

**NOTES OF MEETING OF THE GOVERNING BODY**

**HELD ON MONDAY 28<sup>th</sup> JANUARY 2019 AT 16.00**

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

**Declarations of Interest**

Nil

- G.254.1. Minutes M.253 Minutes of Meeting dated 20th December 2018**  
The minutes of the Governing Body of 20<sup>th</sup> December 2018 were approved.

**Proposed by: Mr. Paschal McGuire;**  
**Seconded by: Cllr. Oliver Tully.**

- G.254.2 Matters Arising**  
**GB Ref: G. 252.2 /G249.2: Nominating sub-committee**  
The President reported that whilst it wasn't envisaged to have two staff members on the sub-committee but given that both staff members would like to serve and if Governing Body are in agreement then the composition could include Ms. Antoinette Rourke and Mr. Richard Crowley. The Chairman asked Governing Body if they are in favour and they all agreed.

- G.254.3 Correspondence**  
1. Documents addressed to Clifford Kelly, Governing Body, DkIT delivered to DkIT (received on the 4th January 2019) from Peter Fitzpatrick TD re Louth GAA.

The Chairman informed the Governing Body that he received documents addressed to him c/o DkIT from Peter Fitzpatrick re GAA County Board. The Chairman gave the documentation to the President.

The President outlined to the Governing Body that the letter was seeking approval from DkIT to the Louth GAA County Board for them to submit a planning application to Louth County Council to fill lands (3 acres) for the purpose of providing a sports stadium.

The President informed the Governing Body that he met with representatives from the GAA with the Chairman, Governing Body recently for a general discussion including the 3 acres. The President stated that we do not wish to sell the lands but possibly a leasehold agreement instead and asked for a letter from the GAA. The President also stated that we sought legal advice and were awaiting a response.

Following the update from the President, there was a general discussion on this topic.

Assurance regarding the following matters was requested:

- (i) Provision to ensure that material used for the land fill meets relevant standards and DkIT has a means to satisfy itself regarding this;
- (ii) DkIT is not necessarily committed to continue with any further arrangements;
- (iii) Land fill levels to be agreed by the DkIT Estates Manager.

Proposal to give permission to the GAA Louth County Board to “fill” the lands on condition that the requirements mentioned above are adhered too.

**Proposed by:** Cllr. Oliver Tully;  
**Seconded by:** Ms. Maria Maguire;  
**Voted:** All in favour

2. Letter dated 10th January 2019 addressed to Mr. Michael Mulvey, President, Dundalk Institute of Technology from Jan van Dijk, van Dijk Architects, Millhouse, Millstreet, Dundalk Co Louth re correspondence with Jan J van Dijk and others. The President informed the Governing Body that the FAR committee are dealing with this matter.

#### **G.254.4.1 Personnel Report**

Recent appointments were noted and confirmed.

#### **G.254. 5 Finance Audit & Risk Committee (FAR)**

Mr. Stuart Quinn, Acting Finance Manager joined the meeting for this item.

Mr. Bill Sweeney, Acting FAR Chairman referenced previous FAR Minutes Ref MF 181 dated 27<sup>th</sup> November 2018 outlining that the FAR Committee agreed to formally approve €200k to be moved to Capital Development Reserve and requested a formal resolution from Governing Body.

**Proposed by:** Cllr. Oliver Tully;  
**Seconded by:** Ms. Sile O’Connor.  
**Voted:** All in favour.

#### **Minutes of Meeting MF183 dated 20<sup>th</sup> December 2018**

The minutes of the Finance, Audit & Risk Committee M.F. 183 dated 20<sup>th</sup> December 2018 were noted.

### **Minutes of Meeting MF182 dated 10<sup>th</sup> December 2018**

The Acting FAR Chairman drew attention to Item MF 182.5 re HEA Financial Plan 2016/2018. The Acting FAR Chairman stated that Mr. Michael O’Connell presented his final report on DkIT’s Financial Plan 2016/2018 to the FAR Committee. Mr. O’Connell gave a brief summary and commended the Institute on not only achieving the targets set but in fact significantly exceeding them.

*“He recommended the Institute continue to review Schools that run deficits with particular reference to Engineering and Informatics & Creative Arts and focus on increasing Student Numbers and part-time provision.”*

The minutes of the Finance, Audit & Risk Committee M.F. 182 dated 10<sup>th</sup> December 2018 were noted.

### **File Note: Institute Bank Account currently under the authority of former President of DkIT, no longer associated with the Institute.**

The File Note below was tabled at the meeting by Mr. Stuart Quinn, Acting Finance Manager.

*“28th January 2019*

*The EBS account no. 30xxxxx9 is currently under the authority of a former President who is no longer associated with DkIT. In order to close the account and move the funds to DkIT’s AIB Deposit account, we need to re-assign authority on this account to another individual who will present themselves at the local EBS branch with appropriate identifications and complete the necessary paperwork. The Acting Finance Manager is proposing that the President nominate an appropriate individual to take on this task.*

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*Stuart Quinn  
Acting Finance Manager”*

**Proposed by:** Mr. Paschal McGuire;  
**Seconded by:** Mr. Bill Sweeney;  
**Voted:** All in favour.

The Acting Finance Manager left the meeting after the vote.

### **G.254.6.1 Self-Assessment Evaluation Responses (Appendix N THEA Code of Governance)**

The President stated that the Governing Body Self-Assessment Evaluation responses were summarised in the document circulated in the Governing Body booklet. The President proposed forwarding the Evaluation responses to the FAR Committee and they would revert back to Governing Body when reviewed. The President’s Office to forward the relevant document to be included on the Agenda for the next FAR meeting.

**Proposed by:** Mr. Paddy Matthews;  
**Seconded by:** Mr. Fergal Smyth;  
**Voted:** All in favour.

**G.254.7.1 Seal**

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

Leasing documents for Brandt Translations T/A Brandt
Leasing documents for Aquaweb

**G.254.8.1 HEA Compact Presentation**

Ms. Irene McCausland, Vice President of Strategic Planning, Communications and Development (VP SCD) joined the meeting for this Item. The VP SCD briefed the Governing Body of the DkIT HEA Compact report and the feedback received. There are six key system objectives set out under the Framework with High Level National Targets and the Core Principles underpinning the Vision for Higher Education in the region. The Strategic Focus:

- (i) Integrate with Northern Ireland system;
- (ii) Part-time provision/up skilling for industry;
- (iii) Programme Portfolio Review. Student number targets were circulated at the meeting and discussed.

There was discussion around the value or otherwise of the use of the word university in relation to attracting CAO applicants.

Approval was requested for the HEA Compact:

**Proposed by:** Mr. Paschal McGuire;  
**Seconded by:** Mr. Bill Sweeney;  
**Voted All in favour: 11;**  
**Abstained: 2.**

The Chairman thanked the VP SCD for the informative presentation.

**G.254.9 AOB**

**Bereavements**

Recent bereavements noted and a Minutes silence was observed.

**Meeting concluded at 17.25**

**Signed:** \_\_\_\_\_

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

**Clifford Kelly**

**Chairman**