

GB1912

Minutes of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 5 December 2019 in the Council Room, 2nd Floor, Administration Building at 2.00 pm.

Present: Mr Bernard Allen (Chair)
Dr Barry O'Connor
Mr Aaron Buckley
Ms Mary Cooney
Mr Eoin Deane
Ms Emelie Fitzgibbon
Ms Mary Hegarty
Cllr Michael Hegarty
Mr John Higgins
Capt Dave Hopkins
Mr Denis Leamy
Mr Declan O'Leary
Ms Aisling O'Mahony
Dr Cilian Ó Súilleabháin

Apologies: Ms Maura Fitzgibbon, Cllr Patrick Gerard Murphy, Ms Ann Piggott, Mr Bob Savage, Ms Katherine Walshe.

In Attendance: Dr Orla Flynn, Mr Paul Gallagher, Dr Áine Ní Shé and Ms Geraldine Faherty, Minute Taker.

The President informed Governors that the Chairman was an apology for today's meeting and in accordance with legislation, Governing Body can appoint a Chair from amongst those present.

Governing Body AGREED that Mr Bernard Allen would Chair today's meeting.

Mr Allen welcomed Governors to the meeting and apologies were noted. On behalf of Governors, Mr Allen congratulated Dr Orla Flynn on her appointment as President of Galway Mayo Institute of Technology (GMIT). Her appointment is a great honour as well as recognition of her dedicated service to CIT and while they wished her well for the future, they also acknowledged that she will be a tremendous loss to the Institute.

On behalf of the Governing Body, Mr Allen extended sympathies to:

1. Ms Isabel Rossiter, Alumni Relations Officer, on the death of her sister.
2. Mr Emmett Coffey, Lecturer, Department of Media Communications on the death of his father.
3. Mr Seán O'Keeffe, Lecturer, Centre of Craft Studies on the death of his father.

Mr Allen asked the meeting to stand for one minute's silence.

1. Minutes of the previous meeting held on Thursday 7 November 2019.

The minutes of the previous meeting held on Thursday 7 November 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

Governors discussed the following under matters arising:

1. Marketing Manager
The job specification has been sent to the union for consultation and it is expected that the post will be advertised in January.
2. Tendering process for BH Consultants
A contract has been issued to BH Consultants to 31 January 2020 and a tendering process will commence on e-tenders for the provision of this service thereafter.
3. Update re: heating issue in classrooms/ventilation in the 1974 Building
With the permission of the Chair, the Students' Union circulated a copy of a classroom health and safety log for November. A lengthy discussion took place and Governors agreed that immediate action was necessary.

Governors requested that the report and any other advice received by the Students' Union be circulated to the Executive for their advice and that it be an agenda item at their next meeting. They further requested that an update report be circulated to Governors ahead of the next Governing Body meeting. The focus of this report should include compliance, assessment in terms of risk and a plan of action to deal with this issue. All documentation to be shared with the Buildings & Estates Office also.

ACTION: The report and any other advice received by the Students' Union to be an agenda item at the next Executive Meeting and an update report to be circulated to Governors at the next Governing Body Meeting on 6 February 2020.

Governors discussed classroom occupancy and at the request of one Governor, this matter will be discussed further at the Strategic Development Sub-Committee.

ACTION: Classroom occupancy to be an agenda item at the Strategic Development Sub-Committee meeting.

4. IR Specialist Post
A discussion took place in relation to the recommendation by the MTU Sub-Committee for an interim appointment of an IR Specialist to fill the deficit until the post is advertised and filled on a permanent basis. The full-time post has been advertised and will be interviewed on 11 December and while Governors welcomed that this process was underway, they noted with disappointment that the Executive were at variance with the request of the Sub-Committee to also make an interim appointment for three months in order to fill the deficit until the permanent appointee can take up duty.

