

## Minutes of proceedings of the Governing Body Meeting

**Date:** Thursday, 24<sup>th</sup> June 2021  
**Time:** 10.00am  
**Location:** Microsoft Teams and Boardroom, Galway Campus

**Present:** Mr Joe Cunningham (Acting Chair)  
Dr Orla Flynn (President)  
Mr Gareth Roe  
Mr Michael Geoghegan  
Cllr Paul Murphy  
Ms Maureen Walsh  
Ms Proinsias Ní Ghrainne  
Ms Maria Ruddy  
Ms Siobhán Kennedy  
Mr Victor O'Loughlin  
Ms Mary McGinley  
Mr Tom Grady  
Cllr Terry O'Flaherty  
Mr David Leahy  
Dr Eleanor Rainsford

**In Attendance:** Mr Jim Fennell, Secretary / VP for Finance & Corporate Services  
Dr Michel Hannon, VP for Academic Affairs and Registrar  
Mr Colin Kearney, Incoming President of Students Union  
Ms Fiona Faherty, Meeting Secretary

**Apologies:** Cllr Michael Maher  
Mr Cormac MacDonncha  
Dr Rick Officer

<b>1.0 Declaration of Conflict of Interest with Agenda Items</b>	<b>ALL</b>
<p>There were no conflicts of interest declared by those present or in attendance.</p> <p>Mr Joe Cunningham offered his condolences to the family of Mr Donagh O'Donoghue. He reflected on the sad passing of Mr O'Donoghue and acknowledged the significant contribution he made to GMIT between 1993 and 2015.</p> <p>He was a member of the Governing Body, Chair of the Audit and Risk Committee and Chair of the Finance Subcommittee. He was also a recipient of the Honorary Fellowship Award from GMIT.</p> <p>The Board conveyed their condolences to his family, and it was agreed that the President would write to his family on their behalf and to acknowledge the contribution he made to GMIT.</p> <p>Mr Fennell added that a mass would be held on Campus when it is safe to do so and Mr O'Donoghue's family would be invited.</p>	
<b>2.0 Minutes of Previous Meeting</b>	<b>All</b>
<p>The minutes of Governing Body Meeting held on 27<sup>th</sup> May were approved on the proposal of Cllr Terry O'Flaherty and seconded by Mr Gareth Roe.</p>	
<b>3.0 Matters Arising</b>	<b>All</b>
<p>Mr Fennell referred to Item 10.1 of the minutes and advised that Deloitte had now issued the report on Governing Body Effectiveness which is for discussion today under Agenda Item 11.2</p> <p>Mr Gareth Roe suggested to amend the title 'Meeting Without the Executive' going forward.</p> <p>Mr Roe asked if COVID-19 plans for the resumption of classes in September would be discussed today as this was referenced at the Extraordinary meeting held on 21<sup>st</sup> May. The President noted that this will be addressed under her report later in the meeting.</p> <p>He also asked how the Institute plans to address the issue of lack of space on the Dublin Road Campus. Dr Flynn noted that this would be addressed under Agenda Item 6.1 Report from the Capital Projects Subcommittee.</p>	
<b>4.0 President</b>	<b>O Flynn</b>
<p><b>4.1 President's Report (Including COVID-19 Update)</b></p> <p>The President's report was tabled for information. Dr Flynn provided a brief presentation to the Board which included the following:</p> <ul style="list-style-type: none"> <li>- DigitalED activities were hosted by GMIT on two occasions in the month of May and June. The President congratulated all involved in both successful events.</li> <li>- Springboard – some of the funding is not being renewed this year which is a cause for concern but overall the Institute has done well from this call.</li> <li>- The launch of LGBTQ+ and Allies Staff Network took place on June 14<sup>th</sup>. The President acknowledged the successful launch and thanked all involved.</li> <li>- The School of Design and Creative Arts successfully held the 6<sup>th</sup> Creativity and Innovation in the Classroom Conference on 28<sup>th</sup> May.</li> <li>- Dr Flynn congratulated Ivan MacPhilips on winning the Enterprise Ireland Academic Award in recognition of his involvement and the promotion of the Student Entrepreneur Awards competition.</li> </ul>	

### **Research and Innovation:**

- GMIT has joined SFI Centres LERO and CONFIRM. Dr Flynn congratulated all involved.
- Empower Growth concluded on 15th May 2021. Thirteen female business owners from across six counties (Galway, Mayo, Roscommon, Sligo, Donegal, Leitrim) completed this eleven-month programme.
- EI Innovation partnerships to the value of €477K have been secured by Dr Oliver Mulryan and Dr Laurentiu Dimanche.

### **COVID-19 Update**

"Most GMIT students were able to attend campus for labs and/or tutorials and/or practicals over the last year". We hope to build on this from September, by scheduling more learning activities on site before an anticipated full return to learning and research on all our campuses.

Students can expect to return to campus from 20th September for continuing students and from 27th September for first year students. It is hoped students can attend tutorials, seminars, practicals, labs, workshops, and some smaller lectures on campus from September. Some teaching online will continue.

The Institute will continue to offer free COVID antigen tests on all campuses. Enhanced ventilation will be put in place and access to additional outdoor spaces on campus will be available.

Ms Siobhan Kennedy asked for clarification on the outdoor space that will be available? The President informed the Board that the Buildings and Estates Office is seeking planning permission for additional covered spaces including outdoor marquee structures..

Ms Kennedy also asked if the students would require accommodation or will the option of blended learning be available. Dr Flynn noted that the plan is for students to be back on campus from September. Some programmes will continue to be at least partially delivered online where possible. The Institute is looking at a range of delivery options with lecturer recordings being called on by student bodies nationally. The focus at present, pending ongoing government and health advice, is to provide tutorials and practical classes on site.

Ms Kennedy asked if the Institute plans to provide assistance to bring back students to campus life as some students have yet to experience campus learning. The President advised that induction will be provided to those students.

Mr Gareth Roe thanked the President for the update and acknowledged the work and plan to bring students back on campus as reassuring. He asked if the Executive have the necessary resources to deliver the plan.

Dr Flynn advised that the issue of space on campus is being addressed and outdoor spacing and rental accommodation is being looked into.

Mr Michael Geoghegan asked if the Springboard funding is the same number of programmes as last year. Dr Flynn replied that the Institute had applied for more programmes than we are funded for, there is no guarantee that funding will be provided each year.

### **4.2 Media Coverage Report**

The Media Coverage Report which was circulated prior to the Meeting was taken as read.

<b>5.0 CUA / TU</b>	<b>O Flynn</b>
<p>The President provided an update on the CUA Status.</p> <p>The International panel are scheduled to meet from 16<sup>th</sup> to 23<sup>rd</sup> July to review our application. In advance of this a Mock panel (“dry run”) will take place on 28<sup>th</sup> and 29<sup>th</sup> June. A very useful recorded preparation session took place on 23<sup>rd</sup> June.</p> <p>Work continues with regard to the naming and branding of the new University and Dr Flynn will inform the Board of any progress.</p> <p><b>5.1 Terms of Reference for TU President Search Subcommittee</b></p> <p>The Terms of Reference for TU President Search Subcommittee were approved on the proposal of Mr Gareth Roe and seconded by Ms Mary McGinley.</p> <p>The following nominees were agreed as subcommittee members:</p> <p>Chairman – Cormac MacDonncha</p> <p>Mr Joe Cunningham – proposed by Mr Gareth Roe and seconded by Cllr Terry O’Flaherty</p> <p>Ms Mary McGinley – proposed by Mr Michael Geoghegan and seconded by Mr Gareth Roe</p> <p>Ms Maureen Walsh - proposed by Mr Gareth Roe and seconded by Cllr Terry O’Flaherty.</p>	
<b>6.0 Capital Projects Update</b>	<b>J Fennell</b>
<p><b>6.1 Report from Capital Projects Subcommittee Meeting (21<sup>st</sup> June 2021)</b></p> <p>Mr Jim Fennell provided an update report from the Capital Projects Subcommittee Meeting which was held on 21<sup>st</sup> June:</p> <ul style="list-style-type: none"> <li>- Crowley Park is progressing</li> <li>- STEM: We have been asked to submit a business case analysis and are currently waiting on the outcome. Expected delivery date for the STEM Building is approximately September 2024.</li> <li>- Student Building: Approval will be sought from the Governing Body later in the meeting to progress to Tender documentation.</li> <li>- CCAM: A funding call is expected in the Autumn for refurbishment of existing buildings. We are currently preparing for this in CCAM and the old building on the Dublin Road Campus.</li> <li>- Lease of Space off Campus: A building has been identified to lease and approval will be sought from the Governing Body to progress to the Negotiations for a lease of 5/7 years later in the meeting.</li> <li>- Modular Building: Approval will also be sought from the Governing Body to progress to tender documentation for modular buildings to assist with overcrowding on the Dublin Road Campus.</li> <li>- CREW iHub is progressing</li> <li>- Engineering Apprentices: Funding of €1m has been awarded to expand the Electrical and Woodwork Apprenticeships.</li> <li>- Sports Licenses: Work on site at Liam Mellows has now recommenced .</li> </ul>	

## 6.2 Capital Projects Update

Mr Fennell presented the three requests that require Governing Body approval.

### 1. Student Building

Approval is sought from the Governing Body to progress to the tender documentation stage. The total project [REDACTED]

Mr Michael Geoghegan asked if further approval was required from the HEA. Mr Fennell confirmed this and advised that a meeting is scheduled with the HEA for mid-July. Mr Geoghegan noted that the building was postponed to save money and subsequently it is now costing [REDACTED]. Mr Fennell advised the reason for this postponement was that at the time GMIT were incurring recurrent deficits, with particular concern regarding the increasing annual deficits on the Mayo campus and the decision was taken in consultation with HEA.

Approval was given to progress to the tender documentation stage on the proposal of Mr Michael Geoghegan and seconded by Dr Eleanor Rainsford.

### 2. Rental Off-Campus Options

Approval is sought from the Governing Body to progress negotiations to secure a 5/7-year lease for off-campus office space, and space to hold continuous assessments. This was approved on the proposal of Cllr Terry O'Flaherty and seconded by Mr Michael Geoghegan.

### 3. Modular Building

Approval is sought from the Governing Body to progress to the tender documentation stage for Modular buildings. This will assist with alleviating space on the Dublin Road Campus. The proposal is for [REDACTED] for a 1000 sqm three story modular building. Additional financial support from the HEA will also be required.

The meeting queried if approval should be sought for larger modular buildings as they are effectively a permanent building structure. Dr Flynn noted that this can be discussed and reviewed later in the process as today's approval request is to progress to the tendering stage only.

This was approved on the proposal of Ms Maureen Walsh and seconded by Mr Gareth Roe.

## 7.0 Report from Finance Subcommittee 21<sup>st</sup> June 2021

J Fennell

Mr Fennell provided an update to the meeting on the recent Finance Subcommittee meeting: -

- The meeting received a presentation on CAO update from Dr Hannon and noted their concern regarding the lack of space on the Dublin Road Campus.
- The Financial Outturn for April 2021 was presented by the Finance Team.
- TU Merger – A Summary Report on the Due Diligence process was provided to the meeting.
- Crowley Park: Key dates for the closing of the sale were discussed.
- Presentations from the School of Design, GIHS Strategic Process and an operational update from International.

