

**MINUTES OF MEETING OF THE GOVERNING BODY**

**HELD ON MONDAY 11<sup>TH</sup> MAY 2015**

**AT 3.30 p.m. IN THE BOARDROOM**

**DR. T.K. WHITAKER BUILDING**

**PRESENT**

Mr. Andrew Griffith, Chairperson  
Mr. Denis Cummins, President  
Cllr. Clifford Kelly  
Ms. Antoinette Rourke  
Ms. Rebecca Somers  
Mr. Brian Fitzpatrick  
Mr. Brian Harten  
Ms. Sadie Ward McDermott  
Cllr. Oliver Tully  
Cllr. Tomás Sharkey  
Mr. Bill Sweeney  
Cllr. Cathy Bennett  
Mr. Richard Crowley  
Ms. Ann Brady  
Mr. Paschal McGuire  
Ms. Síle O'Connor  
Ms. Margaret Swords  
Mr. Paddy Matthews

**APOLOGIES**

Mr. Fergal Smyth

**IN ATTENDANCE**

Mr. Peter McGrath, Secretary/Financial Controller

**Note:** This is the first meeting of this Governing Body, Term of Office from 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2020 (Group photo taken)

**Declarations of Interest**

No declarations of interest.

**Bereavements**

The recent bereavements were noted and sympathised on.

**Introduction by Chairman**

The Chairman welcomed everybody to the first meeting of this Governing Body, which has been appointed until 31<sup>st</sup> March 2020. He outlined the role of the members and the operation of the Governing Body. He explained that training is to be organised to cover Corporate Governance & Legislation and the Chairing of Interviews.

The President also welcomed the new members to the Governing Body and he explained the role of the Institute in supporting Economic, Social and Cultural development in the region.

**G.218.1. M.217 Minutes of the Meeting of 30<sup>th</sup> March 2015**

The minutes of the Governing Body of 30<sup>th</sup> March 2015 were approved.

**Proposed by:** Clifford Kelly

**Seconded by:** Antoinette Rourke

Voted on and agreed.

**G.218.2 Matters Arising**

**G.218.3 Correspondence**

1. Letter from Mr Peter Kierans CEO LMETB to Mr Denis Cummins President re appointment of Governing Body DkIT 24<sup>th</sup> March 2015.
2. Letter from Mr Peter Kierans CEO LMETB to Mr Denis Cummins President re appointment of Governing Body DkIT 14<sup>th</sup> April 2015.

#### **G.218.4.1 Personnel Report**

The recent appointments were noted.

#### **G.218.4.2 President's Report:**

The report included a brief description of each of the schools in the Institute and the President highlighted the main areas in each as follows:

##### **1. School of Business & Humanities**

The school of Business & Humanities is the largest of the four schools. It recently validated a Business Studies Course which will be delivered in its first two years in the Monaghan Institute and the school has strong links with NEFHEA, further Education Institutes in the region.

##### **2. School of Engineering**

The school of Engineering is one of the oldest schools in the Institute and it has a particular interest in renewable energy through its research centre CREDIT.

##### **3. School of Health & Science**

The school of Health and Science includes Nursing Studies and Applied Sciences. It currently has a number of new programs coming through particularly for part-time delivery.

The school has four Research Centres;

- Smooth Muscle Research Centre
- Netwell Research Centre
- Centre for Freshwater & Environmental Studies
- Electrochemistry Research Group

##### **4. School of Informatics & Creative Arts**

The school of Informatics and Creative Arts includes Computing & Mathematics, Creative Media and Music. It was noted that the school is hosting a major European telecommunications conference next week CIRCOM.

The school has a number of research centres;

- Regulated Software Research Centre (Creating Global software development framework for the Medical device industry)
- Ionad Taighde Ceoil
- Creative Media Research Group

## **5. Research Office**

Dundalk Institute of Technology has recently established a joint Graduate School with DCU. It was reported that approval had been approved by DkIT Academic Council and DCU's GRSB of the institutes' postgraduate degree regulations and new governance structures around Graduate Studies.

