President attended</p>
<p><i>Mr Owens extended congratulations to all concerned on the UAE/Gulf/Middle East Trade Mission to the NMCI.</i></p>			

7. Action List for the following Institute Executive Board meeting was attached.

- Tuesday 28 August 2018

*The Chairman thanked the President for his update.*

*Item GB/A1810.11 was taken next on the Agenda.*

**1810.11**

**FINANCE SUB-COMMITTEE:**

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

**11.1 Signed Minutes of the Finance Sub-Committee meeting held on Monday 12 March 2018** were circulated with the Agenda.

*Capt Hopkins referred to the signed Minutes of the Finance Sub-Committee meeting held on Monday 12 March 2018 which had been discussed at the 12 April 2018 Governing Body meeting.*

*He advised that two minor amendments were made to the Minutes as follows:*

- 11(1) change dated from “August 2018” to “November 2018”*
- 11(4) change “approved” to “proposed”*

*Capt Hopkins sought the approval of Governing Body for the Minutes.*

*Governing Body APPROVED the minutes.*

**12.2 Signed Minutes of the Finance Sub-Committee meeting held on Monday 11 June 2018** were circulated with the Agenda.

**1. Minutes of Previous Meeting**

Dr Ní Shé proposed two minor changes to the draft minutes as follows: 11(4) change ‘approved’ to ‘proposed’ and 11(1) change date from ‘August 2018’ to ‘November 2018’. These changes were accepted and minutes of the previous meeting were agreed and signed.

The Committee approved the Minutes of the meeting of 12<sup>th</sup> March 2018.

*NOTED.*

**2. Matters Arising**

There was one matter arising not on the Agenda.

The Committee noted the update on the South Pres Premises.

*Mr O’Leary referred to the above and was surprised that the Nano Nagle Centre did not have any library facilities. He noted that the Architecture students would continue to use the library facilities in the Cork School of Music. He asked if all of the Architecture students including the UCC students would go to the CIT CSM facility and would that incur an additional cost and was there an additional burden in the CIT CSM library as a result of not having a library facility in the Nano Nagle Centre.*

*The President responded that all the students are registered in both CIT and UCC. The only cost is the cost of space. Previously all the students were located in Copley Street and had used the CIT CSM library. It is not causing an issue for the CIT CSM.*

*Mr O'Leary asked why would something as crucial as a library be missed at the capital planning process. It seems very unusual.*

*The President had raised the same question when looking at the drawings. It was something that was inadvertently overlooked.*

*In terms of the additional licence required for a number of parking spaces in the Nano Nagle Centre (Item GB/A1810.11.4 Item 24), Mr O'Leary asked if there was additional costs involved.*

*Mr Gallagher stated there is an additional cost involved in terms of the parking. He did not have this figure at present but will report back at the next meeting.*

*Mr Gallagher suggested that a visit or a Governing Body meeting might take place sometime in the Nano Nagle Centre.*

*This was agreed.*

*Dr Flynn added in terms of all of the Architecture students they are considered CIT students and have access to all the CIT libraries including the CIT CCAD library. Likewise, all the students would have access to the UCC facilities.*

### **3. HEA Grant Allocation Letter**

Ms Crowley presented correspondence from the HEA in relation to the Institute's grant allocation for 2018.

The Committee noted the 2018 grant allocation from the HEA.

*On another matter, Mr Ó Súilleabháin raised the matter of the Counselling Service Review and asked for an update on that.*

*The President stated this matter would be dealt with under the Report from the Registrar & VP for Academic Affairs.*

### **4. HEA Budget Meeting**

Ms Crowley presented the Institute's record of the annual HEA budget meeting which she described as positive.

The Committee noted the HEA budget meeting.

*NOTED.*

### **5. Student Contribution**

The Institute received correspondence to state that the Student Contribution for 2018/19 would remain at €3,000 per student.

The Committee noted the correspondence on student contribution rate.

*NOTED.*

**6. International Office**

The Public Accounts Committee (PAC) requested information on the use of agents in recruiting international students from all HEIs.

The Committee noted the response to the PAC request.

*NOTED.*

**7. Free Fees Declaration**

Ms Crowley reported that the HEA had introduced a standard template for Free Fees declaration across all HEI's for 2017/18, as HEI's had differing policies and procedures in place.

The Committee noted the 2017/18 Free Fee Declaration to the HEA.

*NOTED.*

**8. Version 4 Apprenticeship**

The Committee noted equipment budget allocation for apprenticeship.

*NOTED.*

**9. Legal Action**

The Committee approved the removal of the accrual relating to the legal action and further approved the allocation of those funds to the Capital Development Reserve towards project A1.

*NOTED.*

**10. Procurement**

Ms Crowley noted a tender over €200k in respect of apprentice equipment.

The Committee noted tenders over €200k and the procurement exceptions.

*NOTED.*

**11. Prompt Payment**

Ms Crowley reported that prompt payment interest for the quarter was significantly up on last year.

The Committee noted the prompt payment interest report.

*NOTED.*

**12. Fees**

The Committee will recommend the fee increase to the Governing Body for approval.

*Governing Body gave their APPROVAL for the fee increase.*

**13. Fees Update**

Ms Crowley reported that outstanding fees for 2015/16.

The Committee noted the fees update.

*NOTED.*

**14. Other Debtors**

Ms O'Halloran drew the Committee's attention to the aged debts.

The Committee noted the report on Aged Debtors.

*NOTED.*

**15. Revenue Audit**

Ms Crowley informed the Committee that the Revenue Commissioners had given notice of a PAYE Audit and an initial meeting was scheduled for 24<sup>th</sup> July. The Institute undertakes a self-review every year and is not expecting any major issues to arise. She noted that this would also be notified to the Audit Committee.

The Committee noted the planned Revenue Audit.

*NOTED.*

**16. Insurance Costs & Cases**

The Committee noted the insurance tender and a summary of cases pending.

*NOTED.*

**17. Management Accounts**

Mr Cremin presented the Management Accounts to 30<sup>th</sup> April 2018 and noted in particular the increase in income and expenditure due to a pick-up in activity in the Research and Self Financing areas. He noted that this did not change the bottom line.



The Committee noted the Management Accounts.

*NOTED.*

**18. Professional Fees**

Ms Crowley presented the review of Professional Fees and noted as a result that some activities previously categorised as professional fees were now re-categorised.

The Committee noted the Review of Professional Fees.

*NOTED.*

*Dr Dan Collins joined the meeting for the next item.*

**19. Student Services Budget**

Mr Gallagher introduced this item.

The Committee noted the 5 year budget.

*NOTED.*

**20. Student Services Minutes**

Ms O'Halloran presented the minutes of the Student Finance Committee of 7<sup>th</sup> March 2018, 2<sup>nd</sup> May 2018 and 16<sup>th</sup> May 2018 respectively. She noted the main items concerned the Sports Review and the Budget.

The Committee noted Minutes of the Student Finance Committee of 7<sup>th</sup> March, 2<sup>nd</sup> May and 16<sup>th</sup> May.

*NOTED.*

**21. Capital Development Reserve**

Ms O'Halloran presented an update on the Capital Development Reserve, which included a small spend on disability projects.

The Committee noted the update position on the Capital Development Reserve.

*NOTED.*

**22. Fixed Assets – External Audit**

Mr Cremin presented the external audit report on Fixed Assets, undertaken by Grant Thornton which covered Student Services, CCAD and the Nimbus Research Centre.

The Committee noted External Fixed Assets Audit report.

*NOTED.*

**23. Fixed Assets Update**

Mr Cremin presented an up to date summary of the Fixed Asset Register and a summary of Departments checked on a rolling basis.

The Committed noted update on Fixed Assets.

*NOTED.*

**24. PPP Projects**

The National Development Finance Agency (NDFA) have proposed a draft Agreement for Higher Education PPP's (NMCI & CSM) between the NDFA and the Department of Education and Skills (DoES).

The Committed noted the draft agreement between the NDFA and the DoES.

*NOTED.*

**25. Terms of Reference**

The Committee reviewed its terms of reference and did not recommend any changes. It was noted that the Governing Body was reviewing its standing orders and this may introduce standing orders for its sub committees.

The Committed reviewed its Terms of Reference.

*NOTED.*

**26. NMCI Port – Joint Venture Update**

The Committed noted update on the NMCI Ports Proposed Joint Venture.

*NOTED.*

**27. Next Meeting**

It was proposed to bring forward the date of the next meeting to 24<sup>th</sup> September 2018 at 9am.

The Committed agreed to the change of date for the next meeting.

*NOTED.*

**There was no further business and the meeting concluded at 11.50am**

*Governing Body NOTED and gave their APPROVAL for the Finance Sub-Committee Minutes of 11 June 2018.*

**12.3 DRAFT MINUTES OF THE FINANCE SUB-COMMITTEE MEETING HELD ON MONDAY 24 SEPTEMBER 2018** *were tabled at the meeting.*

**1. Conflicts of Interest**

Members of the Sub-Committee were asked to declare if they had any conflicts of interest in relation to items being discussed. It was noted that this declaration is to be a standing agenda item for all Sub-Committee meetings.

No Conflicts of Interest were declared.

*NOTED.*

**2. Minutes of Previous Meeting**

The minutes of the previous meeting of 11<sup>th</sup> June 2018 were agreed and signed.

The Sub-Committee approved the Minutes of the meeting of 11<sup>th</sup> June 2018.

*NOTED.*

**3. Matters Arising**

There were no matters arising that were not already covered on the Agenda

*NOTED.*

**4. Annual Report**

Mr Cremin outlined the various sections in the Sub-Committee's draft annual report and it was reviewed. A number of typographical errors were noted and corrected.

The Sub-Committee approved its Annual Report and will forward it to the Governing Body for acceptance.

*Capt Hopkins referred to the Finance Sub-Committee Annual Report which had been tabled at the meeting.*

*He sought Governing Body approval for the Annual Report.*

*Governing Body APPROVED the Finance Sub-Committee Annual Report as presented.*

**5. Position Paper on Recurrent Funding**

Ms Crowley presented the Institute's position paper on the HEA's Recurrent Funding Allocation Mechanism (RFAM).

The Sub-Committee noted the Institute's position paper on RFAM.

*Capt Hopkins advised that the Sub-Committee had reviewed a position paper on Recurrent Funding.*

*Mr Gallagher stated that the Research area headed by Dr Orla Flynn and Dr Niall Smith submitted a very good position paper in terms of funding research with ourselves, WIT and DIT who benefit most from that in the sector. He thanked Dr Flynn and Dr Smith for their valuable contribution.*

**6. Culinary Apprenticeship**

Ms Crowley explained that the Institute was delivering the new culinary apprenticeship programme.

The Sub-Committee noted the new culinary apprenticeship.

*NOTED.*

**7. President's Accommodation**

The Institute received a Parliamentary Question (PQ) relating to the cost of accommodation provided for the President. Ms Crowley stated that the Institute does not provide accommodation for its President.

The Sub-Committee noted the response to the Parliamentary Question.

*Capt Hopkins referred to the above Parliamentary Question. CIT does not provide accommodation for its President.*

**8. Pay Restoration Costs**

Ms Crowley reported that the HEA had requested a costing in respect of pay restoration for 2019.

The Sub-Committee noted the response to the HEA in respect of pay restoration costs.

*NOTED.*

**9. Transfer to Reserve**

The Sub-Committee noted the correspondence from the HEA.

*NOTED.*

**10. Rolling Governance Review**

Ms Crowley informed the Sub-Committee that the HEA are conducting a rolling governance review.

The Sub-Committee noted the correspondence in relation to a potential governance review.

*NOTED.*

**11. President's Retirement Function**

The President has asked for this item to be discussed as it was the final HEA response to the queries in relation to the retirement function of the previous President.

