

Minutes of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 6 February 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
Mr Aaron Buckley
Ms Mary Cooney
Mr Eoin Deane
Ms Emelie Fitzgibbon
Ms Maura Fitzgibbon
Ms Mary Hegarty
Mr John Higgins
Capt Dave Hopkins
Mr Denis Leamy
Mr Declan O'Leary
Ms Aisling O'Mahony
Dr Cilian Ó Súilleabháin
Ms Ann Piggott
Ms Katherine Walshe

Apologies: Cllr Michael Hegarty and Cllr Patrick Gerard Murphy.

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

Prior to the meeting commencing, the Chairman welcomed both Professor Irene Sheridan, Head of CIT Extended Campus and Ms Deirdre Goggin, Web Based Learning and RPL Research & Development Practitioner, Extended Campus to the meeting and invited them to commence their presentation.

Ms Goggin gave a brief overview of RPL in CIT. This included a short glimpse of the history and the progression of both policy and practice. The importance of the validation of learning that takes place in the workplace in particular was stressed and the role of RPL in our broad range of enterprise partnerships was illustrated through some specific examples.

CIT's role in a number of international EU funded projects was summarised and a short video presented which provided a snapshot of the benefit of RPL to learners and employers as well as the scale of the activity over the 20 years. A recent publication to commemorate the achievements was circulated. A discussion followed with Deirdre Goggin and Prof Irene Sheridan responding to questions from the Governors.

Governors were very supportive of the important work being done on RPL and discussed Extended Campus's recognition and leadership across the country in this space. They conveyed their congratulations and their appreciation to both Prof Sheridan and Ms Goggin and to all who contributed to its development in CIT.

The Chairman thanked Prof Sheridan and Ms Goggin for their informative presentation and noted the circulation of the publication to commemorate the twenty years of RPL in CIT.

Ms Goggin and Prof Sheridan left the meeting at 3.30pm.

The Chairman commenced the meeting by welcoming all to the first meeting of 2020, he particularly wanted to convey the best wishes of Governors to Dr Orla Flynn on this her last Governing Body Meeting at CIT. He thanked Dr Flynn for her hard work over the years in all her roles in CIT and particularly in her current role as Vice President for External Affairs. It was a privilege to work with Dr Flynn and he wished her well in her new and exciting role.

Dr Flynn responded with her thanks for the good wishes. She referred to her time as Vice President for External Affairs stating that a lot of work had been done in terms of restructuring the former Development Office, the consolidation and growth of the International Office, the gender equality/Athena Swan initiative and what she was particularly proud of was enabling her teams to lead and be visible leaders within the Institute. Externally, she engaged and tried to be visible, a voice for CIT, growing relationships and maintaining relationships with organisations and key strategic partners. She appreciated her time as Vice President for External Affairs and thanked CIT for the opportunity of the last 6 years.

The President also conveyed his good wishes and the good wishes of all colleagues who have had the privilege to work with Dr Flynn during her years in CIT. He thanked her for her commitment to CIT and to our students in particular and wished her the best of luck as President of GMIT.

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

1. Dr Regina O'Flynn, Lecturer, Department of Accounting & Information Systems on the death of her mother.
2. Mr Adrian Kissane, Technical Officer, Buildings & Estates on the death of his sister.
3. Ms Barbara Hempel, Staff Officer, Access Service on the death of her mother.
4. To the family of the late Sinéad Plunkett, Student, Department of Mechanical, Biomedical & Manufacturing Engineering.
5. Ms Catherine Cunningham, Purchasing Officer, Finance Office on the death of her father.
6. Mr Paul Healy, Manager, Rubicon Centre on the death of his father.
7. To the family of the late Muthamil Selvan Palanivel, Student, Department of Computer Science.
8. To the family of the late Cameron Blair, Student, Department of Process, Energy & Transport Engineering.
9. Ms Ber Bevan, CIT Student Services Company on the death of her mother.

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

1. Minutes of the previous meeting held on Thursday 5 December 2019.

The minutes of the previous meeting held on Thursday 5 December 2019 were circulated with the Agenda and were approved and signed.

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

Addendum:

Update on Addendum 1

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

- Item No. 1 (Page 2): The President confirmed that the issues raised by the Students' Union were discussed at the Executive Meeting and will be discussed further at this meeting.
- Item No. 2 (Page 2): The President confirmed that this item was referred to the Strategic Development Sub-Committee.
- Item No. 3 (Page 4): The President confirmed that the letter dated 11 November from the HEA re: Rolling review of Governance – Pay, Pensions, Travel & Subsistence and Leave has been sent to the Audit & Risk Sub-Committee for further discussion at their next meeting on 27 February.
- Item No. 4 (Page 4): The President confirmed that he sent an email of congratulations to Ms Marese Bermingham, Head of AnSEO and the Teaching & Learning Unit in relation to their funding success in Semester 1.
- Item No. 5 (Page 7): The President thanked both Prof. Sheridan and Ms Goggin for their informative presentation.
- Item No. 6. (Page 7): Dr Flynn confirmed that progress was being made on the comparison and that a report would be submitted to the Governing Body Meeting on 5 March.
- Item No. 7 (Page 7): The President confirmed that he will convene the first meeting of this Sub-Committee this month.
- Item No. 8 (Page 9): The President confirmed that the matter of the Fellowship Awards was currently under consideration.
- Item No. 9: This work is an ongoing issue 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.

Matters Arising

Governors discussed the following under matters arising:

1. Update re: heating issue in classrooms/ventilation in the 1974 Building

Mr Gallagher circulated an update re: the heating issue in classrooms/ventilation in the 1974 Building. The report was split into two parts – the 1974 Building and the Fire Safety issues raised. Mr Gallagher informed Governors that the agreed action arising from the discussions at the Governing Body Meeting on 5 December was an agenda item at the Executive meeting on 17 December. The outcome from these discussions was that a Team was put together to have oversight, this included a Head of School, the Buildings & Estates Manager, the Faculty Technical Officer, the Health & Safety Officer and the President.

In relation to the 1974 Building, ventilation issues do exist due primarily to the development of the two atria which accommodate the Institute's canteen. However, a ventilation project is in progress since 2018 with the installation of a new Air Handling Unit and a pilot project was initiated in relation to the air delivery systems to provide positive air pressure in classrooms. Further damper control systems have been fitted in January 2020 and this system has been extended to room B242. This is being monitored during Semester 2 and there are further ventilation works planned as part of the wider 1974 building refit, the funding of which was approved in December 2019. He discussed the long-term plan for the building which includes the relocation of the Canteen and creating natural ventilation.

In relation to Fire Safety, the documentation circulated demonstrated that the Institute is in full compliance with all relevant regulations in the 1974 building and in all of the campuses. He referred to the full fire safety survey report that is currently in the process of being developed, this will be available mid-February. A copy of the fire consultant's opinion on the building was circulated to Governors for their information. This included reference to the layout of the building, the comprehensive automatic fire detection and alarm system that is in place, the gas management systems, the fire alarm systems, the fire extinguishers and the emergency lighting systems that are all maintained and regularly inspected.

Governors thanked Mr Gallagher for his update and acknowledged that this was a complex issue. They welcomed the confirmation that the Institute is in full compliance with all fire safety regulations. They discussed the students' request to have an external expert involved and agreed that it was not unreasonable for this to be taken on board, however, they had trust that the Executive were prioritising the issues and that these are being dealt with on a risk-based approach. Governors agreed to the matter being referred to the Strategic Development Sub-Committee who will examine the options/proposals in more detail so that the best possible solution can be found for our students and staff.

It was also acknowledged that, where possible, it would have been beneficial to have had the document circulated prior to the meeting.

In an attempt to give Governors a sense of understanding of the situation and with the permission of the Chair, the President of the Students' Union invited Governors to participate in a walking tour of the classrooms prior to the next Governing Body Meeting on 5 March.

ACTION: The matter to be discussed further at the Strategic Development Sub-Committee Meeting on 9 March 2020.

ACTION: The President of the Students' Union to organise a tour of the classrooms prior to the Governing Body Meeting on 5 March commencing at 2.30pm.

2. Marketing Manager

The President confirmed that post has not been advertised as the job specification is currently being finalised.

3. Tendering process for BH Consultants

Mr Gallagher confirmed that the tendering process was completed prior to the Christmas break.

4. IR Specialist Post

Mr Gallagher confirmed that the appointee will take up duty on 17 February.

5. CAO Data 2019

Dr Ní Shé referred to the sharing of CAO intake 2019 between CIT and IT Tralee. She confirmed that she had received the CAO data from IT Tralee and will have a report for Governors' information at the next Governing Body Meeting on 5 March.

ACTION: Dr Ní Shé to submit a report re: CAO intake 2019 for the Governing Body meeting on 5 March 2020.

2. Minutes of the Staff Appointments Sub-Committee (SASC) Meetings:

2.1 Signed Minutes of the SASC meeting held on Thursday 19 December 2019 circulated with the agenda.

Governors noted the signed Minutes of the Staff Appointments Sub-Committee meeting held on Thursday 19 December 2019.

