

MINUTES OF MEETING OF THE GOVERNING BODY

HELD ON MONDAY 25th JULY 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
Cllr. Cathy Bennett
Cllr. Clifford Kelly
Ms. Rebecca Somers
Mr. Paddy Matthews
Ms. Síle O'Connor
Ms. Kitty Warnock
Ms. Sadie Ward McDermott

APOLOGIES

Cllr. Tomás Sharkey
Ms. Margaret Swords
Mr. Richard Crowley
Mr. Fergal Smyth
Ms. Antoinette Rourke

IN ATTENDANCE

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

Declarations of Interest

Nil

Bereavements

The recent bereavements were noted.

G.230.1. M.229 Minutes of the Meeting of 27th June 2016

The minutes of the Governing Body of 27th June 2016 were approved.

Proposed by: Paschal McGuire

Seconded by: Bill Sweeney

Voted on and agreed.

G.230.3 Correspondence

1. Circular Letter from Department of Education and Skills re Implementation of the recommendations of the Chairperson of the Expert Group on Fixed-Term and Part-Time employment in Lecturing in the Third Level Education in Ireland.

2. Circular Letter from Department of Education and Skills re Flexible working arrangements (FWA).

3. Letter from HEA re Review of Chaplaincy Services in the Higher Education Sector.

4. Letter from Fergus O'Dowd TD

The President reported that she met with Officials from the Department on Wednesday 13th July 2016. The Vice President of Finance and Corporate Affairs also attended the meeting. A follow up meeting is scheduled for Wednesday 27th July 2016.

G.230.4.1 Personnel Report

The recent appointments were noted.

G.230.4.2 President's Report

1. Interreg Applications

Three proposals submitted by DkIT Researchers in partnership with other HEIs to Interreg have been approved to progress past Phase 1. These are the projects proposed by Netwell/Casala, the Smooth Muscle Research Centre (SMRC) and Credit.

2. Annual Institute Quality Report (AIQR)

The Institute has submitted its AIQR for 2014/15 to QQI. The 2015/16 report is being prepared and is due for submission at the end of the year.

3. Strategic Developments:

The Institute has compiled and submitted its Mission-based Performance Compact 2015 Progress Report.

4. Regional Development Centre:

The Regional Development Centre (RDC) at Dundalk Institute of Technology and Millmount Development Centre Drogheda, welcomes a new tenant company: **Nova Leah**(Unit 12 RDC)

5. THEA

IOTI has been replaced by THEA which includes DIT.

The membership fee for DkIT is set at €75, 693 representing a €5,000 increase from €70,693.

G.230.5 Finance, Audit & Risk Committee

Minutes of the Meeting of 17th May 2016

The minutes of the Finance, Audit & Risk Committee, MF152 of 17th May 2016 were noted.

Financial Reports to 31st May 2016

The Vice President for Finance & Corporate Affairs reported on performance against the plan to 31st May 2016.

Financial Report for 9 months to 31st May 2016

Summary

The operating deficit for the first nine months to 31st May 2016 is €472k (after research and the devolved grant, there is an operating surplus of €268k). The variance against the plan for the period excluding research and the devolved grant is (€244k). This still puts us on target for the year to break even after including the devolved grant of €750k.

Financial Summary	Period	Period	YTD			2015/16 Budget €'000	PY - Period		
	May-16 Actual €'000	May-16 Budget €'000	Variance €'000	May-16 Actual €'000	May-16 Budget €'000		Variance €'000	May-15 Actual €'000	May-15 Actual €'000
Income	3,099	3,175	(76)	29,054	29,049	5	38,596	3,017	28,363
Pay	2,730	2,611	(119)	23,722	23,482	(240)	31,307	2,633	23,433
Non Pay	477	470	(7)	5,804	5,795	(9)	7,622	571	6,420
Total Expenditure	3,207	3,081	(126)	29,526	29,277	(249)	38,929	3,204	29,853
Operating Surplus/(Deficit) excluding Research and Devolved Grant	(108)	94	(202)	(472)	(228)	(244)	(333)	(187)	(1,490)
Research - Net Surplus/(Deficit)	(9)	0	(9)	(10)	0	(10)	0	(15)	(125)
Operating Surplus/(Deficit) excluding Devolved Grant	(117)	94	(211)	(482)	(228)	(254)	(333)	(202)	(1,615)
Devolved Grant	0	0	0	750	0	750	0	63	563
Operating Surplus/(Deficit)	(117)	94	(211)	268	(228)	496	(333)	(139)	(1,052)

Pay

Pay variance has increased by €119k in the period; this is due largely to the following factors, part-time pay, shift allowance and replacement staff.

