

## Minutes of proceedings of the Governing Body Meeting

**Date:** Thursday, 25<sup>th</sup> February 2021  
**Time:** 10.00am  
**Location:** Microsoft Teams and Boardroom, Galway Campus

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

**In Attendance:** Mr Jim Fennell, Secretary / VP for Finance & Corporate Services  
Dr Michel Hannon, VP for Academic Affairs and Registrar  
Dr Rick Officer, VP for Research and Innovation  
Ms Fiona Faherty, Meeting Secretary  
Mr David Lee, Buildings & Estates Manager, (Agenda Item 6.0)  
Dr Patrick Tobin, Head of CCAM, (Agenda Item 6.4)

**Apologies:**

<b>1.0 Declaration of Conflict of Interest with Agenda Items</b>	<b>ALL</b>
Ms Siobhan Kennedy noted a conflict of Interest under Item 6.3 of the Agenda, Student Building.	
<b>2.0 Minutes of Previous Meeting</b>	<b>All</b>
<p>Subject to the following amendments, the minutes of the Meeting held on 28<sup>th</sup> January 2021 were approved on the proposal of Cllr Michael Maher and seconded by Cllr Terry O’Flaherty.</p> <p><b>Item 4.5 Business Studies Data Breach</b></p> <p>Dr Flynn acknowledged the difficulties experienced by both Students and Staff of the Institute and by Members of the Governing Body “and accepted that some Governors were disappointed with the focus of the initial communication made by the Institute on the morning of the 14<sup>th</sup> December.”</p> <p>The President of the Students Union raised issues being experienced by “the wider student body, including those with disabilities”, and their concerns regarding future teams calls. He added that training is required for both staff and students on Teams and Zoom meetings.</p> <p>The meeting agreed to review the use of the term ‘Data Breach’ going forward when discussing this case.</p> <p>Cllr Terry O’Flaherty provided an update on Item No 7, URDF, under 4.4 Capital Projects.</p> <p>Mr Michael Geoghegan noted the suggestion from the Finance Subcommittee to include the Mission Statement, re Educational Purpose, to be included in the Audited Financial Statements for Year Ended 31<sup>st</sup> August 2019, be included under Item 5.1 of the minutes.</p>	
<b>3.0 Matters Arising</b>	<b>All</b>
<p>Mr Michael Goeghegan asked if the loses in the Canteen were attributable to the fire in the canteen, Mr Fennell referred to item 5.2 of the minutes which noted that the loses were due to both the fire and COVID-19.</p> <p>Mr Fennell referred to item 5.0 of the minutes and informed the Board that the Institute has begun contacting the NTMA (National Treasury Management Agency) to open accounts to deposit surplus cash funds from time to time.</p>	
<b>4.0 President</b>	<b>O Flynn</b>
<p><b>4.1 President’s Report</b></p> <p>The Presidents 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>- Updates on the GMIT Learning, Teaching and Assessment (LTA) Strategy (2019-2023) is now available for staff to review. Dr Flynn commended Dr Michael Hannon and his team for their work on this.</li> <li>- GMIT’s first cohort of Professional Apprenticeships has commenced – Manufacturing Engineering.</li> <li>- Dr Flynn highlighted several careers events that are taking place over the coming weeks in International, Hotel School, Construction Management, Engineering and acknowledged the strong initiatives by the Careers Office.</li> </ul>	

<p>Dr Rick Officer provided an update on Research and Innovation progress and acknowledged the collaborative culture projects underway. He noted Dr Mark Kelly is GMIT's lead for the recently released Build Digital tender, which is overseen by the Department of Public Expenditure and Reform. The bid is worth €500k per annum for a period of 5 years.</p> <p>Dr Flynn provided an update on COVID19 and the recent outbreak among the GMIT student population. Direct communication was made with all students by the COVID officer and via a social media campaign. The earliest return to Campus will now phase in from early March, subject to the public health and HSE advise.</p> <p><b>4.2 Media Coverage Report</b></p> <p>The Media Coverage Report which was circulated prior to the Meeting was taken as read.</p>	
<p><b>5.0 CUA / TU</b></p>	<p><b>O Flynn</b></p>
<p>The GMIT TU Subcommittee met on 15<sup>th</sup> February and a meeting of the joint Governing Body Subcommittee took place on 16<sup>th</sup> February. Key issues discussed were Submission ready to print, MOU with TUI deadline is 12<sup>th</sup> March, potential risks arising as a result of the MOU process and Deloitte to be engaged to assist in identifying the scale and mitigating actions.</p> <p>Mr Gareth Roe emphasised to the Governing Body the significance of GMIT becoming a TU as the biggest change to the Institute in its 50-year history. He highlighted that there are risks and opportunities.</p> <p>The Chairman added that discussions had taken place regarding financial differences between the CUA members. GMIT's finances were discussed and the requirement for investment in our Campuses was noted at the meetings.</p> <p>Dr Flynn added that the three Secretary / Financial Controllers have also had some meetings and the Institutes concerns are being raised here and the appointment of Deloitte is welcome.</p> <p>Ms Maureen Walsh acknowledged the positive culture observation within the process and the appetite for moving forward to become a TU.</p>	
<p><b>6.0 Capital Projects Update</b></p>	<p><b>O Flynn</b></p>
<p>Dr Rick Officer provided an update on the financial position and strategic development of the iHubs. The extended Dublin Rd iHub now has space to support 40 client start-up companies. The iHub will continue to provide the business development supports to grow these companies, to engage students on placements with client companies, and to deliver entrepreneurship programmes.</p> <p>The extended building now enables deeper synergies will all aspects of GMIT's mission. Strategic differentiation of the building's sectoral focus into MedTech has seen 7 incubation units equipped with laboratory facilities. €100k in EI funding secured in 2020 will refurbish 4 more units with lab facilities suitable for MedTech development. A new €1m EI grant-aided Medical Imaging Suite within the iHub operated by the MET Gateway is proving crucial to companies developing and testing novel medical devices and therapies. The Suite can also be used as a training facility, not just for clinicians, but for students engaged on GMIT programmes.</p> <p>A strategic shift in our approach to achieving GMIT's mission of enterprise engagement is characterised by:</p> <ul style="list-style-type: none"> <li>• Specialisation into key sectors, existing and emerging;</li> <li>• Alignment to key domains of expertise within the Institute; and</li> <li>• Collaborative, integrative development of these areas of focus.</li> </ul>	

This approach allows decreased emphasis on GMIT providing and operating the physical facilities, and increased focus on us providing the supporting programmes and services:

- Entrepreneurship,
- Education & Training, and,
- R&D support
- 

Financial projections presented indicate that the Dublin Road iHub will break even in 2022/23. Ongoing operational deficits at the Mayo campus iHub will be addressed through collaboration with local stakeholders in enterprise development.

The Chair and President along with members of the Board acknowledged the positive presentation by Dr Officer. They acknowledged the growth the iHub extension has provided since opening and the direction research activity and entrepreneurship programmes are going in. Funding of €18.9m has been secured by iHub client companies in R&D grants since 2018 and this was acknowledged as significant.

Mr David Lee joined the meeting and provided an update on Capital Projects.

- Land Acquisition: A revised business case was submitted to the HEA on 11st February 2021, this is ongoing.
- STEM Building: Ms Siobhan Kennedy, left the meeting for this item. The Institute is working in conjunction with NDFA in Bundle 2 with the expectation of going to market during 2021. Dr Flynn noted the critical importance of this project.
- Student Centre Building: The SU President welcomed the presentation on the student building and complimented Mr Lee on the design and work, he noted the critical asset the building will be for students. Mr Michael Geoghegan also complimented Mr Lee and his team and welcomed the presentation. Approval was sought for an extension of time to continue negotiations with the original design team to address the procurement compliance issues caused by the 4-year suspension of the project. The application was approved on the proposal of Cllr Michael Maher and seconded by Mr Victor O'Loughlin.
- CCAM – GMIT legal advisers have completed a draft CREW lease, this is being reviewed by CREW (Creative Enterprise West). Dr Patrick Tobin joined the meeting and made a presentation to the Board. It is hoped to have the MOU by March, which will be provided to the Governing Body. The proposal is a 20-year lease. Dr Tobin sought approval from the Governing Body to proceed with the planning application details of which will be provided at the March meeting. The Chairman queried the financial implications to the Institute. Dr Tobin advised that the CREW company was set up to minimise any financial implication to GMIT. Ms Maureen Walsh commended the project and acknowledged the requirement for a movement into the gaming space within industry. Ms Proinsias Ni Ghraíne also welcomed this project and noted the increasing interest in this industry. The comments were welcomed by the Chairman who acknowledged the GMIT brand is getting stronger within industry.