The following approvals are sought from the Governing Body on the recommendation of the Finance Subcommittee:

1. Increased Capital Expenditure Budgets - Modular Building – [REDACTED]
2. Increased Non-pay Budget 2021 - From €13.2m to €13.7m

Approval was granted on the proposal of Mr Michael Geoghegan and seconded by Ms Maureen Walsh.	
<b>8.0 SU President Report</b>	
<p>Mr Joe Cunningham welcomed the incoming President Mr Colin Kearney to the meeting and wished him well in his role.</p> <p>Ms Ricardo Bolle is the second Students' Union nominee who will join Mr Kearney on the Board following Students Union elections.</p> <p>Mr Fennell sought approval from the Governing Body to appoint both Mr Kearney and Ms Bolle to the Governing Body. Formal written notification to the Minister will follow.</p> <p>Approval was granted on the proposal of Mr Tom Grady and seconded by Mr David Leahy.</p> <p>Mr Kearney thanked the Board for the welcome and noted Ms Bolle's apologies for this meeting. He provided a brief update from the Students Union.</p> <p>The new Students' Union executive started on June 1<sup>st</sup>:</p> <ul style="list-style-type: none"> <li>• Members of the team attended the LGBTQ+ Flag raising in CCAM and the launch of the LGBTQ+ and allies staff network of GMIT.</li> <li>• The team attended and participated in CUA merger discussions with IT Sligo and LYIT's Students' Unions and attended a sub group on the naming and branding of the new TU.</li> <li>• An introduction was provided to the new executive at the latest all staff meeting.</li> <li>• USI Crossover Training.</li> <li>• Members of the team have played an integral role in the organisation of a CUA steering group for the establishment of the new Student's Union within the TU.</li> </ul> <p>Update for Governing Body:</p> <ul style="list-style-type: none"> <li>• A new constitution covering the three original organisations amalgamation into one overall organisation is underway and a second draft has been presented to the three Presidents and three General Managers of the Unions, for approval and discussion.</li> </ul>	
<b>9.0 Registrar / Academic Council</b>	<b>M Hannon</b>
<p>Dr Michael Hannon, VP for Academic Affairs and Registrar presented the Registrars report to the meeting and noted the change in Agenda Item No 1 to Programme Suspensions and the removal of Attendance Policy from the Agenda.</p> <p><b>9.1 Programme Suspensions</b>, on the recommendation of the Executive Board.</p> <p>Dr Hannon outlined the step by step process involved in suspending any programmes that do not have an intake. Applications for entry to Level 8 add-on Business Degree on the Mayo Campus is deemed unviable for the programme to run next year. Following consultation with the relevant Programme Board, School, Academic Council and Executive Board it is now proposed to Governing Body for approval.</p> <p>The meeting discussed the options that may be available to the continuing students on this programme and it was agreed the students would be consulted with regard to other options that may become available to them to continue their studies should they wish to do so.</p> <p>The Board agreed the programme suspension on the proposal of Mr David Leahy and seconded by Cllr Terry O'Flaherty.</p>	

**9.2 Fees Schedule**, on the recommendation of Executive Board.

The Fee Schedule is updated annually and approved by Governing Body prior to the start of the academic year. Changes this year concentrate on the inclusion of new programmes; amendments to some programme fees and the inclusion of a section on programmes aligned to the GS&PD Dept. The revised fee schedule was circulated in advance of the meeting.

This was approved on the proposal of Mr Gareth Roe and seconded by Ms Maureen Walsh.

**9.3 Code of Student Conduct 2021/2022**, on the recommendation of Academic Council.

The Code of Student Conduct for 2021/2022 is updated annually as it is printed for incoming first years. Dr Hannon advised that the changes were highlighted in the document which was circulated to the meeting in advance.

