

GB1907

Minutes of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 4 July 2019 in the Council Room, 2nd Floor, Administration Building at 3.00 pm.

Present: Mr Bob Savage (Chair)
Dr Barry O'Connor
Ms Mary Cooney
Mr Eoin Deane
Ms Emelie Fitzgibbon
Ms Mary Hegarty
Capt Dave Hopkins
Mr Denis Leamy
Cllr Patrick Gerard Murphy
Mr Declan O'Leary
Ms Aisling O'Mahony
Mr Cilian Ó Súilleabháin
Ms Ann Piggott

Apologies: Mr Bernard Allen, Mr Aaron Buckley, Mr Paul Gallagher, Cllr Michael Hegarty, Mr John Higgins, Ms Katherine Walshe.

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

The Chairman opened the meeting and stated that he wished to commence with item 12 prior to the President and the Vice Presidents joining the meeting. Apologies were noted from Mr Bernard Allen, Mr Aaron Buckley, Mr Paul Gallagher, Cllr Michael Hegarty, Mr John Higgins and Ms Katherine Walshe. Ms Maura Fitzgibbon did not attend the meeting.

12. President Contract

The Chair referred to the President's contract and reminded Governors that in June 2018 permission was given to extend this contract up to 31 August 2019. In light of the ongoing MTU process and in order to have certainty for 1 September, the Chair proposed to write to the Chief Executive of the HEA seeking to extend the President's contract for a further year up to 31 August 2020. The Chair read his proposed letter and asked Governors for their opinion/comments and subsequent approval thereafter.

Governors discussed the possibility of seeking a longer extension however, in the absence of not knowing an outcome in relation to MTU, and in the interest of ensuring stability and certainty for CIT from 1 September, they unanimously agreed to the proposed extension and to the letter being sent to the HEA. The Chair further agreed to readdress the matter in October with Governors' support.

The President and Vice Presidents were invited to join the meeting.

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

1. Ms Fiona Kelly, Student Services Officer on the death of her mother.
2. Dr Dan Collins, Academic Administration & Student Affairs Manager on the death of his mother.
3. To the family of the late Céline O'Donovan, Student, CIT Crawford College of Art & Design.
4. Ms Aileen Cotter, Lecturer, Department of Management & Enterprise on the death of her father.
5. Mr Carbry O'Sullivan, Lecturer and Ms Coral O'Sullivan, Lecturer, CIT Cork School of Music on the death of their mother.
6. To the family of the late Seán McIntyre, retired staff member, School of Business.

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

Before returning to the Agenda, the Chairman expressed his thanks and appreciation to Mr Declan O'Leary for chairing the June Governing Body Meeting.

1. Minutes of the previous meeting held on Thursday 6 June 2019 (GB/A1907.1).

The minutes of the previous meeting held on Thursday 6 June 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

Mr Ó Súilleabháin referred to the minutes of the 2 May meeting and asked if the adjustments had been made to the redactions under item 6.1 as discussed at the 6 June meeting. The President confirmed that adjustments had been made to this item and Geraldine would circulate a copy of this to Governors for their information.

In relation to item 12, Mr Hopkins referred to page 16 of the minutes which related to Governors agreeing an outcome from the proposed options for the meeting in relation to the Programmes & Budgets process.

A discussion took place and Governors agreed to delay the scheduled Governing Body meeting of 5 March 2020 to allow for the budgetary process to be completed. This meeting will commence at 2pm with Programmes & Budgets as agenda item 1 at this meeting. No presentations will be scheduled to take place at this meeting.

The President confirmed that he intends to continue with presentations from the Faculties/Schools for 2019/20 and will also look at holding Governing Body Meetings at different venues between CIT CSM, CIT CCAD and the NMCI.

Ms Piggott referred to an issue that had been mentioned at the last Governing Body Meeting on 6 June and asked for clarification in relation to the voluntary redeployment of staff in IT Tralee to CIT.

The President stated that this is possible within the system as it stands and gave the example of a member of staff in WIT transferring to CIT. There was a process involved.

Mr Ó Súilleabháin referred to the process for reassigning staff from apprenticeship to other areas within CIT and that a similar model could possibly be used for IT Tralee/CIT.

The President stated that consideration could be given to a structure on this, however, there will be no compulsory redeployments. He agreed to refer this to the HR Manager.

ACTION: The President to raise the process for redeployment of staff with the HR Manager.

Any other matters arising were discussed in conjunction with the Addendum.

Addendum:

Update on Addendum 1 (GB/A 1907.1.2).

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

- Item No. 1 (Page 3): The President confirmed that it was agreed at the MTU Sub-Committee meeting on 21 June that it would be best to seek an end date for the Programme Oversight Board (POB) rather than seeking ToR at this late stage. He also confirmed that this was subsequently discussed at the POB Meeting on 27 June where it was agreed that the POB would work back from designation date to schedule a final meeting. Mr O’Leary also referred to the discussion at the MTU Sub-Committee re: the inclusion of a caveat to revisit if the timeline moved. As a result of this, no ToR would be drafted.
- Item No. 2 (Page 3): The Chairman referred to the vacancy on the Strategic Development Sub-Committee and sought a nominee whilst bearing in mind the need for gender balance on this Sub-Committee. He was hopeful that a Governor would approach him in relation to putting their name forward.
- Item No. 3 (Page 6): The President confirmed that Mr Gallagher circulated a copy of the payments to consultants on the POB at the MTU Sub-Committee meeting on 21 June.
- Item No. 4 (Page 6): Discussed under item 1 above.
- Item No. 5 (Page 8): To be discussed under agenda item 5.
- Item No. 6 (Page 9): To be discussed under agenda item 5.
- Item No. 7 (Page 17): Discussed under Matters Arising.
- Item No. 8 (Page 17): Dr Ní Shé confirmed that the Arts Sub-Committee meeting due to be held on 9 October would be brought forward to 2 October 2019.
- Item No. 9 (Page 17): The President referred to the discussion at the last Governing Body Meeting re: replacement of plastic bottles of water and cups and stated that the

Student Services Company had taken on board Governors' views and have replaced the plastic bottles and cups with glass. He thanked Ms Piggott for this contribution.

Item No. 10: Ongoing and to remain as a standing item on the Addendum.

The President referred to the additional item (item 11) which has been removed from the Addendum in error. This related to the discussion at the Governing Body meeting on 2 May re: the Executive submitting plans on the proposed activity to include the investment/re-organisation that will be required for each of the areas listed in the Deloitte Report (Executive Summary). This will be reinstated on the Addendum and an update will be given at the next Governing Body meeting on 3 October.

ACTION: The President to give an update in relation to the Executive submitting plans on the proposed activity to include the investment/re-organisation that will be required for each of the areas listed in the Deloitte Executive Summary.

2. Appendices relating to documentation as discussed at the previous meeting held on Thursday 2 May 2019 (GB/A1907.2.1).

Governors noted that there were no appendices from the previous meeting held on 6 June.

As item 3 - Correspondence was connected to MTU and in the interest of the flow of the meeting, the Chair with the agreement of Governors, asked the President to discuss item 4 – President's Report prior to Correspondence.

4. President's Report (GB/A1906.4).

The Chairman invited the President to discuss this item.

The President's Report was circulated with the Agenda. The President highlighted the following noteworthy items from his report:

Item 1.5: The President referred Governors to the interaction with the Irish Prison Service and the ETB in relation to Cork Prison Programme Awards Ceremony. This is a voluntary service by CIT colleagues and highly appreciated by both Cork Prison staff and the prisoners themselves.

Item 1.11: The President referred to the European First Year Experience Conference (EFYE) which was hosted by CIT over 3 days in June. Over 350 participants attended travelling from over 40 countries worldwide. Well done Ms Marese Bermingham and team.

Item 1.12: The Faculty of Engineering & Science held "STEMming your Talent Issues" in terms of developing and maintaining the STEM pipeline for companies in the South West Region.

- Item 2.2: The President referred to the TURN Meeting stating that the report will be published in September. Three areas have been identified for necessary funding for TU:
- (i) Digitisation – connected to the National Broadband Plan
 - (ii) Regional Development – connected to National Development Plan 2040
 - (iii) STEM – the development and financing of STEM in the regions
- Item 4.6: The President referred to ‘Dismantle’, the Fine Art and Applied art Degree Show Exhibition which took place over 2 nights in June.
- Item 4.10: The President referred to the upward trajectory of Kevin Jansson, CIT CSM student who received a major award recently. Congratulations to Kevin and all involved in this significant achievement.
- Item 5.1: The President referred to the recent presentation to Ted McKenna, Lecturer in the Department of Civil, Structural and Environmental Engineering and congratulated Ted on this noteworthy award.
- Items 6.1 to 6.3: In terms of visitations for June, the President stated that there were number of visits during the month. He also referred to several visits due to take place in July with particular reference to Endicott College, Boston; New Jersey Institute of Technology and the IGS Group from Lyon, France.

3. Correspondence (GB/A1907.3)

3.1 Letter dated 19 June 2019 from Mr Paul O’Toole, Chief Executive, Higher Education Authority re: update in relation to the MTU Application (GB/A1907.3.1).

Prior to asking the President to discuss the correspondence, the Chair invited the President to give a verbal update to the position in terms of MTU.

In doing so, the President referred to the letter from Mr O’Toole which acknowledged the International Advisory Panel Report submission to the HEA. On 2 July, the HEA Board met to consider this report. Following this, the report will be submitted to the Minister for Education & Skills for his opinion. The President referred to the TU Act in terms of the timelines stating that An tÚdarás (HEA) have 60 days to bring the report to the Minister (July and August) who then has 60 days to report his decision to CIT/IT Tralee (September and October).

The President discussed how TU Dublin was very different from MTU in that they had a new purpose-built campus which incorporated IT Tallaght, IT Blanchardstown and DIT itself. There was no major change by TU Dublin becoming a University.

The President had hoped that there might have been some indication after Tuesday’s meeting however, due to a recent discussion with Mr O’Toole re: concerns over leaks to the media, the President was of the view that no indication would be given ahead of the Minister’s decision. The next step is for the HEA to send the report and their advice to the Minister for Education & Skills.

He reminded Governors of the Dáil summer recess commencing at the end of next week and that the Government may wish to wait until September before making an announcement.

The President referred to the Programme Oversight Board Meeting which took place in IT Tralee on 27 June. The next meeting is scheduled to take place on 27 August in CIT. He discussed the ongoing engagement at various levels with the TASS unions.

Ms Cooney sought clarity in relation to the reference of an expectation of recommendations on three grounds as per the IEB Action List dated 11 June, and the MTU Sub-Committee draft minutes dated 27 June.

Dr Flynn discussed this item stating that this was speculation/opinion again. She referred to the final wrap up meeting on the last day of the panel visit, stating that this meeting was a continuation of the questioning over the previous week. There were three items which the panel focused on:

1. Engagement on Structures – the panel were of the view that there was no evidence that work had commenced on the structures and while MTU had undertaken work, the position taken was that TU Dublin had done no work and indeed 6 months after there was still no specifics on the structures.
2. Engagement with staff – the panel referred their interaction with staff and in particular with the TUI. MTU is fully committed to engaging with staff in an appropriate manner.
3. The trajectory criteria – while MTU had demonstrated that the criteria as specified at the date of merger, there was a further requirement to meet stretched targets in 7 years. It was felt that this was not articulated in the document and planned how MTU would meet these targets. The view was that the questions on the stretched targets had come up during the week and it was felt that these had been adequately addressed.

Dr Flynn stated that in the discussions following the panel visit, it was felt that it would not be surprising if there were recommendations/strong suggestions and that more would be required on the structures etc. However, these recommendations/suggestions would be welcomed by MTU.

Overall Governors were of the view that MTU is different to TU Dublin and therefore it was not surprising that the challenges would be different. They were not surprised in the delay in the decision making and referred to the financial challenges at IT Tralee. They were of the view that the leaks had damaged CIT, it had become a singular issue in terms of what one part of the partnership is not doing right rather than the aspects of the merger where we were exemplars. There is wonderful work being done.

The President updated Governors on TUSE, confirming that the WIT TUI voted to accept the MOU whereas the Carlow TUI voted against it. This submission has not been lodged and will not get back on track until October.

5. Governing Body MTU Sub-Committee (GB/A1907.5).

As Mr Allen was an apology for the meeting, the Chairman invited Mr O’Leary as member of the MTU Sub-Committee to take this item.

5.1 Signed Minutes of the MTU Sub-Committee Meeting held on Thursday 16 May 2019 (GB/A1907.5.1).

Mr O'Leary referred to the Signed Minutes of the GB MTU Sub-Committee meeting held on 16 May 2019 which had been considered at the 6 June Governing Body meeting and sought Governing Body approval of these.

Governing Body APPROVED the Minutes as presented.

5.2 Draft Minutes of the MTU Sub-Committee Meeting held on Friday 21 June 2019 (GB/A1906.5.2).

Mr O'Leary referred to the draft Minutes of the GB MTU Sub-Committee meeting of 21 June 2019, stating that some of this had already been discussed, the following were the remaining main points from this meeting:

Page 1 of the draft minutes re: the outstanding item re: payments to the consultants on the POB. He confirmed that a detailed report was submitted, and that the Sub-Committee agreed that it was comprehensive. The issue of the end date for the POB was discussed and it was agreed that designation date was the obvious date and a caveat was included in order to revisit this.

It was noted that there was a body of work to be undertaken in terms of Industrial Relations (IR) and to that end that the Executive had identified the need for an IR specialisation, this will become a continuous resource in HR thereafter. This is now underway.

Mr O'Leary referred to the status of the Integration Agreement and clarifications around this. There had been a request for a written update, however, it was agreed that it was strategically important to get this information/update and that in doing so it would not make CIT vulnerable. Therefore, a verbal update would be given.

Mr O'Leary confirmed that the Due Diligence exercise was underway and whilst it was not the exercise that was originally requested (CIT to undertake a due diligence on IT Tralee), he had noted that the Terms of Reference were very comprehensive and will give the information that is required. This exercise was a joint due diligence and will be of benefit to both CIT and IT Tralee.

Finally, he wished to convey that Prof McGlynn gave a very thorough review on the International Advisory Panel visit which was in line with Dr Flynn's report earlier. He also referred to Mr Deane's point in relation to the International Advisory Panel and concurred that they had no interest in finances, their energy was focused with who they engaged with.

In relation to the payments to the consultants, it was important to note that the Sub-Committee only sought to know what monies were paid to the two consultants. A discussion took place in relation to this and it was agreed that overall, in terms of factual accuracy, it would be important to amend the draft minutes to state "include in assisting in the development of the submission document", this was referred back to the Sub-Committee for their next meeting.

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

6.1 Human Resources Report was circulated with the Agenda (GB/A1907.6.1).

As Mr Gallagher was an apology for the meeting, the Chairman invited the President to discuss this report.

The President highlighted that there was a significant number of appointments for approval and conveyed his thanks to Mr Allen and Ms Hegarty for their availability in terms of interview panels.

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

The President referred to contract variations for noting, stating that there was an error in relation to item number 2.2.5.1 (on page 5 of the report), this request was listed under job-share (new) when it should have been listed under item 2.2.1 - career break (new).

Governors AGREED to all approvals as presented.

In relation to item 2.3, the President wished to acknowledge all our retirees and to thank them for their valuable contribution to CIT. Governors also noted that former Governor, Mr John O'Sullivan was retiring.

They wished to acknowledge Mr O'Sullivan's contribution to the Governing Body and asked that the President write to Mr O'Sullivan to convey their best wishes to him.

The Chairman wished to reiterate the President's words of thanks to Mr Allen and Ms Hegarty and to also acknowledge the appreciation of the Governing Body to the HR Office for their hard work in this matter.

ACTION: The President to convey the best wishes of Governing Body to Mr John O'Sullivan, former Governor.

7. Report from the Vice President for External Affairs:

7.1 Report on Research, Innovation and Enterprise, Engagement, Alumni and Internationalisation (GB/A1907.7.1).

The Chairman invited Dr Flynn to discuss her report.

Dr Flynn referred Governors to the updates from the Client Companies at the Rubicon Centre and the Research Metrics as presented in this month's report. She wished to congratulate the companies who are all gaining investment and scaling up. She also highlighted the winners of the Irish Best Young Entrepreneurs which is a competition run by the LEOs nationally. She made particular reference to the recent PhD graduate, Wendy Oke who was the winner of the Best Start-up award.

In terms of the Research report, Dr Flynn stated that this was part of a much longer report which went on to form the basis of an annual research report for CIT. Of all the research metrics presented, she wished to flag the achievements of CAPPA in securing funding under an Horizon 2020 project.

The overall project is worth a total of €3.8m but is significant in that it is a single project worth more than €1m for CIT. She wished to acknowledge Dr William Whelan-Curtin and his team in the CAPPA Centre. Governors offered their congratulations to all involved.

In response to Ms Cooney observation re: the breakdown details for the School of Business, Dr Flynn confirmed that this detail would be given in the full research report in the Annual Report.

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

**8.1 Report of the Academic Council meeting held on Friday 14 June 2019.
(GB/A1905.8.1).**

The Chairman invited Dr Ní Shé to discuss her report.

Dr Ní Shé referred to her report confirming that the Academic Council met on 14 June and that the Academic Council Executive met twice since the last Governing Body Meeting on 19 June and today.

She drew Governors attention to the membership and requested approval for Dr Donna O'Shea, Acting Heading of Department of Computer Science and Mr Frank O'Donovan, Acting Head of Department of Accounting & Information Systems as ex-officio members of Academic Council.

Approval was also sought for the appointment of Ms Aisling O'Mahony, Vice President for Education, Students' Union to Academic Council. Dr Ní Shé confirmed that she has attended two meetings with the new Students' Union and is looking forward to a very productive new Academic Year.

Governors AGREED to the approval of the appointments to Council.

The Chairman referred to Dr O'Shea, stating that he recently had the privilege to witness Dr O'Shea's performance in representing CIT and in the context of calibre, she was world class. He stated that she was incredible, and CIT should not lose her.

In relation to item 2, Dr Ní Shé confirmed that examination results were ratified on 7, 11 and 19 June.

She referred to item 3, New Programmes and in particular to the BSc (Hons) in Automotive Business Management & Technology, stating that the launch of the programme took place at the Institute last week.

In relation to item 5, Programmatic Reviews, Dr Ní Shé stated that the main point was that programmes have been revalidated in various areas however, there were delays in certain areas, but this has been included in the retrospective dates.

In response to a query from Mr Ó Súilleabháin re: retrospective approval, Dr Ní Shé agreed to consider this from a QQI perspective. The President confirmed that the 5 years is an indicative period, it is not a statutory period.

In relation to item 6, Dr Ní Shé referred to the Differential Validation Panels and in terms of Play Therapy, she stated that the changes made with Programmatic Review were minor but since then and with the passage of time, the programme team had proposed some further changes to be implemented now rather than waiting for Programmatic Review. This was undertaken, and the team must submit a progress report on this for the December Academic Council Meeting.

In response to Ms Cooney's query re: Community Development being listed under 6.1.2, Dr Ní Shé confirmed that there was an error in her report and Community Development should have been included in the listed programmes that were revalidated with effect from 1 September 2016.

She referred to the ongoing preparations for CORU under 6.6.1.2 and the approval of the title change to the MSc in Cybersecurity under 6.2.

She discussed the great work undertaken by Dr Anne Toebes, Module Moderator for Curriculum Development together with Eva Juhl, Dr Stephen Cassidy and the team, and stated that a lot has been achieved this year.

Dr Ní Shé referred Governors to 6.4 in relation to Programmes Status Review Summary Report, stating that each course compiles its own report, these are then collated into an overall response from the Faculty. 6.4.1. refers to the Faculty of Business & Humanities and 6.4.2 refers to the Faculty of Engineering & Science.

In terms of item 7, Dr Ní Shé confirmed that it was her intention to engage with the Chairs of each of the Academic Council Committees to ensure that there is a level of consistency in all of the Committees and to look at the sweep of student representation across all Committees and decision-making entities in the academic area.

In relation to item 10.4, Research Ethics Committee, Dr Ní Shé confirmed that a review of the Committee as it is currently constituted will take place and will possibly be backed up with a resource to support the Committee and the huge volume of work that they undertake.

In terms of item 11.4, Dr Ní Shé confirmed that they are working actively to get examination results out a few days before 20 June so that there is an opportunity for feedback from the Departments. Two options were proposed but it was felt that Option 1 was the most realistic.

Mr Ó Súilleabháin referred to the Faculties reports and noted that the School of Business retention levels being affected by intake points with lower points being reflected by lower retention levels. The Faculty of Engineering & Science referred to the very challenging environment in relation to income for the sector. He stated that CIT has been operating a "bums on seats" policy for a number of years by taking students into courses where there was a likelihood of failure. Consideration must be given to taking less students. Dr Ní Shé referred to providing as much information to the prospective student as possible and a strategy has been looked at for going forward. The President clarified that in terms of Access and bringing students in, he stated that CIT are not taking in students to fail, no student will come to CIT with a less than 50/50 chance of success.

In relation to a query as to why Fáilte Ireland had withdrawn funding from one of our flagship courses, the President confirmed that Fáilte Ireland previously paid the fees for students for one of our courses and similarly across the country. By withdrawing this funding, it saved them €3m which they then redeployed elsewhere.

Mr Ó Súilleabháin asked if there were any plans to update and/or replace the software for examination results? Dr Ní Shé confirmed that there was a tender for upgrading the Banner System nationally through Educampus. This will not happen until September. The Chair of the Heads of Department Group provided feedback in terms of issues with the technology. There are two issues and Dr Ní Shé confirmed that this has been discussed by the Executive and is now in train.

Governors took at 10-minute break.

8.2 Report on Student Services Funding Commitment 2018/19-2022/23 (GB/A1907.8.2).

The Chairman invited Dr Ní Shé to discuss the circulated documentation.

Dr Ní Shé referred to the circulated documentation, stating that there was a five-year plan set out for Student Services in terms of the funding. This documentation had been presented at a Finance Sub-Committee last year and was subsequently reported on at a Governing Body meeting thereafter. She explained that the headings in the report are chosen by the HEA and that Student Services are looking on a continuous basis to fine tune these.

In terms of budget itself, this is devolved to the Student Finance Committee. This Committee consists of the 3 members of the Students' Union Executive, the Student Services Officer, the Academic Administration & Student Affairs Manager, two Heads of School and herself as Chair. Student Services is funded by a top slice of €437 per student per annum from the overall Institute budget. The budget therefore rises and falls depending on the student numbers. Towards the end of each year, if it looks likely that there will be money left in the budget, a call for proposals is made within Student Services. This will then be allocated to projects within this area.

Dr Ní Shé also wished Governors to note that there is a separate budget in relation to student engagement.

In relation to Counselling, Dr Ní Shé stated that she had requested an update from Dr Collins in relation to the appointments. Ms Cooney referred to the allocation for 2018/19 and queried if there was going to be a Counselling Manager appointed. Dr Ní Shé stated that this was an additional spend. This is being looked at on an ongoing basis, the additional hours will be covered by a fixed term contract in the coming year.

Dr Ní Shé noted that Ms Cooney's points reflected the point of being constrained by the headings.

9. Finance Sub-Committee:

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

9.1 Signed Minutes of the Arts Sub-Committee meeting held on Monday 29 April 2019 (GB/A1907.9.1).

Capt Hopkins referred to the Signed Minutes of the Finance Sub-Committee meeting of 29 April 2019 which had been considered at the 6 June meeting and sought Governing Body approval of these.

Governing Body APPROVED the Minutes as presented.

9.2 Draft Minutes of the Finance Sub-Committee meeting held on Monday 10 June 2019 (GB/A1907.9.2).

Capt Hopkins referred to the draft Minutes of the Finance Sub-Committee meeting held on 10 June which were tabled for today's meeting.

He stated that arising from this meeting there were three items for Governing Body approval, and he proposed to discuss these items as they appeared in the report.

In relation to item 7, the Annual Budget Meeting with the HEA, Capt Hopkins confirmed that one of the questions raised was in relation to the status of the CIT Foundation. Dr Flynn confirmed that the job specification for a Director of Fundraising was discussed by the Executive at their meeting last Tuesday (2 July) last and that a condensed strategy was being finalised and will be presented at the next Executive meeting in August.

In relation to item 11, Proposed Fee Changes, Capt Hopkins confirmed that this was one of the items requiring approval and referred Governors to the schedule of revised tuition fees for 2019/20 as per the separate page attached to the draft minutes.

In response to Ms Piggott's query on whether the proposed changes were justified/necessary, the President stated that they were, these changes were initiated at Department level and usually as a result of a response to market. The programmes in question were mainly geared at those in full-time employment.

In terms of the €50 fee not applying to applications via Agents, Dr Flynn confirmed that this was not related to a reduced fee for students, she explained how the Institute contracts Agents to work on our behalf in terms of applications and that this €50 were being recommended as a focus for those with a genuine interest in applying to CIT.

Governors discussed this schedule and approved the changes as per the document, they suggested that it would be more informative to see a five-year trend on the tuition fees.

In relation to item 13, Management Accounts, Capt Hopkins highlighted that whilst some work on the main building was being deferred due to the funding not being approved, work would go ahead on the roof as the window to carry out this work was over the summer months.

Capt Hopkins reported that the main discussion that took place in relation to item 15, Draft Sports Review related to the Arena Project. He stated that work will commence in November on this project but there was a need to review the operational costs.

The President confirmed that this project was due to go ahead 5 years ago but due to the downturn it could not be progressed at that time. In relation to the operational costs, it would be impossible to have a finalised report on these prior to November.

Following on from the Arena Project discussions, Governors discussed the second item requiring approval – item 16, Capital Development Reserve. Capt Hopkins explained that as the funding for the Arena Project was now complete, it was necessary to seek Governors' approval for a new project in the Capital Development Reserve.

The Chairman confirmed that prioritisation of a new project will be discussed at the Strategic Development Sub-Committee and in conjunction with the Masterplan review and the priorities of the Institute. Governors agreed with Mr Deane in that it was important to state that whatever new project is deemed to be the priority, it must be in the best interests of CIT students.

Approval was given by Governors to a new project in the Capital Development Reserve.

In relation to item 18, IRAM, Ms Cooney wished that it be noted that Ms Joanne Gallagher be commended for her presentation, she gave huge insight and oversight. Ms Cooney suggested that the summary report be circulated to Governors as it would give a good understanding and address some of the queries discussed also.

The final item for Governors' approval was item 22, Terms of Reference (ToR) of the Finance Sub-Committee. Capt Hopkins confirmed that the Sub-Committee had proposed to increase the number of Sub-Committee Meetings from three to four per year. Governors approved the increase in Sub-Committee Meetings from three to four per year.

A discussion took place in terms of streamlining the ToR of the Finance Sub-Committee to bring them into line with the Strategic Development Sub-Committee and the Audit & Risk Sub-Committee and Governors agreed to the approval of a private meeting of the members of Finance Sub-Committee taking place prior to the commencement of each meeting.

In relation to item 21, Employer Pension Contributions, the President to seek clarity in relation to whether there were any financial implications for the Institute on the implementation of this circular.

ACTION: The President to seek clarity from the Vice President for Finance & Administration in relation to the implementation of circular 28/2016.

9.3 CIT Financial Performance Dashboard – Summer 2019:

As Mr Gallagher was on annual leave, the Chair invited the Capt Hopkins to take this item.

Capt Hopkins referred to the Financial Performance Dashboard and stated that the "Headline Numbers" on the right gave the overall summary and a very good breakdown of the document.

Governors agreed that the document was an excellent overview and wished to commend the Finance Office on its production.

Mr Ó Súilleabháin queried why the income and expenditure figures did not reflect the numbers from the Programmes & Budgets document and due to Mr Gallagher's apologies for today's meeting, it was agreed to address this matter at the next Governing Body Meeting in October.

ACTION: Mr Gallagher to give an overview on the CIT Financial Performance Dashboard at the Governing Body Meeting on 3 October 2019.

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 4 March 2019 (GB/A1907.10.1).

The Chair referred to the Signed Minutes of the Strategic Development Sub-Committee meeting of 4 March 2019 which had been considered at the 4 April Governing Body meeting and sought Governing Body approval of these.

Governing Body APPROVED the Minutes as presented.

10.2 Draft Minutes of the Strategic Development Sub-Committee meeting held on Monday 10 June 2019 (GB/A1907.10.2).

Prior to discussing the draft Minutes of the Strategic Development Sub-Committee meeting of 10 June which were circulated with the Agenda, the Chairman was pleased to confirm that Ms Aisling O'Mahony had agreed to join the Strategic Development Sub-Committee. There would be a briefing for Ms O'Mahony in relation to Strategic Development and how it has evolved. The Chairman invited Mr Leamy as a new Governor to attend this session also.

In relation to the draft minutes of 10 June, the Chairman referred to the excellent update on the Annual Institute Quality Assurance Report (AIQR), stating that it was an important document and one that Governors must be aware of. He referred to Mr Ó Súilleabháin's document on the role of Governors and thanked him for producing this. The Sub-Committee will reflect on this further at their next meeting.

Dr Ní Shé also wished to thank the Governors who had participated in the Academic Governance Project on 6 June. She stated that as well as having good feedback from those Governors, she had now been debriefed by the consultant involved in the project, there were very interesting preliminary findings and Dr Ní Shé would be looking at this in terms of academic governance over the summer months. Mr Ó Súilleabháin agreed to send Dr Ní Shé a copy of his document re: role of Governors.

The Chairman wished to thank fellow Governors and staff involved in the Strategic Development Sub-Committee, it was a very interesting journey, a very holistic view in bringing the financial and academic plans together and bringing this back to Governing Body.

In relation to the item 6, CIT Arena (page 4) and with particular reference to the last paragraph under this item, the Strategic Development Sub-Committee members were of the view that the discussion in relation to the next area of focus related to the priorities of students, to identify these priorities, propose them and then the prioritisation of them. The draft minute did not fully capture this discussion and whilst the canteen and the gym were discussed so was the LRC Building. The Chair stated that the focus was certainly on the priorities of the students which was more critical at this time and agreed to review this and make the necessary amendments to the draft minutes.

Mr O'Leary referred to making the local community aware of the plans in relation to the LRC Building, stating that liaison with local residents was essential in terms of this project. The President stated that the Institute has been and always will be in contact with our neighbours, they are very important to us and he confirmed this action was currently in train.

In responding to a request and a query from Ms Cooney regarding item 5, the Masterplan update, the Chair confirmed that the update to the Masterplan has not changed and he confirmed that Governing Body will be briefed on this early in the new academic year.

The President confirmed that there was no update in relation to the funding application submitted by Athletics Ireland in terms of the Arena, we are hopeful of a positive outcome but are awaiting this currently.

In relation to the LRC Building, the President confirmed that this building is part of a bundle and while CIT are ahead of its partners, we will only move as fast the slowest partner in the bundle. Work is ongoing but the expected timescale for delivery is early 2021. In terms of the PPP, the NDFA are the experts and will now take responsibility for the NMCI also.

11. Audit & Risk Sub-Committee:

As Mr Allen was an apology for today's meeting, the Chairman invited Mr O'Leary as a member of the Audit & Risk Sub-Committee to take this item.

11.1 Signed Minutes of the Audit & Risk Sub-Committee Meeting held on Thursday 11 April 2019. (GB/A1907.11.1).

Mr O'Leary referred to the Signed Minutes of the Audit & Risk Sub-Committee meeting of 11 April which had been considered at the 2 May Governing Body meeting and sought Governing Body approval of these.

Governing Body APPROVED the Minutes as presented.

11.2 Draft Minutes of the Audit & Risk Sub-Committee Meeting held on Thursday 20 June 2019 (GB/A1907.11.2).

Mr O'Leary discussed the draft minutes of the Audit & Risk Sub-Committee meeting held on Thursday 20 June which were circulated with the Agenda. He highlighted the following significant items:

He referred Governors to item 2, Garda Vetting update, stating the fact that there were 190 staff who have still not complied with this process was of concern to the Sub-Committee. It is not an administrative issue. It is a requirement by law and a requirement by contract that staff are Garda vetted. He stated that it was not an acceptable situation, the Sub-Committee will be monitoring this as a highline item and have given it momentum by including a deadline of October 2019 for its completion.

Governors agreed that this was not an acceptable situation. They queried when the process started and, also sought clarity in terms of whether candidates commencing in the Institute must be Garda vetted on commencement.

ACTION: The President to clarify the Garda Vetting process for candidates commencing at the Institute with the HR Manager.

In relation to item 4, Internal Audit, Mr O'Leary stated that the Sub-Committee had noted that there was a long list of items on the Audit & Risk Register and they have suggested one of two actions: to write them off because they have not been implemented or are out of date or to put pressure on so that they must be sorted within a timeline. This process is now underway.

He also drew Governors' attention to the last paragraph on page 2 which related to an assurance that students at the NMCI would not be discommoded during the next academic year as was the case for 2018/19. This building requires remediation on an ongoing basis, but the students would not be affected by this work in the future. The Sub-Committee have agreed to keep this item on their agenda for the foreseeable future. Mr Ó Súilleabháin added that the Safety Committee had done considerable work in relation to Risk Assessment and was now addressing safety audits: this was a big step forward in terms of Health & Safety.

In terms of item 5, Mazars Report – HEA, Mr O'Leary stated that this was discussed at length at the meeting with the Sub-Committee concluding that Mazars did not know the sector. To give Governors the background, Mr O'Leary stated that this report came about as a result of a sectoral review in relation to joint ventures and spin-off companies. There was a forensic discussion between the Sub-Committee and the Executive on this report with the agreement that the President would write to the HEA in relation to acknowledging the recommendations, contextualising our position and commenting on the many omissions, negative phrasing and factual inaccuracies in the report.

The President confirmed that he has written to the HEA in relation to this matter and that they have acknowledged receipt of same.

In terms of Protected Disclosures Annual Report (page 4), Mr O'Leary confirmed that the annual report has been submitted.

11.2.1 Revised THEA Code of Governance – September 2019 (GB/A1907.11.2.1)

In relation to the Revised Code of Governance, the President confirmed that there was a correction required to the draft minute in terms of the amendment, this should read Section 4.9 and not 4.8 as stated in the draft minutes.

Governing Body adopted the THEA Code of Governance as circulated with the exception of Section 4.9 as discussed.

AOB:

Ms Cooney raised the matter of an interim or holding position for this Governing Body in light of the fact that we do not know when a decision will be forthcoming in terms of MTU. When do we start to put an interim arrangement in place in terms of Governing Body? This has already been done for Academic Council.

A discussion took place and Governors agreed that in light of no known outcome as yet that it was best to wait until October and to revisit this matter then.

In relation to dates for the 2019/20, these will be circulated to all Governors in the coming days. In responding to Cllr Murphy in relation to his apologies to Governors for his scattered attendance over the last year, the Chairman thanked him for all he has done for the county during his term of office as County Mayor.

Governors also noted their congratulations to Mr Ó Súilleabháin on his successful defence of his PhD this week.

TABLED ITEMS:

The President referred to the Continuing Education Handbook tabled for today's Meeting for Governors' information.

The Chairman thanked his fellow Governors for their diligence and their participation in attending not just today's meeting but the meetings all year. Significant progress had been made in this academic year and he also wished to formally thank the President, the Vice Presidents and their teams for the huge volume of work achieved, they deserved huge credit for this. CIT has a tremendous record and he was delighted to be involved and in support of this. We will await the outcome of our MTU journey and until then, he wished Governors a safe and happy summer and looked forward to welcoming everyone back in October.

The President also conveyed his thanks to the Chair and to Governors for their huge contribution during the year, CIT was a better place as a result of their contribution and support.

The meeting concluded at 6.10pm.

The next ordinary meeting of the Governing Body will take place on Thursday 3 October 2019 commencing at 3.00pm in the Council Room, 2nd Floor, Administration Building.

Signed: _____

Date: _____

ADDENDUM 1

Requests from Governing Body at their meeting on 4 July 2019

No.	Minute Page No.	Request	Actioned by	Date Actioned
1.	3	The President to raise the process for redeployment of staff with the HR Manager	The President	
2.	4	The President to give an update in relation to the Executive submitting plans on the proposed activity to include the investment/re-organisation that will be required for each of the areas listed in the Deloitte Executive summary.	The President	Ongoing
3.	8	The President to convey the best wishes of Governing Body to Mr J O'Sullivan, former Governor on his retirement.	The President	Letter sent 23 July 2019
4.	13	The President to seek clarity from the Vice President for Finance & Administration in relation to the implementation of Circular 28/2016.	The President	
5.	13	The Vice President for Finance & Administration to give an overview on the CIT Financial Performance Dashboard at the Governing Body Meeting on 3 October.	Mr Gallagher	
6.	15	The President to clarify the Garda Vetting process for candidates commencing at the Institute with the HR Manager.	The President	
7.		Mr B Coughlan, Legal Officer to be invited to brief the MTU Sub-Committee on this matter at their next meeting.	The President	Mr Coughlan invited to the MTU Sub-Committee Meeting held on 12 September 2019
8.		Marketing to remain as a standing item on the Addendum.	The President	Ongoing