

MINUTES OF MEETING OF THE GOVERNING BODY

HELD ON MONDAY 30TH MARCH 2015

AT 4.00 p.m. IN THE BOARDROOM

DR. T.K. WHITAKER BUILDING

PRESENT

Mr. Andrew Griffith, Chairperson
Mr. Denis Cummins, President
Cllr. Declan Breathnach
Cllr. Marianne Butler
Mr. Edward Kavanagh
Mr. Clifford Kelly
Ms. Siobhan Ní Éanaigh
Mr. Frank O'Brien
Mr. Jim O'Donohoe
Ms. Antoinette Rourke
Ms. Rebecca Somers
Mr. Brian Fitzpatrick
Mr. Patrick Doherty
Mr. Martin O'Brien
Cllr. Madeline Argue
Ms. Tracy McElhinney

APOLOGIES

Mr. Brian Harten
Mr. Peter Kierans

IN ATTENDANCE

Mr. Peter McGrath, Secretary/Financial Controller

Note: This is the last meeting of the current Governing Body which expires on 31st March (Group photo taken)

Declarations of Interest

No declarations of interest.

Bereavements

The recent bereavements were noted and sympathised on

G.217.1. M.216 Minutes of the Meeting of 26th February 2015

The minutes of the Governing Body of 26th February 2015 were approved.

Proposed by: Madeline Argue

Seconded by: Frank O'Brien

Voted on and agreed.

G.217.2 Matters Arising

G.216.4.2 President's Report:

2.5 Transitions / Allocation of Points

There is no further development regarding the suite of reforms proposed for the 2017 Leaving Certificate cohort.

2.2 Borrowing Framework

There is no change on the position regarding the Borrowing Framework referred to in the IOT Act 2006. There was a query from the HEA to all IOT's about borrowing from EU Investment bank.

G.216.7 Capital Projects

DkIT Sport

The old signage will be removed from DkIT Sport at the same time as the new signage is being put up. The new signage has been ordered and will be put up shortly.

Northern Ireland Access

Software has been developed to do our own scoring for students from Northern Ireland this August. The scores will then be submitted directly by DkIT to the CAO. There is a very short turnaround time to do this.

G.216.8. AOB

It was agreed to amend the minute to read "...potential conflict of interest arising when apprenticeship is discussed for members of ETB's"

Proposed by: Frank O Brien

Seconded by: Jim O Donoghue

Voted on and agreed

G.217.3 Correspondence

1. Remembrance Card from relatives of Mary Fuller.
It was agreed that The President would write to Mr Peter Fuller (Head of School of Business Studies Retired) expressing the Institute's condolences.
2. Letter from The Office of the Controller Auditor General, dated 19th March 2015.

A half day briefing session for audit committee members in Dublin Castle Conference centre on Monday 18th May 2015. It included an invitation to the Chair of the Audit Committee to the event.

3. Email from Mr Peter Kierans CEO LMETB to Mr Denis Cummins President re Governing Body DkIT.

The email included the Minister's sign off of the new Governing Body which is effective from 1st April 2015

Six appointed under Section 4(1)(a) and (b)

Ms. Sadie Ward McDermott (Louth & Meath ETB)

Cllr. Oliver Tully (Louth & Meath ETB)

Cllr. Tomás Sharkey (Louth & Meath ETB)

Mr. Bill Sweeney (Louth & Meath ETB)

Cllr. Cathy Bennett (Cavan & Monaghan ETB)

Cllr. Clifford Kelly (Cavan & Monaghan ETB)

Two appointed under Section 4(1)(c)

Ms. Antoinette O'Rourke (Academic staff representative)

Mr. Richard Crowley (Academic staff representative)

One appointed under Section 4(1)(d)

Mr. Fergal Smyth (Non-academic staff representative)

Two appointed under Section 4(1)(e)
Ms. Rebecca Somers (Student representative)
Mr. Brian Fitzpatrick (Student representative)

One appointed under Section 4(1)(f)
Ms. Anne Brady (ICTU)

Five appointed under Section 4(1)(g)
Mr. Paschal McGuire (Enterprise Ireland)
Ms. Síle O'Connor (Engineers Ireland)
Ms. Margaret Swords (HSE)
Mr. Paddy Matthews (Dundalk Chamber of Commerce)

Arising from the Correspondence, it should be noted and the Department informed that the Female Academic Staff Representative's correct name is Antoinette Rourke.

G.217.4.1 Personnel Report

The recent appointments were noted.

G.217.4.2 President's Report: (Highlights)

1. Financial Update

The deficit for 2014 is in the region of €1M. Following recent meetings with the HEA and DES a 3 year plan is to be developed showing how the Institute proposes to improve its financial position. Based on the budget received for 2015 which had an increase of 1.5% the Institute is forecasting a breakeven position for 2015. The HEA have requested that Mazars (HEA Auditors) review this plan.

2. School of Informatics & Creative Arts Update

DkIT hosted a piano recital on Thursday, 26th February given by South-Korean born pianist Young-Choon Park.

