

NOTES OF MEETING OF THE GOVERNING BODY

HELD ON MONDAY 24th FEBRUARY 2020 AT 16.00.

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

Declarations of Interest

Nil

At the outset of the meeting, the Chairman on behalf of the Governing Body conveyed the Governing Body's sympathy on her recent family bereavements. Ms. Warnock thanked the Chairman and the Governing Body for their letters.

G.268.1 M.267 Minutes of the Meeting of 27th January 2020

The minutes of the Governing Body dated 27th January were approved.

Proposed by: Mr. Bill Sweeney;

Seconded by: Ms. Sadie Ward McDermott.

G.268.2 Matters Arising

Female Student Representative

Mr. Glenn McCourt requested an update on the female student nominee to the Governing Body. The President's Office informed Governing Body that the nomination was sent to the LMETB and was followed up last week for an update - no response to date. Ms. Sadie Ward McDermott will follow up with the LMETB.

G.268.3 Correspondence

None.

G.268.4.1 Personnel Report

Recent appointments and progression were noted and confirmed.

Ms. Marie Madigan, Finance Manager joined the meeting at 16.20

G.268. 5 Finance Audit & Risk Committee (FAR)

Minutes of Meeting dated 21st January 2020 M.F. 196

The minutes of the Finance, Audit & Risk Committee, M.F. 196 dated 21st January were noted.

M.F. 196.9 DkIT Sport Ltd Accounts 31/08/19

The Acting FAR Chairman briefed the Governing Body. The DkIT Sport Ltd Accounts 31/0819 were noted.

M.F.196.10 Dundalk Campus College Services (DCCS) Ltd Accounts 31/08/19

The Acting FAR Chairman briefed the Governing Body. The DCCS Accounts 31/0819 were noted.

M.F.196.15 Review of Internal Financial Controls 2018/19 recommended by FAR (tabled at G.267)

The Finance Manager outlined the background to the Review of Internal Financial Controls that are reviewed on a yearly basis by Senior Staff and the Internal Financial Controls 2018/19 were presented to FAR.

The following areas are reviewed:

- Payroll
- Capital Projects
- Procurement
- Fixed Assets
- Accounts Payable
- Research & Self Financing
- Non-Pay Budget
- Finance IT Systems
- Student Fees & Grants
- Records Management
- Bank
- Income
- Debtors

Arising from the replies and reviews carried out, no serious weaknesses were identified and any issues arising were discussed and summarised in the review. The Finance Manager informed the Governing Body that the Accounts system Agresso is currently being upgraded.

The Acting FAR Chairman informed the Governing Body that it is their responsibility to review this Internal Financial Controls and the C&AG review the Internal Financial Controls when carrying out their Audit for the financial year.

The Acting FAR Chairman and the Finance Manager informed the Governing Body that Deloitte have been appointed sector wide as the new Auditors.

There was a preliminary meeting with Deloitte and they have been invited to attend the next FAR meeting. Deloitte will review the Internal Financial Controls.

The Governing Body approved the Internal Financial Controls 2018/19 for adoption.

Proposed by: Cllr. Clifford Kelly;
Seconded by: Mr. Bill Sweeney;
Voted on: Unanimous agreement.

M.F. 197. 8

The Finance Manager notified Governing Body that she requested permission from the FAR Committee at its meeting on the 18th February 2020 to open a bank account called DKIT Connect DAC. The Acting FAR Chairman informed Governing Body that FAR approved the opening of the Bank Account.

The Governing Body approved the opening of the DkIT Connect DAC account.

Proposed by: Cllr. Clifford Kelly;
Seconded by: Mr. Bill Sweeney;
Voted on: Unanimous agreement.

M.F. 196.13 ESF Maintenance Grant Bank Account

The proposal to close the dormant ESF Maintenance Grant Bank Account was agreed at the FAR meeting on the 21st January 2020 for approval by Governing Body. The account has been dormant since 2017.

The Governing Body approved the closure of the ESF Maintenance Grant Bank Account.

Proposed by: Cllr. Clifford Kelly;
Seconded by: Mr. Bill Sweeney;
Voted on: Unanimous agreement.

M.F. 197.9 HEA Annual Governance Statement including Statement of Internal Controls 2018/19

The HR Manager/Secretary stated that the Annual Governance Statement is a standard HEA template for Institutes of Technology. The HR Manager/Secretary reviewed the document page by page at the meeting with the Governing Body

The HR Manager/Secretary also stated that the Annual Governance Statement will be brought forward to align with the Statement of Internal Control (C&AG) that is within three months after the end of the financial year.