2.2 Signed Minutes of the SASC meeting held on Thursday 23 January 2020 circulated with the agenda.

Governors noted the signed Minutes of the Staff Appointments Sub-Committee meeting held on Thursday 23 January 2020.

3. Correspondence

3.1 Letter 4 December 2019 from Dr Alan Wall, Chief Executive Officer, HEA re: CIT's Annual Governance Statement. The template for 2018/19 and feedback on 2017/18 and the Institute's response to the HEA was circulated with the agenda.

Mr Gallagher referred to the letter and the final report sent by the HEA on 4 December. In terms of the feedback, five queries were raised, but the HEA accepted that two of the queries had actually been dealt with on the feedback sheet. The sectoral average was 8.5.

There was no non-compliance procurement. In relation to internal and external reviews of Governing Body performance, there has been an IPA review in 2016/17 with the next scheduled review is due to take place in 2020/21.

The President confirmed that he met with the HEA on 22 January in relation to this documentation and the HEA accepted all the responses.

Governors noted the response as circulated and further noted that the best practice in the sector was for Governing Body to meet without the management being present but CIT Governors had made the positive decision not to meet without management being present. The President referred to the Sub-Committee meetings and how Governors held 15-minute pre-meetings without management present. This will be reflected in the 2018/19 Statement.

3.2 Letter dated 17 December 2019 from Mr Ciarán McCarthy, Senior Manager, Capital Programmes re: 1974 Building Refurbishment was circulated with the agenda.

The President referred to the letter dated 17 December in relation to the funding for the 1974 Building and wished to acknowledge the hard work of colleagues and their extensive interaction with the various stakeholders to secure this funding.

Governors noted the circulated letter, it was a very positive time for the Institute and they offered their congratulations to all involved in securing this funding.

3.3 Letter dated 3 January 2020 from Dr Alan Wall, Chief Executive Officer, HEA re: Senior Academic Leadership Initiative was circulated with the agenda.

Dr Flynn referred to the circulated letter. She informed Governors that 40 applications were received by the HEA from across the entire academic sector for 15 Senior Academic Leadership (SALI) posts. Twenty posts were allocated nationally. CIT had applied for two posts and received one allocation. The Institute expects advisory documentation to be circulated in relation to how this process should be handled.

Governors noted the circulated letter and were pleased with the Institute's allocation.

4. 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 1.13, 1.17, 2.13-2.14, 5.1, 5.2, 5.9 and 6.2 from his report for Governors' information.

In relation to 6.2, the President discussed the loss of three of our students over the Christmas holiday period and he wished to convey his thanks to Fr Dave McAuliffe and the Chaplaincy Service, Aaron Buckley and the Students' Union, Dr Dan Collins and the Counselling Service, Dr Donna O'Shea, Michael Loftus, Prof Ger Kelly and Dr Michael J. O'Mahony who did outstanding work in supporting the students through these tragedies.

Governors noted the detail of the President's Report. In relation to item 3.2 Student Number Planning from the IEB Action List of 17 December, a Governor asked that consideration be given to space constraints when finalising these plans.

A query in relation to why the approved posts for the STEM/Business Academies had not been advertised was also discussed. Mr Gallagher agreed to give an update on these posts at the next Governing Body Meeting on 5 March.

ACTION: Mr Gallagher to give an update in relation to the status of the advertising of the posts in the STEM/Business Academies.

5. Governing Body MTU Sub-Committee

As Mr Allen had to leave the meeting early, the Chairman invited Mr O'Leary as a member of the GB MTU Sub-Committee to discuss this item.

5.1 Signed Minutes of the MTU Sub-Committee Meeting held on Thursday 7 November 2019.

Mr O'Leary referred to the Signed Minutes of the GB MTU Sub-Committee meeting held on 7 November 2019 which had been considered at the 5 December Governing Body meeting and sought Governing Body approval of same.

Governing Body APPROVED the signed Minutes as presented.

5.2 Signed Minutes of the MTU Sub-Committee Meeting held on Friday 6 December 2019.

Mr O'Leary referred to the Signed Minutes of the GB MTU Sub-Committee meeting held on 6 December 2019 and confirmed that these minutes were approved by the Sub-Committee at their meeting on 10 January 2020 and sought Governing Body approval of same.

Governors APPROVED the signed Minutes as presented.

5.3 Draft Minutes of the MTU Sub-Committee Meeting held on Friday 10 January 2020.

Mr O'Leary referred to the approval of the draft minutes of the 10 January at the MTU Meeting held prior to this Governing Body meeting this afternoon. He confirmed that these draft minutes were approved subject to a minor accuracy amendment on page 3 of these minutes.