The Sub-Committee accepted the recommendation and asked that the Hospitality Policy be amended accordingly.

**12. Treasury**

The Sub-Committee approved the opening of a bank account with Ulster Bank and noted the placing of deposits with them. The Sub-Committee requested a review of the Treasury Policy for the next meeting.

*NOTED.*

**13. Procurement**

The Sub-Committee noted the large procurement items.

*NOTED.*

**14. Prompt Payment**

The Sub-Committee noted the prompt payment interest update.

**15. Outstanding Fees**

The Sub-Committee noted the report on Fees.

*Capt Hopkins referred to the above outstanding fees report.*

**16. Debtors**

The Sub-Committee noted the update on Debtors.

*NOTED.*

*Prof Hugh McGlynn joined the meeting for the next item*

**17. Munster Technological University**

Prof McGlynn tabled a summary report showing spend from 2013 to 2018.

The Sub-Committee noted update on the MTU project.

**18. Corporate Procurement Plan**

Ms Crowley noted that the Education Procurement Service (EPS) which are part of the Office of Government Procurement (OGP) provided a new template for a Corporate Procurement Plan which included a Multi-Annual Procurement Plan (MAPP). The document presented was in line with that template and includes historical spend to date by category and also projected procurement. She noted that this was a living document and would be updated on a regular basis, but it did require annual approval.

The Sub-Committee approved the Institute's Corporate Procurement Plan.

*NOTED.*

**19. Unit Costing**

Ms Crowley presented the Unit Costs for 2016/17. She explained it was calculated based on HEA rules and worked through the summary pages.

The Sub-Committee noted the Unit Costs for 2016/17 and requested that copies of the report were circulated to each Head of Department.

*Ms Cooney left the meeting*

*Mr Gallagher agreed that the Unit Costing exercise would be an agenda item for the next meeting of Governing Body on 1 November 2018.*

**20. Capital Development Reserve**

Ms O'Halloran presented an update on the Capital Development Reserve.

The Sub-Committee noted the updated position on the Capital Development Reserve. The Sub-Committee also approved the project to proceed to tender, following which the project with full costing will come back for final approval.

**21. Minor Capital Projects**

Mr Cremin presented a summary of minor capital projects undertaken by the Institute in the last year including the budget, spend to date, variance and its current status.

The Sub-Committee noted Minor Capital Projects report.

**22. Fixed Assets Update**

Mr Cremin presented the current summary of the Fixed Asset Register and a summary of Departments checked on a rolling basis.

The Sub-Committee noted update on Fixed Assets.

*NOTED.*

**23. MOU Cork City Sports**

A Memorandum of Understanding (MOU) has been signed with Cork City Sports, which provides for the hosting of this event for the next five years. The MOU commits the Institute to maintaining the Athletics Track to international competition standards.

The Sub-Committee noted the MOU with Cork City Sports.

*Capt Hopkins referred to the above MOU Signing which provides for the hosting of Cork City Sports for the next five years. The MOU commits the Institute to maintain the Athletics Track and will involve an expenditure of keeping the track up to international competition standards.*

*Mr Gallagher added that the Track has a life of approx. eight/ten years.*

*The President advised that there are four standards*

- *Diamond League Standard*
- *Classic Standard*
- *International Standard*
- *European Standard*

*The standard we will be maintaining are the European needs. We had a meeting with Sport Ireland and City Sports last week. They are quite confident that they can secure the funding to upgrade the track. Our commitment is to work with them in terms of the track. The burden of maintaining the track does not just lie with CIT. It is a partnership.*

*Mr Owens stated that one of the great successes for CIT has been hosting the Cork City Sports. We should not lose this event if at all possible.*

**24. Nano Nagle Centre Licence**

Mr Gallagher informed the Sub-Committee that an additional licence was required for a number of parking spaces at the Nano Nagle Centre premises, as these were not included in the original lease agreement.

The Sub-Committee approved the licence agreement for parking spaces at the Nano Nagle Centre.

*Capt Hopkins referred to the above.*

**25. Next Meeting**

The date of the next meeting is Monday 19<sup>th</sup> November 2018 at 9am.

**There was no further business and the meeting concluded at 11.30am**

*Capt Hopkins left the meeting.*

**1810.6**

**TECHNOLOGICAL UNIVERSITY:**

*The Chairman invited the Chair of the MTU Sub-Committee to take this item.*

- 6.1 **Signed Minutes of the Governing Body MTU Sub-Committee meeting held on Thursday 28 June 2018** were circulated with the Agenda.

*Mr Allen referred to the signed Minutes of the MTU Sub-Committee meeting of 23 June 2018 which had been considered at the 5 July 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 as presented.*

- 6.2 **Draft Minutes of the Governing Body MTU Sub-Committee meeting held on Monday 3 September 2018** were tabled at the meeting.

Page 3: In relation to the President's update re: CIT SL2 and SL3 staff meetings and the CIT and IT Tralee Executive Board Meetings, the President confirmed that these meetings were held in CIT and that there were meeting notes available for the CIT and IT Tralee Executive Board Meetings, he agreed to circulate a copy to the Sub-Committee for their information.

*NOTED.*

**Agenda Item 3 – Briefing from Dr Barry O'Connor, President –**  
An update from the President since the last Sub-Committee meeting.

In his update, the President confirmed that Prof McGlynn took up duty on 29 June, Dr Catherine Frehill (Project Leader, Academic Affairs) and Ms Breda O'Dwyer (Project Leader, Research & Engagement) have commenced in their roles today and there will be further academic support to come in the coming weeks.

He advised that the following meetings took place since the last Sub-Committee Meeting on 28 June:

- (i) Meeting with the HEA on 22 August re: Capital Development for CIT  
The President, the VP for F&A and the CIT MTU Project Director met the HEA in relation to CIT's capital



development requirements, this was a good meeting. The President also confirmed that there have been various meetings over the summer months with the Tánaiste and other Cork TDs in terms of CIT's case.

- (ii) Advisory Sessions to update staff on the current status of the MTU Project took place on the following dates:
- Tuesday 28 August 2018 (Bishopstown Campus)
  - Monday 3 September (Bishopstown Campus)
  - Monday 3 September (CIT CSM – for CIT CSM and CIT CCAD Staff)
  - Tuesday 4 September (NMCI)

The President confirmed that the advisory sessions commenced on 28 August, there has been good engagement and interaction with staff who asked very constructive questions and expressed their views/concerns in terms of courses etc.

- (iv) A Meeting of CIT SL3 and IT Tralee SL3 Staff on Thursday 30 August  
This meeting was a follow-on from the inaugural meeting which took place at CIT on 19 June.

There have been various meetings over the summer months between the Presidents and the Vice Presidents from both Institutions in relation to defining the guiding principles which will underpin the MTU structures. These principles were discussed further at a Joint Meeting of the Executives with a draft agreed at this meeting. Discussions also took place in relation to the Mission and Vision, there is work to be done on this.

**6.3** *Draft Minutes of the GB MTU Sub-Committee meeting held on Tuesday 2 October 2018 were tabled at the meeting.*

The Chair of the GB MTU Sub-Committee commenced the meeting by thanking fellow Governors for their attendance at the meeting this afternoon.

**Agenda Item 1 – Approval of the Draft Minutes of the GB MTU Sub-Committee Meeting held on Monday 3 September 2018**

The Minutes of the GB MTU Sub-Committee Meeting held on Monday 3 September 2018 were approved and signed.

*NOTED.*

*At this juncture Governing Body adjourned for a 10 minute break after which they returned to the meeting at 4.50 pm.*

**1810.7** **REPORTS FROM THE REGISTRAR & VICE PRESIDENT FOR ACADEMIC AFFAIRS: (Pages 42 to 47)**

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

*Dr Ni Shé advised that she had just returned from Minister Mitchell O'Connor's Workshop that took place in Dublin on Consent and Tackling Sexual Violence in Higher Education. The Minister is expecting Institutes to buy into this as well as students and there will be more coverage on that in the coming days.*

#### **7.1 CIT Access Annual Report 2017-18** *was circulated with the Agenda.*

*Dr Ni Shé advised that the Access Annual Report is led by the Access Officer, Ms Deirdre Creedon and in terms of Student Services coordinated by Dr Dan Collins, Academic Administration & Student Affairs Manager. There are three main areas of the work of the Access Office*

- (i) Greater variety of socio economic backgrounds into higher education i.e. linked schools. We are about to go into the HEAR Programme which will allow us capture additional students to include disability, members of the traveller community etc.*
- (ii) Disability Support Service led by Laura O'Rourke.*
- (iii) Mature Student Officer's work – Christine Nolan.*

*It has been a very busy year for the Access Office. There have been additional numbers of Disability Support students coming in to CIT with an increasingly varied number of needs. They also link in with the Exams Office and Academic Departments in terms of they providing additional supports.*

*We have a Linked Schools programme – Science for Life project, leaving cert Maths classes, maths workshops.*

*Through the Access Office we have an involvement in the growing Lifelong Learning Initiative in Cork. The leads on that are Cork City Council, CIT, UCC and CETB. The Lifelong Learning Initiative links up with the Music Generation project. CIT is providing funding supports to those two initiatives. Last week we had a very successful event to follow up on the UNESCO event last September in relation to the Learning Workplace Initiative. One of our students who has come through a mentorship programme with Johnson & Johnson has come through the Learning Workplace Initiative in conjunction with the Access Service and is now participating successfully in third-level education. There is also close collaboration with UCC and with other partners in the cluster. We have been successful with UCC as lead partner in acquiring Path 2 & Path 3 funding. Path 2 relates to 1916 bursaries and Path 3 relates to a number of streams of work as outlined in the Access Report. CIT is involved in two of the streams (i) Traveller Education (ii) we are going to advertise for a half-time position in Occupational Therapy Support. The Access Officer represents CIT on the City of Sanctuary Working Group. The COS is committed to making Cork a place of welcome, support and safety for Refugees, Asylum Seekers and Migrants where diversity is recognised and*

*celebrated. UCC has already successfully applied to become a University of Sanctuary. One of the initiatives there will be a Bursary Scheme because Asylum Seekers would be subject to full international fees and even EU fees would be a challenge. CIT is working actively towards applying and becoming an Institute of Sanctuary and colleagues in UCC have been very helpful to us. We are also in the early stages of working with the TOMAR Trust to seek support in terms of funding scholarships similar to those offered by UCC.*

*The Chairman stated, from his perspective, the Access Annual Report was a fantastic report.*

*In terms of some of the work outlined in the report the Chairman noted that a lot of companies are already doing this and will liaise with Dr Ní Shé in the next few weeks.*

*In terms of the Learning Workplace Breakfast event held last week, the President stated there was a waiting list to get into it. It was booked out. Participants were from VoxPro, Boston Scientific, Johnson & Johnson, CETB and they were all partnering with academic colleagues from CIT or UCC. There were three or four tables taken with CETB people so it is an area that they are clearly interested in.*

*The Chairman added that this is so timely. We are coming close to zero unemployment. Now is the time to do it for the right reason, for people out of work for a long time, or people with disabilities that have been overlooked. Industry is waking up to this from both sides- from the diversity inclusion side and the need to bring great talent in that has not been seen before.*

*Mr O'Leary added from the Youth Centre perspective we have an above average number of people who need an additional leg up and support in critical times in terms of loss to education. This speaks to the community and plays dividends thereafter. CIT plays its part and he extended well done.*

*The Chairman stated for CIT this goes back a long way. Students who have family issues or other reasons are given the opportunity to come right through from L7 up to L10 and they have shone in industry, the roots of it are already there.*

