

**NOTES OF GOVERNING BODY MEETING**

**HELD ON MONDAY 10<sup>th</sup> DECEMBER, 2018 AT 16.00.**

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

**Declarations of Interest**

Nil

**G.252.1 M.251 Minutes of the Meeting of 19<sup>th</sup> November 2018**

The minutes of the Governing Body of 19<sup>th</sup> November 2018 were approved.

**Proposed by: Mr. Paschal McGuire;**

**Seconded by: Ms Margaret Swords.**

**G.252.2 Matters Arising**

**G.250.2 /G.249.2 Nominating sub-committee for “GB Equality”**

The GB Chairman referred to previous discussions and recapped on the setup of the committee as follows:-

- There should be at least five members on the sub-committee;
- Chair: One of the External Governing Body Members (sub-committee shall appoint a Chair of the group);
- Have at least 1 student and staff member as part of the sub-committee.
- Meet at least 4 times annually;
- Publish a report which shall be made available to all staff, students and members of the Institute.

The following are nominated to the sub-committee:

Ms. Antoinette Rourke (Staff Representative)

**Proposed by: Mr. Fergal Smyth;**

**Seconded by: Mr. Richard Crowley;**

Ms. Maria Maguire (Student Representative)

**Proposed by: Michael Mulvey Ph.D.;**

**Seconded by: Mr. Richard Crowley.**

Ms. Margaret Swords (External Representative)

**Proposed by: Cllr. Clifford Kelly;**

**Seconded by: Cllr. Cathy Bennett.**

Cllr. Oliver Tully (External Representative)

**Proposed by: Mr. Bill Sweeney;**

**Seconded by: Mr. Paddy Matthews.**

For gender balance, the GB Chairman deferred the nomination of the fifth member (male) to the next Governing Body meeting.

**G.252.3 Correspondence**

None.

**G.252.4.1 Personnel Report**

Recent appointments were noted and confirmed.

**G.252. 5 Finance Audit & Risk Committee (FAR)**

**Minutes of Meeting MF 180 dated 13<sup>th</sup> November 2018**

The minutes of the Finance, Audit & Risk Committee, MF 180 dated 13<sup>th</sup> November were noted.

Ms. Antoinette Rourke and Mr. Richard Crowley commented on Item MF 180.4 referencing payroll costs in particular timetabling/flex hour. The FAR Acting Chairman responded outlining that timetabling is only being done one semester at a time, practice should be full year. FAR want to ensure that we have an overview of surplus staff costs/requirements for the full year.

Ms. Maria Maguire commented on Item MF 180.6 Ice Dome and sought clarification on information that she had received re Irish Ice Hockey Association. The FAR Acting Chairman advised that the information briefed to the Governing Body by Ms. Maguire was not correct.

**G.252. 6 Governance**

**G.252.6 Self -Assessment Evaluation Responses**

The President reminded Governing Body members to return their responses.

**G.252.7 Seal**

The Institute's seal was applied to the following and noted.

Transfer of Lands (DUN211/37) documents	30/11/18
1. Deed of Transfer	
2. Lease of Easements and Maps	

**G.252.8****Academic Council**

Academic Council Minutes No. 159 dated 28<sup>th</sup> September 2018

The above were noted.

**Re: Academic Council Motion 159.07**

The President proposed: that the Governing Body ratifies the following awards:

(AC:DOC:159:10:01) Higher Diploma in Science in Data Analytics;  
Certificate in Data Analytics.

**Proposed by: Ms. Maria Maguire;**

**Seconded by: Cllr. Cathy Bennett.**

**Voted on and agreed unanimously**

**Re: Academic Council Motion 159.08**

The President proposed that the Governing Body adopts the “Policy on the Management of Research Data and Records” AC:DOC:159:11:01)

**Proposed by: Ms Margaret Swords;**

**Seconded by: Cllr. Oliver Tully.**

**Voted on and agreed unanimously**

**G.252.9****Presentation by Catherine Staunton, Head of Careers & Employability**

The Chairman welcomed Ms. Catherine Staunton, Head of Careers & Employability, Mr. Anthony Murray, Employability Advisor and Ms. Joyce O’Hara – Placement Development Co-ordinator.

Ms. Staunton on behalf of her colleagues thanked the Governing Body Chairman, President and Governing Body for the invitation and introduced her Colleagues, Mr. Anthony Murray and Ms. Joyce O’Hara. Ms. Staunton proceeded to give an overview on DkIT Careers & Employability Centre and outlined that the Centre works to ensure that DkIT graduates are self-aware, self-resourceful and work ready and gave an overview on the following items:

- Overview of Careers & Employability Centre
- Embedding Employability – Work Programme
- Spotlight on Work Placement
- Graduate Outcomes Survey
- Development Considerations

Mr. Murray outlined the background to the Graduate Outcomes Survey 2017, the report is due in January.

- 94% of graduates were in employment or further study within 9 months;
- 89% of graduates found employment in the region.

Ms. O’Hara gave an outline to placement of students.

Q&A session took place after the presentation. The Chairman Governing Body on behalf of the President and Governing Body thanked Ms. Staunton, Mr. Murray and Ms. O'Hara for their informative presentation and congratulations on their work in the Centre.

**G.252.10 AOB**

Mr. Fergal Smyth asked for an update on the Draft Financial Statements 2016/2017.

The Acting FAR Chairman told Governing Body that C&AG have been in contact and there is currently a backlog in their Department and we have until the 31<sup>st</sup> December 2018 to submit signed accounts. The FAR Committee will be meeting on Thursday 20<sup>th</sup> December 2018 at 10.00 a.m. to make a recommendation to Governing Body on the Draft Financial Statements 2016/17. The Governing Body will meet on Thursday 20<sup>th</sup> December 2018 at 2.00 p.m. and the Governing Body Chairman asked all in attendance if they would be available on Thursday 20<sup>th</sup> December 2018 at 2.00 p.m. as a quorum is required (7 confirmed).

Ms. Antoinette Rourke raised questions re Institutional Review and the process for personnel meeting the Review Panel.

**Meeting concluded at 17.50**

---

**Cllr. Clifford Kelly,  
Chairman**

---

**Date**