

NOTES OF MEETING OF THE GOVERNING BODY

HELD ON TUESDAY 27th APRIL 2021 AT 10.00 A.M.

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

Declarations of Interest

Nil

G.283.1 M.282 Minutes of the Meeting of 30th March 2021

Dr. Fiona Lawless requested additional information to be included in Draft Minutes presented and read out a proposal that she wanted included. Mr. Bill Sweeney, FAR Chairman raised concerns re FOI and the Minutes being published in the public domain. The following wording was suggested, “Governing Body adopted the Options document” the FAR Chairman concurred but Dr. Lawless did not concur. The Chairman Governing Body suggested that Dr. Lawless and the HR Manager /Secretary to Governing Body discuss the wording.

The minutes of the Governing Body of the 30th March 2021 were approved.

Proposed by: Cllr. Clifford Kelly;

Seconded by: Cllr. Sharon Tolan.

G.283.2 Matters Arising

G.282.8 Equality Diversity and Inclusion Committee (EDI)

Dr. Fiona Lawless wished to acknowledge the Institute being awarded the international Athena SWAN Bronze Award in particular Ms. Ciara O’Shea Athena Swan Project Coordinator and Dr. Tim McCormac, Head of Research in achieving the Bronze Award.

The Governing Body Chairman requested the HR Manager/Secretary to Governing Body write to Dr. Fiona Lawless, Ms. Ciara O’Shea and Dr. Tim McCormac acknowledging their achievement on behalf of the Governing Body.

G.282.9 Academic Council Minutes

Academic Council Minutes No.172 dated 12th February 2021

Dr. Fiona Lawless referenced previous Governing Body minutes in particular the following section: “*Reference made about Emergency Items being raised at Academic Council and some issues arose and Governing Body were to be made aware*” and asked what had happened in respect of this?

The Governing Body Chairman will discuss with the HR Manager/Secretary to Governing Body and revert to Governing Body.

Ms. Isabell Murphy suggested that the HR Manager/Secretary to Governing Body liaise with the VP for Academic Affairs & Registrar re emergency motions going forward.

Training for Governing Body

The HR Manager/Secretary to Governing Body confirmed the Institute was in contact with Mr. Seamus Given, Arthur Cox to provide training in the following areas: i) Governance Issues; ii) Protected Disclosures; iii) Gender Bias; iv) Code of Conduct.

The President's Office to follow up on a date and ask Mr. Given for permission to record the training when a date has been agreed.

G.283.3 Correspondence

None.

G.283.4.1 Personnel Report

Recent appointments and Progression to Lecturer as of 01 April 2021. were noted and confirmed

G.283.5 Finance & Audit Risk Committee (FAR)

Minutes of Meeting M.F. 208 dated 23rd February 2021

The FAR Chairman stated that the draft minutes of the Finance, Audit & Risk Committee, M.F. 208 dated 23rd February 2021 have not been adopted by the FAR Committee. The FAR Chairman highlighted a number of items from the draft minutes i.e. Programmes and Budgets previously presented to the Governing Body; internal audit and risk register also discussed. In relation to the risk register and enquiring the feasibility of review being undertaken by Athru Consulting. The Governing Body Chairman enquired if there is a necessity to go out to tender? The HR Manager /Secretary to Governing Body will get quote from Athru Consulting and if above the threshold, will go out to tender. The Governing Body noted draft FAR minutes

G.283.6 Land and Buildings Committee

Cllr. Clifford Kelly, Land and Buildings Chairman stated that the L&B Committee has not adopted the Draft Minutes of Land and Buildings Committee L&B 12 dated 24th March 2021. He asked Ms. Irene McCausland, VP of Strategic Planning, Communications & Development (VP SCD) to provide an update to the Governing Body.

The VP SCD briefed on property matters. In relation to Louth GAA, the VP SCD received a letter from Mazars advising the payment will be exempt from VAT in response to a previous query. The property matters will be discussed in detail at the L&B meeting next week and will revert to the Governing Body meeting in May.

Governing Body noted draft L&B minutes.

G.283.7 Governing Body Strategy (TU) Project Governance and Oversight Committee

TUSG05 Minutes of Special Meeting dated 29th March 2021

The Minutes of the above subcommittee TUSG05 dated 29th March were noted.

TUSG06 Draft Minutes of Special Meeting dated 12th April 2021

The Draft Minutes of the above subcommittee TUSG06 dated 12th April were noted, as the subcommittee has not adopted the Draft Minutes.

Dr. Tom Dooley, Chairman, Governing Body Strategy (TU) Project Governance and Oversight Committee is proposing another meeting next week.

Mr. Aidan McKenna requested feedback from the All Staff briefing last Friday 23rd April 2021.

The Governing Body Chairman and the Chairman, Governing Body Strategy (TU) Project Governance and Oversight Committee gave a synopsis of the All Staff briefing. The briefing was very constructive, positive and informative. The staff appreciated the support from Governing Body and welcomed the contribution from the HEA. The President's Office circulated the All Staff briefing documentation to the Governing Body on the 26th April 2021 by email.

The Governing Body Chairman wished to acknowledge the work that went into the preparation for the all staff briefing.

The Governing Body Chairman informed the Governing Body that Minister Harris recently met TDs and Senators from Louth. The Governing Body members stated that it is important that Oireachtas members/public members from Cavan, Monaghan, Meath and other counties within the region should be fully informed on TU. Also suggested CEOs from ETBs should be updated too. A strategy for lobbying and a co-ordinated approach for all stakeholders is required. The Governing Body Chairman acknowledged the work the VPSCD has done to-date re TU.

The Governing Body Chairman wished to convey his appreciation to the HR Manager/Secretary to the Governing Body for moderating at the All Staff briefing on Friday 23rd April 2021. Dr. Tom Dooley seconded the comments.

G.283.8 Presentation by Dr. Sheila Flanagan, Vice President for Academic Affairs & Registrar Promoting Consent and Preventing Sexual Violence in the Institute

The presentation was shared on the screen via Zoom.

The VP AAR outlined the background as follows:

- In April 2019, the framework for consent was launched by the HEA to ensure a campus culture of consent was developed.
- In September 2020, Minister Simon Harris wrote to HEI's requesting that each College commit to this ethos, develop an action plan and develop mandatory consent classes.
- DkIT Steering Committee established and met for first time October 19th, 2020
- Cross-school, student, cross function and external membership from THEA, RCNE, Gardaí.

The VP AAR mentioned that Dr. Fiona Lawless, Ms. Ciara O'Shea, Athena Swan coordinator and Mr. Ger O'Driscoll are on the committee too.

Institute Action Plan

- Built Around HEA guidance template
- 4 Key areas of Action
 1. Creation of an Institutional Culture
 2. Institute Processes: Recording
 3. Institute Processes: Policy
 4. Targeted Initiatives

Submitted to HEA Friday 26th March and acknowledged

- Areas of Action : 1. Create Institutional Culture
- Areas of Action : 2. Institute Processes – Recording
- Areas of Action : 3. Institute Processes - Policy
- Areas of Action : 4. Targeted Initiatives
- Review and refresh of existing policies undertaken (including Dignity at Work, Bullying and Harassment Policy)
- Development of Sexual Misconduct Policy
- All Staff Student Awareness email released March 1st from Registrar
- The E-Learning Module was released to Staff and Students on the 1st March, 2021
- National launch of PROPEL and media coverage March 2021.
- DkIT Action Plan submitted to HEA

Q&A followed presentation.

- Appreciated the informative presentation by the VP AAR
- Expressed the importance of Promoting Consent and Preventing Sexual Violence in the Institute
- Legal perspective – there is a Law Lecturer on the Steering Committee
- Steering Committee can expand to include further Educational /ETBs
- This is long overdue on a national level
- Campaigned and highlighted more we talk more prevalent

- EDI committee will work alongside the steering committee and report to Governing Body.

The Governing Body Chairman thanked the VP AAR for her presentation and the amount of work involved. He also stressed if anyone becomes aware of anything to please pass on to the appropriate personnel.

The VP AAR wished to formally thank her colleagues on the steering committee and acknowledgement on the Institutes behalf.

The Governing Body Chairman requested the President's Office to circulate the presentations to the Governing Body.