The changes refer to:

- Updating programmes that require Garda Vetting.
- Updating procedures dealing with breaches of discipline.
- Updating procedures dealing with appeals to the Governing Body

The proposed changes were approved on the proposal of Ms Mary McGinley and seconded by Dr Eleanor Rainsford

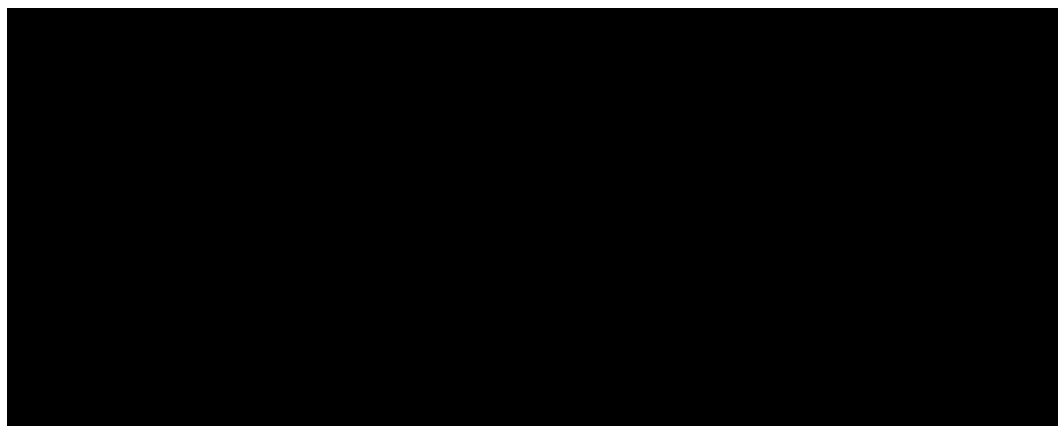
**9.4 Programme Validations**

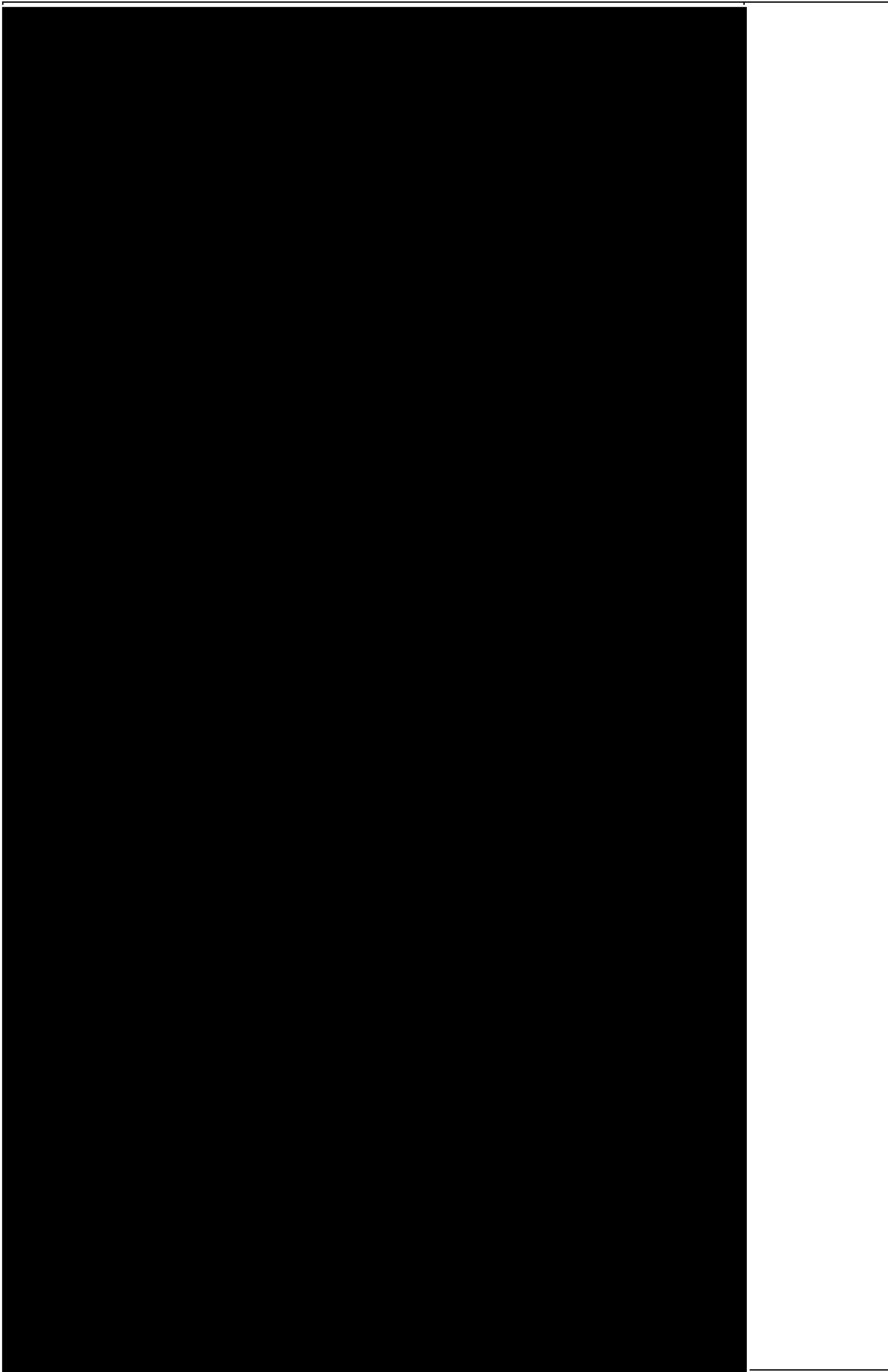
Dr Hannon presented the following Programme Validations all of which were subject to the relevant validation process and recommended by Academic Council: -

- MSc in Nutrition and Sensory Science
  - Postgraduate Diploma in Science in Nutrition and Sensory Science
  - Certificate in Nutrition and Sensory Science
- MSc in International Medical Technology, Innovation and Development
- BA (Hons) in Applied Social Care (Differential Validation)
- BA in Religious Studies (Differential Validation)
- MSc in Biopharmaceutical Manufacturing

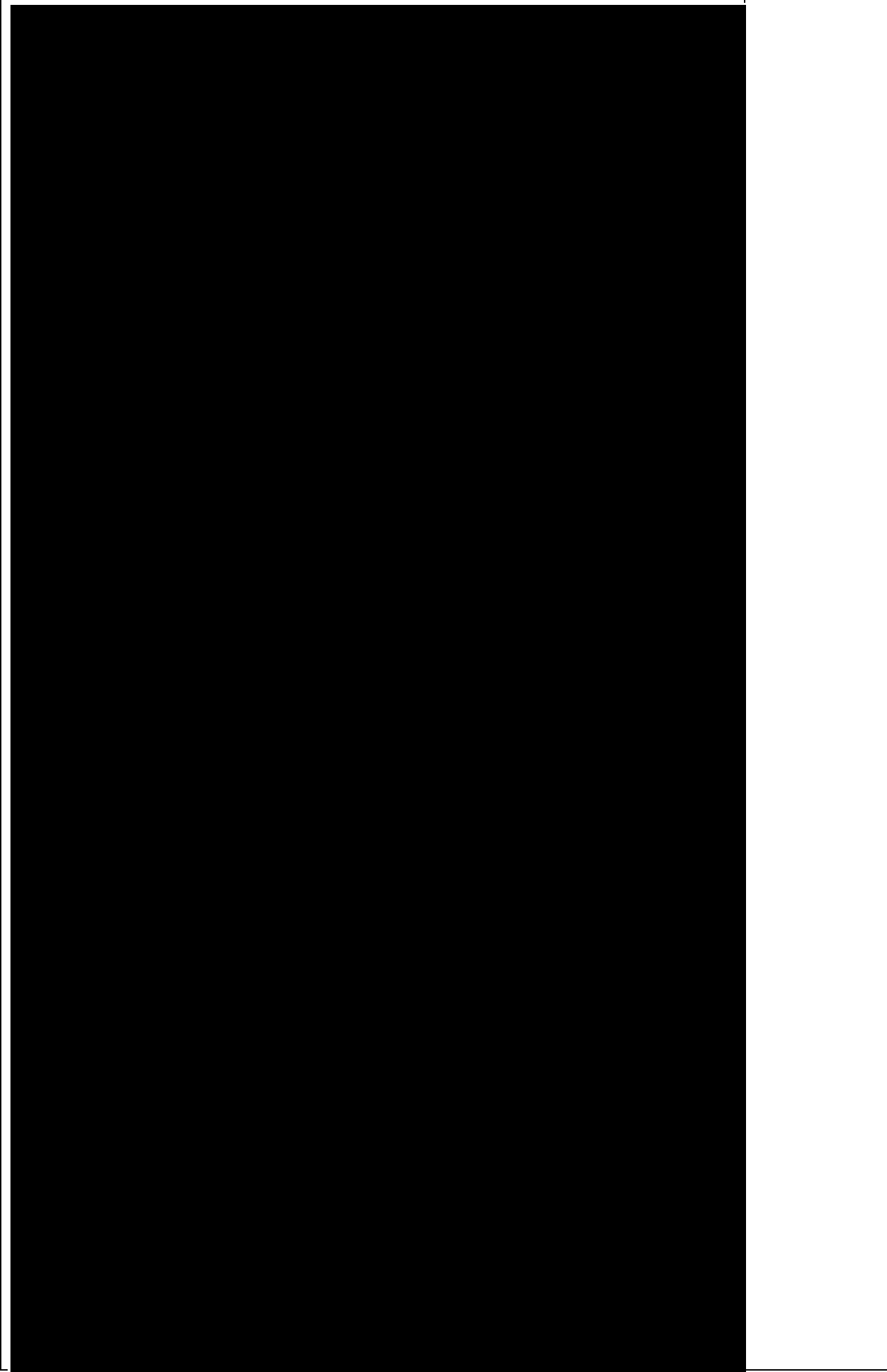