*Mr Ó Súilleabháin added that he had taught on Springboard courses for the last number of years and for students whose confidence is low and to see them gaining employment is great. However, we do need to look at practical things – these students are funded on a yearly basis and they must do twelve modules. While this is a national issue, Mr Ó Súilleabháin suggested that if the Department could come up with the flexibility of doing things in stages it might help them. We have students with childcare issues and part-time jobs and it would give them more flexibility and give them the option.*

*Mr Ó Súilleabháin raised the issue of access to the Institute and it is something that maybe the Strategic Development Sub-Committee*

*could look at and consider possible solutions. It has an impact for the students travelling on public transport. He asked for this to be an agenda item for the Strategic Development Sub-Committee meeting.*

*In terms of the Coco Cola Bicycle scheme, Dr Flynn advised that this model does not suit Cork in terms of the suburbs. There is the BleeperBike Scheme operating in Dublin and this would be a better option and much cheaper and it is worth noting this.*

*Mr Allen referred to the Linked Schools listed on pages 44-46 and noted that some schools were missing from the list.*

*Dr Ní Shé together with Ms Deirdre Creedon will look into this and to get back to Mr Allen.*

*The President referred to Page 42 and the interaction with the Cork Prison Service. The numbers of students are doubling this year and he commended the staff involved and for the commitment they give which is second to none.*

*Dr Ní Shé added that Dr Dan Collins has joined the Board of the Dillons Cross project which is for the relations of the prisoners.*

## **7.2 CAO 2018 Update** *was circulated with the Agenda.*

*Dr Ní Shé took Governors through the CAO Report 2018. As nationally predicated, applications are down. She updated Governors as follows:*

### **2018 versus 2017**

- total offers down 4.2%*
- total level 8 offers down 2.3%*
- total level 7/6 offers down 4.9%*
- level 8 1<sup>st</sup> preferences up 9.4%*
- level 7 7/6 1<sup>st</sup> preferences down 3.4%*
- total 1<sup>st</sup> preferences down 1.5%*

*She took Governors through the graphs and in particular to Figure 5 Round A and Round 0 Offers and Acceptances 2015-2018. Nationally, CAO Mature applications have decreased by 12.0% from 2017 to 2018. For CIT, both Round A and Round 0 offers and acceptances have reduced since 2017, the acceptances have remained unchanged.*

*She advised that the data presented was in relation to CIT's own programmes and codes. We have joint offerings with UCC which are not included. These are*  
*Biomedical Science Degree (put through CIT CAO applications)*  
*Masters in Arts Education*  
*BSc (Hons) in Architecture (UCC CAO)*  
*BSc (Hons) in Industrial Physics (UCC CAO)*

*Architecture performed quite well this year. In terms of Industrial Physics there is disappointment. This programme is in its second year of offering and is in high demand by industry. For the first two years there is roughly a ratio of 2:1 going from UCC to CIT and then in third year the ratio switches to 2:1 CIT to UCC where the real practical and industry piece beds in. We had a discussion with UCC at the Joint Board meeting held on 21 August 2018. We had two successful applicants who had accepted their places. Financially there are no issues because they share their modules with CIT or UCC courses. Following discussion, the outcome for this year is that the students are enrolled and attending the course. The feedback from last year's first years is very good. Our department of Physical Sciences was always very active on the ground in meeting schools. The Department of Physics in UCC are talking with their Registrar with a view to giving this programme another chance. It is in high demand by industry. There is engagement going on between the two Registrars and their respective Faculties in relation to targeting a campaign for CAO 2019 and this is something we will be watching carefully.*

*Mr Ó Súilleabháin welcomed the 2018 figures and hopefully we can get the same figures from IT Tralee. He had looked up the HEA website and their figures are less than our figures.*

*The President explained that they use a different census date.*

*The President added we have been very good at predicting our 1<sup>st</sup> year intake because it has been consistent. We predicted that we would have an increase of 70 student enrolments but actually we are down 130 from last year. This may be due to more jobs out there and people taking up trades. The numbers are going down but not just down to demographics.*

*Mr Owens stated the reality is that this is also having a detrimental effect on FE numbers. We have classes disappearing. We are a small city and it would be good to have joined up thinking.*

*The President stated that the BA in UCC dropped by 10 points this year and that does have an effect.*

*In response to Mr Allen, the President clarified that our overall CAO figures are down this year. We are down 130 first year students from last year but we are not down as much as the national average. The demographic trend this year is particularly low.*

*Dr Flynn added that our CAO numbers are down but we don't know yet what our overall figures are because we could have retained our retention figures.*

*Mr Allen stated our Business Plan was projecting an increase in student numbers.*

*Mr Gallagher stated that our Business Plan had indicated that there was a levelling off for a couple of years. 130 students is a million*

*euro. It does impact on years 2, 3 and 4. We have had significant improvements in retention as well.*

*Mr Allen asked have we looked at the impact that the private Colleges would have on CIT.*

*Dr Ni Shé stated that they would not have any CAO impact on CIT. UCC would be the biggest threat.*

*Mr O'Leary asked was there any feel of what the retention rates would be.*

*Mr Gallagher responded that we have invested significantly in retention through Ms Marese Bermingham and her initiatives and there is a very clear correlation back but it is a continuous effort to keep it at that level. We have a significant increase in retention.*

*The President stated that we will provide a Retention Report for the next meeting of Governing Body.*

*Dr Ni Shé stated retention also relates to the office of the Dean of Academic Quality Enhancement in terms of curriculum design, design of assessments etc. There is a need for retention but also for quality.*

*Mr O'Leary stated that we need to tease out what the reasons are overall on why students are drifting, some we can control and some we cannot.*

*The President stated there is a number of issues i.e. student choice, their level of maths when they come in. The key thing is the first six weeks of first year is where you get the students and bring them on board. We have put in a huge amount of resources in the student engagement and retention initiative. This helps them to bed in. Our initiative is an exemplar in the sector.*

*Mr Ó Súilleabháin added we need to be mindful also that we are maxed out on our room capacity which is causing havoc. We need a review on room usage. There are practical issues that need to be addressed.*

*In terms of the Learning Resource Centre, Mr Buckley stated that there should be no offices in the Learning Resource Centre. There should be 100% student spaces and not 15% offices. Some students are in from 8.00 am to 6.00 pm and they could have three hours off in the day because they have such intense timetables. They have nowhere to go and that is why we are not retaining students.*

*Mr Gallagher stated we still have a fair bit of work to do on our Master Plan. We need to look at other developments in the campus. We have been focussed on the Learning Resource Centre and looking at the teaching areas but we haven't given consideration to other areas. He would like to go back to this through the Strategic Development Sub-Committee and was keen that student accommodation would also be considered.*

*Dr Flynn added that Cork County Council have made a submission to the Urban, Rural & Development Fund. They did seek a letter of support from CIT for that. They had two main initiatives (i) Digitalisation in terms of the rural agenda and (ii) Science & Innovation Park. We have provided the City with a letter of support for other initiatives.*

*The President asked Dr Ní She to give an update on the Counselling Service which was discussed at the July meeting of Governing Body.*

*In terms of Academic Council, the President sought the approval of Governing Body for the appointment of Mr Cormac Gebruers, Head of NMCI and of Capt Darragh Kirwin, Associate Head of NMCI to Academic Council.*

*Governing Body gave their APPROVAL.*

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

**18010.8      REPORTS FROM THE VICE PRESIDENT FOR FINANCE & ADMINISTRATION: (Pages 47 – 51)**

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

*He referred Governors to the tabled Selection Board Reports and Progression Reports and went through in detail each item for approval.*

**8.1      HUMAN RESOURCES REPORT:**

**PROPOSALS REQUIRING APPROVAL BY THE GOVERNING BODY**

**1.1      Interviews held (Copies of Selection Board Reports to be tabled)**

**Externally advertised positions**

**1.1.1      Senior Architect - PWT – Buildings & Estates Office:**

Report of the meeting of the Selection Board held on Tuesday 25 September 2018 to interview applicants for the position of Senior Architect (Permanent Whole-Time), Buildings & Estates Office, 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.

*APPROVED.*

The following were put on a panel:

*APPROVED.*

**1.1.2 Assistant Lecturer Mechanical/Biomedical Engineering – PWT – Department of Mechanical, Biomedical & Manufacturing Engineering:**

Report of the meeting of the Selection Board held on Wednesday 26 September 2018 to interview applicants for the position of Assistant Lecturer – Mechanical/Biomedical Engineering (Permanent Whole-Time), Department of Mechanical, Biomedical & Manufacturing Engineering, 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.

*APPROVED.*

The following were put on a panel:

*APPROVED.*

**1.1.3 Technician – PWT – Centre of Craft Studies:**

Report of the meeting of the Selection Board held on Thursday 27 September 2018 to interview applicants for the position of Technician (Permanent Whole-Time), Centre of Craft Studies, 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.

*APPROVED.*

The following were put on a panel:

*APPROVED.*

**1.2 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**

**1.2.1 Academic Administration & Student Affairs Office**

Governing Body approval is sought to progress Ms Looney to Grade III/Grade IV – Clerical Officer/Assistant Staff Officer from progression date of **1 September 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

**1.2.2 Library**

Governing Body approval is sought to progress Mr O'Donovan to Grade III/Grade IV – Library Assistant 1 / Library Assistant 2 from



progression date of **1 September 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

### **1.3 PROGRESSION – Technician to Career Grade of Technical Officer**

#### **1.3.1 Department of Biological Science**

Governing Body approval is sought to progress Ms Maher from Technician to Career Grade of Technical Officer from progression date of **15 June 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

### **2.1 Appointments**

*NOTED.*

*Mr Gallagher referred to the above 39 appointments which was a huge volume of recruitment. He thanked Mr Bernard Allen and Cllr Mary Hegarty for giving of their time to sit on interview panels. It is a sign of the health of the Institute that we are making this investment in lifetime careers for people.*

### **2.2 Contract Variation**

#### **2.2.1 Career Break: Return**

*NOTED.*

#### **2.2.2 Career Break Continue**

*NOTED.*

#### **2.2.3 Work Share: Continue**

*NOTED.*

#### **2.2.4 Work Share: New**

*NOTED.*

#### **2.2.5 Job Share:**

*NOTED.*

### **1.3 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 CIT Crawford College of Art & Design**

*NOTED.*

## **2.4 Resignations**

*NOTED.*

## **2.5 Retirements**

### **2.5.1 Early Retirement**

*NOTED.*

### **1.6 Retention of staff who retire on 31 August 2018 – The following staff member who was due to retire on 31 August 2018 has applied to be retained for 1 year beyond their Compulsory Retirement age (ref. Department of Education and skills Circular 0027/2018).**

*NOTED.*

## **2.7 Secondments**

*NOTED.*

*The President clarified that Prof McGlynn has been appointed as the CIT Project Director.*

*The Chairman asked, in terms of succession planning, does the Institute have a good database if someone leaves.*

*Mr Gallagher stated there are very few staff leaving, most of the people leaving are in the administration side – Grade 3/Grade 4 and that is because of better offers outside. Gauging with industry, we have a very high level of job satisfaction.*

*Ms Cooney asked, in terms of position offers, when will staff know the outcomes?*

*Mr Gallagher advised that HR are involved with the offer and acceptance. The responsibility lies with the Head of Function to inform staff.*

## **8.2 GUIDELINES FOR INTERVIEW BOARD MEMBERS:**

*Guidelines for Interview Boards was circulated with the Agenda.*

*Mr Gallagher referred to the Guidelines for Interview Board members which Governing Body had requested. HR welcomed these Guidelines and has done quite a bit of work on it in terms of assessing what is around and in terms of the sector and best practice. Our recruitment process is laid down by Ministerial Regulation going back to the 1970s which still applies. We have as a sector put together a proposal which is based on the Public Appointments Commission Guidelines. This is going through a consultation process at present through the IR framework at a sectoral level. This then will be proposed to the Department and the Minister and hopefully will replace the existing Ministerial Regulations.*

*This document is CIT's own internal Guidelines for interview boards and how they work, bringing us up-to-date in terms of*

- Confidentiality and the briefing that we give the interview boards.
- Equality of Opportunity
- Age
- Gender, Marital Status, Family Status, Sexual Orientation
- Disability
- Race, Religion, Membership of the Travelling Community
- Purpose of the Interview
- Role of the Selection Board and each of its members
- MTU Posts
- Shortlisting
- Pre-Interview Discussion
- Questioning
- Do's and Don'ts
- Listening
- Completing the Interview
- Marking Scheme
- The Final Review
- The Freedom of Information Act & GDPR
- Questioning Techniques
- Sample Interview Assessment Form
- Scoring Guide

*While we provide training for interview boards, this document fleshes out the requirements and the process much better. He commended HR for drafting these Guidelines.*

*Mr Allen advised that he had to leave the meeting shortly and asked Dr Flynn if Item 13 – Audit & Risk Sub-Committee could be taken next on the agenda. Dr Flynn agreed.*

**1810.13      AUDIT & RISK SUB-COMMITTEE:**

*The Chairman invited the Chair of the Sub-Committee, Mr Bernard Allen to take this report.*

- 13.1      **Draft Minutes of the special Audit & Risk Sub-Committee meeting held on Tuesday 18 September 2018** were circulated with the Agenda.

Members of the Sub-Committee met in private before the main meeting commenced.

**Response to HEA**

*Mr Allen left the meeting.*

**1810.9      REPORT FROM THE VICE PRESIDENT FOR EXTERNAL AFFAIRS: (Pages 51 to 72)**

*The Chairman invited the VP for External Affairs to take her report.*

*As her report had been circulated with the Agenda, Dr Flynn mentioned a few highlights.*

### **Athena SWAN Update**

In 2016, the HEA published a review of gender balance in higher education institutions in Ireland – the report contains a range of recommended actions for higher education institutions, for research funding agencies and for the HEA itself. The report can be found at:

[http://hea.ie/assets/uploads/2017/04/hea\\_review\\_of\\_gender\\_equality\\_in\\_irish\\_higher\\_education.pdf](http://hea.ie/assets/uploads/2017/04/hea_review_of_gender_equality_in_irish_higher_education.pdf)

The actions recommended for Higher Education Institutions are listed on pages 44 - 77.

Athena Swan is a UK-led initiative to address issues of gender bias and gender imbalance in higher education institutions. There is a requirement for CIT to achieve an Athena Swan institutional award by 2019, to remain eligible for applying for research funding. Planning for this activity commenced in CIT in January 2017, and an Athena Swan Self-Assessment Team (SAT) was established in September 2017. CIT has adopted the Athena Swan Charter and is a recognised Athena Swan organisation.

The Athena Swan submission requires the completion of a comprehensive staff survey (completed in November 2017), and the gathering of qualitative data from a number of focus groups (completed in January 2018). Statistical information about the organisation for the last three years is also required, including gender-based information on recruitment, promotion and staffing composition. Deep institutional commitment to addressing this issue is also required, in terms of Presidential commitment and resource allocation. Ideally this initiative will in future sit under the broader heading of Equality, Diversity and Inclusion.

*Dr Flynn referred to the above. We are planning to make a submission for this award at the end of November. There is a huge amount of work to be done by the SAT and the HR Office. She drew Governors attention that there is a huge commitment required in addressing Athena Swan and it is not just about attaining the award. This is something that is not going to be going away. She urged Governors to read the 2016 HEA Report. There are recommended actions for Governing Body including that a Governing Body Sub-Committee dedicated to gender equality be established. The Guidelines for HR on the conduct of interview boards will have to be reviewed from the perspective of Athena Swan. There will be a requirement that when gender balance is not achieved an explicit report will have to be done on why not. These are all things that are driven at a national level. Some of the suggestions made are improving the visibility of women in the Institute. She hoped for the November meeting of Governing Body that she would have the draft submission available for Governing Body review.*

### **RESEARCH, INNOVATION & ENTERPRISE**

Research Metrics - Period Covered: July/September 2018

<b>Metric</b>
<b><u>Research Funding Projects awarded (national) : (7)</u></b>
<b>BioExplore (Dr Helen O'Shea) Cullen Fellowship</b> <b>Mechanical and Energy Systems Simulation and Optimisation Group</b>

**(MeSSO)**

: 3 awarded

**Hincks Centre for Entrepreneurship Excellence:** WBL (Erasmus +)

**Centre For Advanced Photonics And Process Analysis (CAPPA):** Renewal phase of the Pharmaceutical Manufacturing Technology Centre program.

**Mathematics:** EI Innovation voucher

**Research Funding Projects awarded (EU/intl): (3)**

**1 (Irl/Wales Prog 2020):** Dept of Physical Sciences: STREAM (Sensor Technologies for Remote Environmental Aquatic Monitoring) €5.4m led by WIT, NMCI and CIT Mass Spec Group, Swansea University.

**1 H2020 - SIGMA:** To develop technology to monitor & control obesity. The total grant is €929,200 to 7 EU partners, with €165,600 going directly to CIT.

**1 (Interreg) (€1.5m) - Dept of TEL / BCO:** STAR ATLANTIC” project will look to integrate Dark Skies resources and reserves with new and exciting educational technologies, including Virtual Reality and Augmented reality tools to immerse the visitor in the subject area. CIT lead with partners from the UK, Spain, France and Portugal.

**Research projects with substantial industry involvement awarded: (2)**

**Mechanical and Energy Systems Simulation and Optimisation Group (MeSSO) x 2**

**Awards/Recognition:(1)**

**Dept of Physical Sciences, Dr Ambrose Furey** – awarded Chartered Chemist by the Royal Society of Chemists.

**Journal Publications (peer reviewed) : (13)**

**Mechanical and Energy Systems Simulation and Optimisation Group (MeSSO) x 3**

**Dept. of SLCS: McGahan, J., Burns, C., Gabbett, T., O’Neill C.** (2018) Health, fatigue and activity profiles of elite Gaelic football players during a pre-competition training camp. Journal of Australian Strength and Conditioning, in press.

**School of Business:**

Akhter Shareef, M., Mukerji, B., Ali Alryalat, M., **Wright, A.**, Dwivedi, Y. (2018). "Advertisements on Facebook: Identifying the persuasive elements in the development of positive attitudes in consumers", Journal of Retailing and Consumer Services, Elsevier, Volume 43, July 2018, Pages 258–268.

**Connolly, M.**, Dusparic, I., Iosifidis, G. and Bouroche, M., (2018). Adaptive Reward Allocation for Participatory Sensing. Wireless Communications and Mobile Computing, 2018.

**Mathematics:**

D Bergmann, **D O'Connor**, A Thümmel, (2018), [An Evaluation of Point and](#)

[Density Forecasts for Selected EU Farm Gate Milk Prices, International Journal of Food and Agricultural Economics, Vol. 6, No. 1, pp. 23-53](#)

Bolger, L. E., Bolger, L. A., O' Neill, C., Coughlan, E., O'Brien, W., Lacey, S., & Burns, C. (in press). Accuracy of children's perceived skill competence and its association with physical activity. *Journal of Physical Activity and Health*. (accepted 29th July 2018)

Bolger, L. E., Bolger, L. A., O' Neill, C., Coughlan, E., O'Brien, W., Lacey, S., & Burns, C. (in press). The effectiveness of two interventions on fundamental movement skill proficiency among a cohort of Irish primary school children. *Journal of Motor Learning and Development*. (accepted 5th August).

Merrotty A., McCarthy A.L., Flack J., Lacey S., Coppinger T. *Project Spraoi: Dietary Intake, Nutritional Knowledge, Cardiorespiratory Fitness and Health Markers of Irish Primary School Children* International Journal of Child Health and Nutrition, 2018, 7, 63-73;

McGahan J., Burns C., Lacey S., Gabbett T., O' Neill C. *An investigation in to the positional running demands of elite Gaelic football players: how competition data can inform training practice* The Journal of Strength & Conditioning Research, (accepted February 2018);

McGahan, J. H., Burns, C., Lacey, S., Gabbett, T., & O' Neill, C. *Relationship between load and readiness to train in a Gaelic football pre-competition training camp* Journal of Australian Strength and Conditioning (accepted March 2018);

McGahan, J., Burns, C., Lacey, S., Gabbett, T., & O' Neill, C. *Variation in training load and markers of wellness across a season in an elite Gaelic football team* The Journal of Australian Strength & Conditioning (accepted August 2018);

**Conference Publications (peer reviewed) :(17)**

**Mechanical and Energy Systems Simulation and Optimisation Group (MeSSO) x 5**

**School of Business x 10**

O' Connell, K. and Murphy, M. (2018), " Systemic behaviour change: Irish farm deaths and injuries", Paper presented at the 43<sup>rd</sup> Annual Macro-Marketing Conference, Leipzig, Germany, July 10<sup>th</sup>-13<sup>th</sup>, 2018.

O' Connell, K. and Murphy, M. (2018), "The use of mentoring to effect cultural change: Irish farm deaths and injuries", Paper presented at the 17<sup>th</sup> Annual International Association on Public and Non-Profit Marketing Conference, Bournemouth, England, September 6-7<sup>th</sup>, 2018

Xiong, W. (2018), Paper presented at The 58<sup>th</sup> European Regional Science Association (ERSA) Congress August 28<sup>th</sup> –31<sup>st</sup> 2018, Cork,

[“Quantitative and Qualitative Evidence on Students’ Decision to Study Abroad: Why go to Ireland?”](#)

ConwayLenihan, A., McGuirk, H. (2018) “The Economic Impact of the Marine Leisure Industry on a region”. Presented at 58<sup>th</sup> ESRA Congress, UCC Cork, 30<sup>th</sup> August 2018

Wright, A. (2018). “A Reflection on Teaching Practice: A Level 9 Micro-teaching Application”, presented at HEAd’18, 4th International Conference on Higher Education Advances, Valencia, Spain, June 21 – 23.

Krogulec, A.K., Wright, A. (2018). "Focus on the Incoming Quality Control Department of a Medical Device Manufacturer", paper presented at the 21st, Irish Academy of Management Conference, September, 3-5, UCC.

O' Connor. M. Wright, A. (2018). " A 'Smart City': Opportunities and Challenges, paper presented at the 21st, Irish Academy of Management Conference, September, 3-5, UCC.

O' Brien, P, Wright, A. (2018). "Neologisms such as the 'Energy Citizen' and Climate Change Policy “Discourse: Where to Now?”, paper presented at the 21st, Irish Academy of Management Conference, September, 3-5, UCC.

Barry, H.; Leahy, R. and Fenton, P. (2018), “Experiential Marketing: How Relevant is the Practice in the Fast Moving Consumer Goods Sector?”, Paper Presented at the Irish Academy of Management Conference, Cork, September 2018

Connolly, M., Dusparic, I. and Bouroche, M., (2018), “Identity Privacy Preserving Incentivization”, 11th International Conference on Mobile Computing and Ubiquitous Networking, October 5-8 (Accepted)

### **Hincks Centre for Entrepreneurship Excellence x 1**

**Mathematics x 1:** The complexity of Tukey types and cofinal types, CiE (Computability in Europe)

### **Conference Publications (other) (1)**

**Mathematics:** Distance optimisation of milk transportation from dairy farms to a processor over a national road network. June 2018 - Agriculture & Food 2018 - 6th International Conference at Burgas, Bulgaria

### **Newspaper articles, book reviews: (18)**

#### **Mechanical and Energy Systems Simulation and Optimisation Group (MeSSO)**

**x 1**

**Sigma:** Prof Paul Walsh interviewed on BBC World News Service and Irish Times

**Department of Sport, Leisure and Childhood Studies:** Dr E Coughlan weekly article in Irish Examiner

**Blackrock Castle Observatory (BCO) Labs:** Dr Niall Smith, monthly article “Sky Matters” in Irish Examiner

**Invited presentations (6)**

**Department of Technology Enhanced Learning (TEL):** SMART RURAL project final conference, July 3rd in Perigueux, France

**Hincks Centre for Entrepreneurship Excellence x 1**

**Centre For Advanced Photonics And Process Analysis (CAPPA):** International Conference of Laser Optics (Liam O'Faolain)

**Mathematics:** (1) <http://www.sigma-network.ac.uk/cetl-msor/cetl-msor-conference-2018/>

(2) The Diaconis-Shahshahani Upper Bound Lemma for Finite Quantum Groups: *Irish Mathematical Society August 2018 Meeting*, University College Dublin

(3) The complexity of Tukey types and cofinal types, CiE (Computability in Europe)

**Seminars, colloquia hosted (2)**

**centre For Advanced Photonics And Process Analysis (CAPPA):** Beijing University (Thomas Ochalski)

**Maths:** Farmer workshop on risk Management and the role of Excel in farming

**Conferences chaired/hosted (3)**

**Dept. of Business:** Higher Education Conference, Valencia Spain, June 2018 (Angela Wright)

**Centre For Advanced Photonics And Process Analysis (CAPPA):** Photonics Ireland

**Hincks Centre for Entrepreneurship Excellence**

**Outreach events involving public (6)**

**Dept. of SLCS:** 1 Project Spraoi: *Current findings and future directions*, Sept 5 in CIT.

**Hincks Centre for Entrepreneurship Excellence 1**

**Department of Mathematics:** 3 Farmer information evenings sponsored by Cork County Council

*Dr Flynn referred to the extensive research activity underway by staff.*

**Photonics Ireland**

Photonics Ireland is the premier event for photonics research in Ireland, held biannually. This year's event was co-hosted by CIT (**Centre For Advanced Photonics And Process Analysis (CAPPA)**) and Maynooth University, and held in Páirc Uí Chaoimh, 3-5 September. The event was opened by Dr. Ciarán Seoighe, Deputy Director General SFI and Dr. Barry O'Connor, CIT President, with Plenary Speakers Prof. Malte Gather (U. St Andrews, UK), Prof. Miles Padgett (U. Glasgow, UK), and Dr. Joost van Kerkhof (LioniX, Netherlands). The conference dinner was held in the Haulbowline Naval Base in Ringaskiddy, by special permission from the Irish Naval Service. 200+ attendees from 17 countries, representing 54 organisations. 3 Plenary Talks, 2 Panel Sessions, 18 Invited Talks, 50 Contributed Talks, 70+ posters,



10 exhibitor stands from industry. See [www.photonicsireland2018.ie](http://www.photonicsireland2018.ie) for more info.

*Dr Flynn congratulated the CAPPa Centre on the very successful conference held in Páirc Uí Chaoimh and she also thanked the Irish Naval Service for hosting the dinner which was a great event.*

**Science Foundation Ireland Centres for Research Training (CRT) Call**  
CIT were involved in 5 applications to the SFI Centres for Research Training call, leading 1 application and being co-applicant on 4 others.

Lead Applicant:

- Prof Dirk Pesch, Nimbus is leading the SFI Centre for Research Training in Advanced Communication Networks for Sustainable Societies (ADVANCE), with co-applicants TCD, MU, UCC and DIT.

Co-applicants:

- Nimbus are also co-applicants on another two applications: (1) CRT in Artificial Intelligence and Data Analytics being led by UCC with other co-applicants DCU, NUIG, TCD, and UL and (2) Nimbus and Riomh are co-applicants on Cyberlab led by UCD.
- **Centre For Advanced Photonics And Process Analysis (CAPPa)** (Dr William Whelan-Curtin) is a co-applicant on the CIPES (Centre for Research Training in Integrated Photonic and Electronic Systems) being led by Tyndall, along with UL, TCD, DCU and NUIG.
- BCO (Dr Niall Smith) is a co-applicant on the DIAS (Dublin Institute of Advanced Studies) led ICAST (Irish Centre for Astronomy and Space Training) proposal with UCD, UCC, TCD, MU and NUIG.

*Dr Flynn referred to the above SFI Centres for Research Training call. We are involved in five bids and we are leading in one of those bids. This is testament to the quality of research that is going on in CIT. There will be a financial commitment and it will mean a substantial increase in doctoral level students if we are successful.*

**Student Entrepreneurship**

Following successfully completing 3 months participation on CIT's student accelerator programme, Student Inc., the student entrepreneurs presented their businesses to the business community at an event on 31<sup>st</sup> August. The presentations were attended by over 50 people mainly drawn from the business community and CIT staff with an interest in entrepreneurship. The 2018 programme secured external funding of €30,000 to fund the programme.

Five Vietnamese students from the University of Danang joined the CIT students for a month, developing their business ideas side by side with the Irish students. The Rubicon provided support to the students who spent the month in the Rubicon as part of their prize for winning the Start-up Runway Competition in Danang, Vietnam. This follows on from the delivery of a full programme to 170 students, and 20 staff in Vietnam during March and April by George Bulman, Rubicon Centre and Dr. Helen Mc Guirk of the Hincks Centre.

Following the submission of an application to the REDF at the start of the summer, CIT and the project partners have been invited to pitch to the evaluation panel on September 25<sup>th</sup>. If successful the proposal will fund Student Inc for the next three years, and will require matched funding from industry.

*Dr Flynn referred to the above initiative. We are looking for funding for the student accelerator programme Student Inc. from a number of different sources. It is a very worthwhile programme for our own students over the summer. We are looking to collaborate with UCC and IT Tralee to expand this across the region and we also have expressions of interest from UL and the US.*

### **European Projects Supported**

The Cool Route project was awarded the Atlantic Area award for funded projects and this will be presentation by EU Commissioner for the Marine Mr. Karmenu Vella to CIT on 23 Oct in Vigo, Spain.

The Department of Technology Enhanced Learning was awarded €132,000 for a project, European Digital Treasures, led by the Spanish National Archives

A submission to the Atlantic Interreg programme was made for Star Atlantic (Research Office and Technology Enhanced Learning).

The initial project meeting for the Silver SME's project was held in Spain at the end of June.

*NOTED.*

### **Rubicon Centre**

Over the summer 2 positions were filled:

- CIT New Frontiers Programme Manager
- Rubicon Programmes Coordinator

Recruitment for New Frontiers Phase 2 was completed during the summer. A total of 51 applications were received and 51 entrepreneurs interviewed, up from 39 applications in 2017. The new Programme commenced on Sept 26<sup>th</sup>, with 15 participants programme based full time at the Rubicon.

Two Companies, Culture PRO and Freight Station secured funding (€50 K each) under the Competitive Start Fund. Both Companies had just completed New Frontiers 2017/2018.

Musgraves has established a small R&D centre (IT focused) at the Rubicon centre to facilitate a research partnership with the Nimbus Centre. Already two client companies have made connections with them, providing a possible opportunity to collaborate with Musgraves.

Keltia Ireland established a base in the incubator in July. The company supplies design services for the Aeronautical and Pharmachem sectors internationally.

My Sitter Limited moved out of the Rubicon in July and is now based in Drimoleague.

The Women in Rural Enterprise (WREN) Programme, an accredited programme by CIT was completed in Croom Enterprise Centre and the Rubicon. The programme was delivered by the Rubicon, with the Hincks Centre facilitating the accreditation and the CIT Department of Technology Enhanced Learning providing support through the on-line platform. A total of 26 female entrepreneurs will receive a special purpose award in October. The programme begins again in the autumn with a further 36 female entrepreneurs.

Following a successful visit by the University of Minnesota earlier in the summer the Innovation and Enterprise Office is leading further engagement with the university to investigate whether the Student Inc. offering would be of interest to students studying in Minnesota. A proposal has been sent to the University which was a combined effort between the Rubicon, Hincks Centre and the International Office.

*Dr Flynn advised that over the summer we have appointed a CIT New Frontiers Programme Manager and a Rubicon Programme Coordinator.*

#### **Events/Visits to the Rubicon Centre**

- Tánaiste Mr Simon Coveney TD visited the Rubicon Centre to meet Student INC and Vietnamese VIBE Project students
- Kate Cunnings , San Francisco Venture Capitalist met Exxcel Female Entrepreneurs
- University of Minnesota Student Visit
- Attended Co-Working Space Opening Cork City Hall
- Jiangsu Delegation visit with Cork County Council
- Maine State Delegation visited CIT and the Rubicon Centre with Cork County Council
- Attended Bank of Ireland Enterprise Towns Judging Event-Ballincollig

*NOTED.*

#### **Events Organised by Innovation & Enterprise Staff**

Hosted an information event for the staff in the Department of Computing covering the activities and supports available through the Innovation & Enterprise Office, including funding opportunities for working with industry and start-up and spin-out supports.

*NOTED.*

#### **Events Attended by Innovation & Enterprise Staff**

Enterprise Ireland Big Ideas Showcase – Dublin

The Innovation and Enterprise Office hosted a stand at the "Industry and Entrepreneurship Session" of the Photonics Ireland conference. This session took place in Pairc Ui Chaoimh on Wednesday 5th of September. The staff took the opportunity to promote the Rubicon and Innovation Vouchers.

The Innovation & Enterprise Manager is participating in the Institute's working group to produce the Institute's first employability guide.

Innovation and Enterprise Office took part in a strategic review of the Taste Cork initiative.

Staff participated in a national Community of Practice event on valuing IP, hosted in UCC on September 13<sup>th</sup>.

*NOTED.*

### **Spinouts update**

AudiosourceRE

- Completed the Licence of patent and software to AudioSourceRE .
- Signing of Shareholders Agreement for AudioSourceRE– CEO is John O’Connell, CTO is Derry Fitzgerald (ex CIT), Head of Development is Jeremy Sabbatucci (ex CIT).
- See <http://audiosourcere.com/>

During the Summer Dr Derry Fitzgerald of the CIT Cork School of Music successfully spun out AudiosourceRE. Derry is a music technology expert and working with his business partner John O’Connell the pair have created a company with unique technology that de mixes and reverse engineers audio and music recordings (“Photoshop for audio”). The final stage of the research was funded by an Enterprise Ireland Commercialisation Fund grant. The aim of the project was to create a next-generation audio editor capable of allowing users the ability to extract individual instruments such as voice or drums from pop songs and other recordings.

Derry has taken a career break from CIT Cork School of Music to become the company’s Chief Technology Officer and with John as CEO they already have a number of achievements under their belt.

In May the company was selected as Best Start Up in the Research Spinout/3rd Level category at the Bank of Ireland National Start Up Awards 2018, beating contenders from other 3rd level institutes and universities across the country.

The invention AIDE, underpinning the technology, won the CIT Invention of the Year at the Bridge Consortium Awards held at UCC on 19 September 2018.

The company has secured Competitive Start Funding from Enterprise Ireland and is now in serious fund raising mode. The company was chosen among a select few of campus company start-ups nationally to pitch their business at the Enterprise Ireland Big Ideas event in the Guinness Store House on September 5<sup>th</sup>. Big Ideas is an annual Enterprise Ireland event for investor-ready start-ups from the Irish higher education sector. It gives participants the chance to pitch to potential investors and to mix with start-up and commercialisation experts who may be able to help them turn their ideas into viable businesses. The company has recently moved in to CIT’s on campus incubator, the Rubicon Centre, [www.rubiconcentre.ie](http://www.rubiconcentre.ie)

*Dr Flynn referred to the above successful Spin-Out Company who won the CIT Invention of the Year at the Bridge Consortium Awards held in UCC. Dr Derry Fitzgerald was the main driver of that.*

**OrthoXel** – completed the implantation of their first set of Tibia Nails (12 in total). They have also secured an EU CE Mark for their second product (Femoral Nail).

*NOTED.*

**AventaMed** – launched their first product on the European market (Solo TTD) See <http://www.aventamed.com/product.html>

*NOTED.*

## **EXTENDED CAMPUS, ALUMNI AND INTERNATIONALISATION**

### **Extended Campus**

#### **Springboard+ 2018**

- 389 applied under Springboard+, 174 have been offered a place (as of 13/09/2018)
- 92 applied under ICT Skills Conversion, 31 have been offered a place (as of 13/09/2018)

Extended Campus staff have been working with Vidatum Technologies to approve and admit late applicants. All successful applicants have received an email inviting them in for Registration/Orientation Tuesday 11th September and have been issued start dates and timetables once all required

*In terms of Springboard, Dr Flynn advised that she does not have a full report on this yet. She hoped to have a full report on Springboard for the next meeting of Governing Body.*

### **RPL and WBL activity and collaboration:**



An Tobar project with Cork ETB and IDF Collins Barracks – July 6<sup>th</sup> tour of Barracks represented by Deirdre Goggin. New cohort starting week beginning September 10<sup>th</sup>.



RPL practitioner network meeting, Dublin, September – represented by Deirdre Goggin, steering board member.



VISKA Erasmus K3 project meeting Iceland represented by Deirdre Goggin and Prof Irene Sheridan Extended Campus as the Research and Evaluation partner – attended by EACEA.



EACEA meeting on Policy Experimentation Cluster (KA3) in Brussels 17<sup>th</sup> and 18<sup>th</sup> September. Deirdre Goggin will attend with the project coordinator on behalf of the VISKA project.



See attached a Flash report on the European Validation Festival at which CIT was represented.

*Dr Flynn extended “Well Done” to colleagues in the Extended Campus who have been working with CETB on a Level 9 module on Recognition of Prior Learning. There are six colleagues from CETB now registered for that*

*module. Previously they were engaged with Carlow/Kilkenny ETB and it is great to see CETB involved in that.*

### **Learner RPL Support**

Workshops are underway to support all candidates with their RPL applications.

Advanced entry cases (26) are almost completed for entry post first year. There is a good level of activity particularly for application to the BBus in Supply Chain and Transport Management and the Masters in Digital Marketing Strategy.

*NOTED.*

### **Engagements with Companies and Organisations**

In general 26 new leads have been generated since the end of June and are in various stages of development. Some activity highlights are indicated below;

Learning clinics

- Sanmina, Fermoy – June
- Boston Scientific Ireland, Clonmel – June
- Amazon – August
- Laya Healthcare – September

*NOTED.*

### **Meetings with IDA Client and Potential Client Companies**

Summary of activity.

<b>IDA Activity since January 2018</b>	
<b>Month</b>	<b>Number of Visits</b>
January	3
February	3
March	1
April	1
May	1
June	1
July	0
August	3
September	1
Total	14

### **International Office**

*Dr Flynn stated that accommodation is the single biggest issue facing our international students at present. Not all of our students have accommodation and it is a major issue for us.*

### **International Orientation 2018**

International Orientation and Registration took place on Monday 10 September 2018. CIT welcomed a total of 216 new international students, including 96 non-EU students and 120 Erasmus students. Students received a welcome presentation from the International Office, International Student Society, Chaplaincy and IT Services. A lunch and series of ice-breaking

games was arranged in conjunction with the Good Start team. A mystery tour to Kinsale was organised for Tuesday 11 September, and over 160 international students joined this trip.

*NOTED.*

### **Study Abroad Programme**

CIT's first cohort of US Study Abroad students have arrived and registered from Endicott College, USA. 18 students are currently in CIT, with over 30 new students estimated to join in semester 2. Study abroad students generally pay the non-EU fee (pro-rata) for their programme of study. The students are taking modules mainly from Marketing, Business, Accounting, Art, Tourism and Biological Sciences.

A Study Abroad Coordinator has been appointed to the International Office to build up the study abroad programme, which will include managing the existing Endicott relationship, and developing new partnerships with international institutions. The coordinator will also be responsible for developing exchange programmes with non-EU institutions. This year, the International Office has facilitated 5 CIT students to complete an outward study exchange to Fanshawe College, Canada, and 2 students to Endicott College, USA. There are also 4 incoming exchange students from Fanshawe College studying Tourism Management, and 3 Malaysian Students from UNITEN on an incoming exchange for 1 semester, studying Software Development and Creative Digital Media.

*Dr Flynn referred to the above Study Abroad Programme. She believed CIT is the first Institute of Technology to have this arrangement. So far they are very demanding. Based on the income coming from the students we have appointed A Study Abroad Coordinator and that person will take up duty in the next couple of weeks.*

### **Scholarships**

The International Office has welcomed a number of scholarship students to CIT this year. The prestigious Government of Ireland International Scholarship has been offered to 3 Postgraduate students studying in Global Business Practice, Art Therapy and Artificial Intelligence. CIT has welcomed a further 2 students from the USA on the Victory Scholarship this year, both studying the MSc in International Business. CIT has also welcomed its first scholarship student to its Culinary Arts programme through the Cork County - Quincy Economic Development initiative.

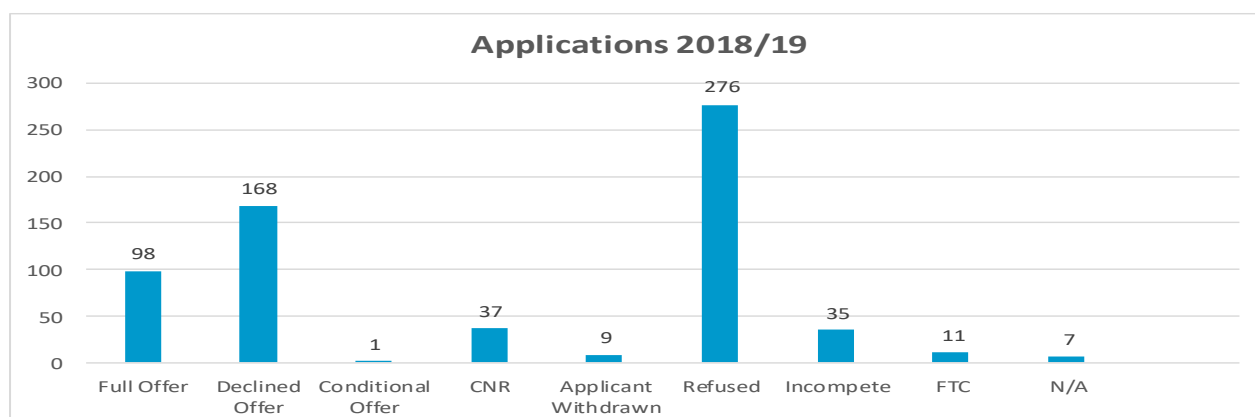
*NOTED.*

### **Non-EU Admissions 2018/2019**

In relation to the 2018/2019 academic year, a total of 643 non-EU applications were received, and a total number of 279 offers were issued, and 96 new non-EU students registered. In contrast with the previous year, a total of 545 applications were received, 280 offers were issued, and 86 new non EU students were registered.

The applications received for the 2018/2019 academic year include 491 postgraduate applications and 152 undergraduate applications. Following is a full breakdown of non-EU applications by status:

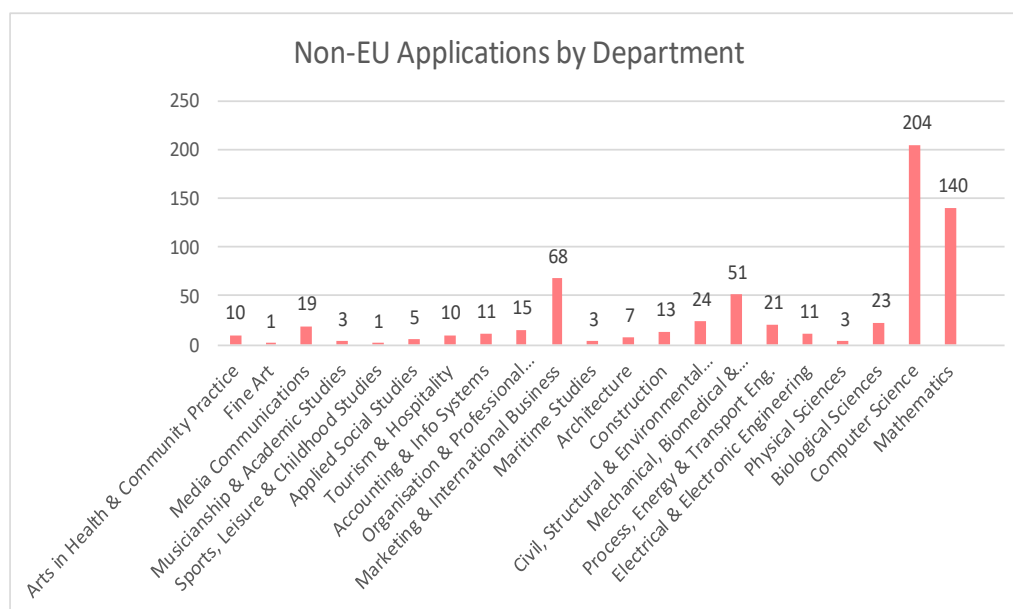
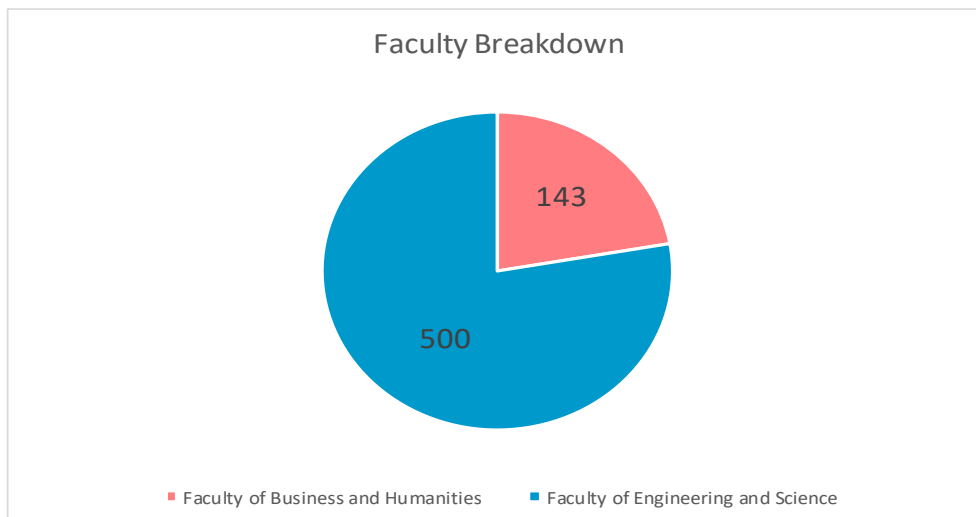
Full Offer’ are applicants who have acknowledged their offer from CIT while ‘Declined Offer’ refers to applicants who have formally notified the