G.283.9 Presentation by Ms. Irene McCausland, VP of Strategic Planning, Communications & Development on the Regional Development Centre (VP SCD)

Mr. Aidan Browne, Head of Innovation & Business Development External Services, Regional Development Centre joined the meeting at 11.03 a.m. to give a presentation with Ms. Irene McCausland, VP of Strategic Planning, Communications & Development (VP SCD) on the Regional Development Centre (RDC).

The VP SCD introduced Mr. Aidan Browne to the Governing Body and the presentation was shared on screen.

The VP SCD commenced the presentation followed by Mr. Browne outlining the following points:

- DKIT has regional economic development remit -Institutional Act 2006
- RDC acts as the Institute's Innovation Support and Technology Transfer Unit. It is the commercially orientated interface between Dundalk Institute of Technology and the industrial, commercial and business life of the region.
- Makes available the skills, expertise and resources of the Institute for the wider benefit of the regional economy.
- Self-Financing: €38 million since 2001
 - Enterprise Ireland
 - Special EU Funds: EU INTERREG
 - Government Departments and Agencies, Private Sector
- RDC Track Record
- Occupancy Rates
- New Frontiers
- Enterprise Ireland
- Technology Transfer Office
- Industry Academic Collaboration

- Cross Border Industry Academic Collaboration
- DkIT IP Committee
- DkIT CPP Partnering Framework
- DkIT Corporate Partnership Programme MoUs
- Regional Technology Cluster Fund (RTCF)
- Enterprise Centre Stimulus Funding
- Credit Technology Gateway
- Shared Island & PEACE PLUS Opportunities
- Vision for RDC as part of a campus of a multi-campus regional TU

Mr. Taidgh Kavanagh left the meeting at 11.49 a.m.

Q&A followed the presentation with views/comments from the Governing Body

- Commended Ms. McCausland and Mr. Browne on the work to date in the RDC
- Connected Health and Climate Change
- RDC gateway to Industry
- Embeds relationship
- Credit Centre Technology
- Enterprise Ireland delighted to be supporting RDC too
- Warrants support from all at DkIT
- Interreg Programmes/Border relationships
- Complimented on the work in the RDC
- Huge asset to Industry in the region
- Wonderful success and should be highlighted more.
- Wishes everyone well with the planned extension
- Congratulated on the occupancy rates
- Good working relationship with colleagues in Research and Academic Staff.

The President thanked Dr. Flanagan, Ms. McCausland and Mr. Browne for their interesting presentations this morning. He also wished to acknowledge the Head of Research, Head of Schools whom all provide essential knowledge platform for the Regional Development Centre and the management team within the VPSCD's team. It is truly an Institute-wide effort.

The Governing Body Chairman thanked Ms. McCausland and Mr. Browne for their informative presentation and requested the President's Office to circulate the presentation to Governing Body.

Mr. Aidan McKenna left the meeting at 12.02.

G.283.10 Seal

The HR Manager/Secretary to Governing Body read the details of the leases at the meeting and the Governing Body noted leasing documents with the institute seal.

Project /Company	Date Used
Leasing documents for Robert McCrave x 2	6 th April 2021
Leasing documents for Comsave (telecoms) & Upgrade Energy Ltd x 2	6 th April 2021

G.283.11 AOB

The President announced Hugh Nolan, new VP Finance, Resources and Diversity would be attending the next Governing Body. He wished therefore to take this opportunity to acknowledge the work of the HR Manager/Secretary to Governing Body and greatly appreciate the fact that the HR Manager / Secretary to Governing Body had agreed to fulfil the duties of the Vice President Finance in additional to his other demanding duties. This all amounted to a very considerable work load given the nature and range of the matters involved.

The Governing Body Chairman wished to acknowledge the work and commitment from the HR Manager/Secretary to Governing Body and appreciated all his work and support to date.

Cllr. Clifford Kelly and Governing Body concurred with the comments made and appreciated the HR Manager/Secretary to Governing Body role and commitment to Governing Body.

Bereavements

Recent bereavements were noted.

Meeting concluded at 12.07.

Patrick W. Malone
Chairman

Date: