

MINUTES OF MEETING OF THE GOVERNING BODY

HELD ON MONDAY 22ND FEBRUARY 2016 @ 4PM.

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

PRESENT

Mr. Andrew Griffith, Chairperson
Mr. Ann Campbell, President
Mr. Bill Sweeney
Mr. Fergal Smyth
Mr. Paschal McGuire
Cllr. Clifford Kelly
Cllr. Oliver Tully
Mr. Brian Harten
Mr. Aaron Lawless
Ms. Antoinette Rourke
Ms. Sadie Ward McDermott
Mr. Paddy Matthews
Cllr. Tomás Sharkey
Ms. Kitty Warnock
Ms. Rebecca Somers

APOLOGIES

Ms. Síle O'Connor
Cllr. Cathy Bennett

IN ATTENDANCE

Mr. Peter McGrath, Vice President for Finance & Corporate Affairs

Declarations of Interest

Nil

The Chairman welcomed Ms Ann Campbell to her first meeting as President. He noted that she is the first female President in DkIT and wished her well.

Bereavements

The recent bereavements were noted.

G.225.1. M.224 Minutes of the Meeting of 14th January 2016

The minutes of the Governing Body of 14th January 2016 were approved.

Proposed by: Oliver Tully

Seconded by: Bill Sweeney

Voted on and agreed.

G.225.2 Matters Arising

G.225.3 Correspondence

1. Letter from Department of Public Expenditure and Reform dated 28th October 2015, RE Financial procedures to be followed where staff of one public service body incur expenses arising from work undertaken on behalf of another public service body.
2. Letter of correspondence dated 1st December 2015 from Embassy of the United States of America regarding J-1 Summer Work Travel Program.
3. Letter of correspondence dated 2nd December 2015 for HEA, RE Review of Gender Equality in Irish Higher Education Institutions.
4. Letter of correspondence dated 7th December 2015 from Department of Education & Skills re appointment of Ms. Kitty Warnock to Governing Body.
5. Email from HEA dated 15th December 2015, RE Devolved Grant 2015.
6. Letter from HEA dated 21st December 2015, RE appointment of Ms Ann Campbell as Interim President.
7. Letter from HEA dated 29th January 2016, RE DKIT Financial Plan 2015/18.
8. Letter from HEA dated 9th February 2016, RE Grant Allocation 2016.

Arising from Correspondence

- The sale of the Ice Dome was discussed. It was noted that the Finance, Audit & Risk Committee is dealing with this matter and will revert to the Governing Body with a recommendation.
- The allocated grant from the HEA for 2016 is €15,020,442, 2.5% increase on 2015.
- The Chairman noted that the Institute had won the Trench Cup on Saturday and that this was a fantastic achievement. It was also noted that the Soccer Club had gained promotion to the CUFL Premier Division and that the Freshers' team is in final of Division 2 Championship on Thursday 25th February 2016 against Trinity College Dublin. This sporting success was attributed in some respect to the scholarship scheme within the Institute and it was agreed that, where possible, appropriate funding should be put in place to support these groups.

G.225.4.1 Personnel Report

The recent appointments were noted.

1. Progression of Assistant Lecturers to Lecturer Grade.

The list of Academic Staff who recently progressed to the grade of Lecturer were noted.

G.225.4.2 President's Report

1. Outcome of HEA's Strategic Dialogue Cycle 2 Process

A review of the Compact (Strategic Dialogue Cycle 2 Process) places the Institute in category 3 with a resultant 2% reduction in core grant funding for 2016. The Institute will submit a revised Compact to the HEA for approval within the coming weeks. When accepted, this will see the Institute reclassified and the release of the 2% grant.

2. Health & Safety

The Health & Safety Co-ordinator has reviewed and updated the Institute's Health & Safety documents. There were no major incidents to report. Priorities for the 2016 Health & Safety budget are being worked on.

Referring to Meeting G223 7th December 2015 and concern raised over Health and Safety in the North Block (G.223.4.2), following a detailed discussion it was agreed that the following issues need to be looked at ;

- Why the current Health & Safety Process has not highlighted any Health & Safety issues within the North Block building.
- The cost of a Company to carry out a review to determine if there are Health & Safety issues with the North Block building.
-

The President is to obtain quotation for this work and report back to the Governing Body

3. Regional Development Centre and Lifelong Learning Centre Updates

Occupancy in the Regional Development Centre averaged at 82% in 2015 while Millmount Development Centre averaged 46% in 2015 but increased to 75% occupancy in December 2015 and 84% in January 2016.