There was also an exhibition of photographs by Mid-Louth Camera Club entitled Grinding out Transcendence which was curated by Jackie Nickerson

3. RDC Update

DkIT Industry Open Day

The Institute is hosting its first cross- campus DkIT Industry Open Day - Engagement, Employment and Networking on 15th April 2015.

Technology Transfer

Following an invitation from DCU, our Smooth Muscle Research Centre was invited to present their research to GSK (GlaxoSmithKline) who were visiting DCU to seek potential near commercial projects in which GSK would like to invest.

VITAL project – the €2.56 Million initiative designed to identify, source and match evaluated knowledge based ideas and technologies with experienced / seasoned entrepreneurs and SMEs (small-medium sized enterprises) and fast track the route to market.

4. CEO Enterprise Ireland Meeting with IoTI

The CEO of Enterprise Ireland, Julie Sinnamon met the Board of IoTI on 4th March 2015.

5. ISMC Update (HoS Eng, Chairperson)

The ISMC considered Evaluation of Compliance reports in respect of 2014. Those submitted to date demonstrate that the Institute is in compliance with its H&S obligations.

It has also been agreed to advertise the post of Health and Safety Officer immediately. This is following recent negotiations in the LRC regarding redeployment of staff.

6. CAO Update

The CAO update was discussed. The initiatives to help students, particularly in areas of difficulty e.g. mathematics were discussed. The success of CELT and the MA in Teaching and Learning as well as other supports put in place was noted, it was acknowledged that there is still a need to keep working at it. It is important that support is provided early on.

7. Upcoming Events

- The School of Health & Science at DkIT in joint partnership with Teagasc Ballyhaise Agricultural College, Cavan are hosting an important one day conference entitled 'Agriculture Education in the North East.
- **DkIT Industry Open Day**
The Institute is hosting its first cross- campus DkIT Industry Open Day - Engagement, Employment and Networking on 15th April 2015.

8. Dundalk Athletic Ground Committee

The President informed Governing Body that he had been approached by Dundalk Athletic Ground Committee about the possibility of developing Athletic facilities on the lands at DkIT Sport (Finnabair). This to be further investigated.

G.217.5 Report of the Finance, Audit & Risk Committee

The Chairman of the Finance, Audit & Risk Committee reported on of the review of Internal Financial Controls carried out by the Internal Auditors Deloitte. Following a presentation of the report by Deloitte and subsequent detailed discussions, the recommendations of the report were accepted by the Finance Audit & Risk Committee. The Finance, Audit & Risk Committee proposed adoption of the report by the Governing Body.

Proposed by: Eddie Kavanagh

Seconded by: Brian Fitzpatrick

Voted on and agreed

The Annual report of the Finance, Audit & Risk Committee for 2013 and 2014 was presented to the Governing Body by the Chairperson of the Finance Audit & Risk Committee for adoption. The report was agreed.

Proposed by: Tracy McElhinney

Seconded by: Edward Kavanagh

Voted on and agreed

G.217.6 Academic Council Minutes

The following minutes were noted:

- Academic Council Minutes No. 140 dated 5th December 2014

G.217.7 Capital Projects

DkIT Sport

The President reported that progress on the opening of DkIT Sport was going according to plan, scheduled to open end of June 2015.

G.217.8. Seal

The application of the seal was noted

G.217.9 Proposal for Refurbishment/New Building for School of Engineering

The reasons behind the proposal were outlined and discussed. The building which houses the School of Engineering and Department of Health and Life Sciences is the original and in need of substantial refurbishment. This is already included in the current development plan. It is proposed that a feasibility study would look at the financial and physical aspects of a development for this area. The Institute will then be better placed to avail of any funding that may become available.

Proposed by: Jim O'Donohoe

Seconded by: Antoinette Rourke

Voted on and agreed

G217.10 AOB

Number of Meetings

Following a recent meeting of the Chairmen of the Institute of Technologies, the Chairman noted that the number of Governing Body meetings held at Dundalk Institute of Technology is very high. It was therefore agreed that the number of Board meetings would be reduced annually from 10 to 9, the scheduling of this to be agreed.

DkIT Trust

As part of the role of the new post to be advertised (Head of Development) the area of philanthropy and the setting up of the DkIT Trust would be addressed.

Last Meeting

As this was the last meeting of the current Governing Body, the Chairman expressed his gratitude to all the members for their contributions to the Board for the last 5 years. The Board had always taken a balanced and informed assessment to address what was in the best interest of students and learners in the region. He thanked them for this approach during what had been extremely challenging times for the Institute.

He specifically wished to thank the members of the Governing Body who would not be returning and in particular Mr Frank O'Brien, who had served the Governing Body for over 23years.

He also thanked the President on behalf of the Board.

The Vice Chairman also wished to congratulate the Chairman and the Board on its success over the last 5 years and also, in particular, to congratulate Mr Frank O'Brien on his considerable service to the Institute.

The President agreed with the expressions of the Chairman and thanked the Board for the courtesy extended to him during their term.

This concluded the final meeting of this Governing Body. The new Governing Body has been appointed to take up office from 1st April 2015.

Chairperson: _____ **Date:** _____