

Minutes of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 6 June 2019 in the Council Room, 2nd Floor, Administration Building at 3.00 pm.

Present: Mr Declan O’Leary (Chair)
Dr Barry O’Connor
Mr Aaron Buckley
Ms Mary Cooney
Mr Eoin Deane
Ms Emelie Fitzgibbon
Ms Mary Hegarty
Capt Dave Hopkins
Mr Denis Leamy
Ms Aisling O’Mahony
Mr Cilian Ó Súilleabháin
Ms Ann Piggott
Ms Katherine Walshe

Apologies: Mr Bernard Allen, Mr John Higgins, The Mayor of the County of Cork, Cllr Patrick Gerard Murphy, Mr Bob Savage, Ms Maura Fitzgibbon and Cllr Michael Hegarty

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

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

Governing Body AGREED that Mr Declan O’Leary would Chair today’s meeting.

Mr O’Leary welcomed Governors to the meeting. Apologies were noted from Mr Bernard Allen, Ms Maura Fitzgibbon, Mr John Higgins, The Mayor of the County of Cork, Cllr Patrick Gerard Murphy, Mr Bob Savage and Cllr Michael Hegarty.

On behalf of the President and the Governing Body, Mr O’Leary welcomed Mr Denis Leamy, our new Governing Body member and nominee of Cork Education & Training Board to his first meeting. He welcomed Mr Leamy to Cork and wished him well in his new position as Chief Executive of Cork ETB. He also welcomed Ms Aisling O’Mahony, our new student member of Governing Body and welcomed Mr Aaron Buckley back for another year.

He offered the congratulations and best wishes of Governors to Cllr Michael Hegarty and Cllr Patrick Gerard Murphy on their recent re-election to Cork County Council and also wished Ms Mary Hegarty all the very best on her retirement from politics, she has served West Cork exceptionally well over the years as Councillor.

On behalf of the Governing Body, Mr O’Leary extended sympathies to:

1. Dr Niamh Power, Lecturer, Department of Civil, Structural & Environmental Engineering on the death of her father.

2. James Hayes, Lecturer, CIT Crawford College of Art & Design on the death of his father.
3. Ms Brigid Walsh, Lecturer, Department of Tourism & Hospitality on the death of her brother.

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

1. Minutes of the previous meeting held on Thursday 2 May 2019 (GB/A1906.1).

The minutes of the previous meeting held on Thursday 2 May 2019 were circulated with the Agenda.

Mr Ó Súilleabháin asked for reconsideration of the redactions under agenda item 6.1 of the minutes. It was agreed that it was not necessary to redact the entire discussion, this item to be reviewed and changes made.

The minutes were approved and signed subject to the reconsideration of the redactions as per the discussion.

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

Matters Arising

Dr Ní Shé referred to Budget and the spend in terms of Student Services (page 3-4 of minutes) stating that this devolved budget is managed by the Student Finance Committee. It rises and falls depending on student numbers, there is a plan in place for the next 3 to 5 years. She stated that the one point to note was that whilst the non-pay element of the budget had reduced this was balanced by the increase in the pay element. This was as a result of contracts of colleagues in the Counselling Service being regularised over the course of the year. Payments to them as contractors would have been made from the non-pay budget whereas payments to employees is made from the pay budget. She agreed to revisit this item for the July Governing Body Meeting.

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

Addendum:

Update on Addendum 1 (GB/A 1906.1.2).

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

- Item No. 1 (Page 5): The President confirmed that this matter was ongoing for the Executive and will remain on the Addendum until completed.
- Item No. 2 (Page 5): Item 2 and Item 6 are ongoing and will remain on the Addendum.
- Item No. 3 (Page 5): As discussed under Matters Arising, a report to be circulated to Governors at the July Governing Body Meeting.
- Item No. 4 (Page 7): The President reminded Governors that there was no record of the draft Terms of Reference (ToR) of the Steering Group now known as the Programme Oversight Board (POB) being presented to CIT Governing Body

for approval. The President will follow up on Governors' request for an appropriate set of ToR for the POB for CIT Governing Body to review.

Item No. 5: The President referred to the replacement of Mr Owens on the Governing Body and welcomed Mr Leamy to his first meeting. The Chairman to raise the matter of a nominee for the Strategic Development Sub-Committee at the next Sub-Committee Meeting.

Item No. 6: Discussed under item 2, to remain on the Addendum.

In terms of Item 1, Mr Ó Súilleabháin requested that a date be given in relation to revisiting this item. The President gave his assurance that this item will remain on the Addendum until completed.

ACTION: The President to follow up on Governors' request of an appropriate set of ToR for the POB for CIT Governing Body to review.

ACTION: The Chairman to raise the matter of a nominee for the Strategic Development Sub-Committee at its next meeting on 10 June.

2. Appendices relating to documentation as discussed at the previous meeting held on Thursday 2 May 2019 (GB/A1906.2.1).

Governors noted that there were no appendices from the previous meeting held on 2 May.