The HEA Annual Governance Statement was approved by the Governing Body.

Proposed by: Ms. Sadie Ward McDermott;
Seconded by: Mr. Paschal McGuire;
Voted on: Unanimous agreement.

The Finance Manager briefed the Governing Body on the Statement of Internal Controls year ended August 2019 tabled at the meeting. The Statement of Internal Control year ended August 2019 was presented to the FAR Committee on the 21st January 2020 and the Committee recommended the Report to Governing Body for their approval. The Finance Manager also stated that in future the Statement of Internal Controls will be brought forward to align with the C&AG that is within three months after the end of the financial year.

The Financial Statements approved subject to a minor amendment to Item 10: Weaknesses in internal control.

Proposed by: Cllr. Clifford Kelly;
Seconded by: Mr. Bill Sweeney;
Voted on: Unanimous agreement.

Ms. Marie Madigan left the meeting at 17.20.

G.268. 6 Land and Buildings Minutes dated 2nd December 2019 L&B 0619
The Minutes of Meeting L&B 0619 dated 2nd December 2019 were noted.

The Chairman notified the Governing Body that he attended a joint meeting of the FAR Committee and the Land & Buildings Committee on the 11th February 2020 to get a briefing on property matters. He also mentioned that Ms. Irene McCausland, Vice President of Strategic Planning, Communications and Development, is the contact person within the Institute on property matters.

G.268.7.1 Academic Council
Academic Council Minutes No. 165B dated 20th November 2019
The above Council Minutes were noted.

Academic Council Minutes No. 166 dated 29th November 2019
The above Council Minutes were noted.

Academic Council Motions No. 166 dated 29th November 2019

The HR Manager/Secretary read the following motions at the meeting:

Motion 166.01

“Academic Council approves the Talbot Hotel Carlow as an off-site venue for the delivery of the face-to-face component of the following blended programmes:

Certificate in the Fundamentals of Food Production Management

Certificate in Health and Safety (Manufacturing Industry)
M.Sc. in Management and Leadership

Proposed: Dr. Breda Brennan
Seconded: Dr. Edel Healy

Votes: 34
In Favour: 34
Against: 0
Abstentions: 0

Proposed by: Mr. Gerald O'Driscoll;
Seconded by: Ms. Sadie Ward McDermott.

Motion 166.02

*“That the Academic Council approve the appointment of the following
External Examiners **Ms Anne-Marie Martin** – UCC*

Programmes

- *B.Sc. (Hons) in Intellectual Disability Nursing*
- *Certificate in Leadership, Management and Quality Initiatives in Intellectual Disability Services*

Term of Contract - 1st November, 2019 to 30th September, 2022

Mr. Gregory Burke – Lecturer – TUD Cathal Brugha St

Programmes

- *Certificate in Fundamentals of Food Production Management*
- *Certificate in Health and Safety (Manufacturing Industry)*

Term of Contract - 1st November, 2019 to 30th September, 2022

Ms. Tina Purcell – Lecturer – LyIT

Programme

- *Bachelor of Science in Veterinary Nursing*

Term of Contract - 1st October, 2019 to 30th September, 2022

Mr. James Keane – Regional Manager – Teagasc

Programmes

- *Bachelor of Science (Hons) in Sustainable Agriculture*
- *Bachelor of science (Honours) in Agri-Food Production*

Term of Contract - 1st October, 2019 to 30th September, 2022

Dr. Ronan Courtney – Lecturer – University of Limerick

Programmes

- *B.Sc. in Pharmaceutical Science*

- *B.Sc. (Hons) in Science with 2 award options (Biopharmaceutical Science/Environmental Bioscience*

Term of Contract - 1st October, 2019 to 30th September, 2020 (one-year extension)

Dr. Ben Fitzpatrick – Lecturer – Ulster University

Programme

- *B.Sc. (Hons) Health and Physical Activity*

Term of Contract - 1st October, 2019 to 30th September, 2022

Dr. Oliver Joyce – Lecturer – Sligo IT

Programmes

- *B.Sc. in Applied Bioscience*
- *B.Sc. in Pharmaceutical Science*

Term of Contract - 1st October, 2019 to 30th September, 2022

Dr. Evelyn Landers

Programmes

- *B.Sc. in Pharmaceutical Science*
- *B.Sc. (Hons) in Science with 2 award options (Biopharmaceutical Science/Environmental Bioscience*

Term of Contract - 1st October, 2019 to 30th September, 2022

Proposed: Dr. Edel Healy

Seconded: Dr. Breda Brennan

The Heads of Department from the School of Health and Science, Dr Breda Brennan, Dr. Myles Hackett and Dr. Arjan Van Rossum presented the list of External Examiners to Academic Council.

