

GB2003

Minutes of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 5 March 2020 in the Council Room, 2nd Floor, Administration Building at 3.00 pm.

Present: Mr Bob Savage (Chair)
Dr Barry O'Connor
Mr Bernard Allen
Ms Mary Cooney
Mr Eoin Deane
Mr John Higgins
Capt Dave Hopkins
Mr Denis Leamy
Mr Declan O'Leary
Dr Cilian Ó Súilleabháin
Ms Katherine Walshe

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

The Chairman commenced the meeting by welcoming Governors to a pre-meeting of Governors without any of the Vice Presidents in attendance to discuss the topic of constituting a new Governing Body. Apologies were noted from Mr Aaron Buckley, Ms Emelie Fitzgibbon, Ms Mary Hegarty, Cllr Michael Hegarty, Ms Aisling O'Mahony and Ms Ann Piggott. Ms Maura Fitzgibbon and Cllr Patrick Gerard Murphy did not attend the meeting.

Governors were in receipt of an email dated 28 January 2020 which was sent by THEA to the Presidents of the Institutes of Technology but which originated from the DES. This email was in relation to the constitution of a new Governing Body.

A lengthy discussion took place whereby all Governors were given the opportunity to put forward their views.

The President outlined the steps in the process.

Governors acknowledged that the timing of the email had been too late to avert the process already underway, however, they also acknowledged that it was incumbent of the Executive to bring this matter to their attention. They should have been given the opportunity to deliberate on its content.

The President assured Governors that responses to their queries will be given in a report ahead of the next meeting.

ACTION: The President to provide a report outlining the steps taken in the process and to include legal advice in relation to the email of 28 January.

The Chairman thanked Governors for their input and in order to continue with the agenda, he invited the Vice Presidents to join the meeting.

The Chairman welcomed the Vice Presidents to the meeting with particular reference to Mr Michael Loftus as Vice President for External Affairs on this his first Governing Body meeting. On behalf of Governors, he congratulated Mr Loftus and wished him well in his new role.

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

1. Prof. Aidan Coffey, Senior Lecturer, Department of Biological Sciences on the death of his father.
2. Mr Aidan McDonald, Head of IT Operations, IT Services on the death on his mother.

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

1. Minutes of the previous meeting held on Thursday 6 February 2020.

The minutes of the previous meeting held on Thursday 6 February 2020 were circulated with the Agenda and were approved and signed subject to the following amendments:

Page 4: The inclusion of the sentence under paragraph 4 "It was also acknowledged that, where possible, it would have been beneficial to have had the document circulated prior to the meeting."

Page 10: Correction to the date of the Academic Council Meeting from Friday 8 November 2019 to Wednesday 18 December 2019.

Page 12: The Addendum was updated to include the following additional action from page 8 of the minutes:

"The President to request Prof McGlynn to draft a one-page document outlining timelines as per his briefing to the MTU Sub-Committee on 6 February"

There was agreement that the Addendum would be discussed ahead of matters arising and that tabled items would be dealt with as they arose.

Update on Addendum 1:

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

Item No. 1 (Page 4): The President confirmed that the ventilation issues in the 1974 Building will be discussed further at the Strategic Development Sub-Committee Meeting on 9 March.

Item No. 2 (Page 4): The tour of the classrooms in the 1974 Building did not go ahead this afternoon as both members of the Students' Union were not present due to illness. Governors conveyed their good wishes to both Mr Buckley and Ms O'Mahony.

Item No. 3 (Page 5): The CAO Intake Report (Preliminary analysis of MTU CAO Intake 2014-2019) to be discussed under item 7.2.

Item No. 4 (Page 7): Mr Gallagher informed Governors that there are two posts planned for each of the STEM/Business Academies. While there are different approaches being taken in relation to the filling of these posts, both Faculties agreed to a combined single advertisement on 20 March.

Governors welcomed the confirmation of the advertising of these posts.

Item No 5 (Page 8): The tabled document to be discussed under item 4 – MTU.

Item No. 6 (Page 10): The President confirmed that this matter was discussed at Vice President level and will be further discussed at the IEB Meeting on 19 March. Work is currently taking place in relation to updating the policies in terms of sanctions on students etc. Governors discussed the drafting of a protocol in relation to training for staff on how to prevent these situations arising or how to deal/respond to them if they do occur.

Dr Ni She referred to a pilot which was conducted in her area on dealing with difficult situations, she would share the feedback with the HR Manager in relation to this. There would also be funding in staff development for training for staff. Governors agreed that training of staff at all levels should be supported.

Item No. 6. (Page 7): A Governor requested a fuller set of outcomes around the behaviour towards staff and following a discussion on the possibility of a joint Ombudsman for both students and staff, Governors agreed that this would not be a viable approach, rather that there would be two separate positions. The trends from Graduate Outcomes Survey which was tabled at the meeting to be discussed under item 6.

Item No. 8: The President confirmed that there are existing procedures in relation to Fellowship Awards will be taken into consideration to proceed further.

Item No. 9: Work is ongoing in relation to the Deloitte Summary.

Item No. 10 and Item No. 11: The President confirmed that work is ongoing on both of these items. Both items to remain as standing items on the Addendum.

Mr Gallagher confirmed that the consultation is nearing completion in relation to the recruitment of the Marketing Manager.

In response to a query from Governors on expected outcomes/actions, Mr Loftus confirmed that he hopes that the Marketing post will be advertised by the next Governing Body Meeting and that he was finalising a proposal for submission to the President that will address these items.

Matters Arising

Governors discussed the following under matters arising:

1. Update on the procedures being put in place in relation to the risk of the Corona Virus on the Campus.

Mr Gallagher confirmed that an Emergency Management Team have been setup and have met regularly over the last number of weeks to ensure that there is a high-level contingency plan in place. The risk is currently low with the main threat being an instance of a confirmed case on a

campus. Planning is in place in relation to examinations and any other major events. Discussions will take place nationally with staff unions in the event of a potential to extend the academic year beyond 20 June.

The Institute have issued updates on travel bans to the affected areas and there are advisories/guidelines in place in relation to staff attending conferences and to students taking part in Erasmus exchanges. In relation to major events on campus, precautions have been put in place with decisions being made on a case by case basis. Large scale events such as the annual one-day Transition Year (TY) Student event are being deferred, however, smaller events will go ahead but may be limited to those taking part or may go ahead behind closed doors.

A request that the soap dispensers and hand sanitizers be kept filled was noted.

2. Correspondence

Governors noted that there was no correspondence circulated with the report.

An email dated 5 March 2020 from Mr William Beausang, Assistant Secretary, DES was tabled for today's meeting. This will be discussed under item 4 – Governing Body MTU Sub-Committee.

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 2.7, 2.10, 2.22, 2.25, 2.29, 4.14, 5.5, 5.7 and 7.1 from his report for Governors' information.

In relation to item 7.1, the President referred to the visit of Mr Tom Koch, Mayor of Quincy to the Institute earlier in the week on a trade mission. He was very interested in the innovation and entrepreneurship in the Rubicon Centre and in our Culinary Studies programme. He is seeking to build opportunities for students to participate in a student exchange programme.

A Governor referred to the Institute hosting the European Youth Parliament at the Institute on 27 February. There were 60 international students attending and they were very appreciative of the facilities, it was a great location and an excellent venue. Thanks to all involved in ensuring its success.

4. Governing Body MTU Sub-Committee

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

4.1 Signed Minutes of the MTU Sub-Committee Meeting held on Friday 10 January 2020.

Mr Allen referred to the Signed Minutes of the GB MTU Sub-Committee meeting held on 10 January 2020 which had been considered at the Governing Body meeting on 6 February 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 6 February 2020.

Mr Allen confirmed that a verbal report had been given by Mr O'Leary on these draft minutes at the Governing Body meeting on 6 February and sought Governors' approval of these draft minutes.

Governors APPROVED the draft minutes as presented and noted that the Sustainability Plan was the one item outstanding.

