

**MINUTES OF MEETING OF THE GOVERNING BODY**

**HELD ON MONDAY 14<sup>th</sup> SEPTEMBER 2015 @ 4 p.m.**

**IN THE BOARDROOM, DR. T.K. WHITAKER BUILDING**

**PRESENT**

Mr. Andrew Griffith, Chairperson  
Mr. Denis Cummins, President  
Ms. Sadie Ward McDermott  
Mr. Bill Sweeney  
Mr. Fergal Smyth  
Mr. Paddy Matthews  
Cllr. Cathy Bennett  
Mr. Paschal McGuire  
Cllr. Clifford Kelly  
Cllr. Oliver Tully  
Ms. Antoinette Rourke  
Mr. Brian Harten  
Ms. Rebecca Somers  
Ms. Margaret Swords  
Mr. Aaron Lawless  
Cllr. Tomás Sharkey

**APOLOGIES**

Mr. Richard Crowley  
Ms. Síle O'Connor

**IN ATTENDANCE**

Mr. Peter McGrath, Secretary/Financial Controller

### **Declarations of Interest**

No declarations of interest.

The Chairman welcomed Aaron Lawless, Student Union President and Rebecca Somers to the Governing Body. Aaron's term will expire on 31<sup>st</sup> August 2016 and Rebecca's terms will expire on 31<sup>st</sup> October 2016. He also congratulated Cllr Cathy Bennett on her appointment as Chairperson of Cavan/Monaghan ETB.

### **Bereavements**

The recent bereavements were noted and sympathised on.

#### **G.221.1. M.220 Minutes of the Meeting of 27<sup>th</sup> July 2015**

The minutes of the Governing Body of 27<sup>th</sup> July 2015 were approved

**Proposed by:** Bill Sweeney

**Seconded by:** Oliver Tully

Voted on and agreed.

#### **G.221.2 Matters Arising**

#### **G.221.3 Correspondence**

1. Letter from HEA, 30<sup>th</sup> July 2015 to The President, ref Governance Statement and Statement of Internal Control 2013/2014.
2. Letter from HEA, 30<sup>th</sup> July 2015 to Chairperson of Governing Body, ref Governance Statement and Statement of Internal Control for 2013/2014.
3. Code of Governance of Irish Institutes of Technology from HEA.
4. Letter from LMETB regarding approval of appointments of Male and Female Student Representatives to Governing Body.

#### G.221.4.1 Personnel Report

The recent appointments were noted.

#### G.221.4.2 President's Report:

##### 1. Finance Report

The Institute has confirmed to the HEA that based on current information, it will have a balanced outturn for the current year 2015 but that the accumulated deficit of €1.9m still remains to be addressed.

##### 2. Organisational Changes

The President explained that there has been a reorganisation in the Admin and Academic structures to deal better with changes which have occurred over the last number of years.

A summary of the changes and new titles is as follows:-

##### Central Administration

Vice President for Strategy, Communications and Development (with responsibility for External Services, RDC, Technology Transfer, Estates, Community Engagement, Life Long Learning)	Ms. Irene McCausland (this position replaces the former Head of Development)
Vice President for Academic Affairs (with responsibility for Academic Administration & Student Services, Academic QA, International Office, Library, Research & Graduate Studies, Work Placement Office)	Ms. Ann Campbell
Vice President for Finance & Corporate Affairs (with responsibility for Governing Body, HR, Finance, IT Services)	Mr. Peter McGrath

##### Academic Schools

<b>School of Engineering</b>	
Head of Department of Electronic & Mechanical Engineering	Mr Patrick McCormick
Head of Department of the Built Environment	Mr Noel McKenna
Acting Head of Department of Engineering Trades	Mr Simon O Neill
Acting Head of Section of Electrical/Electronic Engineering	Mr James Mulvany
<b>School of Informatics &amp; Creative Arts</b>	
Head of Department of Creative Arts, Media and Music	Dr Adèle Commins

It was noted that with the new appointment of Vice President for Strategy, Communications and Development, particularly dealing with external affairs, the Board would now look to establishing a committee to work with the person appointed, once they have settled into the office. This is particularly to look at philanthropic and external relations.

Two of the posts in Engineering are in an acting capacity as the areas to which they relate are in transition and it was felt better to appoint as acting positions.

### **3. Transitions Update**

The new scoring is designed so that there are less students on the exactly the same points.

It was noted that the IOT sector had been able to maintain the ratio of higher to ordinary level points.

The position regarding Students from Northern Ireland was discussed and it was explained that DkIT had taken on to rescore applicants from Northern Ireland under a new scheme and we await to see the outcome of this. It was agreed to send around a copy of the new marking scheme to Board members.

### **4. TUI Industrial Action**

The Institute has been notified of Industrial Action to include a ban on overtime and flexible hours. This is a national issue, not just DkIT.

### **5. Student Accommodation**

There is a huge problem with Student Accommodation nationwide and in Dundalk. This is an area that will need special attention as there is currently a waiting list for accommodation. It was suggested that the community should become more involved, possibly through the use of e.g. host families. There are proposals for more student accommodation to be built, but these are only at the planning phase.