*Votes: 34
In Favour: 33
Against: 0
Abstentions: 1”*

Proposed by: Mr. Gerald O’Driscoll;

Seconded by: Mr. Paschal McGuire.

Motion 166.03

“That the Academic Council approve the appointment of the following External Examiner Mr. Colin O’ Brien – VP Product Design and Supply Chain Manager – Standard Access

Programme

B.Eng. (Hons) in Mechanical Engineering

Term of Contract - 1st October, 2019 to 30th September, 2022

Proposed: Mr. Colman Ledwith
Seconded: Mr. Pat Mc Cormick

Votes: 34
In Favour: 34
Against: 0
Abstentions: 0

Proposed by: Mr. Gerald O’Driscoll;
Seconded by: Ms. Antoinette Rourke.

Motion 166.04

“That the Academic Council approve the appointment of the following External Examiners

Dr. Mary Boyd – Associate Head of Department of Management, Leadership and Marketing Ulster University Business School

Programme

M.Sc. in Management and Leadership

Term of Contract - 1st October, 2019 to 30th September, 2022

Mr. Mark Stockil – Managing Director, Stockil Continuous Improvement

Programme - All cohorts of the Lean Six Sigma (L7) Programme

Term of Contract - 1st October, 2019 to 30th September, 2022

Ms. Erin Mc Namara Cullen – School of Humanities WIT

Programmes

All Spanish Modules at L6, L7 and L8 across all programmes in the School of Business and Humanities

Term of Contract - 1st October, 2019 to 30th September, 2022

Dr. Patricia Mc Hugh – Lecturer – NUI Galway

Programmes

All Modules associated with the MBS Programme (Level 9, 90 Credits)

Term of Contract - 1st October, 2019 to 30th September, 2022

Mr. Adrian Payne – Head of Marketing and Communications - TUD (Tallaght)

Programmes

BA (Hons) in Accounting and Finance
BB (Hons)/BB (Hons) Monaghan
BBS (Hons)/BBS (Hons) Part-time
BA in Digital Marketing, Communication and Public Relations
BB in Business and Management
BB on Business and Technology
BA (Hons) in Global Marketing
Certificate in Digital Marketing and Digital Media

Term of Contract - 1st October, 2019 to 30th September, 2020 (1-year extension only)

Ms. Clare Kearney – Lecturer – WIT

Programmes

BA (Hons) in Accounting and Finance
BB (Hons)/BB (Hons) Monaghan
BBS (Hons)
BA in Digital Marketing, Communication and Public Relations
Higher Diploma in Business
BA (Hons) in Global Marketing

Term of Contract - 1st October, 2019 to 30th September, 2020 - 1 year extension only

Mr. Ivan Mc Phillips – Lecturer – GMIT

Programmes

BA (Hons) in Accounting and Finance
BB (Hons)/BB (Hons) Monaghan
BBS (Hons)/BBS (Hons) Part-time, International Management Studies (Erasmus)
BA in Digital Marketing, Communication and Public Relations
BB in Business and Management
BB on Business and Technology
BBS (Hons) in Digital and International Business
Certificate in Management Fundamentals
Higher Diploma in Business

Term of Contract - 1st October, 2019 to 30th September, 2020 - 1 year extension only

Ms. Siobhan Cullen – Lecturer – LyIT

Programmes

BA (Hons) in Accounting and Finance
BB (Hons)/BB (Hons) Monaghan
BBS (Hons)/BBS (Hons) part-time
BA in Digital Marketing, Communication and Public Relations

*BB in Business and Management
BB on Business and Technology
Certificate in Employment Law*

Term of Contract - 1st October, 2019 to 30th September, 2020 -1 year extension only

Dr. John Gallagher – Lecturer - TUD

*Programmes
BA in Digital Marketing and Public Relations
BA (Hons) in Public Relations
BA (Hons) in Global Marketing*

Term of Contract - 1st October, 2019 to 30th September, 2022”

*Proposed: Dr. Patricia Moriarty
Seconded: Prof. Colette Henry*

The Heads of Department from the School of Business and Humanities, Professor Colette Henry and Mr. Shane Hill presented the list of External Examiners to Academic Council on behalf of the School.

*Votes: 34
In Favour: 34
Against: 0
Abstentions: 0”*

***Proposed by: Mr. Gerald O’Driscoll;
Seconded by: Mr. Bill Sweeney.***

Motion 166.05

“That the Academic Council ratifies approval of the following programme (AC:DOC:166:09:01):

School: School of Health and Science

Department: Nursing, Midwifery and Early Years

Programme: Certificate in Nurse/Midwife Medicinal Product Prescribing

*Proposed: Dr. Edel Healy
Seconded: Dr. Sheila Flanagan*

*Dr. Edel Healy presented the new validation to Academic Council. It is a part-time programme that is aimed at Nurses and Midwives and will form part of a new master’s suite within a consortium for September 2020.
The President congratulated the School.*

*Votes: 35
In Favour: 35
Against: 0”*

Proposed by: Mr. Gerald O’Driscoll;
Seconded by: Cllr. Clifford Kelly.

Motion 166.06

“That the Academic Council ratifies approval of the following programmes (AC:DOC:166:10:01) noting that in the view of Academic Council that this programme was previously approved at Meeting No. 165A

School: Business and Humanities

Department: Business Studies

Programme: M.Sc. in Management and Leadership

Proposed: Dr. Patricia Moriarty

Seconded: Dr. Sheila Flanagan

Votes: 35

In Favour: 34

Against: 0

Abstentions: 1

Voting for the new motion

Votes: 35

In Favour: 34

Against: 0

Abstentions: 1

The President, Dr Michael Mulvey sent his best wishes to the School of Business and Humanities on the successful development of this new Masters programme.”

Proposed by: Mr. Gerald O’Driscoll;
Seconded by: Mr. Paschal McGuire.

Motion 166.07

“That the Academic Council confirms the nomination of the following five organisations to provide members to serve on the Governing Body

- *Dundalk Chamber of Commerce*
- *Engineers Ireland*
- *Enterprise Ireland*
- *Pobal*
- *Technology Ireland*

Proposed: Dr. Sheila Flanagan

Seconded: Dr. Gerard (Bob) Mc Kiernan

The President thanked Dr. Kevin Howard and Mr. Seamus Bellew for their assistance with the count.

The names of the elected organisations will now be forwarded to the CEO of LMETB and who communicates directly with the organisations before seeking final approval from to the Department of Education and Skills.

Votes: 35
In Favour: 35
Against: 0
Abstentions: 0''

**Proposed by: Mr. Gerald O'Driscoll;
Seconded by: Ms. Antoinette Rourke.**

G.268.8.1 Seal

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

Project /Company	Date Used
Leasing documents for Aquaweb x 2	12th February 2020
Leasing documents for Brandt Translations t/a Brandt x 2	12th February 2020
Leasing documents for Irish Audio Visual Archive x 2	12th February 2020

Updated Agenda Items tabled at the meeting (G.268.9 / G268.10 and G268.11).

G.268.9 Report on the discussions with the three potential alternatives re TU **G.268.10 Does the committee have a preference for/against any consortium at this time.**

The Chairman advised the Governing Body that he had emailed the President in relation to the above Agenda Items as he is conscious of time.

There was a brief discussion. The Governing Body in the absence of the President agreed that a Special Meeting to discuss TU should be arranged prior to the 30th March 2020 (end of term for the current Board).

G.268.11 Propose to expand the discussion on internal control

The Governing Body Chairman and the FAR Chairman met prior to the meeting. This item was discussed at Agenda Ref: G.268.5 M.F. 196.5.

G.268.12 AOB

Finance Audit & Risk (FAR) Committee

Ms. Sadie Ward McDermott wished to thank the FAR Committee for their work on behalf of the Governing Body. The Governing Body concurred.

The Acting FAR Chairman thanked Ms. Ward McDermott for her comments and he wished to acknowledge the external members of the FAR Committee, Mr. Ger Finn and Mr. Brendan Murtagh for their contribution to FAR.

Meeting concluded at 17.35

Patrick W. Malone
Chairman

Date: