

## Minutes of proceedings of the Governing Body Meeting

**Date:** Thursday, 28<sup>th</sup> February 2019

**Time:** 10.00am

**Location:** Institute Boardroom

**Present:** Mr. Cormac MacDonncha (Chair)  
Ms. Mary Rogers  
Mr. Gareth Roe  
Ms. Mary McGinley  
Ms. Emma Louise Duffy  
Cllr. Mary Howard  
Mr. Michael Vaughan  
Ms. Maire Ní Chionna  
Mr. Michael Geoghegan  
Mr. Michael Lally  
Mr. Aaron Burke  
Mr. Tom Grady  
Mr. David Leahy  
Cllr Niall McNelis

**In Attendance:** Mr. Jim Fennell, VP for Finance and Corporate Services  
Dr. Rick Officer, VP for Research and Innovation  
Dr. Des Foley, Deputising as VP for Academic Affairs and Registrar  
Ms. Bernadette Donoghue, Meeting Secretary  
Ms. Jean Carpenter, Corporate Governance Compliance Officer  
Dr. Paddy Tobin, Head of School of Design (Item 10.0)  
Ms. Celine Curtin, Head of Dept of the Centre for Creative Arts & Media (Item 10.0)  
Mr. David Lee, Buildings & Estates Manager (Item 10.0)

**Apologies:** Dr. Michael Hannon  
Mr. Joe Cunningham

<p><b>1.0 Declaration of Conflict of Interest with Agenda Items</b></p> <p>There were no conflicts of interest declared by those present or in attendance.</p>	
<p><b>2.0 Minutes of Previous Meeting</b></p> <p>The minutes of the meeting held on 7<sup>th</sup> February 2019 were approved on the proposal of Cllr. Mary Howard and seconded by Mr. Michael Lally subject to the following amendments:</p> <p>Page 8, Item 9.0 Any Other Business – Meeting without Executive, second last paragraph to be amended to “Mr. Michael Geoghegan reiterated his concern at having to leave the meeting for the non-executive part of the Governing Body meeting.”</p> <p>Page 2, Item 4.1 3<sup>rd</sup> bullet point to be amended to include “Mr. Aaron Burke commented that the students are the main stakeholders of the Institute and need to be at the forefront of the Strategic Plan.”</p>	<p><b>All</b></p>
<p><b>3.0 Matters Arising</b></p> <p>There were no matters arising.</p>	<p><b>All</b></p>
<p><b>4.0 President</b></p> <p><b>4.1 President’s Report</b> The President’s Report had been circulated to the meeting and was taken as read.</p> <p><b>4.2 CUA Update</b> The CUA Governance, Management and Organisations Structures for the New TU discussion paper had been circulated to the meeting for information.</p> <p>It was agreed that the Governing Body would be provided with an update on the progress of the CUA Steering Group and Working Groups at an upcoming Governing Body meeting.</p> <p><b>4.3 Media Coverage Report</b> The Media Coverage Report was circulated prior to the meeting and was taken as read.</p>	<p><b>MHannon</b></p> <p><b>MH</b></p>
<p><b>5.0 Registrar</b></p> <p><b>5.1 Gender Identity and Gender Expression Policy</b> Dr Des Foley advised that the Gender Identity &amp; Gender Expression Policy document circulated to the meeting was recommended for approval by Academic Council. The Policy was approved by the Governing Body on the proposal of Cllr Niall McNelis and seconded by Mr. Aaron Burke.</p> <p><b>5.2 Gender Identity and Gender Expression Guidance Document</b> The gender identity and gender expression guidance document was circulated to the meeting for information purposes.</p> <p><b>5.3 New Programmes</b> Details regarding the following new programmes were circulated to the Governing Body for information; -</p> <ul style="list-style-type: none"> <li>i. Certificate in Contemporary Sports Coaching Practice</li> <li>ii. Certificate in Business Analytics</li> <li>iii. Certificate in Data Protection</li> <li>iv. Certificate in Data Modelling, Analysis and Visualisation</li> <li>v. Certificate in Digital Media and Marketing</li> <li>vi. Culinary Apprenticeship Documents: <ul style="list-style-type: none"> <li>• Level 7 and Level 8</li> <li>• Rationale for Apprenticeship Programme.</li> </ul> </li> </ul> <p><b>5.4 Academic Council Minutes</b> Academic Council minutes for the following meetings was circulated to the Governing Body for information; -</p>	<p><b>DFoley</b></p>