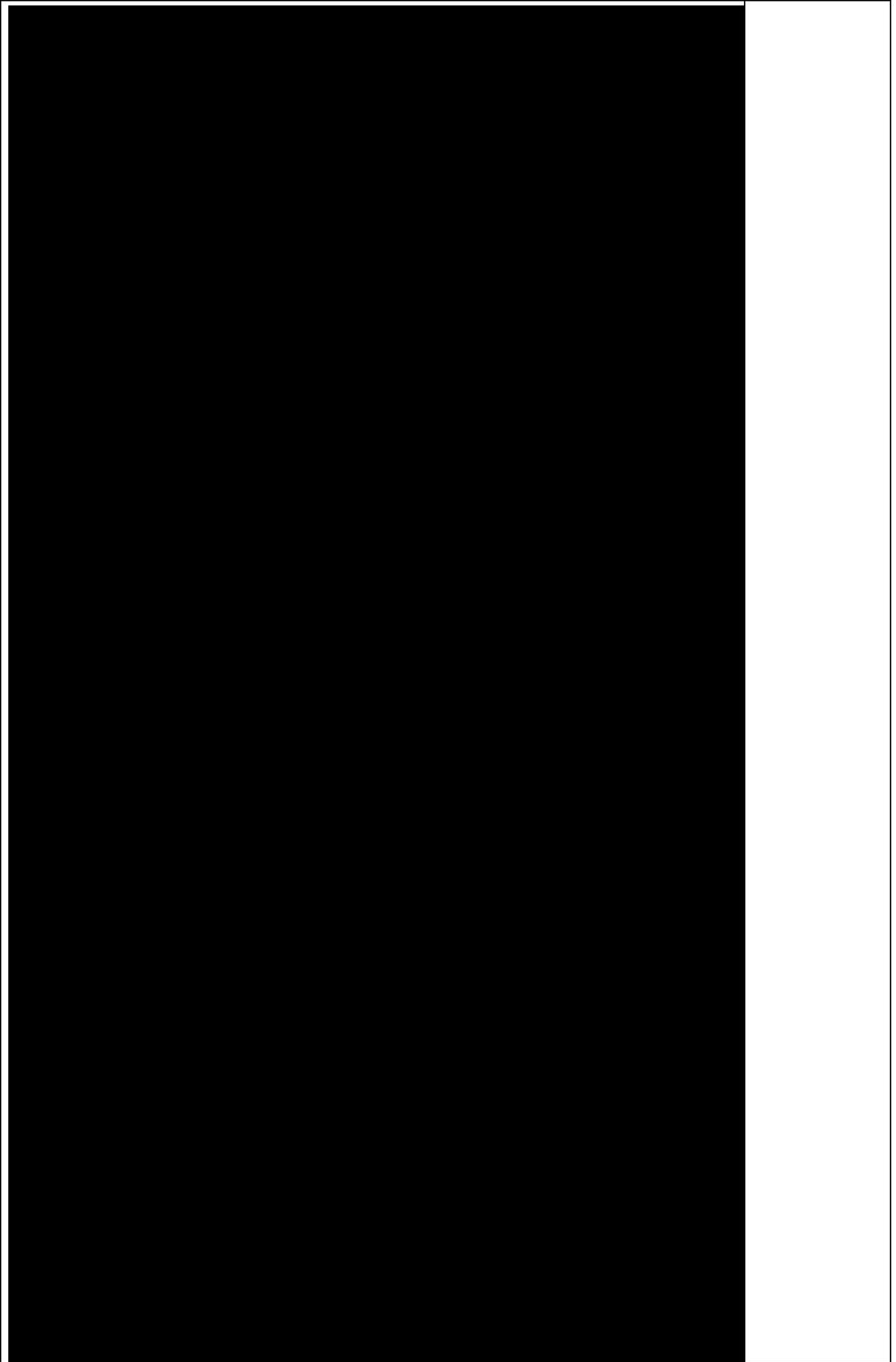
Mr Michael Geoghegan sought further details on the planning proposal prior to approval of planning permission being granted by the Governing Body.

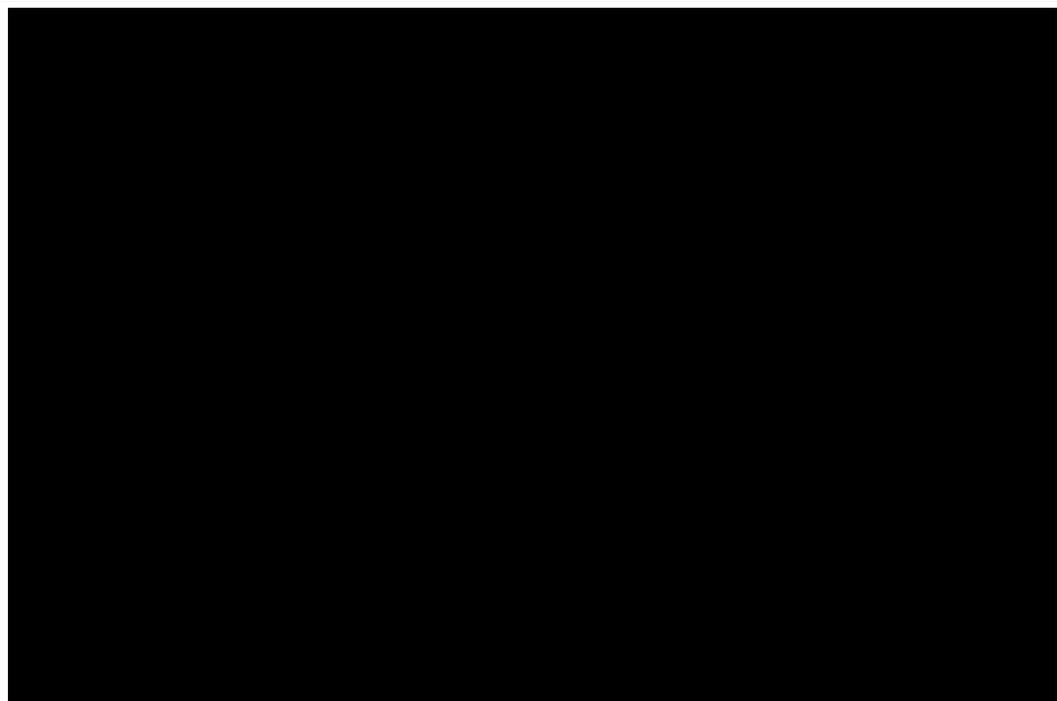
Dr Flynn added that the Capital Projects subcommittee needs to recommence soon.

The proposal for planning permission was approved in principal subject to additional detail on design and lease term coming back to Governing Body in

<p>March was approved on the proposal of Ms Maria Ruddy and seconded by Cllr Colm Keaveney.</p>	
<p><b>7.0 Registrar / Academic Council</b></p>	<p><b>M Hannon</b></p>
<p><b>7.1 Programme Validations</b></p> <p>Dr Michael Hannon presented the following twelve programmes for approval on behalf of Academic Council:</p> <ul style="list-style-type: none"> <li>✓ HDip in Advanced Analytical Chemistry (Level 8, 60 ECTS)</li> <li>✓ BSc in Cybersecurity (Level 7, 60 ECTS) and Cert in Data Cybersecurity (30 ECTS)</li> <li>✓ MSc in Cybersecurity Operations (Level 9 90 ECTS),</li> <li>✓ HDip in Science in Cybersecurity Risk &amp; Compliance (Level 8, 60 ECTS)</li> <li>✓ Cert in Digital Mapping and Geographical Information Systems (Level 8, 25 ECTS)</li> <li>✓ HD in Science in Medical Technology Regulatory Affairs (Level 8, 60 ECTS)</li> <li>✓ BSc (H) in Education (Design, Graphics &amp; Construction) DV</li> <li>✓ MSc in Applied Leadership &amp; Management and Management, Postgraduate Diploma in Applied Leadership &amp; Management, Certificate in Applied Leadership &amp; Management</li> <li>✓ MSc in Nursing in Applied Cardiac Catheterisation Laboratory Practice and Certificate in Nursing in Applied Cardiac Catheterisation Laboratory Practice Certificate in Peer Support Practice</li> <li>✓ HD in Business Analytics</li> <li>✓ BSc in Medical Science (DV)</li> </ul> <p>The Chairman added it was positive to see the Mayo Programmes for approval as well as so many others.</p> <p>The programme validations were approved on the proposal of Ms Maureen Walsh and seconded by Cllr Colm Keaveney.</p> <p><b>7.2 Alternative Work Placement Framework</b></p> <p>The Alternative Work Placement Framework was approved on the proposal of Cllr Michael Maher and seconded by Cllr Colm Keaveney.</p> <p><b>7.3 Academic Council Minutes</b></p> <p>The minutes from Academic Council meetings of 30<sup>th</sup> October 2020 and 11<sup>th</sup> December 2020 were taken as read.</p>	
<p><b>8.0 SU President Report</b></p>	<p><b>V O'Loughlin</b></p>
<p>Mr Victor O'Loughlin provided an update to the Meeting from the Students Union. He highlighted some of the following activities:</p> <ul style="list-style-type: none"> <li>- Attended meetings with SU Officers from around the country regarding USI.</li> <li>- Currently the only applicant that will appear on the ballot for the upcoming USI elections in April for VP for the BMW Region.</li> </ul>	