The report included under section 9 – 12, an update from each of schools. The main points being

- BSc (Hons) Agriculture, Level 8 (ab-initio programme), in collaboration with Teagasc Ballyhaise Agricultural College.
- BA Applied Early Childhood Studies. This is to be delivered using remote delivery methods to Cavan and Monaghan Institutes. : A digital delivery classroom is being equipped this month in the School of Health and Science funded by the SIDF programme.
- Mr. Joe Treacy, Programme Director Intellectual Disability Nursing, DkIT presented a report to Mr. Tony O'Brien, Director General, HSE on the understanding of the underlying principles of the National Standard for Residential Services for Children and Adults with disabilities.

There is an increase in the allocation of apprentice blocks

- Electrical: 3 blocks term-1, 2 blocks term-2, 3 blocks term-3.
- Plumbing: 2 blocks term-1, 1 block term-2, 1 block term-3.

- C&J: 1 blocks term-1, 1 block term-2, 0 blocks term-3.
- Motor: 1 block per term.

DkIT is committed to supporting apprenticeship training and the whole area requires a separate discussion on the way forward for apprentice training and progression from apprentice training into other levels. The Head of Department and the CEO of Cavan Monaghan ETB (who is on the National Apprentice Board) will be included in this discussion.

### **13. Upcoming Events**

#### **Part-time Courses Information Evening**

An information evening about part-time courses takes place on Tuesday 8th September from 7.00 p.m. in the Hospitality Building.

#### **Memorandum Signing**

The official signing of a Memorandum of Understanding between Cavan and Monaghan Education and Training Board (CMETB) and Dundalk Institute of Technology (DkIT) in relation to the outreach delivery of the BA Applied Early Childhood Studies in Cavan and Monaghan Institutes took place on Thursday, 10th September 2015 at 3.00pm in the Boardroom, Dr. T.K. Whitaker Building, and DkIT.

#### **Open Day**

Open Day will take place on Friday 16th and Saturday 17th October 2015.

### **G.221.5 Finance, Audit & Risk Minutes**

M.F. 141 Minutes of meeting on 22<sup>nd</sup> June 2015 were noted.

The Chairman of the Finance, Audit and Risk Committee explained that an addendum was required to the Annual Governance Statement 2013/14 which had already been agreed at the last Governing Body meeting of 27<sup>th</sup> July 2015. This followed correspondence and a new template from the HEA (See correspondence refers) which was issued since the original Governance Statement was agreed. The addendum was read through, together with a letter from the Chairman to the HEA, confirming that the Annual Governance Statement 2013/14 and that the addendum had been approved by the Governing Body.

The addendum was approved

**Proposed by:** Paschal McGuire

**Seconded by:** Bill Sweeney

Voted on and agreed.

It was noted that regarding expenses for Governing Body Members, the Chairman asked that members would submit their expenses no later than 3 months.

### **DkIT Sport Limited**

In order to establish the company DkIT Sport Limited, the Chairman explained that the first directors were himself and the Vice President for Finance and Corporate Affairs. On advice, it was then agreed to further increase the board with the appointment of the Estates Manager, the Academic & Student Affairs Manager and the Secretary of the Louth County GAA Board. In order to maintain good governance and segregation of duties, the Chairman has resigned from the board of DKIT Sport Limited and recommended that Mr Bill Sweeney be appointed as the Governing Body representative on the board of DKIT Sport Limited.

**Proposed by:** Clifford Kelly

**Seconded by:** Margaret Swords

Voted on and agreed.

It was further recommended that the composition of the board of DKIT Sport limited would be kept under review over the next few months.

### **Fixed Assets Write Off**

#### **DETAILS 2014 - 2015**

	<u>Cost Value</u>	<u>Depreciation</u>	<u>NBV</u>
Total Computer Equipment	€1,111,833.98	€1,111,833.98	€ -
Total Equipment	€4,878,458.12	€4,878,458.12	€ -
Total Furniture	€ 937,559.21	€ 937,559.21	€ -
<b>TOTAL</b>	<b>€6,927,851.31</b>	<b>€6,927,851.31</b>	<b>€ -</b>

Approved

**Proposed by:** Bill Sweeney

**Seconded by:** Paddy Matthews

Voted on and agreed.

#### **G.221.6 Presentation on Retention and CAO Update**

Ms. Ann Campbell, Vice President for Academic Affairs and Dr. Brendan Ryder, Assistant Registrar joined the meeting. The VP for Academic Affairs gave an update of student enrolment. The Assistant Registrar gave a presentation on Admissions and Progression update.

Current enrolments show a small increase on last year but the process is not yet finished. The Admissions and Progression update indicates a small increase in retention across the college. The contribution of CELT to this increase was noted, particularly the numbers of staff who have taken the Masters in Teaching and Learning.

Other initiatives include:

The introduction of a teaching and learning strategy in programme design.

First Year convenors.

Dedicated Induction.

Move of exams from December to January.

Reduction in the number of terminal exams i.e. more Continuous assessment.

Maths and learning support units.

The Chairman pointed out how these improvements and the increase in student numbers have been achieved while funding for the Institute has been decreasing.

The Chairman thanked them for their presentation

#### **G.221.7 AOB**

The Conferring will take place on 29<sup>th</sup> & 30<sup>th</sup> October and the Governing Body members will be invited to attend.

**Next Meeting Monday 19<sup>th</sup> October 2015 @ 4pm**

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