The year to date variance of €240k is partly attributed to increased springboard costs which are matched by income. It is not expected that the payroll variance will increase greatly between now and the year end.

Non Pay

No Pay remains on target but is under considerable pressure to hold this position to the end of the year.

Income

Income year to date is on line. There is still pressure on fees collection and some fees continue to be paid. Overall there is still difficulty with the collection of fees

and fee income is down €230k on budget. Procedures regarding collection of fees for 2016/17 have been reviewed in order to ensure prompt payment of fees.

DkIT Report to HEA on Financial Plan (Update to end July 2016)

This is the fifth of a series of monthly updates to the HEA on DkIT's progress against the objectives outlined in its Financial Plan, which was approved by the HEA in January 2016. The updates below refer to June 2016.

HEA Compact

Arising from the outcome of the Strategic Dialogue Cycle 2 process, the Institute submitted a revised Performance-based Compact to the HEA. The HEA advised the President on 3 June 2016 that the revised Compact, which reflects a clearer articulation of the strategic priorities for DkIT has now been accepted by the HEA. The HEA has further advised that the progress made by DkIT was sufficient to warrant a release of the 2% performance funding which had earlier been reserved.

School of Engineering Development of a Strategic Plan

The strategic plan for the School of Engineering was presented to the Institute's Executive in June 2016. The report is very comprehensive and has been noted by the Executive who has requested that it be given time to consider the strategies proposed in greater detail in the autumn. The Governing Body has endorsed this approach. Aspects of the strategy are already being implemented including non-replacement of retiring staff and new programme development.

Part-time Provision

The Institute will offer approximately 30 accredited part-time programmes for 2016/2017, including 8 Springboard programmes. The Institute is finalising validation of these new programmes and has published its 2016-17 part-time handbook. See:

<http://www.learn.ie/sites/default/files/uploads/LLC%20Prospectus%202016-2017.pdf>

Restoring Research Projects to a self-funding position: Summary Update February 2016

A detailed review of the performance of each of the research centres over the past 5 years was presented to the Executive Board and the Governing Body in June 2016. The review has identified key research performers, which align with national and international policy. The review will form the key foundation for the next research strategy (2017-2020).

The Institute is responding to national and international research funding calls, including Interreg and Horizon 2020, which, if successful, will enable the reduction of the pay bill cost of research to the Institute.

Controlling Staff Costs

The Academic Council has set up a working group to examine teaching delivery norms per discipline and NFQ level in the sector and to prepare guidelines for DkIT in this respect. This is part of the preparation for Programmatic Reviews due in 2017/18.

G.230.6 Academic Council

Minutes of meeting no 147 6th May 2016 were noted.

147.09 Amendment to Terms of Reference for the Graduate Research Programme Board (GRPB) (AC:DOC:147:09:01, Motion 147.05)

This amendment to the Terms of Reference for the Graduate Research Programme Board (GRPB) is in response to changes adopted at Academic Council Meeting No 146.

Motion was agreed.

Proposed by: Clifford Kelly
Seconded by: Cathy Bennett

Voted on and agreed.

G.230.8 Presentation on DkIT Brand Identity and Guidelines.

Ms. Irene Mc Causland, Vice President of Strategic Planning, Communications and Development and Mr Thomas Redmond, Marketing & Communications Manager joined the meeting and gave a presentation on DkIT Brand Identity and Guidelines.

The Chairman thanked them both for their presentation.

Points that arose were;

- It was generally agreed that the Logo needs to be looked at when funding becomes available.
- It was also felt that all Newspapers in the region, particular those outside Dundalk need to be kept in the loop regarding PR and Press Releases.
- It is important that the Irish Language be incorporated into communications, where appropriate.

G.230.7 Seal

The Institute Seal was applied to South Post & Graphics Ltd and Louet Woods Products.

G.230.9 AOB

Procedures for the Collection of Student Fees

The Procedures for the Collection of Student Fees was approved subject to the following amendments;

5.32 Part-Time Students

'bi-weekly' to be replaced by *'twice a month'*.

5.2.2 Payment by Instalment for Specific Programmes or Student Cohorts

'in conjunction with' to be replaced with *'in consultation with'*

Proposed by: Oliver Tully

Seconded by: Bill Sweeney

Voted on and agreed.

A further point in relation to payment of fees by State Agencies is to be included in a submission to the HEA by the Institute on the current funding model. The chairman of the Finance, Audit & Risk Committee, The President and Vice President for Finance & Corporate Affairs will meet to discuss this submission to the HEA.

Next meeting is Monday 26th September 2016 @ 4pm.

Chairperson: _____ **Date:** _____