Mr O'Leary informed Governors that in relation to the Joint Governing Body MTU Steering Group Meeting of 10 December, there was an action agreed that both Governing Bodies would formally agree that the name of the merged entity would be Munster Technological University (MTU) and he sought Governing Body confirmation of their approval of same.

Governors APPROVED that the name of the merged entity will be Munster Technological University (MTU) as outlined.

In relation to the Terms of Reference (ToR) of the Joint GB MTU Steering Group, Mr O'Leary informed Governors that there will be an amendment presented to ToR at the next Governing Body Meeting on 5 March, this is as a result of increasing the membership by one from each partner.

The MTU Sub-Committee wished to acknowledge the huge amount of work being done, it was very evident that there was a huge burden on staff to get MTU over the line and the Sub-Committee wished to convey their thanks for this.

It was not that the Sub-Committee welcomed the filling of the IR Specialist post and that the procurement process in relation to BH Consultants had gone for tender, this two-stage process has now been undertaken.

Mr O'Leary referred to this afternoon's MTU Sub-Committee meeting and highlighted their discussion in relation to the IT Tralee Sustainability Plan. The President briefed Governors in relation to these discussions and confirmed once this report has been approved by the HEA, it will be shared with CIT and an MTU Committee will be set-up to oversee its implementation.

The President briefed Governors in relation to the meeting earlier that morning with the Assistant Secretary from the Department of Education & Skills. He confirmed that the DES are satisfied with the MTU progress being made. The question still remains in terms of finances at IT Tralee and it is hoped that this may be resolved with the release of the Sustainability Plan.

The Chairman referred to Prof. McGlynn's summing up of the timelines/submission and panel visit for the remainder of the process at the MTU Sub-Committee Meeting that afternoon, this was done very well and would be of benefit to Governors for their information.

ACTION: 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.

5.4 Signed Minutes of the Joint Governing Body MTU Steering Group meeting held on Wednesday 16 October 2019 was circulated with the Agenda.

Mr O'Leary referred to the signed minutes of the Joint Governing Body MTU Steering Group held on 16 October which was circulated with the Agenda and sought Governing Body approval of same.

Governing Body APPROVED the signed Minutes as presented.

5.5 Signed Minutes of the Joint Governing Body MTU Steering Group meeting held on Tuesday 19 November 2019 was circulated with the Agenda.

Mr O'Leary referred to the signed minutes of the Joint Governing Body MTU Steering Group held on 19 November which was circulated with the Agenda and sought Governing Body approval of same.

Governing Body APPROVED the signed Minutes as presented.

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

6.1 Human Resources Report was circulated with the Agenda.

The Chairman invited Mr Gallagher to discuss his report.

Mr Gallagher referred to the 8 tabled Selection Board reports as presented and discussed each item requiring approval. He requested Governors' approval for the tabled Selection Board reports as presented.

Governors AGREED to all approvals as presented.

The Chairman noted the commitment of Ms M Hegarty and Mr B Allen who chaired all of the interview panels, Governors agreed that this was a worthy acknowledgement and conveyed their thanks to them both.

7. Report from the Vice President for External Affairs:

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

The Chairman invited Dr Flynn to discuss her report.

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

- An overview of engagements as managed/supported by CIT Extended Campus, indicating that student placements across a variety of disciplines is the main type of interaction, with lesser focus on internship and student recruitment.
- Key performance indicators for the Rubicon Centre showing 100% occupancy and €5.8 million raised by client companies in 2019. Significant focus on training and ongoing high number of enquiries.
- Two companies were sold in 2019, Nova Language Solutions and Rhinocloud, and good CIT success stories for TeachKloud, OrthoXEL and AudioSourceRE.
- The Scale Cork initiative, funded by Cork County Council, is the first of its kind in Ireland.
- 1,200 students through 28 class groups engaged with the Rubicon Centre in Semester 1 of this year.
- An overview of research activities and metrics, including updates from Nimbus, Sigma, CAPPA, Halpin, NutRI, MeSSO, Hincks, and Meitheal research groups.

Governing Body NOTED the recent collective investment by EI and Atlantic Bridge VC Fund in CIT spin-out company AudioSource RE of just over €1 million, diluting CIT's shareholding from 10% to 6.76%.

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

8.1 Report of the Academic Council meeting held on Wednesday 18 December 2019.

The Chairman invited Dr Ní Shé to discuss her report.