<ul style="list-style-type: none"> <li>- Attended USI Working Group, Presidents Group, Class Rep Council, CUA Development Day, CUA Partners meeting regarding the transition to CUA SU, Academic Council, Disciplinary meeting, Academic Standards Meeting</li> <li>- Presented the annual SU accounts to GMIT</li> <li>- Meeting with Management regarding the recent COVID-19 outbreak among GMIT students.</li> </ul> <p>The Education and Welfare officers also attended numerous meetings in the month of February which included the Students Union Kickstart 2021 initiative. This is focused in getting students active and the engagement is very positive.</p>	
<p><b>9.0 Corporate Governance</b></p>	<p><b>J Fennell</b></p>
<p><b>9.1 Risk Management</b></p> <p>Mr Fennell presented the COVID-19 Risk Register and noted the significant engagement from the Executive Board and the Institutes Business Continuity Teams. Some points of note are:</p> <ul style="list-style-type: none"> <li>- The financial risks are being downgraded.</li> <li>- Student experience and delivery of programmes in the current environment, due to COVID-19, is continuing to be a concern. Risk 8, 9 and 15 remain concerning. Dr Eleanor Rainsford acknowledged this concern.</li> <li>- Risk 7, Health &amp; Safety &amp; Welfare continues to be a concern. The significant work completed on site by the Buildings &amp; Estates Team is acknowledged.</li> <li>- Risk 18, Data Protection is an increased risk due to the recent data breach. An independent investigation is currently underway.</li> </ul> <p>Mr Fennell advised the meeting that the COVID-19 Risk Register will be submitted to the Audit &amp; Risk Committee (ARC) for review and an update will be provided to the April Governing Body.</p> <p>He also noted that the Institute has retained Deloitte to review the Institutes Strategic Risk Register. They are commencing work on this on 15<sup>th</sup> March and it is hoped a report will be provided to the Governing Body in April.</p> <p><b>9.2 Annual Review of IP Commercialisation and Conflicts of Interest</b></p> <p>The Annual Review of IP Commercialisation and Conflicts of Interest was approved on the proposal of Cllr Colm Keaveney and seconded by Cllr Michael Maher.</p> <p><b>9.3 Annual Conflicts of Interest Reports to GB</b></p> <p>Mr Fennell informed the meeting that the Conflicts of Interests register will be maintained and updated after each meeting.</p> <p>It was agreed that SIPO and Conflicts of Interest training would be provided to the Governing Body.</p>	
<p><b>10.0 HR Matters</b></p>	<p><b>J Fennell</b></p>
	





**10.3 HR Practices – Post Graduates**

Dr Rick Officer referred to item 9.3 of the Minutes from 10<sup>th</sup> December Governing Body Meeting. Ms Siobhan Kennedy had referred to recent articles regarding poor employment conditions for Post Graduate students.

Dr Officer confirmed that where students are not on a fee scholarship scheme they seek part time lecturing work, this is processed through the Human Resources department and they are paid accordingly. This current agreement with HR will need to be clarified when becoming a TU.

Mr Gareth Roe added that the post graduate students within this scheme also gain valuable teaching experience in the space in which they are studying, and this is beneficial to the students, while also being paid.

Dr Flynn added that the details of this can be dealt with internally and if there is a change of policy it will come to Governing Body for approval.

Ms Kennedy referred to a separate article in the Connacht Tribune regarding the Access and Disability staff who are not being paid sick leave and the lack of office space. The meeting was advised that this matter had been addressed by the Labour Court in 2019 and the court had determined that this is a collective issue. The meeting noted that the terms and conditions of employment are a reserved function of the Minister.

Notwithstanding the foregoing, the President advised the meeting she had offered to meet with the staff and hoped to meet with them in the coming weeks.

**10.0 Any Other Business**

**All**

Mr Joe Cunningham queried the recruitment process for the filling of the post of Corporate Governance & Risk Management Officer. Mr Fennell informed the Board that the post was being advertised this week.

