



M.298

MINUTES OF MEETING OF THE GOVERNING BODY

HELD ON TUESDAY 25 OCTOBER 2022 AT 10.00 A.M.

VIA TEAMS

PRESENT VIA TEAMS IN THE BOARDROOM

Mr. Patrick W. Malone, Chairman
Mr. Gerard (Bob) McKiernan President
Mr. Fergus Grimes
Cllr. Clifford Kelly
Mr. Bill Sweeney

PRESENT VIA TEAMS EXTERNALLY

Ms. Aprilanna Barker
Ms. Niamh Fallon
Ms. Amanda-Jane Gainford
Cllr. Nick Killian left at 12.01
Dr. Fiona Lawless
Ms. Marianne Lyons
Mr. Eddie Maguire
Ms. Brenda McGeeney
Mr. Aidan McKenna left at 12.01
Cllr. Damien O'Reilly
Ms. Sadie Ward McDermott

APOLOGIES

Ms. Isabell Murphy
Ms. Anna Shakespeare

IN ATTENDANCE VIA TEAMS

Mr. Hugh Nolan, Vice President Finance, Resource and Diversity
/ Secretary to Governing Body left the meeting at 11.44 a.m.
Mr. Peter Cosgrove Key Note Speaker re Agenda Point 1
Ms. Valerie Ward, President's Office joined the meeting at 11.40 a.m.
Mr. Ger O'Driscoll, HR Manager joined the meeting at 11.46 a.m.

Meeting commenced at 10:02 and the Secretary to the Governing Body confirmed a quorum was in place.

Declarations of Interest

Mr. Hugh Nolan (Secretary to the Governing Body) Mr. Aidan McKenna and Mr. Nick Killian are all Directors of Dundalk Campus College Services Limited (agenda point 4), as appointed by Governing Body.

G.298.1 Strength in Diversity

The Chair welcomed Peter Cosgrove to the meeting to provide a presentation on diversity. The talk from Mr. Cosgrove was aligned to a week of events across the college to celebrate diversity.

Mr. Cosgrove provided a presentation and a discussion ensued.

The Secretary to the Governing Body encouraged members to attend one talk during the week, if at all possible.

G.298.2 Mazars Report

Review of Financial Projections and Preparation of a Sustainability Plan for DkIT

The President introduced the Mazars report and provided a synopsis on its development.

The FAR Chair noted the clear report and oversight required and a special meeting of that committee had already been held to discuss the recommendations, with the Executive Board present.

The Chair also referenced a recent meeting (12 October) with the HEA CEO, Deputy CEO and Head of Finance. The Chair, FAR Chair, President and Vice President for Finance, Resources & Diversity (VP FRD) was present from the Institute.

Cllr. Clifford Kelly queried student recruitment and the VP FRD advised his office are reporting on this weekly internally and both the Chair of FAR and the Governing Body were briefed on 12 October.

The VP FRD noted positive trends on first year students with concerns regarding returning students and the level of progression. Academic colleagues have accredited this to Covid-19 and its impact on student engagement and learning. The President advised this matter has been reviewed by Academic Council and the wider sector have also recorded similar challenges.

The FAR Chair advised a focus would be needed on staff numbers and payroll costs, current ratios are not aligned with the sector. The President agreed and advised the alignment to sectoral norms in class contact hours would be required as part of the TU process. The need for Institute wide stakeholder engagement and buy-in was crucial.

The Chair of Governing Body encouraged members to review the report in detail before a detailed Sustainability Plan would be put forward by the Executive Board in the November meeting.

G.298.3

Governing Body Subcommittees

Current Membership and Attendance at Subcommittee Meetings.

The Secretary to the Governing Body provided an overview of the membership of the various committees and the need to achieve gender balance in line with the guidelines put forward under the Athena SWAN Charter.

- Finance, Audit & Risk
Will be gender balanced once an external member (female) is recruited. The FAR Chair advised this is underway.
- TU Steering Committee
Ms. Sadie Ward McDermott to replace Dr. Thomas Dooley as Chair.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Clifford Kelly

- EDI
Mr. Nick Killian to step off the Land & Buildings Committee and join the EDI Committee.

