

**Minutes of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 4 April 2019 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  
Ms Maura Fitzgibbon  
Cllr Mary Hegarty  
Cllr Michael Hegarty  
Mr John Higgins  
Capt Dave Hopkins  
Mr Declan O'Leary  
Mr Cilian Ó Súilleabháin  
Ms Ann Piggott  
Ms Katherine Walshe

**Apologies:** Ms Stephanie Kelly

**In Attendance:** Dr Orla Flynn, Mr Paul Gallagher, Dr Áine Ní Shé and Ms Geraldine Faherty, Recording Secretary.

The following Governor did not attend the meeting:

The Mayor of the County of Cork, Cllr Patrick Gerard Murphy.

The Chairman welcomed Governors to the meeting, apologies were noted from Ms Stephanie Kelly.

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

1. Eilish Seoigh, Administrator, Hincks Centre for Entrepreneurship Excellence on the death of her mother.
2. The family of the late Ann Lee, retired staff member, Department of Applied Social Studies.
3. Rose McGrath, Head of Department of Media Communications on the death of her father.
4. Joy Collins, Learning Support Centre Administrator, Academic Learning Centre on the death of her mother.
5. Bernie Harrington, Technical Officer, School of Mechanical, Electrical & Process Engineering on the death of her mother.

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

Prior to the commencement of Agenda, the Chairman advised that there will be two presentations given at today's meeting, commencing shortly with a presentation on the CIT Academic Strategy 2019-2023 and later on there will be a presentation from the School of Business in relation to its vision for the School and their proposal on how it will counteract the impact of UCC's Cork University Business School (CUBS).

The Chairman welcomed Dr Mary Moloney, Chair of the Academic Planning and Review Committee (APRC) to the meeting and invited Dr Ní Shé to give the background. Dr Ní Shé stated that she was delighted to share the Academic Strategy 2019-2023 with Governors. It is a strong academic strategy which sets the vision for the future growth of CIT and while she was very cognisant of the recent MTU submission, she was confident that a strong academic strategy for CIT will also make for a strong academic strategy for MTU. As Chair of the APRC, Dr Mary Moloney led the development of the strategy initially in her role as Chair of the APRC and subsequently as the Chair of the Academic Plan Working Group (APWG). The APWG was representative of all areas across the Institute and the document evolved through engaged dialogue. She wished to acknowledge the journey of the strategy and how it will fall to the Executive to work out how it will be implemented thereafter.

In her presentation, Dr Moloney discussed the background, the three phases of the development process, the three academic pillars which will support the Institute in its pursuit of its academic mission and the proposed rollout and implementation of the strategy. The presentation was followed by a questions and answers discussion which allowed Governors the opportunity to convey their comments and feedback on the strategy.

Overall, Governors were very supportive of the strategy, they discussed the connectivity between the strategy and the suite of Institute strategies and plans and the overall vision of how these will be aligned and delivered. They conveyed their congratulations and appreciation to Dr Ní Shé and Dr Moloney and to all who contributed to its development.

The Chairman thanked Dr Moloney for her informative presentation and asked Governors to note that the Launch of the Strategy will take place on Monday 15 April at 10.15am in the NMCI. All Governors invited to attend.

Dr Moloney left the meeting.

#### **1. Minutes of the previous meeting held on Thursday 7 March 2019 (1904.1)**

The minutes of the previous meeting held on Thursday 7 March 2019 were circulated with the agenda and were approved and signed.

There was agreement that the tabled items would be dealt with as they arose.

#### **Matters Arising**

The following was raised under Matters Arising:

A discussion took place in relation to the IT Tralee financial situation and the exact breakdown of the deficit. Governors agreed that it was essential that there was clarity on this deficit and that the overall figure be recorded. In response, Mr Gallagher agreed to produce a position paper in relation to the exact breakdown of this deficit which will include all figures so that there will be an understanding of the overall total cost, and to specify amounts given/promised by the HEA and other agencies. This will be circulated to Governors at the next Governing Body Meeting on 2 May.

**ACTION:** Mr Gallagher to draft a position paper re: the breakdown of the deficit at IT Tralee which will include all figures so that there will be an understanding of the overall total cost, and to specify amounts given/promised by the HEA and other agencies.

In relation to Academic Governance on page 4 of the Minutes, Dr Ní Shé updated Governors on the proposed workshop scheduled for prior to the Governing Body meeting on 2 May.

Based on the feedback received and in particular from internal Governors, Dr Ní Shé raised the matter of the study being open to external Governors only with the consultant prior to circulating the Terms of Reference. The reasoning for this was that external Governors more than internal Governors rely on the reports from the Registrar in relation to their insight into academic governance in the Institute. As the study has been undertaken in WIT with external Governors only and in terms of comparison of the data, it may be necessary to use the same data set in CIT.

Dr Ní Shé stated that she was pleased with the feedback welcoming the initiative and would refer back to THEA re: the exclusion of internal Governors from the process.

In the interest of moving forward, Dr Ní Shé stated that she would like to run the workshop prior to the 2 May meeting and that she would be willing to explore with the consultant if there would be a statistical issue in having two different data sets. If this is the case, she would be happy to run an additional session for internal Governors as it would be a useful exercise for CIT also.

Mr Ó Súilleabháin referred to an event where the CEO of THEA spoke. A theme of his speech was the marginalisation of internal governors. Mr Ó Súilleabháin declared that he was uncomfortable with this. Internal Governors are able to bring issues to the surface that external Governors would not be aware of. In some Institutes there is a serving TUI branch officers are on Governing Body, but this has never been the case in CIT.

Governors agreed that it was work in progress.

The President referred to Page 5 of the minutes re: CIT Governing Body visiting IT Tralee, confirming that nine Governors will travel on 16 April. The President thanked Governors for responding and he appreciated that it was not possible for all Governors to commit to travelling at this time. Further details to follow.

In relation to page 6, the President referred to the Terms of Reference (ToR) of the Programme Oversight Board, drawing Governors attention to the draft Terms of Reference of the MTU Steering Group now known as the MTU Programme Oversight Board (POB) tabled for today's meeting. This was circulated at yesterday's Programme Oversight Board Meeting in IT Tralee. To be discussed further under the MTU agenda item.

**Addendum:**

Update on Addendum 1. (GB 1904.1.2)

The President gave the following update in terms of the Addendum:

Item No. 1 (Page 3): The President confirmed that Ms D Casey, HR Manager will re-issue the Child Protection Policy to all staff.

Ms Cooney asked if the re-issued document could include page numbers as there are none on the circulated document. She also queried the version numbers and asked if the re-issued document could reflect the date of revision in terms of the President's comments at the last Governing Body meeting. The President agreed to follow up on this.

**ACTION:** The President to update the HR Manager in relation to the revisions and ensure that the final document has been amended to include the page numbering, and correct document history on the approval dates prior to circulation.

Item No. 2 (Page 4): The Chairman confirmed that this matter was still ongoing as the Institute were still waiting for a replacement for Mr Owens from the ETB. The Chair intends to target this nominee to join the Strategic Development Sub-Committee. To remain on the Addendum.

Item No. 3 (Page 4): Actions resulting from item 3 were completed on 11 and 15 March respectively.

Item No. 4 (Page 5): Marketing to remain as a standing item on the Addendum.

Item No. 5 (Page 5) and Item No. 7 (Page 11): In response to the query from Governors re: the completion of the draft position paper on the financial situation at IT Tralee, the President confirmed that this matter was ongoing, they were still awaiting further information from IT Tralee. Since the last Governing Body meeting, there has been ongoing dialogue with the Tánaiste but there has been no formal communication with the DES as yet.

Following on from the discussion under matters arising, a further lengthy discussion took place in relation to this matter. Governors expressed their disappointment that the position paper had not been drafted and were in complete agreement that CIT could not present themselves to the International Panel in this ambiguous state. CIT must document their dissatisfaction, there must be accountability from the DES.

At the Governing Body meeting on 7 March, Governors were made aware of the extent of the financial situation at IT Tralee through the Deloitte Report. They had significant concerns in terms of this report and asked that these key concerns be communicated to the DES.

Furthermore, Governors requested that the DES be made aware that CIT Governing Body did not have sight of the Deloitte Report until their meeting on 7 March.

Governors instructed the President and Mr Gallagher to draft a position paper on behalf of CIT for the next Governing Body Meeting on 2 May. They asked that a letter be sent to the DES outlining their concerns in terms of legacy and on-going deficits at IT Tralee and that this be completed and sent to the DES by the close of business on 12 April 2019.

**ACTION:** The President and Mr Gallagher to draft a position paper on behalf of CIT for the Governing Body Meeting on 2 May and to send a letter to the DES by the close of business on 12 April 2019.

Item No. 6 (Page 10): Confirmation that the President had circulated the membership of the TURN Working Groups was noted by Governors.

**2. Appendices relating to documentation as discussed at the previous meeting held on Thursday 7 March 2019. (GB/A1904.2.1)**

Discussed under the Addendum. Noted with thanks.

**3. Correspondence (GB/A1904.3)**

Governors noted that there was no correspondence for today's meeting.

**4. President's Report (GB/A1904.4)**

The Chairman invited the President to discuss this item.

As the President's report had been circulated with the Agenda, the President highlighted the following items for noting:

Item 1.7: CIT co-hosted the National Skills Competition now renamed Ireland Skills Live with DIT on 22 and 23 March. The President referred to the great work undertaken by colleagues in the Centre of Craft Studies, with particular reference to Mr Michael Hourihan and Mr Tim O'Halloran, in ensuring the success of the competition for CIT. The President of Ireland attended the event on 23 March and was very impressed with the talent from all over Ireland. Governors asked that the President convey their congratulations to all involved on their outstanding work.

**ACTION:** The President to offer congratulations to all involved in Irish Skills Live from CIT on behalf of the Governing Body.

Item 4.5: The President referred to the Faculty of Business & Humanities Alumni Awards Evening held on 21 March.

Item 6.2: The visit by the Ukrainian Ambassador to Ireland. The President stated that the Chargé d' Affairs was appreciative of the welcome she received in CIT. It was an opportunity to meet with Ukrainian staff and students and explore opportunities for cooperation.

In terms of the Action List from the IEB Meeting held on 5 March, Mr Deane referred to the presentation given by Ms Deirdre Creedon, Access Officer in relation to the Institute of Sanctuary proposal and wished to commend the great work being undertaken by CIT Access Support. He also stated that Ms Creedon gave a recent presentation to an IT Services Staff meeting and how colleagues were so impressed by the work undertaken in Access. It might be helpful for Governors to receive a presentation from this unit from time to time.

Dr Ní Shé informed Governors that she was in the process of reviewing/rethinking the way she presented her report to Governors, she would like to be able to give Governors a more inclusive report from the wider Student Services area within her remit as well as the necessary governance reporting on Academic Council, possibly something similar to how Dr Flynn's presents her report. This was work in progress.

The Chairman proposed that for the next academic year a presentation item will be included on the Agenda to allow Governors exposure to the great work going on in CIT.

Both the President and Dr Ní Shé agreed and wished to acknowledge the work of the Access and Disability Support Office.

The President referred to the THEA Colloquium taking place at CIT on 8 May and how Ms Creedon will present at one of the sessions re: progression in Tertiary Education.

Cllr Mary Hegarty informed Governors of a recent presentation by the President of UCC at County Hall stating that it would be appropriate if the President of CIT could follow suit.

#### **4.2 Membership of the Technological University Research Network (TURN) Working Groups (GB/A1904.4.2).**

Governors noted with thanks the membership of the Technological University Research Network (TURN) Working Groups as circulated with the Agenda.

#### **5. Governing Body MTU Sub-Committee (GB/A1904.5)**

The Chairman invited Mr Allen as Chair of the GB MTU Sub-Committee to take this item.

##### **5.1 Signed Minutes of the Governing Body MTU Sub-Committee meeting held on Thursday 14 February 2019 were circulated with the Agenda (GB/A1904.5.1).**

Mr Allen referred to the Signed Minutes of the GB MTU Sub-Committee meeting of 14 February 2019 which had been considered at the 7 March Governing Body meeting.

Mr Allen informed the meeting that no changes were made to these minutes and he was seeking Governing Body approval of them.

Governing Body APPROVED the Minutes as presented.

##### **5.2 Draft Minutes of the Governing Body MTU Sub-Committee meeting held on Wednesday 20 March 2019 were circulated with the Agenda (GB/A1904.5.2).**

Mr Allen referred to the draft Minutes of the GB MTU Sub-Committee Meeting held on Wednesday 20 March 2019, he drew Governors attention to agenda item 3 on page 1 of the draft report which referred to circulated draft minutes of the POB dated 6 February 2019. The Sub-Committee had a concern that the POB were taking on a role outside their remit when they had no executive function other than to oversee the MTU Project. There were concerns in terms of the budget and who was accountable for the overall MTU project budget. The Sub-Committee were of the understanding that it was CIT and that the POB have no role in this matter. They also queried the POB's involvement in the selection process of an appointment for a new President which again was outside their remit.

In relation to agenda item 4, and in particular in relation to the financial crisis at IT Tralee, Mr Allen stated that this had already been reflected in the discussion at today's meeting. He referred to the legal due diligence and how this will proceed. He also referred to the discussion in relation to the Students' Union and how the President of the Students' Union will define commonalities with IT Tralee.

Mr Allen referred to the draft Terms of Reference of the MTU Steering Group now known as the MTU Programme Oversight Board (POB) tabled for today's meeting. He was of the view that these ToR seriously undermined the authority of both CIT and IT Tralee Governing Bodies, that they appeared to be subservient to this group.

A lengthy discussion took place in relation to these draft ToR. Governors were concerned that there was an implicit understanding that the POB were operating from these ToR. They asked in relation to their status and proposed to reject the ToR as presented, they do not reflect CIT and have not been endorsed by CIT. The document is dated 27 August 2015, these ToR are not in any policy document in CIT and they are not a legally binding document with the title draft included.

The President stated that the MTU Sub-Committee had on several occasions requested a copy of the ToR for the POB. He had asked the President of IT Tralee and the MTU Project Director at IT Tralee for a copy of these. This was discussed at yesterday's POB meeting and the tabled document circulated today was what was produced.

Mr Gallagher informed Governors that he had attended the POB meeting yesterday and that a document was produced of which page 18 referred to the draft ToR of the MTU Steering Group now known as the POB. The POB were also of the opinion that they were not operating from these ToR and that there was a need for ToR to reflect their role. Mr Gallagher stated that the POB have no executive or governance capacity. Both CIT and IT Tralee are still two separate entities, any decisions will have to be reflected through both the Management and Governance structures.

Both the Chairman and the President concurred with Mr Gallagher and reiterated the importance of being clear in terms of this.

The Chairman was of the view that these ToR were not adopted and to the best of his knowledge, they were not discussed at any meeting that he had attended. He asked the President to verify if these draft ToR were endorsed by CIT previously. The President will also request an appropriate ToR for the POB for both CIT and IT Tralee Governing Bodies to review.

In relation to the selection process for a new President, the President confirmed that this item was not discussed at the POB meeting on 6 February and was removed from the minutes at yesterday's meeting. The Chairman confirmed that the recruitment of a new President will be done in accordance with the TU Act. In terms of the budget, the POB should have a role in the oversight of the budget, however, CIT are accountable for the expenditure on this and it forms part of CIT's finances.

Overall, Governors were not against the POB, they had a function. However, they agreed these draft ToR do not apply, they do not reflect CIT Governing Body and that they as Governors were rejecting them. They asked for an appropriate set of ToR to be drawn up for the both Governing Bodies to review.

Mr Gallagher updated Governors in relation to the Due Diligence stating that a legal firm have been engaged and there has been one meeting in relation to the information request and the priorities. This is an update on the 2013 document, the team is led by an individual who is very familiar with the University sector, it will be completed over the next two months with priority given to the more sensitive areas such as licences, agreements and HR in terms of disclosures and grievances. IT Tralee were fully engaged in the process and he expected to that the process will be completed in time for the July Governing Body.

In relation to the criteria audit being undertaken by Deloitte, the President was pleased to convey that the overall summary resulting from this activity was that there were no issues arising in terms of meeting the criteria. A final point of information for Governors was that we are waiting on formal confirmation from the Minister in terms of the dates, however, we have been given a draft schedule of 22, 23, 24 May at CIT and 27 and 28 May at IT Tralee.

The two MTU Project Directors are meeting with TU Dublin tomorrow in terms of how Dublin dealt with the International Panel visit. Dr M Meaney was very helpful on this matter.

Mr Allen wished to convey that the quality and volume of information being received from the President and Professor McGlynn was most comprehensive and he wished to express his and the MTU Sub-Committees' appreciation of this.

**ACTION:** The President to verify if the draft ToR were endorsed by CIT previously and to request an appropriate set of ToR for the POB for CIT Governing Body to review.

The meeting resumed with the presentation from the School of Business after a 10-minute break.

#### **Presentation on the vision for the School of Business**

**Given by:** Mr Gerard O'Donovan, Head of Faculty of Business & Humanities and  
Dr Breda Kenny, Head of School of Business

The Chairman welcomed Mr Gerard O'Donovan, Head of Faculty of Business & Humanities and Dr Breda Kenny, Head of School of Business to the meeting. He referred to the proposal from the School of Business in relation to its vision to counteract the planned expansion of UCC's Cork University Business School (CUBS). The presentation will be followed by a questions and answers discussion which will give Governors the opportunity to convey their comments and feedback to Mr O'Donovan and Dr Kenny.

Mr O'Donovan commenced with an overview of the School of Business, stating that the School is part of the Faculty of Business & Humanities and consists of 4 key departments, two research units (Hincks Centre for Entrepreneurship Excellence and V-Linc Research Unit) 2,428 full-time students, 830 part-time students, 142 academic staff and an annual research income of €1m. The divide in the male/female student cohorts is 54% female to 46% male. There are 47 fee paying International students and approximately 35 incoming Erasmus students and over a thousand graduates conferred in October 2018. Due to the commitment and dedication of the School of Business Team, 13 new programmes have been developed over the last 7 years, 7 at undergraduate level and 6 at postgraduate level. He discussed the steady increase in full-time and part-time students with this trajectory continuing to increase. In terms of student enrolments within the School, 94% of this activity is at Levels 6, 7 and 8 and 6% at postgraduate level. The CAO trends have remained consistent and in terms of progression rates, there has been an increase of 8% in retention in the last 6 years. Mr O'Donovan confirmed that the School has contributed €5.2m to the Institute over the last two years, that is over €20m over the 5-year period 2013 to 2018. Overall, the Faculty contributes €4.1m of a surplus to the Institute which accounts for 89% of the surplus in CIT. If something goes wrong in the School of Business, this has implications for the whole Institute going forward. The School is about creating opportunities for its students by ensuring they have the appropriate skills and graduate attributes to be employable, to be work-ready and to go out and be future leaders. The key is that their success is our success as an Institute.



Dr Kenny discussed the comparison of the School with that of CUBS under the following headings:

- Departments
- Disciplines at undergraduate level,
- Disciplines at postgraduate level
- Disciplines at executive/professional level
- Undergraduate CAO programmes – fulltime and other
- Postgraduate – fulltime and part-time
- Student numbers
- Staffing
- Research specialisms

Mr O'Donovan discussed the Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis undertaken and the vision for a dedicated Business Academy which will be strengthened further under MTU. He discussed the series of objectives to be undertaken in the short-term, medium-term and long-term in order to counteract the threat of CUBS.

Governors were appreciative of the presentation and in the question and answer session they discussed the strong foundation already established by the School and the importance of building on this by identifying new opportunities. They discussed having a dedicated Business Academy on campus and the opportunities this could bring not just for CIT but for MTU also. The School of Business must be able to differentiate itself from CUBS, it must play to its strengths, in particular in the key areas of entrepreneurship/innovation/creativity and to expand further into digital business to make the students work ready. It must build on its connectivity/interaction with industry, interdisciplinary collaborations within the Institute and in the community, enhance its online delivery and IT capabilities and capitalise further by expanding its current markets abroad. Governors were clear that marketing was essential, and it must be aggressive in order to achieve the outcomes sought. They discussed the need for investment in a dedicated student accommodation complex on campus, the need for enhanced access and improved public transport to the campus and how this would further strengthen the School and CIT overall.

Governors conveyed their thanks to Mr O'Donovan and to Dr Kenny for their vision and ambition for the School, they were of the view that there would be challenges but that the School was prepared for the challenges that lay ahead in terms of CUBS. The Chairman thanked both Mr O'Donovan and Dr Kenny for their clear and comprehensive presentation.

Mr O'Donovan and Dr Kenny left the meeting.

## **6. Report from the Vice President for Finance and Administration:**

### **6.1 Human Resources Report was circulated with the Agenda (GB/A1904.6.1).**

The Chairman invited the Vice President for Finance and Administration to discuss his report.

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

In relation to the back filling of internal posts, Mr Gallagher confirmed that a panel is live for one year and that this can be extended by the President for further year. It would be rare that it would go beyond this two-year period.

In relation to the date of the progression 1.2.1.1, Mr Gallagher to clarify that the date of 1 April 2018 is correct.

Governors APPROVED all appointments and progressions as presented.

**ACTION:** Mr Gallagher to clarify that the progression date of 1 April 2018 is correct in relation to item number 1.2.1.1.

## **6.2 Operational Programmes & Budgets 2019/20 – 2022/23 (GB/A1904.6.2).**

Due to the necessary time afforded to the two presentations and the number of items on today's agenda, Governors agreed that it was necessary to defer Agenda item 6.2 to the next Governing Body Meeting so that adequate time could be afforded to the approval of the circulated Operational Programmes & Budgets documentation.

Mr Gallagher explained that there was a requirement to have Governing Body approval for the Budget ahead of the HEA Budgets Meeting next week. A discussion took place whereby Governors agreed to approve the Budget on the basis that there be flexibility in the forecasts post the HEA Meeting.

Mr Gallagher to give a presentation to Governors on the substance of the Operational Programmes and Budgets for 2019/20 – 2022/23 at the next meeting, this will be item 1 on the Agenda.

**ACTION:** Mr Gallagher to give a presentation to Governors on the Operational Programmes and Budgets for 2019/20 – 2022/23, this will be item 1 on the Agenda.

## **7. Report from the Vice President for External Affairs:**

### **7.1 Report on Research, Innovation and Enterprise, Engagement, Alumni and Internationalisation (GB/A1904.7.1).**

As Dr Flynn had to leave the meeting to attend another function prior to her agenda item, the Chairman invited the President to take Governors through the salient items of the report.

The President referred Governors to the table relating to the Interim Report of Irish Involvement in H2020 on page 2 of the report. He stated that CIT have been very successful in securing H2020 funding, drawing Governors' attention to CIT also being the highest achieving IoT with a 14.73% success rate.

The President referred Governors to the summary report on Blackrock Castle Observatory on page 3, stating that this was a major outreach centre for CIT and is the biggest visitor footfall attraction in Cork. CIT contribute an annual stipend of €95k per year to its operation. Governors noted with interest the detail in relation to this busy operation.

## **8. Report from the Registrar & Vice President for Academic Affairs:**

### **8.1 Report of the Academic Council meeting held on Wednesday 6 February 2019. (GB/A1904.8.1).**

The Chairman invited Dr Ní Shé to discuss her report.

Dr Ní Shé took the report as read. In terms of the query raised by Mr Ó Súilleabháin in relation to the composition of the panel re: Building & Civil Engineering, Dr Ní Shé stated that she would delve into this but that she was aware that there were complexities in putting the panel together.

**9. Finance Sub-Committee:**

The Chairman invited Mr Hopkins as Chair of the Finance Sub-Committee to take this item.

**9.1 Signed Minutes of the Finance Sub-Committee meeting held on Monday 19 November 2018 (GB/A1904.9.1).**

Mr Hopkins referred to the Signed Minutes of the Finance Sub-Committee meeting of 19 November 2018 which had been considered at the 13 December Governing Body meeting.

Mr Hopkins informed the meeting that no changes were made to these minutes and he was seeking Governing Body approval of them.

Governing Body APPROVED the Minutes as presented.

**9.2 Draft Minutes of the Finance Sub-Committee meeting held on Wednesday 20 March 2019 (GB/A1904.9.2).**

Due to the necessary time afforded to the two presentations and the number of items on today's agenda, Governors agreed to defer Agenda item 9.2 to the next Governing Body Meeting. This item along with item 6.2, will be item 1 on the Agenda for the Governing Body Meeting on 2 May.

**9.3 Updated Fixed Asset Policy (GB/A1904.9.3).**

Mr Gallagher sought Governing Body approval for the updated Fixed Asset Policy stating that the policy was being amended to align it to the Code of Governance 2018.

Governing Body APPROVED the updated Fixed Asset Policy as presented.

**9.4 Updated Treasury Management and Treasury Risk Management Policy (GB/A1904.9.4).**

Mr Gallagher sought Governing Body approval for the updated Treasury Management and Treasury Risk Management Policy stating that the policy was being amended to take account of the changes in the external financial environment.

Governing Body APPROVED the updated Treasury Management and Treasury Risk Management Policy as presented.

**10. Strategic Development Sub-Committee:**

The Chairman discussed the report on the Strategic Development Sub-Committee.

**10.1 Signed Minutes of the Strategic Development Sub-Committee meeting held on Monday 7 January 2019 (GB/A1904.10.1).**

The Chair referred to the Signed Minutes of the Strategic Development Sub-Committee meeting of 7 January 2019 which had been considered at the 7 February Governing Body meeting.

He informed the meeting that no changes were made to these minutes and he was seeking Governing Body approval of them.

Governing Body APPROVED the Minutes as presented.

**10.2 Draft Minutes of the Strategic Development Sub-Committee meeting held on Monday 4 March 2019 (GB/A1904.10.2).**

The Chairman referred Governors to Agenda item 4, Irish Survey of Student Engagement (ISSE) Report. It was his intention to have a discussion in terms of the possible impact of the survey at today's meeting, however, given the time, a discussion at this late stage of the evening would not do justice to the item.

Mr Ó Súilleabháin referred to the draft minutes stating that they did not reflect the concerns of Governors in terms of the feedback concerning CIT. The Chairman agreed to revert to the Sub-Committee to amend this.

The Chairman also stated that he intended to ask the ISSE Team to give a presentation to Governors in terms of the impact of the survey, however, given the volume of work deferred to the Meeting on 2 May, the Chair was now proposing that this presentation will take place at the 6 June Governing Body Meeting.

**ACTION:** Dr Ní Shé to invite the ISSE Team to give a presentation on Thursday 6 June 2019 re: the impact of the survey for CIT.

**11. Use of the Institute Seal (GB/A1904.11.1).**

Governors NOTED the usage of the Institute Seal on 8 and 26 March respectively. In relation to the approval for the tabled items, Mr Gallagher informed Governors that the Institute together with Athletics Ireland were submitting a joint proposal to the Department of Transport, Tourism & Sport for funding for the Sports Arena. Prior to making this submission it was necessary to develop and have these two licence agreements in place with Athletics Ireland.

Mr Gallagher sought Governing Body approval to progress with the two licences with Athletics Ireland. Governing Body APPROVED the usage of the Institute Seal on the licences as discussed.

**TABLED ITEMS**

With reference to the outstanding tabled items, Governors noted the Statement from the Vice President Education, CIT Students' Union.

Dr Ní Shé gave a brief update to Governors in terms of the Head of Counselling post recently advertised. She stated that a huge amount of work had gone into bringing this to fruition, the closing date for receipt of applications was set at 5 April. Overall, the funding of Counselling services across the country is not adequate. Spending has increased but not catching up with the increased demand. She acknowledged that there was a requirement for more full-time counsellors at CIT and that this was work in progress. Governors welcomed the engagement and acknowledged the huge work done.

Prior to closing the meeting, the Chairman confirmed that items 6.2 and 9.2 will be taken under agenda item 1 for the next meeting of Governing Body on 2 May. He thanked Governors for their time and attendance this afternoon, it was a long meeting but a necessary and productive meeting.

The meeting concluded at 7.00pm.

The next ordinary meeting of the Governing Body will take place on Thursday 2 May 2019 commencing at 3.00pm in the Council Room, 2<sup>nd</sup> Floor, Administration Building.

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

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

## **ADDENDUM 1**

### **Requests from Governing Body at their meeting on 4 April 2019**

<b>No.</b>	<b>Minute Page No.</b>	<b>Request</b>	<b>Actioned by</b>	<b>Date Actioned</b>
1.	3	Mr Gallagher to draft a position paper re: the breakdown of the deficit at IT Tralee which will include all figures so that there will be an understanding of the overall total cost, and to specify amounts given/promised by the HEA and other agencies.	Mr P Gallagher	
2.	4	The President to update the HR Manager in relation to the revisions and ensure that the final document has been amended to include the page numbering, and correct document history on the approval dates prior to circulation.	The President	Email sent to the HR Manager on 16 April 2019  The Policy re-issued on 17/4/19
3.	4	The President and Mr Gallagher to draft a position paper on behalf of CIT for the Governing Body Meeting on 2 May and to send a letter to the DES by the close of business on 12 April 2019.	The President Mr P Gallagher	Letter sent to the DES on 8 April 2019
4.	5	The President to offer congratulations to all involved in Ireland Skills Live from CIT on behalf of the Governing Body.	The President	Function organised to take place on 14 May
5.	8	The President to verify if the draft ToR were endorsed by CIT previously and to request an appropriate set of ToR for the POB for CIT Governing Body to review.	The President	
6.	10	Mr Gallagher to clarify that the progression date of 1 April 2018 is correct in relation to item number 1.2.1.1.	Mr Gallagher	
7.	10	Mr Gallagher to give a presentation to Governors on the Operational Programmes and Budgets for 2019/20 – 2022/23.	Mr Gallagher	
8.	12	Dr Ní Shé to invite the ISSE Team to give a presentation on Thursday 6 June 2019 re: the impact of the survey for CIT.	Dr Ní Shé	
9.		The Chairman to monitor Mr Owens's replacement and subsequently the nominee for the Strategic Development Sub-Committee.	The Chairman	Ongoing
10.		Marketing to remain as a standing item on the Addendum.	President	Ongoing