Mr Fennell sought approval from the Governing Body to distribute funding to our partners in Horizon 2020 project: -

- Rockfield Medical Devices €514,968.58
- Steripack Medical €434,488.38
- Georg Menshen €563,864.26

This was approved on the proposal of Ms Mary McGinley and seconded by Cllr Michael Maher.

**This concluded the business of the meeting.**

**Signed:**

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Chairperson

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

## 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 30.01.20 – 3.0	Establishment of GIHS Working Group / Review of School/Strategic Plan  GIHS Strategic Plan	Chair & President	Nov/December 2019  2020	Presented to December 2019 meeting  Review as part of Academic Plan Q4 2020 – Complete Presented to GB Oct 2020
26.09.19 – 5.1	<i>Institute to write to HEA regarding Accommodation Crisis</i>	<i>VP for F&amp;CS</i>	<i>October 2019</i>	<i>Complete/Part of sectoral discussions.</i>
12.12.19 – 5.1	<i>Clarification on Garda Vetting for Guest Lecturers</i>	<i>VP for F&amp;CS</i>	<i>January 2020</i>	<i>Complete</i>
12.12.19 – 8.0	<i>Communications Plan for delivering Mayo campus Strategic Plan to all Stakeholders</i>	<i>President/VP for Mayo campus</i>	<i>December 2019</i>	<i>Complete</i>
28.05.20 – 5.1	<i>Update from Return to Campus Implementation Team</i>	<i>President</i>	<i>June 2020</i>	<i>Agenda Item at August Meeting Regular updates at monthly meetings – Complete</i>
27.08.20 – 3.0	<i>Review of Action List</i>	<i>President and VP FSC</i>	<i>Sept 2020</i>	<i>Complete</i>
27.08.20 – 4.2	<i>Update of Inaugural Shadow GB meeting</i>	<i>President</i>	<i>Sept 2020</i>	<i>Complete</i>
27.08.20 – 5.2	<i>TOR Mayo Campus Subcommittee</i>	<i>President</i>	<i>Sept 2020</i>	<i>Complete</i>

27.08.20 – 5.2	ARC to review Risk Registers and provide update on findings	ARC/ JFennell	Sept 2020	Complete
27.08.20 – 5.2	Set up EDI Meeting	J Fennell	Sept 2020	Complete Meeting taking place on 5 <sup>th</sup> October
27.08.20 – 6.0	Capital Projects Priority List	J Fennell	Sept 2020	Complete
27.08.20 – 10.0	CAO outcome required for schools with poor student no's	J Fennell	Oct 2020	Complete
27.08.20 – 10.3	Trend analysis of Unit Cost Report	J Fennell	Sept 2020	Agenda Item for October Meeting – Complete
24.09.20 – 4.4	Honorary Fellowships	President	Sept 2020	Agenda Item for October Meeting - Complete
24.09.20 – 8.4	CAO Numbers – GIHS	Registrar	Oct 2020	Agenda Item for October Meeting - Complete
24.09.20 – 12.0	TU Submission	President	Oct/Nov 2020	Separate 1 Item Meeting – Date to be agreed Q1 2021
26.11.20 – 4.2	Circulation of Article	J Fennell	Dec 2020	December Meeting – Complete
26.11.20 – 6.2	Clarification on procurement – Reappoint Design Team on Student Building	J Fennell	Dec 2020	January Meeting Complete
26.11.20 – 6.3	Capital Projects Subcommittee 1. Circulate TOR 2. Members of Subcommittee	J Fennell	Dec 2020	Agenda Item December Meeting - Complete
26.11.20 – 8.1.1	Update on Student Support – Recording Policy	M Hannon	Dec 2020	December Meeting – Complete
26.11.20 – 9.1	Finance Outturn Deferred	J Fennell	Dec 2020	Agenda Item December Meeting – Complete
28.01.21 – 3.0	HR Practices for Post-Graduates	R Officer	Feb 2021	Agenda Item February Meeting
28.01.21 – 4.1	Update from Acad Council Meeting regarding COVID-19 impact on Semester 1	M Hannon	Feb 2021	February Meeting
28.01.21 – 4.4	Capital Projects Update	O Flynn	Feb 2021	Agenda Item February Meeting
28.01.21 – 8.2	COVID-19 Risk Register	J Fennell	Feb 201	Agenda Item February Meeting
28.01.21 – 10.0	Seek staff nominations for Mayo Campus Subcommittee	J Fennell	March 2021	Seek nominations again