3. Correspondence (GB/A1906.3)

3.1 Letter dated 8 May 2019 from Mr Joe McHugh TD, Minister for Education and Skills to Mr John Fitzgibbons, Acting Chief Executive Officer, Cork Education and Training Board re: the appointment of Mr Denis Leamy as an ordinary member of Governing Body of Cork Institute of Technology (GB/A1906.3.1).

The President referred to the above letter from the Minister appointing Mr Leamy as an ordinary member of Governing Body. He formally welcomed Mr Leamy to CIT and wished him well in his appointment.

3.2 The tabled letter dated 30 May 2019 from Mr Joe McHugh TD, Minister for Education and Skills to Mr Denis Leamy, Chief Executive Officer, Cork Education and Training Board re: the appointment of Ms Aisling O'Mahony and Mr Aaron Buckley as student representatives on the Governing Body of Cork Institute of Technology (GB/A1906.3.2).

The President referred to the above letter which was tabled for today's meeting from the Minister appointing Ms Aisling O'Mahony and Mr Aaron Buckley as student representatives of the Governing Body. He formally welcomed both Ms O'Mahony and Mr Buckley and wished them well for the year ahead.

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

Mr O'Leary invited the President to discuss this item.

The President's Report was circulated with the Agenda. The President stated that there was a lot of activity in his report this month which was facilitated by staff right across the Institute. He highlighted the following items for noting:

- Item 1.4: The President referred to the VEX Robotics competition which took place in the Nexus on 29 April, significant funding of €300k was recently received in relation to developing this on a national scale. Well done to the CIT Team led by Dr Sharon Lawton.
- Item 1.6: The President referred to the signing of the Memorandum of Understanding (MoU) with the COPE Foundation and highlighted the Advocacy Programme now in its fourth year. He also referred to the Item 1.33 which was a graduation ceremony held for the COPE participants on the Advocacy Programme.
- Item 1.17: The President referred to the Launch of the "Access, the Student Voice" which took place during the THEA Colloquium on 8 May. The booklet is tabled for Governors' information and well worth a read. It gives an account of 10 students who have overcome disabilities to find their way through CIT. They are very proud of what they have achieved. We are also proud of their achievements.
- Item 1.32: The President referred to the Launch of the Health Innovation Hub Ireland (HIHI) in CIT by Minister Jim Daly, stating that this was a collaboration between CIT, UCC, the HSE, NUIG and TCD. He conveyed his thanks and appreciation to Jane O'Flynn, and all involved from CIT.
- Item 1.38: The annual Cork Primary Schools Sports Day took place on 30 May with thousands of primary school students and their parents at the campus.
- Item 2.5: The President referred to the Launch of Cyber Ireland by Minister David Stanton on 20 May. He stated that this was a landmark development for CIT as the national headquarters of Cyber Ireland cluster. There was huge attendance at the launch, and he conveyed his thanks and appreciation to Dr Eoin Byrne, Dr Donna O'Shea and all involved from CIT.
- Item 4.6: The annual Sports Awards took place on 29 April. The guest speaker was former Irish rugby player, Denis Fogarty. Aidan O'Mahony was honoured with the Alumni Achievement Award.
- Item 5.6: The President referred to the Institute being formally awarded the Athena Swan Bronze Award on 7 May. He stated that it was a very significant achievement for the Institute. He conveyed his thanks to Dr Flynn and Dr Ní Shé and to their teams for their hard work.

Mr O'Leary added that it cannot be emphasised enough how significant the Athena Bronze Award is for CIT, well done. It was an enormous achievement and a huge legacy to be extremely proud of.

In relation to the IEB Action List of 7 May, Mr Ó Súilleabháin asked if there was an outcome to the request from Architecture students re: their preference to be conferred at UCC. The President

confirmed that this was discussed by both CIT and UCC and the joint conferring for all joint awards will remain as per the joint approach, alternate between CIT and UCC. No other institution in the State offers Joint Awards, this is unique to CIT/UCC. Dr Ní Shé also confirmed that there was formal correspondence on record in relation to this matter between the two Registrars and back to the Students' Union representative who raised the query.

5. Governing Body MTU Sub-Committee (GB/A1906.5).

Due to Mr Allen being an apology for today's meeting, Mr O'Leary discussed this item as a member of the MTU Sub-Committee.

5.1 Signed Minutes of the MTU Sub-Committee Meeting held on Wednesday 20 March 2019 (GB/A1906.5.1).

Mr O'Leary referred to the Signed Minutes of the GB MTU Sub-Committee meeting of 20 March 2019 which had been considered at the 4 April Governing Body meeting.

He confirmed 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 Signed Minutes of the MTU Sub-Committee Meeting held on Monday 29 April 2019 (GB/A1906.5.2).

Mr O'Leary referred to the Signed Minutes of the GB MTU Sub-Committee meeting of 29 April 2019, these signed minutes were not presented at a previous Governing Body Meeting, however, they were approved and signed at the Sub-Committee Meeting held on 16 May and on that basis, he sought Governing Body approval of them.

Governing Body APPROVED the Minutes as presented.

5.3 Draft Minutes of the MTU Sub-Committee Meeting held on Thursday 16 May 2019 (GB/A1906.5.3).

Mr O'Leary referred to the draft Minutes of the GB MTU Sub-Committee meeting of 16 May 2019, he highlighted the following as the main points from this meeting:

Page 1 of the draft minutes re: request from the Sub-Committee in relation to payments to consultants for 2019 in terms of the Programme Oversight Board, these were outstanding at the last meeting. Mr O'Leary sought clarity if the figures were available and if these could be given to the MTU Sub-Committee.

Mr Gallagher stated that he was not aware of this, however, he confirmed that he will be giving an update to the Finance Sub-Committee on Monday re: the MTU budget request and the spend on that.

There had been a request for clarification as to the schedule of all payments to members of that board. Prof McGlynn to circulate these figures to the Sub-Committee. Mr Gallagher to provide this information to the MTU Sub-Committee for their next meeting.

ACTION: Mr Gallagher to provide details of all payments to the consultants on the Programme Oversight Board for 2019. To be circulated to the MTU Sub-Committee for their next meeting.

A discussion took place in relation to the ToR of the Programme Oversight Board. Governors agreed that it would be useful to have a document drafted to include the end of life of this Board. They agreed to the ToR being drawn up by the two Project Directors – Prof H McGlynn, Project Director at CIT and Mr T Daly, Project Director at IT Tralee. They were of the view that the Programme Oversight Board should not be involved in this process and that the draft ToR should revert to CIT and IT Tralee Governing Bodies for approval. To be an agenda item for the next Governing Body Meeting on 4 July. This action to be advanced by the President.

ACTION: ToR for the Programme Oversight Board to be drafted by the MTU Project Directors. These draft ToR to include a reference to the finality of the Board. The draft ToR to be an agenda item at the next CIT Governing Body Meeting on 4 July.

Mr O’Leary stated that many of the points of the meeting on 16 May were dealing with the International Panel visit, he confirmed that the MTU Sub-Committee had a very engaging dinner with the International Advisory Panel on 23 May. There was a good exchange on the evening. The President of the Students’ Union stated that he felt they got the picture in terms of the need for buildings and resources. This again was evident at the drop-in sessions.

Ms Hegarty confirmed that there was a good exchange at the dinner on 28 May at IT Tralee also.

Mr O’Leary confirmed that the position of the MTU Sub-Committee remains cautious in relation to the open-ended financial situation at IT Tralee. Despite DES assurances, we still do not have a guarantee. The MTU Sub-Committee thus far has been focused on the financial position, the legacy issues and how these are dealt with and they will continue to monitor and support the Executive on this.

The President referred to the teleconference between the DES, CIT and IT Tralee prior to the International Advisory Panel visit, he stated that the pressure is still being kept on the DES. Solving the financial issues in IT Tralee is one item but CIT also needs significant investment to improve our facilities and to expand. The President referred to meeting the Minister for Education & Skills and his officials at the recent NAFSA Conference in Washington DC and stated that while there is no guarantee yet, there is a commitment to MTU.

The President thanked the Sub-Committee for the great work and for meeting with the International Advisory Panel members. It was very opportune to have Governors speak to the HEA and the International Panel on the evening. He was of the view that the panel understood the need for investment in buildings and resources for CIT and while it is essential that the financial issues at IT Tralee are resolved, it is also essential that CIT receives investment too.

It was the President’s understanding that the last day at IT Tralee was assigned to the drafting of the report to be submitted to the HEA. If there is a positive indication from the International Panel, the proposed designation date is set for January 2020.

The President confirmed that the end timeline may be months away and reminded Governors that the International Advisory Panel have 120 days to submit their report to the HEA. The HEA have 60 days to send the report to the Minister for Education & Skills. The Minister has 60 days to inform the Institutes of the decision. He will allow 60 days to consider any representations or appeals. If an

appeal is to be made, it must be submitted within 30 days of the notice. If no appeal is made, then the Minister's decision will be final.

If MTU receives a positive outcome, it will not be as straightforward as TU Dublin, we must then revert to the DES/HEA in terms of finances and capital investment.

Ms Cooney indicated that it would be most welcome if Governors would be kept informed of any outcome and urged that as soon as it can be communicated to Governors in a confidential manner that this is done.

Mr Ó Súilleabháin wished to note that in his view that it was not appropriate that the drop-in sessions were videoed. The rooms were glass and there were certain senior managers watching those go in and out, not everyone would be comfortable in those circumstances. Mr Ó Súilleabháin concerns around the process were noted.

Ms Piggott wished that it be noted that in her opinion there were contradictions between the concerns discussed at the various meetings over the last number of months and the message of "TU better together" which is portrayed in the posters/banners displayed all over the campus.

Mr O'Leary stated that it was quite clear and indeed documented that this Governing Body had the final decision in terms of whether CIT will become a TU or not. Governors are fully aware that they can say yes or no and the consequences to this decision either way. This is a significant statement and it is the minuted position of this Governing Body. The banners are presumptive of an outcome and possibly also endeavouring to give evidence of the partnership and the ambition.

Ms O'Mahony confirmed that the aim of the banners was to make students aware that MTU was happening, they are reading about the merger in the newspapers but would not be fully au fait with this.

