

MINUTES OF MEETING OF THE GOVERNING BODY

HELD ON MONDAY 7TH DECEMBER 2015 @ 10AM.

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

PRESENT

Mr. Andrew Griffith, Chairperson
Mr. Denis Cummins, President
Mr. Bill Sweeney
Mr. Fergal Smyth
Cllr. Cathy Bennett
Mr. Paschal McGuire
Cllr. Clifford Kelly
Cllr. Oliver Tully
Mr. Brian Harten
Mr. Aaron Lawless
Mr. Richard Crowley
Ms. Antoinette Rourke
Ms. Sadie Ward McDermott

APOLOGIES

Ms. Síle O'Connor
Ms. Margaret Swords
Ms. Rebecca Somers
Mr. Paddy Matthews
Cllr. Tomás Sharkey

IN ATTENDANCE

Mr. Peter McGrath, Vice President for Finance & Corporate Affairs
Ms. Ann Campbell, Vice President for Academic Affairs & Registrar

Declarations of Interest

Nil

Appointment of President

The sub-committee of the Governing Body to appoint a new President recommended that Ms. Ann Campbell be appointed President for a minimum of 1 year

Proposed by: Clifford Kelly

Seconded by: Bill Sweeney

Voted on: 8 in favour, 3 abstentions

Agreed

The Chairman welcomed Ms Ann Campbell to the meeting.

Bereavements

The recent bereavements were noted and sympathised on.

G.223.1. M.222 Minutes of the Meeting of 19th October 2015

The minutes of the Governing Body of 19th October 2015 were approved.

Proposed by: Bill Sweeney

Seconded by: Fergal Smyth

Voted on and agreed.

G.223.2 Matters Arising

G.223.3 Correspondence

1. Letter of correspondence dated 17th November 2015 from Inspector for Supt. M. Beggy acknowledging letter from DkIT re. recent bereavement of their colleague Garda Anthony Golden RIP.
2. Letter of correspondence dated 5th November from Mr. Tom Boland, CEO, HEA addressed to Mr. Denis Cummins, President, DkIT re. support for Regional Skills Fora.

3. Letter of correspondence dated 5th November, 2015 from Mr. Tom Boland, CEO, HEA addressed to Prof. Denis Cummins, President, DkIT re development of cluster funding allocation 2014.
4. Letter of correspondence dated 22nd October, 2015 from CONGRESS (Irish Congress of Trade Unions) addressed to Mr. Peter Kierans, CEO, Louth & Meath Education and Training Board re. replacement nominee to Governing Body of Dundalk Institute of Technology. The nominee to replace Ms. Ann Brady UNITE is Ms. Kitty Warnock, UNITE.
5. Letter of correspondence dated 13th October, 2015 from Mr. Andrew Brownlee, Head of System Funding, HEA addressed to Mr. Denis Cummins, President, DkIT re. financial review of IOT sector.

G.223.4.1 Personnel Report

It was proposed that all appointments will be panelled but not appointed until the next meeting of the Governing Body.

Proposed by: Clifford Kelly

Seconded by: Bill Sweeney

Voted on: 9 in favour, 4 against

Agreed

G.223.4.2 President's Report:

1. Health & Safety Update

A new Health & Safety Coordinator, Ms. Caroline Carlin, has been appointed. Fire evacuation drills across the campus have taken place and she has also commenced a review of the Institute's Safety Statement and other H&S policy documents.

2. Regional Development Centre

Two new clients have taken up incubation space - **Aircraft Drafting** in Millmount and **SDS Energy** in the RDC.

New Frontiers Programme – Recruitment for Phase 1 programme has completed with 15 places being taken up.

Student Enterprise – 2 new interns have been appointed to the Student Enterprise Program

3. Research Office

HR Excellence in Research Logo

DkIT was awarded the HR Excellence in Research logo from the European Commission in recognition of the fact that DkIT is making research careers more attractive and sustainable.

4. Conferring

The annual Conferring took place on Thursday 29th and Friday 30th October, 2015.

A total of 1,372 students (1,359 plus 13 postgraduate research degrees) were conferred with major awards. There were 26 PhD graduates.

There were approximately 10,000 people on the campus over the two days.

5. OECD HEInnovate

The OECD panel visited DkIT on Wednesday 25th November and Thursday 26th November and a report is expected in due course.

Health & Safety North Block

The opinion was expressed that the North Block posed a health and safety risk to Staff and Students of the Institute. The Chairman requested that the Health & Safety Coordinator be asked to report on whether the North Block complies with current Health & Safety legislation.

G.223.5 Finance, Audit & Risk Committee

It was reported that the draft accounts of the Institute which have just been completed to 31st August 2015 indicated a deficit of €1.3m and an accumulated deficit of €3.2m. This had been reported to the HEA who have requested that the Institute put a plan in place over the next 3 years to bring the Institute back to a balanced budget on annual basis. Mr. Michael O'Connell has been appointed by the Institute to help in completing this plan. A preliminary report to the HEA is due on 16th December 2015 and the final report is due on 14th January 2016. The Finance, Audit & Risk committee have already met on 3rd December 2015 to discuss the situation and will be meeting on 16th December 2015.

The following issues were raised during a detailed discussion:

- All areas of the Institute will be examined in order to come up with a suite of recommendations as to what we can do to address the situation. This will involve looking at income generation as well as cost reductions.
- The target is to get back to break even by 2017.

- In order to achieve a reduction of €1.3m, a target of €2m in savings is set.
- The Institute had put a 3 year plan together in 2015; the savings targeted in the first year of this plan were not achieved. Therefore a new 3 year plan is required.
- There is currently no redundancy scheme available in Higher Education and while the Institute engaged with the Department in looking at a redundancy scheme as part of the initial plan, nothing has come of it so far.
- The draft plan will initial be drawn up by the Executive Board, discussed and agreed by the Finance, Audit & Risk Committee and then discussed and agreed by the Governing Body, who will approve the final version before any submission to the HEA.
- The President is to brief the unions on the current process after the meeting of the Governing Body.
- The Board is to look at the structure of the sub committees, particularly the Finance, Audit & Risk and the work load that it has to cover.
- The following areas were also discussed, Part Time Courses, Apprenticeships, student numbers, a lack of Capital Investment and the cuts in Grant funding.
- Each Board Member is to be given a copy of Michael O’Connell’s Terms of reference.
- The Chairman agreed to update members who were not at the meeting.

G.223.6 Seal

The Institute Seal was applied to SDS Energy Group.

G.223.7 AOB

Copies of the Technological Universities Bill 2015 and the explanatory note were distributed to the members for their information as this legislation will directly affect the Institute once it is passed in the New Year, particularly in the areas of appointment of the President, appointment of Governing Body and Chairperson of the Governing Body.

The members were asked to email the Chairman with any queries or points that they may have as they go through the bill

The chairman congratulated the President on his new appointment and thanked him for his service to the Institute over the past 31½ years. He wished the incoming President well in her role and looked forward to working with her.

Chairperson: _____ **Date:** _____