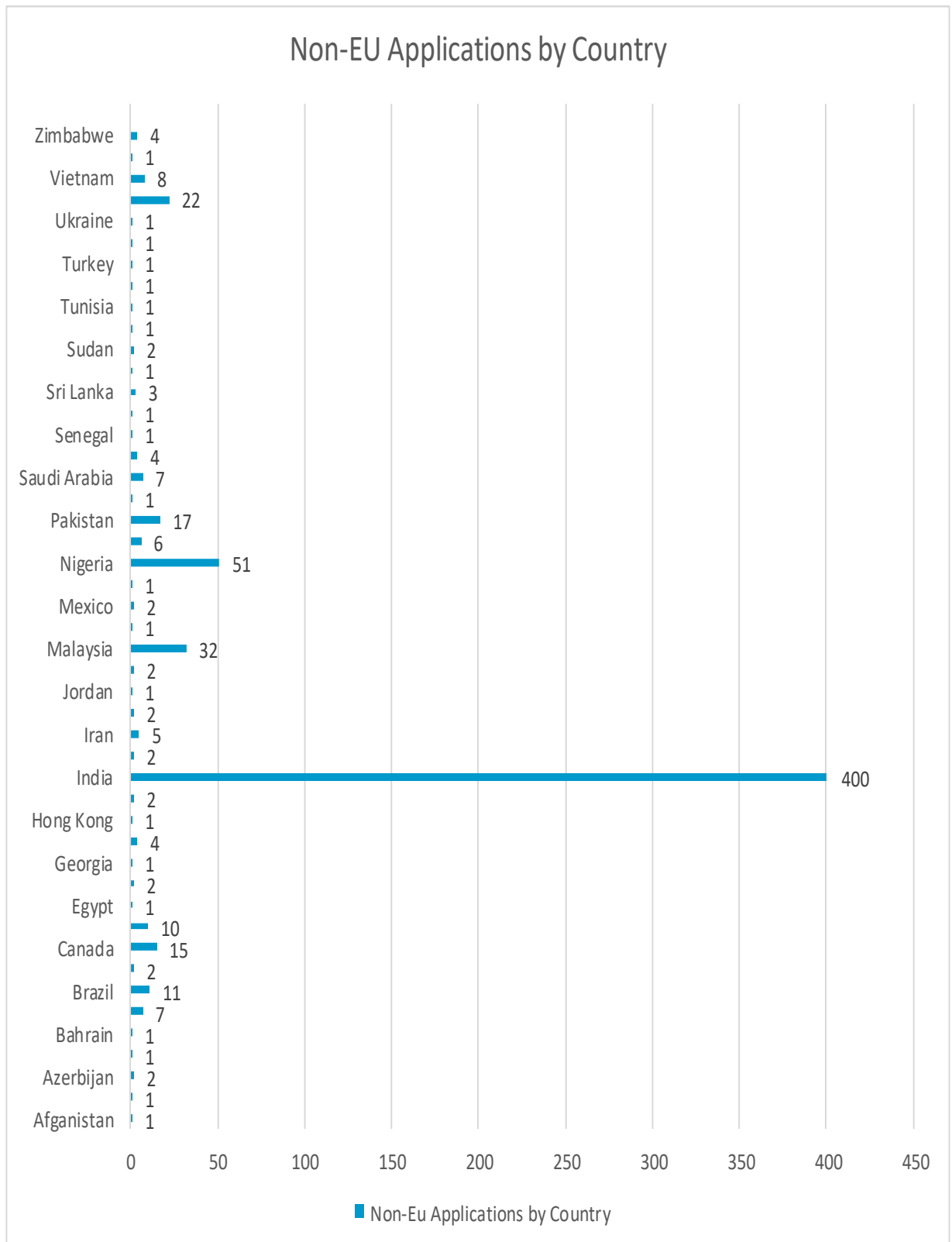


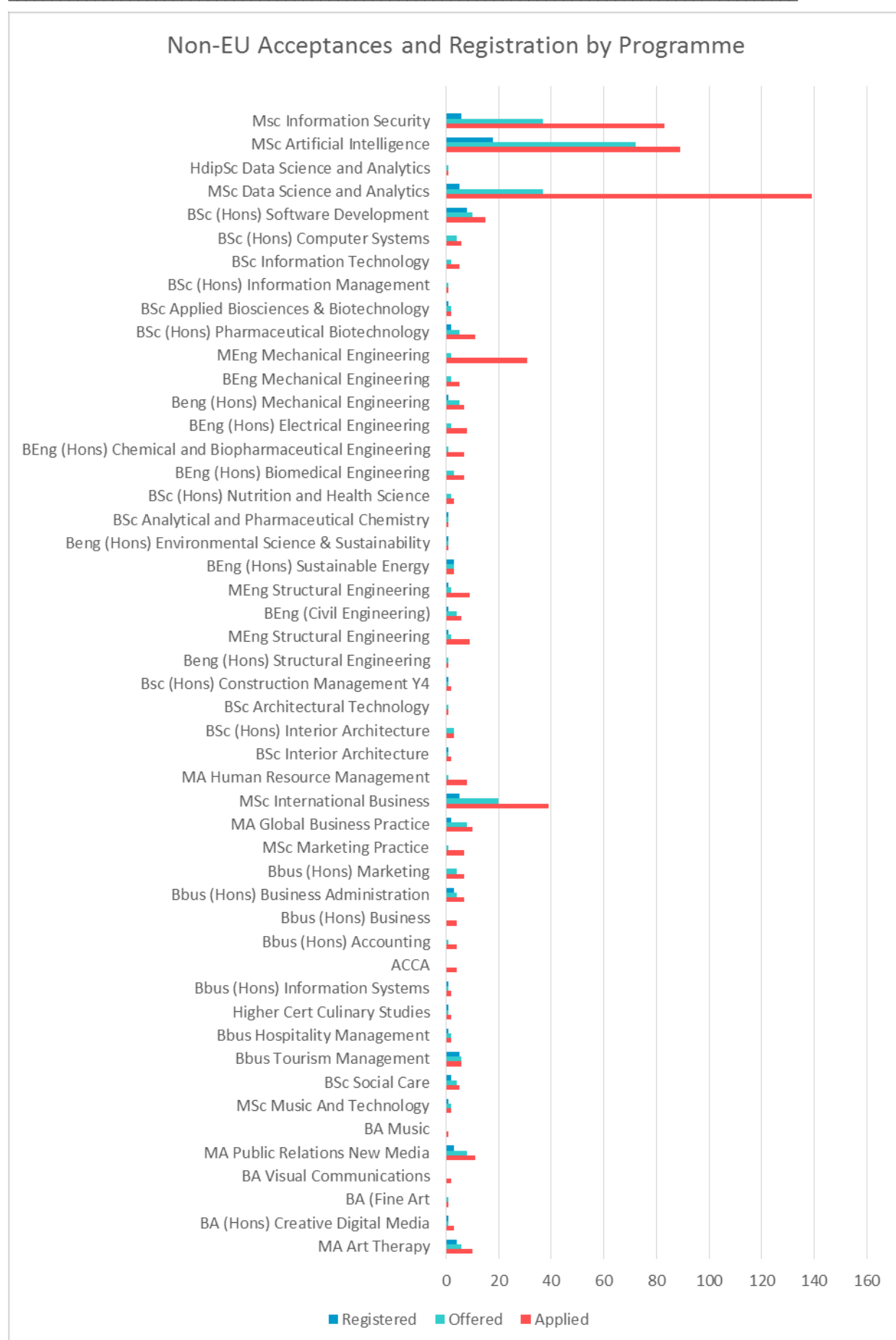
International Office that they wish to decline their offer. The very low number of ‘Conditional Offer’ indicates that these students have yet to provide proof of meeting the conditions of their offer while ‘FTC’ indicates the applicants who failed to meet the conditions of their offer and could not take up their place. “CNR” indicates that the course applied for is not running full-time in CIT in 2018/2019.

The high number of refusals are mainly, but not completely, due to the high level of applicants applying for a place on the MSc Data Science and Analytics who do not meet the equivalent 2H1 entry requirement. ‘Incomplete’ are applications received without full documentation for assessment. The status of ‘applicant withdrawn’ refers to students who have withdrawn their applications before offer stage.









The application spikes are due to the MSc Artificial Intelligence and MSc Information Security offered by the Department of Computer Science, and the MSc Data Science and Analytics offered by the Department of Mathematics.

The MSc Data Science and Analytics is in high demand from Indian students in particular, however a high number who applied for the programme were refused. There was also significant interest in the International Marketing and International Business courses, specifically the MSc International Business and MA Global Business Practice.

*Dr Flynn advised that our applications are up by 18% and our admissions are up by 19%. Hopefully for this year we will be working with IT Services in terms of an online application system and that will see a drastic improvement in getting turn around to students who apply and that the rate of acceptances will be higher. She extended "Well Done" to the Department of Computer Science who have a significant number of students (36) from India this year of which most are Masters students. The Head of Department of Computer Science and a colleague from that department are in Nigeria at present. Nigeria is a growing market for CIT.*

*Dr Flynn stated that she will have a full report on the breakdown on how many International students are in CIT for the next meeting.*

#### **Erasmus**

##### **Erasmus+ KA103 Mobility between Programme Countries for 2018-19 Incoming Erasmus Exchange Students September 2018:**

A total of 120 incoming Erasmus students were registered in September 2018. A programme of induction and orientation activities was organised for 10th & 11th September.

The shortage of student accommodation has been a major challenge again this year. A number of students arrived without any accommodation. These students were accommodated in hostels initially, and eventually found rooms, some local families.

*NOTED.*

##### **Outgoing Erasmus Students 2018:**

Thirty-five CIT students went abroad on Erasmus study exchanges in September. In addition, eight students from the Department of Sport, Leisure and Childhood studies will commence Erasmus traineeships at Vincerola GmbH kindergarten in Cologne on 24th September. The department has a long-standing relationship with this company, which has provided high quality internships to our students for a number of years. Many former CIT student interns have taken up permanent positions with the company after graduating. Representatives from the company visit CIT each year, and the placement coordinator, Dr Marian Quinn, also visits the students during their placements.

We anticipate a further increase in the number of outgoing applications for study exchanges and traineeships, for the spring semester, due to the mandatory study abroad and placement components of an increasing number

of courses. The application deadlines for exchanges and traineeships are in mid-October.

*NOTED.*

#### **HEA Erasmus+ Monitoring and Audit Visit**

The HEA, as the Erasmus National Agency for Ireland, will carry out a full-day monitoring and audit visit in CIT on Friday, 9th November in relation to the Erasmus+ Mobility Project (Europe) 2017-2018 and the Erasmus+ International Credit Mobility Project 2016-2018 (CIT & UEU Da Nang). The HEA delegation has requested meetings with the President, Senior Staff, International Office and Erasmus staff, and representatives from a number of function areas within the Institute, such as Human Resources, Finance Office, Disability Office, Access Office, Careers Office, Student Experience Office, Finance Officer, Student/international student representative and Student Experience office. They will also meet students and staff who have participated in the Erasmus programme during 2017-2018.

*NOTED.*

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

##### **2016-2018 ICM Project with University of Economics, University of Da Nang, Vietnam**

The mobility period for the above project ended on 31st July 2018. In total, 14 exchanges (students and staff) took place between CIT and UEUD over the two year period, further strengthening the excellent working relationship between the two institutions. The impact of the project has reached beyond the exchange activities: Khoa Ngo, one of the incoming students from Da Nang, has registered as a full-time student at CIT, to complete her bachelor degree. A final report on this project is currently being prepared for the National Agency. Application for Erasmus+ KA107 – International Credit Mobility between Programme and Partner (non-EU) Countries (February 2018)

Application for Erasmus+ KA107 – International Credit Mobility between Programme and Partner (non-EU) Countries 2018-2020

The Final Results of 2018 Call for KA107 – International Credit Mobility were released on 10th September. CIT was awarded €25,140 for staff mobility exchanges with Thailand. The application, which follows on from the success of the previous project with the University of Economics, University of Da Nang, was submitted by Dr Pio Fenton, Head of Marketing and International Business.

<http://eurireland.ie/2018/09/10/ka107-international-credit-mobility-results-2018-call/>

*NOTED.*

##### **Erasmus+ ICM Contact Seminar with Central Asian Countries on 8-9 October, in Istanbul, Turkey**

Eleanor Baldwin, of the Department of Physical Sciences, will be one of four academics representing Irish educational institutions at an Erasmus+ contact

seminar with Central Asian Countries which will take place in Istanbul on 8th & 9th October.

*NOTED.*

**Erasmus+ ICM Contact Seminar Ireland-Georgia in Tbilisi, 22<sup>nd</sup> October**

Erasmus+ National Agency at the HEA has been invited by the National Erasmus+ Office in Tbilisi, Georgia to take part in a two-day Ireland-Georgia Contact Seminar in Tbilisi during the week beginning 22 October 2018. Sreto Boljevic (Electrical and Electronic Engineering) will represent CIT at this event.

*NOTED.*

**ALUMNI OFFICE**

**First Destinations Survey (FDS)**

The First Destination Survey and Report of the 2017 graduating class is near to completion. The report is based on both survey response data and data from the enrolment record giving a total response rate of 51.5%. A number of barriers have been noted from feedback discussions with the survey team to increase the response rate for the 2018 survey. The full report will be available shortly.

A survey of the 2018 graduates will be conducted between April and June 2019.

*Dr Flynn advised that there was a lower response this year. CIT would not be alone in that. The survey is very unwieldy and we will be giving feedback to the HEA on that. The number of self-employed has been going up year on year. It is up to 7% this year and it is great to see the number of students prepared to be self-employed rising.*

**Joint Mentorship Programme**

The CIT Joint Mentorship Programme, which is jointly coordinated by the CIT Careers Service and CIT Alumni Office, aims to match current students with professionals (the majority of whom are CIT graduates), from a wide range of sectors to exchange business experience, knowledge, expertise and career advice.

CIT is further developing the programme this year by seeking endorsement from professional bodies and local and national organisations. To date Cork Chamber, IBEC, Network Cork and the ACCA have endorsed the programme.

The impact that the programme has had on the overall student experience is very positive with graduates now indicating that they are sourcing employment through the programme (CIT First Destinations Survey 2016). In addition, graduates who participated in the programme as students are now giving back and acting as mentors.

*Dr Flynn referred to the above Joint Mentorship Programme which is a very successful initiative. We have had great support from our own alumni from a wide range of organisations and this is really to be welcomed.*

*Mr Buckley stated the accommodation issue needs to be pushed up on the agenda. It affects not only the international students but all other students. He was at a joint protest with colleagues in UCC and he met a CIT student at the rally who is living out of her car. That is how bad things are. He had given the student his email address and has not heard back from her. Hopefully she is sorted.*

*Dr Flynn stated accommodation is really a big issue. In terms of the Endicott arrangement, they organise their own accommodation for their own students. They entered into a five year agreement with the provider who was guaranteed that they would be with the provider for five years. The provider gave them extremely good accommodation and developed it specifically for them. It is worth considering this model.*

### **Alumni Internship**

A new Alumni Intern, Eric Teahan, has started in the Alumni Office. The Alumni Intern will actively support, promote, and develop alumni relations activity at CIT. This involves supporting a range of initiatives and activities including the Student Alumni Ambassador Programme, #FancyFollowingCIT Campaign and the Meet the Graduate initiative.

*NOTED.*

### **Events Attended**

- Alumni Office presence at Network Cork ‘Newbies Breakfast’ (21<sup>st</sup> June 2018)
- Alumni Office presence at Network Cork Summer BBQ (28<sup>th</sup> June 2018)
- Alumni Office presence at NMCI Conferring Ceremony (20th June 2018)
- Alumni Office presence at Network Cork Event ‘This Sporting Life’ at AIB 66 South Mall to support CIT Alumna Mary White, author of Award Winning Sports Book “Relentless” (5th September 2018)
- Cork Chamber Event: Getting the Most out of your Membership (12<sup>th</sup> September 2018)

*NOTED.*

### **FOR APPROVAL**

1. Approval is sought for CIT to assign the Intellectual Property Rights in CIT invention IDF-2018-007 to Woolube. Woolube fully funded the research project with TEC that led to the invention, using an Enterprise Ireland (EI) Innovation Voucher. In line with EI’s funding rules CIT had agreed to assign all Intellectual Property Rights developed in the project to Woolube in the research agreement governing the project dated the 20th June 2017.

*Dr Flynn referred to the above and sought Governing Body approval for CIT to assign the Intellectual Property Rights in CIT invention IDF-2018-007 to Woolube.*

*Governing Body gave their APPROVAL.*

**1810.10**

**GOVERNING BODY STANDING ORDERS:**

*The Chairman invited Mr Gallagher to take this item.*

**10.1 Draft Governing Body Standing Orders** were circulated with the Agenda.

**10.2 Actions emanating from the Recommendations from the IPA Governing Body Review 2017 and approved by Governing Body at their meeting on 7 December 2017** were circulated with the Agenda.

*Mr Gallagher advised that this item was discussed previously at the Governing Body meeting held on 7 June 2018.*

*The Governing Body Standing Orders are drafted on the basis of a standard template that we developed with the Code of Governance and there are also recommendations that came back from the Governing Body self- evaluation exercise. We tried to capture all the feedback into the Standing Orders and Mr Gallagher asked for feedback on the document.*

*The Chairman agreed it was a fantastic idea. He suggested that we would devote an hour at the December GB meeting to consider all of this.*

***Mr Owens had left the meeting before the Sports Arena item was discussed***

**1810.12**

**SPORTS ARENA:**

*A Report on the Sports Arena Project Status was circulated with the Agenda.*

*While this item was mentioned by the Chair of the Finance Sub-Committee earlier at the meeting under Item 11, the Chairman invited the VP for Finance & Administration to take this Report.*

*Mr Gallagher advised that in February 2013 a Strategy Group was set up to address the design and build and that followed approval by Governing Body of the project. Mr Gallagher had chaired the Strategy Group who brought in a company from the UK Davis Langton/IPW and we went through a significant consultation piece to decide what our requirements were and where we were pitching this building. That went through a process until 2014 and we came up with a design. Planning permission was granted on that design in October 2015 and there is a five year life span on that planning permission. We are through the feasibility and through the design stage. The next stage is tender and stage 4 is construction and stage 5 is completion and handover. The full Design Team was appointed in March 2014. It is important to note that there are costs not included in terms of*

- *Demolition of Electrical Annex*
- *Relocation of All Weather pitches*
- *Link Road and alterations to roads*
- *Multifunctional half fit out*
- *Gym Equipment*
- *Smart Technology*



*Mr Gallagher took Governors through the floor plans and the photographs which showed a perspective of the Sports Arena and also the detailed costings. He reminded Governors that this Report is two years out of date and there is inflation in terms of construction.*

*Mr Buckley noted that we are going to lose 20 or 30 car park spaces because of the Sports Arena and he wondered if the carpark adjacent to the Administration Building and the Staff Car Park could be opened up.*

*Mr Gallagher stated that directly with the Sports Arena we are not going to lose any car parking spaces. In terms of the Master Plan we would like to see a road going right throughout the perimeter of the campus. At present we drive through the middle of the campus. The longer term plan is to close off this piece so that if you come in one side you drive right through and out the other side.*

*Mr Buckley asked when that is done how many car park spaces will be available.*

*Mr Gallagher stated we will have to look at that because we do not have a design on it at present.*

*Mr Buckley added that we are currently at full capacity at present. The residents are ringing/emailing the Students Union. He had previously suggested park and ride. He asked what is the Institute going to do in terms of car parking?*

*Mr Gallagher advised that City Council's view is what is the value of car parking to people? They are looking for pay parking across the campus. You then manage parking through pricing. We are already well over provisioned in terms of car parking according to City Council's allocation to us. There has to be a mix of answers to this. In terms of Master Planning we have a mobility plan. It has to address park and ride, the public infrastructure, and cycling paths. Mr Gallagher hoped that during this semester to have something on that but we still have to engage on it.*

*Mr Buckley wished to put on record that he is a big supporter of sport and the Sports Arena would be brilliant for the students. He would hate if the students mandated him to stop the arena being built because of car parking not being available. He asked that the provision of park and ride be available sooner rather than later.*

*Mr Gallagher stated that we could separate the decision on the Sports Arena because the Sports Arena in of itself does not impact on the parking but the mobility plan and the master plan will and we will have consultation on that.*

*The President added that we had a cycling week two weeks ago. Cycling paths need to be improved. The Sports Arena will be a replacement for the Hall. The reality is we are very well provided in terms of car parking compared to UCC.*

*Mr Ó Súilleabháin suggested that car parking be an agenda item for a meeting of the Strategic Development Sub-Committee.*

*Mr Buckley advised that he is working on a report with Frank Hanley, Student Resources & Facilities Manager in relation to Park and Ride and he looked forward to speaking to that soon.*

*In terms of the Sports Arena, Mr Ó Súilleabháin welcomed it. He checked the price of the Mardyke Arena in UCC and the price per sqm is exactly the same as they got in 2000. At €9.5m we are about 1% less and that is a reasonable price. We have one opportunity to spend this money and he recommended that we give approval to go ahead with the tender for the Sports Arena.*

*Mr O'Leary left the meeting at this juncture but was in agreement in going to tender.*

*Ms Walshe stated it is a much needed facility.*

*Mr Gallagher advised that the amount that is reserved for the project is all of the reserves of the Institute. From a financial point of view it does include an element of risk. His view was that the project has to proceed. He felt there may be opportunities to go back again to see if there are other organisations that might partner with us. He advised that he and the President over the next couple of months should investigate any other potential sources of income that there might be.*

*The President stated that this project has to go ahead, we do not have an events centre.*

*Mr Buckley agreed but it should not be at the expense of car parking.*

*Mr Ó Súilleabháin suggested that when the Sports Arena is built around 2020 that we name the Sports Arena as the Tom Barry Arena. The timing of the Arena will coincide with the Centenary of Independence and there is no building or street in Cork named after him, it would be very appropriate to mark one of our heroes.*

*The President stated that this suggestion would be given some consideration.*

*Governing Body gave their APPROVAL to go to tender for the Sports Arena.*

#### **1810.14**

#### **USE OF THE INSTITUTE SEAL:**

1. Log Book No. 220 Seal used on 5 July 2018 - Indemnity – 46 Grand Parade.
2. Log Book No. 221 Seal used on 17 July 2018 – AudiosourceRE Designated Activity Company/CIT/Enterprise Ireland – Share Subscription and Shareholders' Agreement.
3. Log Book No. 222 Seal used on 14 August 2018 – Deed of Surrender between UCC and CIT in relation to Copley Street building (Hatch Copley Limited).

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|----|------------------|--|
| 4. | Log Book No. 223 | Seal used on 3 September 2018 –<br>Engrossments of the Lease for 11 Car<br>Parking spaces at the Nano Nagle building,<br>Douglas Street, Cork. |
| 5. | Log Book No. 224 | Seal used on 4 September 2018 –<br>Licence for Walkway – CIT and Parchment<br>Square Management Company Limited.                               |

*NOTED.*

*The President advised Governors that conferrings will take place on 24, 25 and 26 October and it would be appreciated that Governors would attend.*

**1810.15      PRESIDENTIAL APPOINTMENT SUB-COMMITTEE:**

**15.1      Final Report to Governing Body from the Presidential  
Appointment Sub-Committee on the recruitment process for the  
appointment of a President for academic year 2018/19.**

*The Chairman thanked all for their attendance. The meeting concluded at 7.00 pm.*

*The next ordinary meeting of the Governing Body was fixed for Thursday 1 November 2018 commencing at 3.00 pm in Boardroom, National Maritime College of Ireland.*

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

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