In terms of the next steps, the President stated that we must first get approval and then we must see what investment will be forthcoming.

Mr Deane referred to the Integration Agreement as discussed at the last MTU Sub-Committee, stating that staff and students may think that this is the understanding as it is available on the MTU website. The legal advice indicates that the legislation has superseded this, and he queried if the Integration Agreement has been removed from the website? Is this confusion still out there?

Mr Gallagher stated that the Integration Agreement still stands as a document of intent which was signed at that time. The legal advice relates to the impact of it and as things change. For example, the TU Act 2018 confirms that parts of this agreement are no long valid or could no longer be implemented.

It was noted that there is a repository of documents on the MTU website and that the Integration Agreement is part of this repository.

The President stated that in terms of the organisational principles that were agreed last August, the Integration Agreement is part of the preamble of this but how MTU will work will be determined by the organisational principles.

Ms Cooney referred to the specific request from the MTU Sub-Committee that clarity be sought on what will be upheld in terms of the Integration Agreement in the light of the legislation.

The President informed Governors that he had discussed this matter with the Institute's Legal Officer and that Mr Coughlan was drafting a report. The President agreed to share this report with the MTU Sub-Committee at their next meeting.

Mr Ó Súilleabháin stated that he had a concern in relation to the recent statement issued by the Acting President at IT Tralee re: parity of esteem. There was a lack of clarity as to what this means, if the document is on the website and unless it is very clear that this is an old document which is no longer valid then it could be easy to assume that it is valid in its entirety. What does parity of esteem mean?

Mr O'Leary noted that the two key points that seemed to require clarity:

1. Issue of parity of esteem in the document – has that now been made redundant by the TU Act – yes or no?
2. Issue in terms of the final decision making as per the discussion earlier in the meeting.

He asked the President to seek clarity from Mr Coughlan in relation to both of these points. The President suggested that Mr Coughlan would brief the MTU Sub-Committee in terms of this.

ACTION: On receipt of the completed report re: legal advice on the Integration Agreement, the President to circulate this report to the MTU Sub-Committee.

The President to invite Mr Coughlan to brief the MTU Sub-Committee on this matter at their next meeting.

Mr Gallagher's understanding is that the Integration Agreement is still there. The TU Act does not dissolve this in any way. There are some elements that have now been impacted by the TU Act 2018. There are only two paragraphs in the agreement that were at odds:

- (i) Agreement around Management Structures – 40% Tralee based
- (ii) Position of Deputy President

Neither of these are impacted by the TU Act and therefore still stand. The status of this document is that it is a letter of intent and it was always understood that at the point in which the TU is formed, it will be no longer an agreement because both institutions will have merged, will be one. From the point of designation, there will be no validity to this Integration Agreement.

It was agreed that if the Legal Officer could confirm this, it would be welcomed by Governors.

A further discussion ensued in relation to the possibility of the designation date going beyond the date of the term of this Governing Body (April 2020). Provisions are already in place for Academic Council and it was agreed that if there is an indication that this may occur, then it would be wise to put a contingency in place in terms of Governing Body also. Mr Gallagher confirmed that this would have to be worked out with the Department of Education.

It was agreed to discuss a contingency based on the updates at the July Governing Body Meeting and if there is still not clarity there then engagement will be undertaken with the DES around this contingency.

ACTION: Update on this contingency to be discussed further at the Governing Body Meeting on 4 July.

Governing Body APPROVED the Minutes of the GB MTU Sub-Committee meeting held on 29 April 2019 as presented.

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

6.1 Human Resources Report was circulated with the Agenda (GB/A1906.6.1).

Mr O'Leary invited the Vice President for Finance and Administration to discuss his report.

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

Mr Gallagher referred to a correction to item 1.1.1, stating that this post was a 12-month Temporary Whole-Time Contract post and not permanent whole-time as indicated in the Human Resources Report.

In relation to item 1.1.2, there was no appointment made.

He referred to the number of appointments and contract variations for noting and confirmed that the Institute was still recruiting strongly and making investments in the staff of the Institute.

In relation to the query on item 1.1.3 as to the number of applicants for the post of Assistant Lecturer – Counselling & Psychotherapy (PWT), Mr Gallagher confirmed that there were 9 applicants, 6 were called for interview and 4 attended. There was no recommendation made. Dr Ní Shé reminded Governors of the difficulty encountered in filling the post of Head of Counselling which had a much higher salary than a post at Assistant Lecturer. It was possibly not surprising that no appointment was made as the salary for experienced practitioners would be much higher than what could be offered at Assistant Lecturer. She understood that UCC have had similar results also.

In relation to advertising the post as Lecturer Career Grade, Mr Gallagher confirmed that this will be processed through the Executive.

Ms Cooney wished that it be noted that the representation on the interview panel did not include a member with a qualification in Counselling.

Governors AGREED to all approvals as presented.

6.2 Sports Capital Grant 2017 (GB/A1906.6.2).

Mr O'Leary invited Mr Gallagher to discuss this item and noted the comprehensive supporting documentation circulated to Governors.