The above programme validations were approved on the proposal of Mr David Leahy and seconded by Mr Tom Grady.

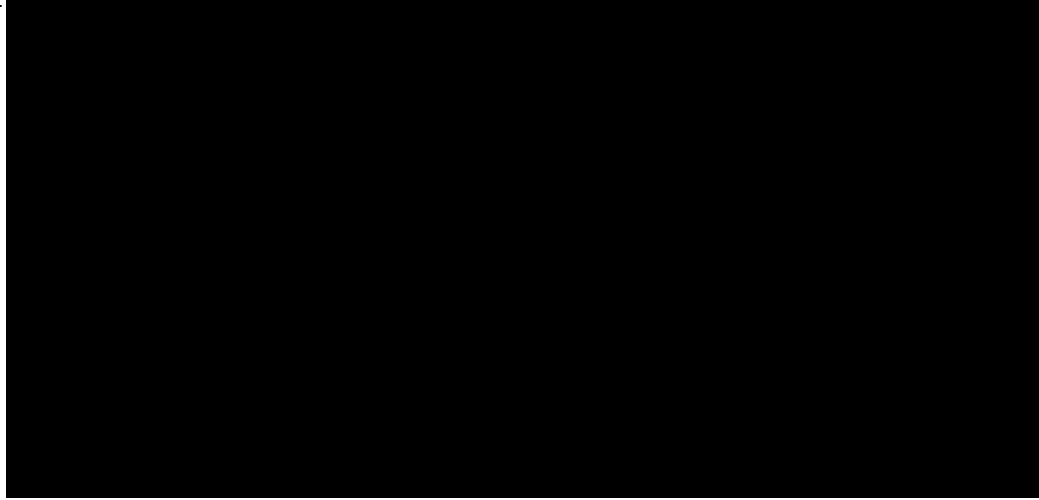
**10.0 HR Matters**











Mr Joe Cunningham paid tribute to Ivan MacPhilips on receiving the Enterprise Ireland Academic Award. He acknowledged the contribution Mr MacPhilips gives to the Institute and added that it represents the kind of ethos that GMIT represents in standard of care to our students. He congratulated Ivan and all who look after our students so well daily.

The President thanked Mr Cunningham and added the message will be conveyed to Ivan MacPhilips on behalf of the Governing Body.

## **11.0 Corporate Governance**

### **11.1 Annual Protected Disclosures Report**

Mr Fennell presented the Annual Protected Disclosures Report for approval as follows:

#### **Protected Disclosures Report**

Section 22 of the Protected Disclosures Act 2014 requires the publication of a report each year relating to the number of protected disclosures made in the preceding year and any actions taken in response to such disclosures.

No protected disclosures were received by GMIT in the year ended 31<sup>st</sup> December 2020.

This was approved on the proposal of Mr Gareth Roe and seconded by Ms Maureen Walsh.

### **11.2 Report on Self Evaluation of Governing Body Effectiveness**

Following a survey carried out by Deloitte with the Governing Body members their report on the findings of this survey has now been issued, a copy of which was circulated in advance of the meeting.

It was agreed to schedule training for the Governing Body members which would be informed from the survey results. This training will take place in September. It was also agreed that annual training would be provided to members going forward.

### **11.3 Review and Approval of Governing Body Standing Orders**

The Governing Body Standing Orders was approved on the proposal of Mr Gareth Roe and seconded by Mr Michael Geoghegan.

### **11.4 Risk Management**

<p>Mr Fennell provided an update to the meeting on the Institute Risk Register. The Risk Register will be an Agenda item for the next Audit and Risk Committee meeting in September and an update will be provided to the Board.</p> <p>Some items for discussions are:</p> <ol style="list-style-type: none"> <li>1. Investment in Dublin Road Campus to meet the student growth requirements</li> <li>2. COVID-19</li> <li>3. Competitive funding. Staff are being recruited for such projects and the risks associated with potential funding not being provided.</li> <li>4. CUA: Deloitte have been retained to develop a risk register around alleged inconsistencies in information recorded on Approved Programme Schedule for online delivery in IT Sligo with a view to having a comprehensive Risk Register for the TU.</li> </ol>	
<p><b>12.0 Any Other Business</b></p>	
<p>Delegated authority is granted to the President and Chairman for the summer period on the proposal of Ms Proinsias Ni Ghraíne and seconded by Ms Mary McGinley.</p> <p><b>This concluded the business of the meeting.</b></p> <p><b>Signed:</b> _____ Chairperson</p>	<p><b>Date:</b> _____</p>

## Governing Body List of Actions 2021

Action Items Reference Nos are explained as follows:

- The first number of the reference relates to the Date of the Meeting
- The second number of the reference relates to the Agenda Item

Action Item	Action	Action Owner	Target Date	Status
29.08.19 – 10.5 28.11.19 – 7.0	Strategic plans to be developed for: - 1. Marketing - 2. Communications	President	January 2020	Self-Evaluation taking place as part of QA process in 2021
29.08.19 – 10.5 28.11.19 – 7.0 30.01.20 – 9.1	- 1. International  Benchmarking exercise on Internationalisation within the Sector  Explore appointment of an External Consultant to review International	VP for International	January 2020  March 2020  March 2020	Delayed due to COVID19  Deferred due to COVID19  Decision not to proceed at this time
26.09.19 – 3	Establishment of GIHS Working Group / Review of School/Strategic Plan	Chair & President	Nov/December 2019	Presented to December 2019 meeting
28.01.21 – 10.0	Seek staff nominations for Mayo Campus Subcommittee	J Fennell	March 2021	Seek nominations again
25.02.21 – 9.3	Maintain Conflicts of Interest Register	J Fennell	Ongoing	Ongoing