TABLED ITEM: Email dated 5 March 2020 from Mr William Beausang, Assistant Secretary, DES

The President in his update on the Sustainability Plan referred to the email correspondence from Mr Beausang which was tabled at today's meeting. He highlighted that the Sustainability Plan had been presented to the HEA and was currently the subject of the Board's deliberations. The HEA Board were meeting this afternoon and the DES will revert to both IT Tralee and CIT following discussions with the HEA on the next steps regarding the process to be put in place.

4.3 Updated Terms of Reference of the Joint Governing Bodies MTU Steering Group.

Mr Allen referred Governors to the Terms of Reference (ToR) of the Joint GB MTU Steering Group which were circulated with the Agenda. He sought Governing Body approval to the amendment of the membership which allowed for the increase in membership by one from each partner and to the rewording of 6.5 to reflect the alternate chairing of the Steering Group meetings.

Governors AGREED to the amendments as per the tracked changes in the document.

TABLED ITEMS:

The President referred to the following items which were tabled at today's meeting:

1. Feedback from the Preparatory Panel Visit – February 2020

The President discussed the Feedback from the Preparatory Panel visit dated 20 February which was tabled at today's meeting for Governors' information. Overall, the feedback was positive.

2. Timeline of MTU Activities

In relation to the Timeline of MTU Activities which was tabled for today's meeting, the President discussed the outline plan. He confirmed that the final submission will be presented to both IT Tralee and CIT's Governing Bodies on 27 March for final sign-off. The Panel visit is expected to take place week beginning 11 May. In relation to the structure of the final document, Governors noted that this is linking specifically to the five points in the Minister's letter.

Governors discussed the forthcoming panel visit and agreed that the location should be wherever allows CIT and IT Tralee to best present the MTU case.

In relation to IR matters, the President confirmed that the WRC Meeting is scheduled to take place at the end of March. The IR Specialist is working on developing/advancing the MOU with the TUI signed in December 2018.

Governors noted that an informal request came to the Joint Governing Bodies MTU Steering Group at their meeting on Tuesday inviting them to meet with the TUI. As a result of this, there was a consensus that the Steering Group would meet a small delegation from the TUI. This would involve the TUI making a presentation, members would be allowed a question and a response would be given. A subsequent offer to meet with the Professional Management and Support Group has also been made but this union group does not wish to take up the offer at this point.

In relation to the Sustainability Plan, Mr Gallagher confirmed that there has been no engagement with the HEA or the DES around this. Governors were reminded of the Minister's letter which referred to the sustainability and the development of MTU not being held back by financial issues at IT Tralee.

Mr Gallagher confirmed that at the Joint Executive meeting on Tuesday, there was agreement to share the draft programmes and budgets documentation. The annual budget meetings with the HEA are taking place in the coming weeks and CIT will have a representative at the IT Tralee meeting and vice versa.

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

5.1 Human Resources Report was circulated with the Agenda.

The Chairman invited Mr Gallagher to discuss his report.

Mr Gallagher referred to the 2 tabled Selection Board reports as presented and discussed each item requiring approval and requested Governors' approval for these as presented.

Governors AGREED to all approvals as presented.

Mr Gallagher conveyed his thanks to both Ms Hegarty and Mr Allen for chairing these interview panels.

5.2 Results of Elections of Staff Members to the Governing Body

The Chairman invited Mr Gallagher to discuss the tabled reports.

Mr Gallagher referred to the two tabled documents in relation to the election of three staff members to the Governing Body which took place on 27 February 2020.

In relation to item 5.2.1 – Report on the Election of Members of the Academic Staff of the Institute to the Governing Body, he confirmed that the election process began in early January and that nominations were received by 7 February. In relation to the female panel, Ms Mary Cooney was returned unopposed. As two candidates were nominated under the male panel, an election process took place. Following a ballot on 27 February, Dr Cilian Ó Súilleabháin was declared elected.

In relation to item 5.2.2 – Report on the Election of a Member of the Staff (other than the Academic Staff) to the Governing Body, Mr Gallagher confirmed that two nominations were received by 7 February. An election process took place and following a ballot on 27 February, Ms Norma Welch was declared elected.

He referred to issues in relation to the terminology used in this process for the non-academic panel and conveyed his thanks to all involved in ensuring the successful outcome of the process.

On behalf of Governors and all of CIT staff and students, both the President and the Chairman thanked Mr Deane for his outstanding service to the Institute over the last 10 years.

6. Report from the Vice President for External Affairs:

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

The Chairman invited Mr Loftus to discuss his report.

Mr Loftus referred to the reporting schedule for the coming year and indicated his preference to move towards monitoring outputs and performance indicators so that visibility of what is being done/achieved and whether it is advancing or not is more to the fore. Governors welcomed this proposal.

In terms of the report presented, he referred to the following:

- the EU Projects Support Report indicating the Institute's very good performance in the sector
- New Projects awarded in 2019, outlining the list across a wide range of areas
- Non-EU applications have risen consistently from 2018 to 2020. An outstanding success for CIT in attracting international students into Data Science & Analytics, Cybersecurity and Artificial Intelligence. In relation to the applications by Faculty, the vast bulk of these are in Engineering & Science, however, there has been significant growth in Business & Humanities in 2020. This will be a target for further growth this year. The applications by Department highlights how proactive two particular departments in developing new and current offerings have been in their recruitment.
- Non-EU Deposits 2020 v 2019, indicating a slight increase on 2019.
- Erasmus update, incoming and outgoing student mobilities. There is a positive increase in the outgoing mobilities, credit to the Faculty of Business & Humanities who have made a strong effort in this success.

In relation to the impact of the Coronavirus on the ongoing recruitment of international students, Mr Loftus confirmed that no travel will take place to a country with an official warning. It is unpredictable at present with no way to avoid disruption.

TABLED ITEM: Graduate Outcome Survey Comparison Report – 2018 Graduates

Mr Loftus discussed the tabled item, highlighting the following key points in terms of CIT:

- 96% of graduates are either in paid employment or further study
- 3% of graduates are seeking employment, our industry engagement confirms this also
- 93% of those employed are employed in the Ireland
- 79% of those employed are employed in the region, the contribution of CIT to this region is incredible because 4 out of 5 of our graduates in the workplace are working in the region.

Overall, this is a very positive picture for CIT, however, a key challenge for CIT is to get more graduates into the system. In relation to Special Purpose Awards, Mr Loftus discussed the importance of these awards and the impact they have on individuals and their careers.

Governors agreed that this was very positive picture from CIT and conveyed their thanks for the comprehensive report.

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

7.1 Report of the Academic Council meeting held on Wednesday 5 February 2020.

The Chairman invited Dr Ní Shé to discuss her report.

Dr Ní Shé referred to the report of the Academic Council meeting held on 5 February and highlighted agenda items 1.1, 2.5, 2.6, 3.1 and 6.1 for Governors' information.

In relation to item 1, Technological University Update she confirmed that there was update given on the progress and that there are plans for further consultation in relation to the submission. In relation to Joint planning (condition 4 of the Minister's letter), Dr Ní Shé discussed the steps being taken by the Chairs of the Working Groups of Academic Council in order to deliver on more joined up thinking.

Referring to item 6.1, Dr Ní Shé confirmed that the 321st and 322nd research masters award and the 198th and 199th PhD awards were presented at the NMCI Conferring ceremony. Huge credit to the students and staff involved.

In response to a query in relation to item 2.6, changes to module marks, Dr Ní Shé confirmed that the majority of the marks increased.

Governors thanked Dr Ní Shé for her update.

7.2 Preliminary Analysis of MTU CAO Intake 2014 – 2019

The Chairman invited Dr Ní Shé to discuss her report.

Dr Ní Shé discussed the preliminary analysis circulated. Overall, she confirmed that the numbers trend remained year on year. She referred to the graph on page 5 explaining that the focus was on acceptances rather than offers.

A discussion took place in relation to market share with Mr Loftus suggesting that the analysis should focus on the unique number of applicants, what are we attracting, are they choosing us as a first, second or third option and how many applicants are being converted into students. This connects into marketing, to our brand, to how attractive we are as an Institute and how we measure our performance relative to the performance of other Institutes.

On a final note, Dr Ní Shé referred to the percentages of an 80-20 split, which related back to the discussion under item 1 re: a 4 to 1 split between Cork and Kerry. This also ties into item 5, Future

Curriculum in that there are areas that need to be targeted in terms of fall off. The President also referred to the huge increase in Apprenticeship.

Governors thanked Dr Ní Shé for the report and agreed that there was more work needed in terms of the discussion around market share.

8. Arts Sub-Committee Meeting:

As Ms Fitzgibbon was an apology for today's meeting, the Chairman invited Dr Ní Shé to discuss the Arts Sub-Committee reports.

8.1 Signed Minutes of the Arts Sub-Committee meeting held on Wednesday 13 November 2019.

Dr Ní Shé referred to the Signed Minutes of the Arts Sub-Committee meeting held on 13 November 2019 which had been considered at the Governing Body meeting on 5 December 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 5 February 2020.

Dr Ní Shé confirmed that there were no items requiring approval in the draft minutes of the Sub-Committee meeting of 5 February but that there would be changes to the Terms of Reference which will be presented to Governing Body on 27 March.

Under AOB, Dr Ní Shé discussed the Colombian Art Project which has led to a very good exchange between two artists.

Dr Ní Shé sought Governors' approval of the draft minutes as presented and Governors APPROVED same.

9. Finance Sub-Committee Meeting:

The Chairman 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 Friday 22 November 2019.

Capt Hopkins referred to the Signed Minutes of the Finance Sub-Committee meeting held on 22 November 2019 which had been considered at the Governing Body meeting on 5 December 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 Monday 10 February 2020.

Capt Hopkins discussed the draft minutes of the Finance Sub-Committee meeting held on 10 February which were circulated with the Agenda. Capt Hopkins referred to agenda items 3, 4 and 5

as points to note for Governors' information. In relation to items requiring approval, he referred Governors to items the following:

- Item 10: The Corporate Procurement Plan 2020
- Item 11: The Procurement Policy
- Item 12: The Intellectual Property Annual Report, tabled at today's meeting.

All of these items have been recommended for approval by the Finance Sub-Committee and Capt Hopkins sought approval of same.

Governors APPROVED the items as presented.

Following a query in relation to the recommendation from the external Sports Review that the Sports Arena be run by CIT and not by a third-party, Mr Gallagher confirmed the recommendation was that the facilities management should be maintained inhouse in order for CIT to be able to manage and prioritise its running for our students.

In relation to item 4, Mr Gallagher gave an update on the status of the commencement of the building of the Sports Arena and the tendering for the High-Performance facility which was recently funded the Large-Scale Sport Infrastructure Fund (LSSIF). Work is progressing well in relation to the Sports Arena and is scheduled to commence at Easter. He confirmed that the building of the Sports Arena does not impact on this new project.

In terms of the Counselling Service, a Governor was pleased to note that there has been a lot of improvements in this area and wished to commend all involved.

The Chairman closed the meeting by thanking Governors for their attendance this afternoon. He confirmed that there would be an additional Governing Body meeting on Friday 27 March 2020 commencing at 3.00pm in the Council Room, 2nd Floor, Administration Building with additional close-out meeting for all Sub-Committees on or before this date.

The meeting concluded at 6.20pm.

Signed: _____

Date: _____

ADDENDUM 1

Requests from Governing Body at their meeting on 5 March 2020

No.	Minute Page No.	Request	Actioned by	Date Actioned
1.	2	The President to provide a report outlining the steps taken in the process and to include legal advice in relation to the email of 28 January.	The President	
2.		The President of the Students' Union to organise a tour of the classrooms prior to the Governing Body Meeting on 27 March commencing at 2.30pm.	The President of the Students' Union	
3.		The President to explore the possibility of bestowing Fellowship Awards at a future date.	The President	Ongoing
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
5.		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
6.		Marketing to remain as a standing item on the Addendum.	The President	Ongoing