## **6. Regional Development Centre**

The Regional Development Centre is one of the first and most successful incubation units established in the Institutes of Technologies and also now has a satellite unit in Milmount in Drogheda. It is the Institute's connection with Industry in the region.

The Development centre recently ran an Industry Open Day, which was a great success.

## **7. Health & Safety**

The President includes in his report for each Governing Body meeting an update on Health and Safety. It was noted that the Institute is about to fill the vacant post of Health and Safety Officer.

## **8. Springboard 2015**

The Institute was extremely successful in having 11 Springboard courses approved with an estimated funding of €1.1m. Congratulations were expressed to all who were involved who in making the submissions.

## **9. Transition Reform Group report**

The Transition Reform Group is examining the system for the entrance of students from 2<sup>nd</sup> level to 3<sup>rd</sup> level education. Their proposals will reduce the number of existing grading bands.

The President explained that the current system of scoring of A Levels for the CAO is acting as a deterrent to the recruitment of students from Northern Ireland. DkIT is piloting a new scoring scheme this year which hopefully will see the number of students from Northern Ireland attending the Institute increasing.

### **DkIT SPORT**

The President reported that DKIT Sport building (formally JJB) was acquired last year for €3m from the Receiver. The premises is 275,00sq ft and a further €1m has been spent to prepare the building for opening. It is planned to fully open the premises at the end of June. The Students have contributed through a student levy and a refund has been agreed with the Students Union to allow for the fact that the complex is only opening in June. By agreement with the Students Union, Students who continue their studies into the next Academic year will receive a 50% refund on the levy and Students who exit this year will receive a 100% refund. A visit to the building is being arranged for the Governing Body members at a suitable time.

### **G.218.5 Report of the Finance, Audit & Risk Committee**

Minutes of FAR MF139 on 18<sup>th</sup> February 2015

Minutes were noted

The following members were appointed to the FAR Committee :

Clifford Kelly  
Brian Harten  
Cathy Bennett  
Martin O'Brien (external)  
Roisin Duffy (external)

This was voted on and agreed unanimously

The Chairman explained that the established of a second sub-committee of the Governing Body will be looked at following the appointment of Vice President of Strategic Planning, Communications and Development.

**G.218.6 Bank Mandate**

**BANK MANDATE**

**PANEL**

**SIGNATORY**

A

*Andrew Griffith  
Brian Harten*

B

*Denis Cummins  
Peter McGrath  
Marie Madigan  
Gerald O'Driscoll*

C

*Eugene Roe  
Ann Campbell  
Patricia Moriarty*

*Cheques up to €2,999*

*Requires one signature from Panel B.*

*Cheques between €3,000 and €6,999* *Requires two from Panel B or one from Panel B and one from Panel C.*

*Cheques €7,000 and over*

*Requires one from Panel A and two from Panel B or one from each of the three Panels.*

**Proposed by:** Clifford Kelly  
**Seconded by:** Antoinette Rourke

This was voted on and agreed

**G.218.7 Governing Body Reps to Academic Council**

Two representatives for the academic council were approved as follows;

Tomás Sharkey

**Proposed by:** Clifford Kelly  
**Seconded by:** Bill Sweeney

Sadie Ward McDermott

**Proposed by:** Oliver Tully  
**Seconded by:** Clifford Kelly

Voted on and agreed.

**G.218.8. Seal**

The application of the seal was noted

**G.218.9 AOB**

The Secretary/Financial Controller explained the contents of the information pack given out to each member and that training will be arranged. The pack includes a list of proposed dates for Governing Body Meetings which is to be looked at at the next meeting.

The Chairman noted that a presentation is to be made to a member of the previous Governing Body to mark his 23years of service to the Insitute.

The President explained that following a complaint by a student about receiving emails from the Chaplaincy service, such emails will now include an unsubscribe facility.

**Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_