Addendum:

Update on Addendum 1

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

- Item No. 1 (Page 4): Dr Ní Shé confirmed that she had written to Prof O'Halloran to express the positive views of Governing Body re: the joint conferrings.
- Item No. 2 (Page 9): Dr Flynn referred to the update and terms of reference (ToR) circulated at the Governing Body meeting in October and as no significant discussion took place then, it will be discussed in detail under item 6.2 later in the meeting.
- Item No. 3 (Page 9): Dr Ní Shé confirmed that she had been in contact with the Institute's Access Officer and that a meeting has been setup for 20 December with Mr Leamy, Chief Executive of Cork ETB re: potential joint initiatives in terms of student mental health and wellbeing.
- Item No. 4 (Page 9): Dr Ní Shé referred to the sharing of CAO intake 2019 between CIT and IT Tralee. She had shared CAO data as of 24 September and she has agreed to share the snapshot at the end of November following the submission of the returns to the HEA. IT Tralee to reciprocate. A discussion took place in relation to demographics and the comparable figures.
- Item No. 5: This work is an ongoing issue in relation to the Deloitte Summary.
- Item No. 6: The President confirmed that the draft Terms of Reference (ToR) for the joint meetings of the MTU Steering Group will be discussed under agenda item 4.3.
- Item No. 7 and Item No. 8: The President confirmed that work is ongoing on both of these items. Both items to remain as standing items on the Addendum.

2. Correspondence

Mr Allen asked the Mr Gallagher to discuss the following items:

2.1 Letter dated 11 November 2019 from the HEA re: Rolling Review of Governance – Pay, Pensions, Travel & Subsistence and Leave was circulated with the agenda.

Mr Gallagher referred to the letter and the final report sent by the HEA. He confirmed that the HEA conduct a number of reviews on an annual basis and that this letter related to pay, pensions, travel & subsistence and leave. Due to the tight deadline, the report was presented directly to Governing Body so that the proposed CIT response could be approved and returned within the timeframe.

Governors noted the response as circulated and agreed that it be sent to the HEA by 11 December.

A request that the report be referred to the Audit & Risk Sub-Committee to discuss further was agreed.

ACTION: The letter dated 11 November 2019 from the HEA re: Rolling review of Governance – Pay, Pensions, Travel & Subsistence and Leave to be referred to the Audit & Risk Sub-Committee.

2.2 Letter dated 25 November 2019 from the HEA re: Impact Assessment Case Studies and Performance Funding (including appendices and Feedback Report).

The President referred to the letter dated 25 November re: Impact Assessment Case Studies and performance funding. He confirmed that two case studies (CIT AnSEO re: Student Engagement and Cyber Security) were submitted under the HEA call in September and that €350k was received in relation to CIT AnSEO. The President also confirmed that further funding of €294K was received by the Institute on foot of a recent Teaching & Learning Unit (TLU) submission. This was a recognition of CIT being a leader in Teaching & Learning and Student Engagement.

Governors also noted the acknowledgement of the good quality of the Cyber Security case study.

ACTION: Governors requested that a note of congratulations be sent to the AnSEO and the TLU on their successes.

3. President's Report

The Chairman invited the President to discuss his report.

The President's Report was circulated with the Agenda. The President referred to items 1.14, 2.1, 3.15, 3.27, 4.1, 4.11, and 5.3 from his report for Governors' information.

Governors noted the detail of the President's Report and the great work being done within the Institute. A discussion took place in relation to the various social platforms being used to get these noteworthy items into the public domain. Governors were of the view that adequate resourcing of the Marketing Office was required as well as increasing the Marketing budget in order to support this work.

Governors noted that a new internal communication system called "Workvivo" was now being used to promote and celebrate the successes within the internal community.

4. Governing Body MTU Sub-Committee

Mr Allen as Chair of the GB MTU Sub-Committee discussed this item.

4.1 Signed Minutes of the MTU Sub-Committee Meeting held on Thursday 24 October 2019.

Mr Allen referred to the Signed Minutes of the GB MTU Sub-Committee meeting held on 24 October 2019 which had been considered at the 7 November Governing Body meeting and sought Governing Body approval of same.

Governing Body APPROVED the signed Minutes as presented.

4.2 Draft Minutes of the MTU Sub-Committee Meeting held on Thursday 7 November 2019.

Mr Allen referred to the draft Minutes of the GB MTU Sub-Committee meeting held on 7 November 2019 highlighting the disappointment of the MTU Sub-Committee in relation to the lack of representation from the Finance Office to update the Sub-Committee re: the delay in the advertising of the IR Specialist post.

In relation to the engagement of BH Consultants, Governors noted that a contract has been issued to BH Consultants up to 31 January 2020. A tendering process will commence on e-tenders for the service thereafter and it is expected that this process will be completed by 31 January 2020.

Governors discussed the terms of engagement and acknowledged the considerable work done to achieve the outcome presented. They were satisfied that this outcome will entail minimal risk for the Institute.

4.3 Draft Terms of Reference (ToR) of the Joint Governing Bodies MTU Steering Group.

Mr Allen referred to the draft Terms of Reference (ToR) of the Joint Governing Bodies MTU Steering Group which were circulated with the documentation for today's meeting and requested Governors' formal approval of same.

These ToR were drafted in-line with the conditions as set out by the Minister and have had legal input to ensure that they were not in conflict with the functions of each of the respective Governing Bodies.

Governors AGREED to the approval of the ToR as presented.

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

5.1 Human Resources Report was circulated with the Agenda.

Mr Allen invited Mr Gallagher to discuss his report.

Mr Gallagher referred to the 3 tabled Selection Board reports and the 1 progression report as presented and discussed each item requiring approval. He requested Governors' approval for the tabled Selection Board reports and the progression report as presented.

Governors AGREED to all approvals as presented.

A discussion took place in relation to posts being advertised with 18-month contracts and how these posts will not be attractive to candidates. It is highly likely that it will limit the field with candidates in permanent positions not applying due to these short contracts.

5.2 NMCI Executive Committee Report 2019.

Mr Gallagher referred to the NMCI Executive Committee Report for Governing Body – year to 31 August 2019 which was circulated with the agenda.

Mr Gallagher referred to the Chairman's Statement in the report, highlighting the excellent relations between the CIT/NMCI and the Naval Service and how they operate closely in managing and planning the activities at the NMCI. He referred to the ongoing issues in terms of facilities management and latent defect remediation and confirmed that a H&S Manager is currently being recruited for the NMCI. Consultant Engineers, Arup have been engaged to advise in relation to the ongoing issues as well as undertaking an audit of H&S at the NMCI. When finalised, this report will be referred to the Audit & Risk Sub-Committee. A revision of the Governance structure to take place in conjunction with the Head of College and this report will be presented at the Audit & Risk Sub-Committee.

Governors welcomed the NMCI Executive Committee Report and discussed the Institute's unique partnership with the Irish Naval Service. They queried the ongoing issues and if the work was impinging on the students, what measures have been put in place to accommodate them. Both Mr Gallagher and the President assured Governors that the students were being accommodated.

A discussion in relation to the Joint Venture companies took place with Governors agreeing the importance of this commercial income to the NMCI. A suggestion that the NMCI facilities to be used for corporate events such as the Chamber monthly briefings was supported by Governors.

Mr Gallagher conveyed his thanks to the Management Team at the NMCI with particular thanks to Capt Sinéad Reen.

6. Report from the Vice President for External Affairs:

6.1 Report on Research, Innovation and Enterprise, Engagement, Alumni and Internationalisation.

Mr Allen invited Dr Flynn to discuss her report.

Dr Flynn highlighted the following as the main items in her report:

- A total of 120 RPL cases were completed to date in 2019 with 46 advanced entry cases.
- CIT will celebrate its involvement in RPL for twenty years on 9 December, a leader in Ireland in RPL with over 6,000 successful applications during these years.
- In relation to company interactions/visits, the Institute has been involved in sixteen major interactions with the IDA and IDA companies so far in 2019.
- The Institute hosted the Cork Learning Breakfast in September, where employers had the opportunity to reflect on their experiences with the further and higher education institutions in Cork.
- The Graduate Outcomes Survey (formally known as the First Destinations Survey) for 2018 was published, indicating 96% of CIT graduates in employment or further study, from a 63% response rate; of those in employment, 93% are employed in Ireland and 79% in Cork; 5% are self-employed.
- Update on Erasmus indicated 59 outgoing study placements, and at least 54 outgoing internships in the current academic year; and 172 incoming Erasmus students. This represents a major improvement in the ratio of outgoing to incoming students (1:1.5) compared to four years ago (1:4).
- An update was also provided on Erasmus plus projects in Colombia, South Africa, Botswana, Thailand and Vietnam.

- Erasmus Without Paper is now being piloted across Europe with a view to delivering all processes digitally.