Mr Gallagher referred to the circulated documentation, explaining that this was funding to assist with the implementation of flood lighting on the pitches. CIT are due to receive €50,500 from the Minister for Transport, Tourism and Sport under the 2017 Sports Capital programme and their office require the existing charges registered and referenced re: Folio CK2242F and CK533463F to be extended to cover the increased amount now being provided.

Mr Gallagher sought Governing Body approval in relation to this request.

Governors AGREED to the approval as outlined in the circulated documentation.

7. Report from the Vice President for External Affairs:

7.1 Report on Research, Innovation and Enterprise, Engagement, Alumni and Internationalisation (GB/A1906.7.1).

Mr O'Leary invited Dr Flynn to discuss her report and thanked her for the restructuring.

Dr Flynn referred Governors to the snapshot of some of the practices underway in the Alumni Office on pages 2 and 3. She stated that some of these initiatives are in partnership with the Careers Office and she discussed the Joint Mentorship Programme stating that it has gone from strength to strength and highlighted that some of the students participating in the programmes got a job as a result of having this experience. She also referred to great work being done under the Alumni Ambassador programme. She conveyed her thanks to the Alumni Team.

In relation to the International Office (pages 4 to 6), Dr Flynn referred to the table highlighting the number of applications, offers and confirmations. There is an online application system being developed which will be in place for next year. She discussed the issue in relation to the loss of Federal Aid approval by the Institute. This will cause a drop in international students from the United States for the forthcoming academic year.

The President confirmed that he met with Federal Aid officials whilst in Washington recently and while it will be sorted it will not be in time for 2019/20 intake.

Dr Flynn referred Governors to the tables relating to Erasmus, stating that these gave a flavour of the activity in this area.

In relation to Extended Campus on pages 7 to 10, Dr Flynn discussed the approval of funding for 12 out of the 23 applications submitted for funding under the Springboard+ Funding Call. This is worth approximately €800k to the Institute. Whilst the performance is somewhat disappointing, there are key areas with key skills needs funded. Overall, there is good performance in the South-West region. There is possibly more work to be done in terms of costings, provision and in online capacity.

Dr Flynn referred to the significant performance for the small team in Recognition of Prior Learning (RPL), 407 cases were processed during the year. There was also strong interaction with the Education & Training Boards (ETB) in provision of support for the various ETBs around the country.

Dr Flynn referred Governors to page 11 and sought Governing Body approval for the Institute to include an option in a Research Collaboration Agreement for an Innovation Partnership Programme which will provide for future assignments of the CIT Intellectual Property Rights. The options will only be granted if one of the 3 conditions outlined in the document are triggered.

Dr Flynn stated that this particular innovation partnership is most welcomed, and she sought Governing Body approval in relation to the inclusion of the options as presented.

Governors APPROVED the inclusion of the option as presented.

Mr O'Leary asked Dr Flynn to give an overview of Nimbus for the benefit of the new members of the Governing Body. Dr Flynn stated that Nimbus is a large-scale Research Centre in CIT. It received

substantial funding under the PRTL I programme for Research in third-level institutions. Research focuses are on Cyber-Physical Systems (CPS) and Internet of Things (IoT), and technologies are applied to energy management, water systems, smart cities and people behaviour technologies and assisted living. Embedded in the Centre is a Technology Gateway Centre called TEC which is funded by Enterprise Ireland. They have metrics and targets to achieve in terms of engaging with Industry and partnering with industry.

In response to a query re: the Springboard offerings, Dr Flynn confirmed that 23 applications were made with 12 approvals given. Some of the courses not funded will still run due to them being stand-alone and self-financing, this may possibly be a reason why they were not funded. She stated that all Springboard programmes are very valuable to industry. She gave the example of the Higher Diploma in Data Science & Analytics being one of the programmes not funded, however this will still run. Dr Ni She stated that the Master of Science in Data Science & Analytics is also on an upward trajectory in terms of numbers.

Mr Deane stated that overall this was a significant amount of money and that these courses were very valuable for students and the qualifications they get.

In terms of RPL, Mr O'Leary referred to the BA (Hons) in International Business with Aviation, commending CIT on undertaking this programme, it is not being done anywhere else. Dr Flynn confirmed this Dr Pio Fenton, Head of Department of Marketing & International Business is responsible for this. The programme is a 1-year add-on honours degree for qualified pilots, it recognises certain aspects of their pilot qualification thus allowing them to obtain their BA (Hons) degree.

Mr Ó Súilleabháin wished to raise as a concern the article in the Irish Times on Tuesday (4 June) re: spin-off companies. Dr Flynn responded stating that the article was full of inaccuracies including the reference to spin-off, it was related to Joint Venture companies which are completely different.

Mr O'Leary confirmed that it has been noted of late that there had been a lot of coverage of leaks in the national press, it was important to be mindful of how we react to these and to robustly deal with them. A process will be followed in terms of this article and he confirmed that the Chair of the Audit & Risk Sub-Committee has already requested that this be an agenda item for the next Sub-Committee meeting.

Dr Flynn referred to the Asia Matters Summit which took place at CIT on 23 May and wished to convey her thanks to Ms Hegarty for deputising for the County Mayor at this event.