Dr Ní Shé referred to the report of the Academic Council meeting held on 18 December and highlighted agenda items 1, 2, 4, 6, 9 and 11 for Governors' information.

A discussion took place in relation to the item 6, Academic Calendar and Dr Ní Shé outlined the steps taken to bring the agreed draft timetable to a consensus, this has been sent to the relevant Unions for consultation.

In relation to item 9, Qualifications and Quality Assurance (Education & Training) (Amendment) Act 2019, Dr Ní Shé referred to the new Act coming into effect as of 1 January 2020, CIT are now Designated as an Awarding Body. This necessitated changes to wording on parchments up to and including Level 9. Dr Ní Shé confirmed that at the Academic Council meeting on 5 February, it was agreed as an interim measure that CIT will adopt the QQI Awards Standards.

Governors thanked Dr Ní Shé for her update and raised the following matters:

In a follow-up to item 2, Student Ombudsman, a Governor raised the matter of when would the Institute create the role of a Staff Ombudsman. The President referred to the drafting of the Dignity and Respect Policy which is currently underway and it is hoped that arising from this, the post of Ombudsman will be created possibly encapsulating both the Student and Staff roles.

A discussion took place in relation to concerns raised regarding abusive threatening behaviour towards staff and on occasion towards student leaders. Governors agreed that this should not be happening and while they agreed that it was possibly a wider societal challenge, they were of the view that it must be addressed. The President agreed to bring this matter to the attention of the Executive and will give an update at the next Governing Body Meeting on 5 March.

ACTION: The President to bring the concerns raised in relation to abusive threatening behaviour to the Executive and will report back to Governing Body at their meeting on 5 March.

10. Use of the Institute Seal

The President confirmed that the Institute Seal was used on two occasions in December. The first on 11 December related to reprints of Joint Conferring Parchments. The Seal was also used on 20 December in relation to the signing of the investors' subscription and shareholders agreements for AudiosourceRE.

Governors NOTED the usage of the Institute Seal in December.

Tabled Documentation:

- 1. Information Sheet re: Potential Coronavirus Outbreak**
Mr Gallagher referred to the circulated information sheet re: the procedures that the Institute have put in place in relation to the potential threat from the Coronavirus (2019 nCoV) outbreak. This was for Governors’ information.

- 2. Education Magazine (Volume 32, Issue 3)**
Governors noted with thanks the copy of the Education Magazine.

- 3. CIT celebrates 20 years of Recognition of Prior Learning**
Governors noted with thanks the copy of celebratory publication.

A request that all correspondence from the nominating bodies in relation to new Governors be provided to the Audit & Risk Sub-Committee. A report in relation to the appointment of the five new Governors to be sent in due course.

Prior to the conclusion of the meeting, the Chairman asked Governors to consider an additional date for the approval of the Institute’s Programmes & Budgets. Governors agreed to the additional meeting taking place on **Friday 27 March 2020 at 3.00pm**. Additional Sub-Committee meetings will also take place on that date to sign-off on all draft minutes.

The President reminded Governors that the Spring Conferring will take place at the NMCI on Friday 14 February 2020 at 3.00pm.

The Chairman thanked Governors for their attendance at today’s meeting. The next ordinary meeting of the Governing Body will take place on Thursday 5 March 2020 commencing at 3.00pm in the Council Room, 2nd Floor, Administration Building.

The meeting concluded at 6.00pm.

Signed: _____

Date: _____

ADDENDUM 1

Requests from Governing Body at their meeting on 6 February 2020

No.	Minute Page No.	Request	Actioned by	Date Actioned
1.	4	The ventilation issues in the 1974 Building to be discussed further at the Strategic Development Sub-Committee Meeting on 9 March 2020.	The President	
2.	4	The President of the Students' Union to organise a tour of the classrooms prior to the Governing Body Meeting on 5 March commencing at 2.30pm.	The President of the Students' Union	
3.	5	Dr Ní Shé to submit a report re: CAO intake 2019 for the Governing Body meeting on 5 March 2020.	Dr Ní Shé	
4.	7	Mr Gallagher to give an update in relation the status of the advertising of the posts in the STEM/Business Academies.	Mr Gallagher	
5.	8	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.	The President	
6.	10	The President to bring the concerns raised in relation to abusive threatening behaviour to the next Executive Meeting and will report back to Governing Body at their meeting on 5 March.	The President	
7.		A comparison on the trends from the Graduate Outcomes Survey to be looked at in relation to CIT, UCC and IT Tralee.	Vice President for External Affairs	
8.		The President to explore the possibility of bestowing Fellowship Awards at a future date.	The President	Ongoing
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