Governors thanked Dr Flynn for her informative update. They discussed the importance of RPL and the huge impact it has at every level. They conveyed their congratulations to Extended Campus for its achievements to date and welcomed the opportunity for an update in the future.

In relation to the Graduate Outcomes Survey, a comparison on the trends between CIT, UCC and IT Tralee to be looked at and presented at a future meeting.

Governors also discussed the impact of Brexit on Erasmus and the potential opportunities that may result from this.

ACTION: Extended Campus colleagues to be invited to give a short presentation on RPL at the Governing Body meeting on 6 February 2020.

ACTION: A comparison on the trends from the Graduate Outcomes Survey to be looked at in relation to CIT, UCC and IT Tralee and presented at a future meeting.

6.2 Draft ToR – Equality, Diversity and Inclusion (EDI)

Dr Flynn referred to the draft ToR as circulated with the Agenda. She referred to the decision at the October Governing Body Meeting where Governors agreed in principle to establishing the EDI Sub-Committee. In terms of proceeding, she outlined the following two proposed options:

1. Governors to submit feedback on the circulated draft ToR. The ToR would be then amended and finalised.
2. Governors to set-up the EDI Sub-Committee who would then review and finalise the ToR.

Governors discussed both options and agreed to option 2 - setting up the EDI Sub-Committee. The Governors who had an interest in becoming a member of this Sub-Committee were requested to confirm their willingness to participate. The following agreed to becoming a member of the Sub-Committee:

1. Mr Denis Leamy
2. Ms Aisling O'Mahony
3. Ms Mary Hegarty
4. Ms Mary Cooney
5. Mr Eoin Deane

It was further agreed that additional student representation was required, and it was proposed that Mr Nuttawud (Zach) Nutchanat, Students' Union Executive be included.

Governors formally approved the above composition and agreed that any additional staff and students should be drawn from a diverse cultural, ethnic and gender background. The President to convene the newly formed EDI Sub-Committee early in the New Year.

ACTION: The President to convene the newly formed EDI Sub-Committee early in the New Year.

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

7.1 Report of the Academic Council meeting held on Friday 8 November 2019.

Mr Allen invited Dr Ní Shé to discuss her report.

Dr Ní Shé referred to the report of the Academic Council meeting held on 8 November and highlighted agenda items 1, 2, 4, 5 and 9 for Governors' information.

In relation to Agenda item 1 - Nominating Bodies for Governing Body, Dr Ní Shé referred to page 1 of her report which outlined the process. She confirmed that as a result of a ballot, the five nominating bodies were recommended as follows:

- Biopharmachem Ireland (BPCI)
- Engineers Ireland
- IDA Ireland
- Irish Business and Employers Confederation (IBEC)
- Sport Ireland

Governors noted the recommendations and were somewhat surprised at the outcome. A discussion took place in relation to the possibility of extending the term of the current Governing Body beyond 31 March 2020. Governors were of the view that a special case should be made as it would be critical to have the experience and wealth of knowledge to continue especially in light of MTU. However, there is no provision currently within the Act to do this and it is highly unlikely that an amendment will be made to the legislation to provide for such an extension.

A Governor requested that an update be given to Governing Body in relation to how the process will be addressed in terms of achieving gender balance.

8. Arts Sub-Committee:

Mr Allen invited Ms Fitzgibbon as Chair of the Arts Sub-Committee to present this item.

8.1 Signed Minutes of the Arts Sub-Committee meeting held on Wednesday 2 October 2019.

Ms Fitzgibbon referred to the Signed Minutes of the Arts Sub-Committee meeting held on 2 October 2019 which had been considered at the Governing Body meeting on 7 November and she sought Governing Body approval of these.

Governing Body APPROVED the Minutes as presented.

8.2 Draft Minutes of the Arts Sub-Committee meeting held on Wednesday 13 November 2019.

In relation to the draft minutes of the Arts Sub-Committee meeting held on 13 November, Ms Fitzgibbon highlighted agenda items 2 and 3 in relation to the valuable contributions of the Arts Office in terms of showcasing the variety of high-quality art and cultural events including the number and standard of these events that are taking place at the Institute.

The Arts Office continue to engage with students and staff and would welcome new student and staff involvement in the arts and making them ambassadors of the arts programme at the Institute.

In relation to Agenda item 3.2.1, Ms Fitzgibbon discussed the proposal in relation to volunteering card and the importance of this to Arts Office.

Governors discussed the possibility of loaning out items from the CIT Art collection and it was confirmed that there is formal process in place to facilitate this.

Governors discussed honouring artists in the context of a broader definition of the arts. As it is within the remit of the Institute to bestow Fellowship Awards, the President agreed to explore this as a possibility for the future.

ACTION: The President to explore the possibility of bestowing Fellowship Awards at a future date.

9. Finance Sub-Committee:

Mr Allen invited Capt 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 7 October 2019.

Capt Hopkins referred to the Signed Minutes of the Finance Sub-Committee meeting held on 7 October 2019 which had been considered at the Governing Body meeting on 7 November and he 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 Friday 22 November 2019.

Capt Hopkins discussed the draft minutes of the Finance Sub-Committee meeting held on 22 November which were tabled for today's meeting. He confirmed that there were no items requiring approval and highlighted agenda items 13, 14 and 16 for Governors' information.

The disappointment of a Governor in relation to deviating from the final schedule of the dates adopted and approved at Governing Body for Finance Sub-Committee meetings was noted.

10. Audit & Risk Sub-Committee:

Mr Allen as the Chair of the Audit & Risk Sub-Committee discussed this item.

10.1 Signed Minutes of the Audit & Risk Sub-Committee Meeting held on Thursday 10 October 2019.

Mr Allen referred to the Signed Minutes of the Audit & Risk Sub-Committee meeting of 10 October which had been considered at the Governing Body meeting on 7 November and he sought Governing Body approval of these.

Governing Body APPROVED the Minutes as presented.

10.2 Draft Minutes of the Audit & Risk Sub-Committee Meeting held on Thursday 21 November 2019.

Mr Allen referred to the draft minutes of the Audit & Risk Sub-Committee meeting held on Thursday 21 November which were circulated with the Agenda, he highlighted the following for the attention of Governors:

Agenda item 2, Garda Vetting stating that action has been taken in relation to the 4 staff who have not engaged in the process.

In relation to Agenda item 4, Update to the ToR of the Audit & Risk Sub-Committee, the proposed changes to section 3.1 of the ToR was discussed by Governors.

Governors AGREED to the changes as proposed.

The meeting concluded at 5.20pm.

The President thanked Mr Allen for chairing the meeting and he thanked Governors for their contributions and wished them all a good break over the Christmas.

The next ordinary meeting of the Governing Body will take place on Thursday 6 February 2020 commencing at 3.00pm in the Council Room, 2nd Floor, Administration Building.

Signed: _____

Date: _____

ADDENDUM 1

Requests from Governing Body at their meeting on 5 December 2019

No.	Minute Page No.	Request	Actioned by	Date Actioned
1.	2	The report and any other advice received by the Students' Union to be an agenda item at the next Executive Meeting and an update to be circulated to Governors at the next Governing Body meeting on 6 February 2020.	The President	
2.	2	Classroom occupancy to be an agenda item at the Strategic Development Sub-Committee meeting.	Mr Gallagher	
3.	4	The letter dated 11 November 2019 from the HEA re: Rolling review of Governance – Pay, Pensions, Travel & Subsistence and Leave to be referred to the Audit & Risk Sub-Committee.	The President	
4.	4	A note of congratulations to be sent to the AnSEO and the Teaching & Learning Unit in relation to their recent funding successes.	The President	
5.	7	Extended Campus to give a short presentation on RPL at the Governing Body meeting on 6 February 2020.	Dr Flynn	
6.	7	A comparison on the trends from the Graduate Outcomes Survey to be looked at in relation to CIT, UCC and IT Tralee.	Dr Flynn	
7.	7	The President to convene the newly formed EDI Sub-Committee in the New Year.	The President	
8.	9	The President to explore the possibility of bestowing Fellowship Awards at a future date.	The President	
9.		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
10.		The President to discuss with the Head of Faculty of Business & Humanities and the Executive the opportunities in terms of getting these and other newsworthy items into the public domain.	The President	Ongoing
11.		Marketing to remain as a standing item on the Addendum.	The President	Ongoing