Part-time Programme and Springboard Courses

It was noted that the Springboard activity is reducing as more people return to work. The call is out for 2016/17.

4. Expulsion of Student

The Academic Council has upheld the findings of the Disciplinary Committee meeting on December 18th 2015 and of the Appeal Submission Hearing on January 12th 2016 and agreed under Sections 10(1) and (3) of the Regional Technical Colleges Act, 1992 (as amended by section 11 of the Institutes of Technology Act 2006) to the exclusion of a student.

5. Launch of the Certificate in the Fundamentals of Understanding and Responding to Domestic Abuse

On the 14th January 2016 the School of Health and Science launched an innovative programme in the area of understanding and responding to domestic abuse.

6. HEA Key Facts and Figures

The HEA has published Key Facts and Figures 2014/15, which is the annual report from its Policy and Strategic Planning (Statistics) Unit.

7. Information Note for Governing Bodies Establishment of Technological Higher Education Association (THEA) to replace IoTI

IoTI will now be rebranded as the Technological Higher Education Association (THEA). Membership will include DIT and the THEA will be Chaired initially by Prof. Tom Collins. A question was asked regarding the funding for THEA, this is to be followed up.

8. ACCA Success

The BA (Hons) in Accounting and Finance secured maximum exemptions from ACCA, the accounting professional body.

G.225.5 Finance, Audit & Risk Committee

The minutes of the meeting, M.F. 147 Minutes of 12th January 2016, were noted:

The Vice President for Finance & Corporate Affairs reported on performance against the plan to 31st December 2015.

See Table and summary below;

Financial Summary	Period			YTD			2015/16 Budget €'000	PY - Period PY - YTD	
	Dec-15 Actual €'000	Dec-15 Budget €'000	Variance €'000	Dec-15 Actual €'000	Dec-15 Budget €'000	Variance €'000		Dec-14 Actual €'000	Dec-14 Actual €'000
Income	3,634	3,152	482	12,945	12,874	71	38,596	3,153	12,604
Pay	2,689	2,609	(80)	10,438	10,438	0	31,307	2,673	10,368
Non Pay	836	604	(232)	2,777	2,485	(292)	7,622	1,383	3,114
Total Expenditure	3,525	3,213	(312)	13,215	12,923	(292)	38,929	4,056	13,482
Operating Surplus/(Deficit) excluding Research and Devolved Grant	109	(61)	170	(270)	(49)	(221)	(333)	(903)	(878)
Devolved Grant	750	0	750	750	0	750	0	62	250
Operating Surplus/(Deficit) excluding Research	859	(61)	920	480	(49)	529	(333)	(841)	(628)
Research - Net Surplus/(Deficit)	202	0	202	(163)	1	(164)	0	101	(151)
Operating Surplus/(Deficit)	1,061	(61)	1,122	317	(48)	365	(333)	(740)	(779)

Summary

There is a deficit of €270k excluding Research and the Devolved Grant. Including Research this deficit is €433k. After the Devolved Grant is accounted for there is a net Surplus of €317k. The targeted Annual deficit for 2015/2016 is €333k. It was estimated that the Institute would carry a deficit of €100k per month for the four months through to December 2015. While the Devolved Grant is not included in the plan part of it's allocation will address this deficit.

Based on the review of Income and Expenditure above, Income and Payroll indicate that they will be on target. Once the budgeted Non Pay Expenditure reflects the previous spending pattern within the Institute, the variance at the end of December 2015 will level out and is expected to be in line with the plan.

It is expected Research Income will match Expenditure and a more detailed review of any variance will be carried out for the January figures to make sure this is on target.

G.225.6 Academic Council Minutes

Minutes No 144, 25th September 2015
Minutes No 144S, 9th October 2015
Minutes No 144S2, 23rd October 2015
Minutes No 145S, 20th January 2016

The minutes were noted.

G.225.5 AOB

It was agreed that the meetings will continue to be held at 4pm.

The restructuring of committees of the Governing Body is to be discussed at the March meeting.

Chairperson: _____ **Date:** _____