<p>i) Friday 30<sup>th</sup> November 2018;  ii) Monday 17<sup>th</sup> December 2018;  iii) Wednesday 9<sup>th</sup> January 2019.</p>	
<p><b>6.0 Finance</b></p>	<p><b>JFennell</b></p>
<p><b>6.1 Finance Out-Turn for the Year Ended 31<sup>st</sup> December 2018</b>  Mr. Jim Fennell presented the Finance out-turn for the year ended 31<sup>st</sup> December 2018 to the Governing Body for information and Mr. Fennell advised the meeting that the Finance Sub-Committee of the Governing Body would be considering the out-turn at their meeting on 12<sup>th</sup> March 2019.</p> <p>The meeting discussed the current approach to the provision of on-line teaching in the Institute and it was agreed that the provision of on-line teaching should have an Institute wide approach. The Chair agreed to bring this to the attention of the Governing Body Mayo Campus Sub-Committee and Jim Fennell agreed to bring it to the attention of the Executive Board.</p> <p><b>6.2 Update on Budget 2019</b>  Mr. Jim Fennell advised the Governing Body that the draft operational budget for 2019 and the five-year financial plan would be presented to the Governing Body for approval at their next meeting on 28<sup>th</sup> March 2019. As requested at the previous meeting Mr. Fennell provided a brief overview of the current status of the 2019 draft budget.</p> <p><b>6.3 ICT Infrastructural Investment Plan</b>  The ICT infrastructural Investment Plan 2019-2024 was circulated to the Governing Body for approval. Mr. Jim Fennell advised the meeting that the investment plan is recommended for approval by the Joint Executive Board and Management Group.</p> <p>The ICT infrastructural investment plan was approved by Governing Body on the proposal of Mr. Michael Lally and seconded by Mr. Gareth Roe.</p>	<p><b>Chair/JF</b></p> <p><b>JF 28/3</b></p>
<p><b>7.0 Corporate Governance</b></p>	<p><b>JFennell/ JCarpenter</b></p>
<p><b>7.1 Risk Management</b>  The Institute Risk Register had been circulated to the Governing Body. Mr Jim Fennell outlined the process for cascading the risk register throughout the Institute. Mr Fennell advised that the up-dated risk register will be reviewed by the Audit &amp; Risk Committee on March 14<sup>th</sup> and will be an agenda item, for approval, at the Governing Body meeting on March 28<sup>th</sup>.</p> <p>A discussion took place around the need to fund the Student Services Buildings on the Dublin Road, for which planning permission is currently in place, and it was suggested that the Capital Projects Sub-Committee of the Governing Body meet to discuss same.</p> <p>The Chair requested that sports facilities be an item on the Governing Body agenda for their meeting in April 2019. Dr Des Foley agreed to provide a presentation on a strategy for sports facilities for the Institute to the Governing Body in April 2019</p> <p><b>7.2 Employee Code of Conduct</b>  The GMIT Code of Conduct for Employees Version 3.0 had been circulated to the Governing Body and was recommended for approval by the Governing Body Working Group chaired by Mr Michael Lally.</p> <p>Following some discussion, the Governing Body approved the GMIT Code of Conduct for Employees Version 3.0 on the proposal of Mr Michael Lally and seconded by Ms Mary McGinley subject to the following; -</p> <ul style="list-style-type: none"> <li>• Re-instate item 5.1.2 "All Employees are required to make themselves aware of this Code (and any subsequent amendments or guidelines) and must adhere to the principles set out above. Breach of this code may lead to disciplinary action in</li> </ul>	<p><b>JF 28/3</b></p> <p><b>Chair</b></p> <p><b>DF 25/4</b></p>

<p>accordance with the Institute's Disciplinary Procedures."</p> <p>Separate to the above, the meeting requested that Mr Jim Fennell put a procedure in place to ensure all employees read and understand the Code of Conduct for Employees and subsequent amendments, and a record of same should be maintained. Jim Fennell agreed to revert to the Governing Body with such a procedure.</p> <p><b>7.3 Governing Body Effectiveness Review</b>  Ms Jean Carpenter thanked all those who had completed the Governing Body effectiveness review survey to date and encouraged the completion of any outstanding surveys, adding that the review would be more meaningful if input from all members was obtained. A report on the effectiveness review will be provided to Governing Body for their meeting in March 2019.</p> <p>Ms Carpenter also requested the return of any outstanding Designated Directors' Statement of Interest forms for 2018. Ms Carpenter agreed to follow up with those who are still outstanding.</p> <p><b>7.4 Establishment of Gender Sub-Committee</b>  The Terms of Reference for the GMIT Equality, Diversity and Inclusion Sub-Committee of the Governing Body had been circulated to the meeting. The Terms of Reference were approved on the proposal of Mr David Leahy and seconded by Mr Michael Geoghegan.</p> <p>The following members were nominated to the sub-committee in accordance with the membership criteria outlined in the approved Terms of Reference; -</p> <ul style="list-style-type: none"> <li>• One member of the Governing Body who shall be a nominated staff or nominated student member of the Governing Body – Students' Union VP for Welfare, was nominated on the proposal of Mr Aaron Burke and seconded by Mr Michael Geoghegan;</li> <li>• Two members of the Governing Body who are neither members of staff or student body – The Chair sought volunteers from the meeting and Mr Michael Vaughan and Ms Mary McGinley agreed to be members of the sub-committee;</li> <li>• Two members with appropriate expertise who are not members of the Institute – Professor Anne Scott, VP for Equality &amp; Diversity at NUIG was nominated on the proposal of Mr David Leahy and seconded by Mr Gareth Roe and Cllr Niall McNelis agreed to revert with a possible nominee with relevant expertise.</li> </ul> <p>The meeting also discussed the possible duplication and cross-over of Governing Body Sub-Committees and on this basis, it was agreed that a review of the sub-committees should take place.</p>	<p><b>JF</b></p> <p><b>JC 28/3</b></p> <p><b>JC</b></p> <p><b>NMcN</b></p> <p><b>Chair/JF</b></p>
<p><b>8.0 SU President Report</b></p>	
<p>Mr. Aaron Burke, SU President updated the meeting on the following items; -</p> <ul style="list-style-type: none"> <li>• SU is working with the Canteen to promote the use of reusable cups and bamboo cups;</li> <li>• SU President's comment and statement on the "unofficial rag week";</li> <li>• Galway Safe App;</li> <li>• Welfare services issues;</li> <li>• Drugs awareness campaign being run by the SU VP for Welfare;</li> <li>• Mental Health Awareness Talks;</li> <li>• Four Motions put to Congress – Expansion of student leap card; Minimum graduate wage for students graduates; Minimum living wage for students graduates; Investment in mental health care in rural and west of Ireland;</li> <li>• Security and Anti-social behavior on Campus;</li> <li>• Acts for end of year ball finalized.</li> </ul> <p>The extensive amount of work being done by the Students' Union was commended by the Governing Body and it was agreed that the SU President's Report item should be moved higher up on the Governing Body agenda to allow sufficient time for the report to be presented.</p>	<p><b>JF 28/3</b></p>

**9.0 HR Matters**

**10.0 Buildings & Estates**

**10.1 Approval of Co. Funding for CCAM Application to HESIF**

Dr Paddy Tobin, Head of School of Design, Ms Celine Curtin, Head of Department of the Centre for Creative Arts & Media and Mr David Lee, Buildings & Estates Manager joined the meeting for this item and provided a presentation to the Governing Body on a proposed funding application to the HEA under the Higher Education Structural Infrastructure Fund (HESIF).

Approval was sought to make an application to the HEA under HESIF for €3.5m funding. The proposal includes the total development cost of €7.0m funded from HESIF funding of €3.5m and GMIT Capital reserves of €3.5m.

On the proposal of Cllr Niall McNelis and seconded by Mr Michael Lally the Governing Body approved the project proposal and is committed to delivering the co-funding required.

**11.0 Any Other Business**

There was no other business.

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

Signed:

  
\_\_\_\_\_  
Chairperson

28<sup>TH</sup> MAR 2018  
Date: \_\_\_\_\_