She also referred to the quarterly meeting of the Industrial Internet Consortium (IIC) which took place at Bishopstown campus, IIC are a global consortium of companies who are looking to develop common standards around industrial internet of things. There was also a public forum event on Smart Manufacturing with CIT participation on various panels and workshops at both these events and Nimbus and the Department of Mechanical, Biomedical and Manufacturing Engineering being showcased. Overall these were very good events in terms of feedback.

Ms Hegarty stated that there is phenomenal work taking place at the Institute and she wished to commend everyone. The feedback and engagement in relation to the Asia Matters Summit was tremendous and the delegation saw this first-hand. It was a very productive few days.

Dr Flynn informed Governors that one of the IIC visitors took the opportunity to walk around the campus and he saw the Apprenticeship facilities and was very anxious to convey how important he

thought it was that we had facilities to do practical work, we are producing engineers who have access to state of the art workshops and equipment.

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

8.1 Report of the Academic Council meeting held on Wednesday 12 April 2019. (GB/A1906.8.1).

Mr O'Leary invited Dr Ní Shé to discuss her report.

Dr Ní Shé confirmed that Academic Council met on 15 May which was a week before the International Advisory Panel visit to CIT and IT Tralee. She stated that TU was a standard item on the Academic Council agenda at all meetings and item 1 (page 1) gave a flavour of the discussion at this meeting both in relation to the preparation for the panel visit and the pathway ahead.

In relation to item 2 (page 2), Dr Ní Shé stated that there was a very active Research & Innovation Committee on Academic Council. They are in the process of updating the Code of Good Practice in Research and while it was not approved at the Academic Council Meeting on 15 May, it was expected that this will be approved with the authorisation of Council at the Academic Council Executive meeting on 7 June.

She referred to (a) resources and (b) administration as issues coming up for the Research Community and mentioned the ongoing discussion in terms of the flexibility needed for staff to move between academic and research which will make it more sustainable and continue on into MTU.

Dr Ní Shé wished to highlight that Professor G Kelly, Chair of the Research Ethics Board has taken on the additional role of Research Integrity Officer on an interim basis.

She referred to items 3, 4 and 8 as falling under one heading and stated that work is ongoing on these activities, however, she wished Governors to note the challenges.

In terms of support, Dr Ní Shé stated that resources are required centrally to support this activity and a discussion it required at the Executive to move it forward.

Item 6 refers to External Examiners and the advancement of the process for next year. Item 7 lists the schedule of meetings for Council for 2019/20. In relation to item 9, she referred to the QA update stating that the ongoing business continues and highlighted that Phase 2 of the School of Building & Civil Engineering programmatic review took place as well as validation panels for three new programmes. CORU are due to visit the Institute and preparations are underway for this.

In relation to item 10 (page 6), it was intended to have had a presentation on ISSE at today's meeting, however, due to the ISSE data for 2019 becoming available, it was decided to defer this to the Autumn when a more comprehensive report can be given.

8.2 Professor Title Designation: Criteria and Procedures (GB/A1906.8.2).

Mr O'Leary invited Dr Ní Shé to discuss the circulated documentation.

Dr Ní Shé referred to the Professor title designation, stating that an initial call was made in 2016 and at that time there was a document brought to Governing Body which set out the criteria and

procedures for the honorary Professor title designation. Professor Roger Downer, President Emeritus, University of Limerick was invited to Chair of the Professorial Designation Committee (PDC) and the outcome of the process was noted by Governing Body at its meeting in December 2016.

Earlier this year, the President asked Dr Ní Shé to engage in the process with a view to making a call in the near future. Dr Ní Shé contacted Professor Downer and he provided feedback in terms of process going forward.

She referred to the two documents circulated, stating that one was the original document and the second was an amended version which highlighted the proposed changes. She discussed the amendments stating Prof Downer recommended that in terms of procedure, there would be a specific format for CV submission and one single pdf for the application which will be emailed to the Registrar's Office. A key change was the expansion of the PDC to include two additional external members. The President confirmed that it was important to learn from the previous process but that it could not be too divergent from the first call.

In terms of possible implications for TU, Dr Ní Shé stated that IT Tralee had recently appointed 3 honorary Professors. Professor Downer was involved with the process at IT Tralee also.

Mr Gallagher added that there is no additional remuneration coming with this position nor does it give any automatic rights to a grade. However, there may be a point in the future as a TU that we will look for the grade of Professor.

In response to a query re: Professor grade, Dr Ní Shé confirmed that this is a grade in the University sector. It is not a grade in the Institutes of Technology sector.

Mr Ó Súilleabháin commended the process and asked that retired staff should not be considered as external referees and perhaps that they should not be considered external interviewers also.

On a general note, Dr Ní Shé updated Governors in relation to unfilled posts in the Registrar's Office, stating that the full-time Module Moderator contract has been renewed for another year and that the other two appointees on the panel will be in place for September.

9. Arts Sub-Committee:

As Ms Fitzgibbon was an apology for the last meeting of the Arts Sub-Committee, Mr O'Leary invited Dr Ní Shé to take this item.

9.1 Signed Minutes of the Arts Sub-Committee meeting held on Wednesday 17 October 2018 (GB/A1906.9.1).

Dr Ní Shé referred to the Signed Minutes of the Arts Sub-Committee meeting of 17 October 2018 which had been considered at the 1 November Governing Body meeting.

Dr Ní Shé informed the meeting that no changes were made to these minutes and she was seeking Governing Body approval of them.

Governing Body APPROVED the Minutes as presented.

9.2 Signed Minutes of the Arts Sub-Committee meeting held on Wednesday 9 January 2019

(GB/A1906.9.2).

Dr Ní Shé referred to the Signed Minutes of the Arts Sub-Committee meeting of 9 January 2019 which had been considered at the 7 February Governing Body meeting.

Dr Ní Shé informed the meeting that no changes were made to these minutes and she was seeking Governing Body approval of them.

Governing Body APPROVED the Minutes as presented.

9.3 Draft Minutes of the Arts Sub-Committee meeting held on Wednesday 15 May 2019 (GB/A1906.9.3).

In terms of the draft minutes of the Arts Sub-Committee which were circulated with the Agenda, Dr Ní Shé highlighted the following for Governors' information:

Item 3, a very good Arts Office report was presented by Mr K Tuohy as Ms S Morey had been seconded to curate the MTU visit. This included figures of attendances at events organised by the Arts Office, the detail of this will be circulated to Governors at the July Governing Body Meeting. She also referred to drawings for external modifications to the Rory Gallagher Theatre.

Dr Ní Shé stated that it would be remiss of her not to mention the staff in the Arts Office who were called in at short notice to assist with the International Panel visit, she wished to convey her thanks for the great work done.

In relation to item 5, Dr Ní Shé stated that the Arts Office have an arts space on Work Vivo, a new internet communication system for staff.

Dr Ní Shé referred to progressing the nomination of a new member to replace Mr Jim Walsh, this will be brought to the July Governing Body Meeting. She discussed the postponement of the event to mark the contributions of past members of the Arts Sub-Committee and stated that will be rescheduled for the next academic year.

In terms of item 8.4 re: naming of the NMCI Theatre after Charles Parsons. To note that there has been discussion at the Executive in relation to the naming of lecture theatres and ensuring that once the naming is done that it is implemented.

Mr Deane queried item 2.1, he asked if the refusal of the request for funding from the Arts Office was a direct result of the cut the Student Services Budget? Dr Ní Shé confirmed that this was not the case. She stated that the Student Services Budget is a devolved Budget and each year if it looks like there will be surplus in the budget, a call for proposals is circulated across the whole of Student Services, however the support for projects is dependent on funding left in the budget. This project was not supported due to a wider discussion being required as to where the Rory Gallagher Theatre sits, is it a student facility or an Arts Office facility. Other projects within Student Services were supported.

Dr Ní Shé informed Governors of the opening of the CIT CCAD Degree Show tomorrow evening at 6pm, Governors were all very welcome to attend. Mr Deane stated that it was a very good event and he too would encourage Governors to attend.

Ms Fitzgibbon wished to thank Dr Ní Shé for taking this item.

10. Finance Sub-Committee:

10.1 Signed Minutes of the Finance Sub-Committee meeting held on Wednesday 20 March 2019 (GB/A1906.10.1).

Mr Hopkins referred to the Signed Minutes of the Finance Sub-Committee meeting of 20 March 2019 which had been considered at the 2 May 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 Finance Sub-Committee meeting held on Monday 29 April 2019 (GB/A1906.10.2).

Mr Hopkins referred to the draft Minutes of the Finance Sub-Committee meeting of 29 April which were tabled for today's meeting.

He referred to item 3, Merger & Designation Project Budget, stating that the budget for 2019 was presented and noted at the Finance Sub-Committee meeting. In terms of the proposal on landscape funding, Mr Gallagher confirmed that there had been engagement with IT Tralee on this and an update will be presented to the Finance Sub-Committee next week.

In relation to item 6, Apprenticeship Funding Refurbishment, Mr Hopkins confirmed that €1.3m has been awarded to CIT for upgrading of equipment. Mr Deane welcomed this funding for CIT.

Mr Hopkins referred to item 15, Fee Approval, stating that the approval of Governing Body was sought in relation to fees for two new integrated Masters' programmes in Mechanical Engineering and Biomedical Engineering. The fee is required as the first year of the programme is not funded by the State. The Finance Sub-Committee have recommended this to Governing Body for approval. Governors APPROVED the recommendation of the Finance Sub-Committee as presented.

In relation to item 29, Joint Venture Companies, Mr Hopkins stated that the Sub-Committee noted the commentary in the papers during the week and expects that there will be correspondence on this in due course.

Governors noted the error in relation to item 7 "sued" is to be replaced by "used".

11. Governance:

11.1 Draft Minutes of the Joint Audit & Risk Sub-Committee Meeting and the Finance Sub-Committee Meeting held on Thursday 2 May 2019. (GB/A1906.11.1).

Mr O'Leary invited Mr Hopkins as Chair of the Finance Sub-Committee to discuss the circulated report.

Mr Hopkins referred to the draft report stating that there were 3 items discussed with no exceptional issues resulting from these discussions.

11.2 Annual Governance Statement 2017-18 (GB/A1906.11.2).

Mr O'Leary invited Mr Gallagher to discuss the Annual Governance Statement 2017-18 as circulated with the Agenda.

Mr Gallagher informed Governors that there are 4 reports to be submitted to the HEA in terms of Governance each year, they are as follows:

1. The Annual Report
2. The Financial Statements
3. Letters of Assurance
 - (i) Governance Statement and
 - (ii) Statement of Internal Control

The Annual Governance Statement is an assurance to HEA that CIT are in compliance with the various headings in the statement.

There are no issues raised within the Governance Statement and the Institute would have been in contact with the HEA in the development of the final draft.

Governors noted the Statement as presented.

12. Proposed Timetable of Meetings in 2019/20

The President referred Governors to the circulated timetable of meetings for 2019/20.

Mr O'Leary asked Governors to make note of the dates for their diaries. If there was anything of concern to members, he asked if they could please revert.

A discussion took place in relation to the options available in terms of the approval of the Programmes & Budgets in March/April 2020. There was agreement that Governors would like more time to be given to the Programmes & Budgets process and resulting from this, the following two options were proposed:

1. Hold a special one item agenda meeting in late March 2020.
2. Commence the scheduled Governing Body meeting of 2 April 2020 earlier (2pm) with Programmes & Budgets as Agenda item 1 at this meeting.

Governors to reflect on the options outlined with a view to agreeing an outcome at the next Governing Body Meeting on 4 July.

In terms of the list of dates for the Arts Sub-Committee, Dr Ní Shé stated that was agreement to have a meeting in September at the last Sub-Committee meeting. This date would replace the meeting date of 9 October. Dr Ní Shé to confirm the September date at the next meeting in July.

In terms of the Staff Appointments Sub-Committee, Dr Ní Shé stated that there was a considerable number of interviews to be held over the summer months and it was important to ensure that the Staff Appointments Sub-Committee had regular meetings to ratify posts as quickly as possible. This was agreed by Governors and following on from that point, Mr O'Leary wished to acknowledge the members of this Sub-Committee for taking this burden.

In response to Mr Buckley's query in relation to all proposed dates being null and void if TU designation is achieved, Dr Ní Shé stated that the dates are in the diary as contingency, we must continue to plan.

ACTION: Governors to agree an outcome to the proposed options re: approval of the Programmes & Budgets in 2020.

ACTION: Dr Ní Shé to confirm the change of date for the Arts Sub-Committee due to be held in September.

AOB

Ms Piggott wished to highlight that 15 plastic bottles and 4 plastic cups were used around the table this afternoon, while she did not wish to add an additional burden of work to anyone, she asked if Governors would consider using glasses and water jugs for the meetings going forward.

Governors were in full agreement. Mr Gallagher agreed to follow up on this matter stating that it was something that should be done throughout the Institute.

ACTION: Mr Gallagher agreed to follow up on the request by Governors in relation to moving to water jugs and glasses for all meetings going forward.

Mr O'Leary thanked Governors for their diligence and their participation in attending the meeting this afternoon. The meeting concluded at 5.30pm.

The next ordinary meeting of the Governing Body will take place on Thursday 4 July 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 6 June 2019

No.	Minute Page No.	Request	Actioned by	Date Actioned
1.	3	The President to follow-up on Governors' request of an appropriate set of ToR for the POB for CIT Governing Body to review.	The President	
2.	3	The Chairman to raise the matter of a nominee for the Strategic Development Sub-Committee at its next meeting.	The Chairman	
3.	6	Mr Gallagher to provide details of all payments to the consultants on the Programme Oversight Board for 2019. To be circulated to the MTU Sub-Committee for their next meeting.	Mr Gallagher	
4.	6	ToR for the Programme Oversight Board to be drafted by the MTU Project Directors. These draft ToR to include a reference to the finality of the Board. The draft ToR to be an agenda item at the next CIT Governing Body Meeting on 4 July.	The President	
5.	8	The President to circulate the report re: legal advice on the Integration Agreement to the MTU Sub-Committee. Mr B Coughlan, Legal Officer to be invited to brief the MTU Sub-Committee on this matter at their next meeting.	The President	
6.	9	An update on the contingency to be discussed at the Governing Body Meeting on 4 July.	The President	
7.	17	Governors to agree an outcome to the proposed options re: approval of the Programmes & Budgets in 2020.	Governors	
8.	17	Dr Ní Shé to confirm the change of date for the Arts Sub-Committee due to be held in September.	Dr Ní Shé	
9.	17	Mr Gallagher to follow-up on the request by Governors in relation to moving to water jugs and glasses for Meetings.	Mr Gallagher	Email sent to Student Services on 7 June 2019.
10.		Marketing to remain as a standing item on the Addendum.	President	Ongoing
11.		The Executive to submit plans re: proposed activity to include the investment/re-organisation that will be required for each of the areas listed in the Deloitte Executive Summary (Minutes of 2 May 2019 Meeting).	President	Ongoing