

**MINUTES OF MEETING OF THE GOVERNING BODY**

**HELD ON MONDAY 27<sup>th</sup> JUNE 2016 @ 4PM.**

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

**PRESENT**

Mr. Andrew Griffith, Chairperson  
Mr. Ann Campbell, President  
Mr. Bill Sweeney  
Mr. Paschal McGuire  
Mr. Brian Harten  
Mr. Aaron Lawless  
Cllr. Oliver Tully  
Ms. Antoinette Rourke  
Cllr. Cathy Bennett  
Cllr. Clifford Kelly  
Mr. Fergal Smyth  
Ms. Rebecca Somers

**APOLOGIES**

Mr. Paddy Matthews  
Ms. Margaret Swords  
Mr. Richard Crowley  
Cllr. Tomás Sharkey  
Ms. Síle O'Connor  
Ms. Kitty Warnock  
Ms. Sadie Ward McDermott

**IN ATTENDANCE**

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

## **Declarations of Interest**

Nil

## **Bereavements**

The recent bereavements were noted.

### **G.229.1. M.228 Minutes of the Meeting of 23<sup>rd</sup> May 2016**

The minutes of the Governing Body of 23<sup>rd</sup> May 2016 were approved.

**Proposed by:** Oliver Tully

**Seconded by:** Paschal McGuire

Voted on and agreed.

### **G.229.3 Correspondence**

1. Letter from QQI dated 23<sup>rd</sup> May 2016 re Application for Delegation of Authority to make Joint Awards.

2. Letter from HEA dated 23<sup>rd</sup> May 2016 re Strategic Dialogue Cycle 3 and Performance Funding.

3. Letter from HEA, dated 5th May 2016 re Review of the Fund for Students with Disabilities.

4. Letter from HEA, dated 3<sup>rd</sup> June 2016 re Strategic Dialogue Cycle 2 Re-Submission Outcome.

The IT Documentation Framework policies were distributed to members. The Policies will be brought to the Governing Body for approval at their meeting in September.

### **G.229.4.1 Personnel Report**

The recent appointments were noted.

The recent progression of Assistant Lecturers to Lecturer Grade were noted.

## **G.229.4.2 President's Report**

### **1. Health & Safety Update**

The ISMC noted that no significant Health and Safety concerns in relation to the North Block have been reported through the FASCs. The North Block, however, still requires significant investment and the President referred to a letter from Mr Richard Bruton, sent to Mr Peter Fitzpatrick in response to requests for funding. In his letter the Minister made no funding commitments.

### **2. Strategic Developments: DkIT Draft Mission-based Performance Compact**

Following the outcome of the strategic dialogue cycle 2 process with the HEA, Dundalk Institute of Technology submitted its revised Mission-based Performance Compact in March 2016. It has been confirmed by the HEA that at its meeting of 23rd May 2016, the HEA Board was satisfied that the progress made by DkIT was sufficient to warrant a release of the 2% performance funding which had earlier been reserved. The Cycle 3 Report to 2015 is due by 17.30pm on Friday 17<sup>th</sup> June 2016. Printed copies of the submission were distributed to the Board and the Vice President of Strategic Planning, Communications & Development was congratulated for the work involved in preparing the submission.

### **4. OECD and HEInnovate – Embedding Entrepreneurship**

Dundalk Institute of Technology (DkIT) has been identified as a leading exemplar for embedding entrepreneurship in higher education by the Organisation for Economic Co-operation and Development (OECD).

### **5. Lifelong Learning Centre**

The following outlines the final part-time student enrolments for 2015/16, categorised as follows:

1. DkIT certified enrolments = 223 (up 30% y-o-y)
2. Professional body enrolments = 60 (up 29% y-o-y)
3. Springboard enrolments = 189 (up 130% y-o-y)
4. Uncertified enrolments = 448 (down 20% y-o-y)

There are 30 new accredited part-time courses on offer for 2016/2017.

### **7. DkIT lecturer wins prestigious Jennifer Burke Award**

DkIT lecturer in the School of Business and Humanities, Johdi Quinn has been awarded the Jennifer Burke Award for Innovation in Teaching and Learning in recognition of her work in developing language and intercultural learning for her students using Skype exchanges.

## 8. DkIT Student Wins IVNA Veterinary Nurse Student of the Year 2016

Dundalk Institute of Technology (DkIT) student, Elaine Hughes has been awarded Veterinary Nurse Student of the Year 2016 by the Irish Veterinary Nursing Association (IVNA).

### Media Clippings

The article in the Dundalk Democrat on drop out Rates was discussed. For 2012/2013 these were higher than in the previous year. In response, the Institute has adopted Retention as a Quality Enhancement Team.

## G.229.5 Finance, Audit & Risk Committee

### Minutes of the Meeting of 18<sup>th</sup> April 2016

The minutes of the Finance, Audit & Risk Committee, MF151 of 18<sup>th</sup> April 2016 were noted.

### Financial Reports to 31<sup>st</sup> April 2016

The Vice President for Finance & Corporate Affairs reported on performance against the plan to 31<sup>st</sup> April 2016.

### Financial Report for 8 months to 30 April 2016

Financial Summary	Period		YTD			2015/16 Budget €'000	PY - Period		PY - YTD	
	Apr-16	Apr-16		Apr-16	Apr-16			Apr-15	Apr-15	
	Actual €'000	Budget €'000	Variance €'000	Actual €'000	Budget €'000		Variance €'000	Actual €'000	Actual €'000	
<b>Income</b>	3,314	3,217	97	25,955	25,874	81	38,596	3,291	25,346	
Pay	2,614	2,609	(5)	20,992	20,871	(121)	31,307	2,618	20,800	
Non Pay	688	657	(31)	5,327	5,325	(2)	7,622	821	5,849	
<b>Total Expenditure</b>	<b>3,302</b>	<b>3,266</b>	<b>(36)</b>	<b>26,319</b>	<b>26,196</b>	<b>(123)</b>	<b>38,929</b>	<b>3,439</b>	<b>26,649</b>	
<b>Operating Surplus/(Deficit) excluding Research and Devolved Grant</b>	<b>12</b>	<b>(49)</b>	<b>61</b>	<b>(364)</b>	<b>(322)</b>	<b>(42)</b>	<b>(333)</b>	<b>(148)</b>	<b>(1,303)</b>	
<b>Research - Net Surplus/(Deficit)</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>(1)</b>	<b>0</b>	<b>(1)</b>	<b>0</b>	<b>(13)</b>	<b>(110)</b>	
<b>Operating Surplus/(Deficit) excluding Devolved Grant</b>	<b>15</b>	<b>(49)</b>	<b>64</b>	<b>(365)</b>	<b>(322)</b>	<b>(43)</b>	<b>(333)</b>	<b>(161)</b>	<b>(1,413)</b>	
<b>Devolved Grant</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>750</b>	<b>0</b>	<b>750</b>	<b>0</b>	<b>62</b>	<b>500</b>	
<b>Operating Surplus/(Deficit)</b>	<b>15</b>	<b>(49)</b>	<b>64</b>	<b>385</b>	<b>(322)</b>	<b>707</b>	<b>(333)</b>	<b>(99)</b>	<b>(913)</b>	

**Pay.**

Pay is over by €121k for the period, this is a slight increase over last month's variance and the estimate for the full 12 months is still €200k over the budget.

**Non-Pay.**

Non-Pay has a small negative variance of €2k for the year to date. The Non Pay is extremely tight and everything is being done to keep it within the target budget for the year given that the Academic year is nearly over.

**Income.**

Income for the period to date shows a positive variance.

**HEA Grant:**

The HEA Grant will be €110k under 2015/2016.

**Fees:**

Overall fee income shows a negative variance of €241k against the targeted budget in the plan. Further analysis is being carried out to establish the amount of unpaid fees remaining. A fuller picture on fees will be available once the results of exams are due. Income is still coming in on late fees.

**Summary**

The position at the end of April reflects a similar position to that reported at the end of March. Overspend on Payroll, is still expected to be around €200k and the shortfall on income of €200k (including €110k of Recurrent Grant). The overall position shows €400k over, indicating a net deficit of €733k. (The €750k Devolved Grant, is still not included).

**School of Engineering Strategic review**

School of Engineering Strategic review for 2016 was noted by the Executive Board on Friday 24<sup>th</sup> June 2016. It was agreed that following review of the plan by the Executive Board it would be further discussed at the Governing Body.

**Gift & Hospitality Policy**

The Gift & Hospitality Policy was approved

**Proposed by :** Bill Sweeney

**Seconded by :** Brian Harten

**G.229.6 Seal**

The Institute Seal was applied to Bell Media.

**G.229.7 Update on Research Review from Dr Tim McCormac, Head of Research, DkIT**

Dr Tim McCormac presented an update on the recent Research Review. His presentation provided an overview of research activity at the Institute and outlined

cost savings already realised and those planned. Dr McCormac also advised the Board of recently submitted funding applications, which include:

3 Large Scale Interreg applications:

- Netwell/Casala €918,138 (direct) + €229,535 (overhead)
- CREDIT €1,139,120 (direct) + €209,424 (overhead)
- SMRC €1,754,609 + €438,642
- Total Direct €3,811,867 (over 5 years)
- Total Overhead €877,601 (over 5 years)

Interreg proposals are currently being shortlisted and applicants will be advised at the end of June if their projects are included in this shortlist. The final outcome will be announced in early 2017.

Examples of other funding applications include

- SMRC: HRB, IRC and SFI schemes 2016
- Netwell/Casala: H2020 Schemes & SFI, EI, IRC schemes 2016
- CREDIT: SEAI

The Chairman thanked him for his presentation.

#### **G.229.8 AOB**

The President advised the Board that the new Irish Language Officer will report to the Vice-President for Strategy, Communications and Development and will work with the Institute's Irish Language Committee. The President confirmed that the Institute has made commitments under the Official Languages Act (Scéim Teanga 2014-2017) but that due to resource constraints is challenged to meet all its commitments. The President has advised Oifig na Gaeilge accordingly and the Irish Language Officer will work with the Coimisinéir Teanga in this regard.

The President agreed to report to the Board in September on Garda Vetting.

Next meeting is Monday 25<sup>th</sup> July 2016 @ 4pm.

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