Proposed: Cllr. Clifford Kelly

Seconded: Mr. Patrick W. Malone

- Land & Buildings
The Secretary to the Governing Body noted this committee was 100% male and female representation is required. Cllr. Clifford Kelly has identified an excellent external candidate however three female Governing Body members would also be required to achieve gender balance.

Numerous members referenced time commitments and the inability to afford any additional time to a subcommittee.

The Chair asked members to review their availability and this would be discussed again under matters arising at the next meeting.

G.298.12

Governing Body Schedule of Meetings Governing Body Work Plan 2022/23

Subcommittee Meeting Dates

The work plan circulated prior to the meeting outlines the main agenda points for Governing Body meetings for the academic year 2022/23.

The Chair stated his preference for meetings to be held on campus however numerous members noted time constraints, work commitment and some concerns regarding Covid-19.

Following each member's views/comments, the Chair agreed to continue with blended meetings but requested, if possible, members would attend in person.

The Secretary to the Governing Body emphasized attendance in person at the March meeting due to a number of important agenda items and the Head of Schools have also been invited to present. He would appreciate if members could attend this

meeting on campus from 9.00 a.m. to 14.30. Lunch will be provided along with meeting the President Elect and a tour of the campus. The Secretary to the Governing Body also referenced the precedent of Governing Body meeting the new President in person during their first day / week.

G.298.8.1 President's Report

The President provided an overview on the Report circulated before the meeting.

i. Careers Fair 2022 on Tuesday 11 October 2022

The DkIT Careers & Employability Centre hosted its 2022 Careers Fair on Tuesday, 11th October 2022. This event was a return to campus for the first time in two years, following two successful Virtual Careers Series in 2020 and 2021.

Kaseya, a global cloud-based IT management and security software company was the kind sponsor of our DKIT Careers Fair 2022. They are currently establishing a centre of excellence in Dundalk, and will be creating 250 jobs over the next three years.

The Chair wished to compliment and acknowledge the work of Mr. Aidan Browne in collaboration with the Chamber of Commerce, EI, and IDA on their success in Kaseya commencing operations in Dundalk.

ii. HEA Strategic Performance Dialogue Meeting on Thursday 13 October 2022

Dundalk Institute of Technology submitted its HEA Compact Self Evaluation Report (SER) to the HEA in April 2022. Overall, during the three years of the Compact, 75% of the KPIs were met or exceeded and 25% significantly progressed. The HEA's External Advisors stated overall *"this is a good report and one which illustrates that DkIT takes, and is comfortable with, a data driven approach to assessing its performance"*.

The President wished to compliment Ms. Irene McCausland, Vice President of Strategic Planning, Communications and Development.

iii. Performance Funding Award

In September 2022 performance funding awards totalling €5 million was allocated to six higher education institutions in recognition of their positive performance in working towards national strategic objectives. Each award is valued at €833,333. The recipients of this year's performance funding awards were Dundalk Institute of Technology, Dún Laoghaire Institute of Art, Design and Technology, National University of Ireland, Galway, South-East Technological University, University College Dublin, and University of Limerick.

DkIT was one of the award winners for their impact case study submitted by the School of Health and Science titled *'The changing landscape of domestic abuse – The impact of a multi-agency educational initiative'*.

The President wished to compliment Dr. Edel Healy Head of School of Health and Science and her team.

iv. Roma

On Tuesday 11 October a Celebration of Traveller and Roma Culture took place on campus. Our Civic Square hosted the Meath Travellers Living History Exhibition which displayed the traditional barrel top wagon, tinsmith and fireside scene bringing a vital part of Traveller history back to life.

v. School of Business & Humanities

The School of Business & Humanities has successfully validated an Honours Degree in Applied Youth Work for both full time and part time delivery. The new programme will appear on CAO for September 2023 recruitment of students. The School's Department of Humanities were also successful in winning a tender with the Education Authority of Northern Ireland for part time block delivery of the degree from January to their staff.

vi. DkIT staff member recipient of the John Kelly Award for Universal Design in Further and Higher Education

On the 17 October 2022, at the national final in UCD Dr Anita Byrne, Midwifery section, School of Health of Science was awarded the individual award in Higher Education for her work in this field.

vii. TUTF and TU metrics

The work concerning the implementation of the TUTF Year 1 and 2 work packages is ongoing with the anticipated recruitment of all traditional research students aligned with the two tranches of funding being complete by December 2022/January 2023. This will bring the institute within touching distance of the last TU target.

viii. Minute's Silence for Victims and Families Creeslough, Co. Donegal

Mr. Alan Conlon, Pastoral Care Coordinator arranged for Staff and Students to observe a minute's silence on Wednesday 12th October at 13.00 for those who lost their lives in the tragic incident.

ix. Upcoming Events

Conferring Schedule:

Invitations have been circulated to Governing Body notifying Conferring is on Tuesday 1 November and Wednesday 2 November.

Open Evening Wednesday 9 November 2022

The Vice Chair of Governing Body complimented the President on his comprehensive report and members concurred.

Mr. Aidan McKenna suggested meeting with the President and Mr. Aidan Browne to address challenges re regional skills forum and providing skills – establishing contact with various companies.

The President thanked the members for their compliments and wished to note the Executive Board also contributed to the President's Report circulated.

G.298.4 Finance & Audit Risk Committee (FAR)

Memo to FAR re Dundalk College Campus Services Limited (DCCS)

The Chair asked the FAR Chair to provide a briefing on this.

The FAR Chair informed the Governing Body that Directors of DCCS Limited are representing Governing Body in their role. The Directors of DCCS Limited came forward to the FAR committee and informed them the trading performance of DCCS has steadily declined in recent years.

During this period the Directors investigated the possible diversification of activities (on-line book sales etc.) however these were deemed non-viable, predominately due to competition from other sources. The board of Directors met in in June and September 2022 to review the financial performance of the company and given the trading losses identified it was decided the company was not sustainable and the process of winding up the company should commence. The Chairs of FAR and Governing Body were advised of the situation.

The FAR accepted the recommendation from the Board of Directors of DCCS at a meeting on 18 October (enclosed memo).

The HEA have given approval to fund the redundancies of both staff based on Governing Body approving the proposal from the Directors. The VP FRD would need to inform them of the decision of Governing Body.

The Chair noted the recommendation to Governing Body and concurred and proposed to authorise the commencement, of the process, of winding up DCCS Limited, thus accepting existing staff (two members) will be made redundant.

Proposed by: Patrick W. Malone

Seconded by: Cllr. Clifford Kelly

The HR Manager has written to the staff affected and will write to them again following this meeting.

Minutes of Meeting M.223 held on 19 July 2022.

The minutes of the Finance, Audit & Risk Committee, M22 dated 19 July were noted.

Verbal Update of Meeting M.224 held on 11 October 2022 and M.225 held on 18 October 2022

The FAR Chair provided a verbal update on meeting M.224 held on 11 October 2022 and meeting M.225 held on 18 October 2022 with approval being sought by the Executive from the Governing Body on the following items:

Fixed Asset Disposal Schedule

The schedule of disposals, details assets, identified as having being disposed of, between May and August 2022. All assets have a book value of €nil.

Proposed by: Fergus Grimes
Seconded by: Sadie Ward McDermott

Tenders for Approval

FAR Committee recommended the following tender approvals that Land and Buildings Committee recently approved at their meeting for recommendation to FAR and Governing Body.

- Special purpose contract for refurbishment of PJ Carroll's as part of the Apprenticeship Capacity Expansion - €1,640,000 (including VAT)

Proposed by: Fergus Grimes
Seconded by: Clifford Kelly

- 2 year contract for cleaning services - €568,000 (including VAT).

Proposed by: Fergus Grimes
Seconded by: Fiona Lawless

G.298.5 Draft Minutes of Meeting G297 held on 26 July 2022.

The minutes of the Governing Body of the 26 July 2022 were approved.

Proposed by: Bill Sweeney
Seconded by: Fergus Grimes

Draft Minutes of Special Meeting held on 25 August 2022.

The minutes of the Governing Body of the 25 August 2022 were approved.

Proposed by: Bill Sweeney
Seconded by: Fergus Grimes

Draft Minutes of Special Meeting held on 5 October 2022.

The minutes of the Governing Body of the 5 October 2022 were approved.

Proposed by: Bill Sweeney
Seconded by: Fergus Grimes

Draft Minutes of Special Meeting held on 7 October 2022.

The minutes of the Governing Body of the 7 October 2022 were approved subject to amendment the Chair was unable to attend at the beginning of the meeting as he was representing DkIT at a conference in Letterkenny.

Proposed by: Bill Sweeney
Seconded by: Fergus Grimes

G.298.6 Matters Arising

None.

G.298.7 Correspondence

The Chair referenced the letter from Minister Harris to LMETB on the appointment of nominees to the Governing Body of DkIT, dated 29 September 2022 for information purposes and the new appointments were in attendance at the meeting today.

G.298.8.1 Personnel Report

Recent appointments and progressions were noted by Governing Body.

The Chair thanked members who participated in interview panels and was greatly appreciated. The Chair wished to record his appreciation to both Donna (HR Office) and Valerie (President's Office) for their back up help to interview panels.

**G.298.9 TU Project Governance & Oversight Committee
Minutes of Meeting TUSG16 held on 1 June 2022**

The Minutes of Meeting TUSG 16 held on 1 June 2022 were noted.

Minutes of Meeting TUSG17 held on 26 July 2022

The Minutes of Meeting TUSG 17 held on 26 July 2022 were noted.

Draft Minutes of Meeting TUSG18 held on 28 July 2022

The Draft Minutes of Meeting TUSG 18 held on 28 July 2022 were noted.

G.298.10 Academic Council Minutes

The President briefed the Governing Body on Academic Council minutes with particular reference to the following at Meeting 182 held on 20 June 2022

Motion 182.06 That the Academic Council approves the Aegrotat and Posthumous Awards Policy (amendment to Posthumous Awards Policy). Proposed by: Mr. Dermot Clarke Seconded by: Dr. Brendan Ryder Votes: 32 In Favour: 32.

182.08.1 300 Points NFQ Level 8 Programme Entry requirements.

Motion 182.07

That the Academic Council agree to the removal of the minimum points score of 300 for NFQ Level 8 programme entry effective from the commencement of the 2022/2023 academic year. Proposed by: Dr. Sheila Flanagan Seconded by: Ms. Sinead Dunne Votes: 32 In Favour: 32.

82.14.1 Amendment to DkIT Assessment and Standards (Repeating for Honours).

Motion 182.15

That the Academic Council approves the amendment to DkIT's Assessment and Standards relating to Repeating for Honours. Proposed by: Dr. Breda Brennan Seconded by: Dr. Brendan Ryder Votes: 34 In Favour: 34.

182 AOB

DkIT Code of Conduct

It was agreed that a review of the DkIT Code of Conduct should be put on the agenda for the next Academic Council meeting No. 183 (14/10/22).

Minutes of Meeting 182 held on 20 June 2022

The Minutes of Meeting 182 held on 20 June 2022 were noted.

Minutes of Meeting 182S held on 19 September 2022

The Minutes of Meeting 182S held on 19 September 2022 were noted

G.298.11 Seal on Collateral Warranty Swift Engineering and Dundalk Institute of Technology. STEM Building Extension

The Seal was noted on the above dated 20 September 2022.

G.298.13 AOB

The Chair reminded the members to note attendance in person for the Governing Body meeting in March otherwise blended meetings.

The HR Manager joined the meeting to replace the VP FRD at 11.46 as he had a prior commitment. The HR Manager invited members to meet with the President Elect on 3 January 2023. The Chair said this had been discussed earlier and if Governing are available they will visit the Institute.

Bereavements

Recent bereavements were noted and a Minutes silence followed.

Meeting concluded at 12.25.

Patrick W. Malone
Chairman

Date: