

Minutes of proceedings of the Governing Body Meeting

Date: Thursday, 29th October 2020
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 Tom Grady
Mr Gareth Roe
Cllr Colm Keaveney
Dr Eleanor Rainsford
Mr Michael Geoghegan
Ms Mary McGinley
Cllr Paul Murphy
Ms Maureen Walsh
Ms Proinsias Ní Ghrainne
Cllr Terry O'Flaherty
Ms Maria Ruddy
Ms Siobhán Kennedy
Mr David Leahy
Mr Victor O'Loughlin
Ms Saidhbh McIntyre

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
Ms Jean Carpenter, Corporate Governance and Risk Management Officer
Ms Cait Noone, Head of Galway International Hotel School - Item 10.0
Ms Jacinta Dalton, Head of Department of Culinary Arts & Services - Item 10.0
Mr Diarmuid Ó Conghaile, Head of Department of Heritage & Tourism, Humanities,
Applied Languages & Communications - Item 10.0

1.0 Declaration of Conflict of Interest with Agenda Items	ALL
There were no conflicts of interest declared by those present or in attendance.	
2.0 Minutes of Previous Meeting	All
<p>Mr Gareth Roe noted that the issue of planning permission expiration with regard to the Student Building was highlighted at the meeting in September, but this was not noted in the minutes. It was agreed to amend the minutes and include this comment under item 7.0, Capital Projects Prioritisation.</p> <p>The minutes of the meeting held on 24th September 2020, to include the above amendment were approved on the proposal of Cllr Michael Maher and seconded by Cllr Colm Keaveney.</p>	
3.0 Matters Arising	All
There were no matters arising.	
4.0 President	O Flynn
<p>4.1 President's Report</p> <p>The President's Report was taken as read, it was circulated in advance of the meeting, Dr Flynn thanked everyone who had contributed to the report.</p> <p>Dr Flynn acknowledged the completion of the iHub and works on the Roof of the Mayo Campus as detailed on page 3 of the report under Infrastructure and Facilities. She thanked the Buildings and Estates Department for the projects completed thus far and for their ongoing works.</p> <p>Mr Michael Geoghegan welcomed this acknowledgement and suggested the budget for summer works be considered prior to summer of each year to allow better planning and projects to be facilitated earlier where possible.</p> <p>Mr Fennell noted this suggestion and confirmed that the process for prioritising 'summer works' projects was currently underway.</p> <p>The Chair queried the progress on the canteen refurbishment? The President informed the meeting that the process is near completion and is on target to be finalised in mid-November.</p> <p>The President noted that the impact of the COVID19 crisis is being closely monitored on campus and there are no transmission of infections occurring on campus to date that we are aware of.</p> <p>Dr Rick Officer referred to Page 11 of the Presidents Report and advised the meeting that: Dr Lisa Ryan and Maria Mc Donagh have been selected as finalists in the UK/Ireland Green Gown Awards, which focuses on research associated with Female Entrepreneurship. GMIT is the only HEI in the Republic of Ireland to make the list of finalists. The information on the project and GMIT will be included in the finalist brochure.</p> <p>4.2 Technological University (TU) Update</p> <p>She also informed the Board that GMIT hosted a very constructive and positive GMIT Academic Council focusing on the CUA, which took place on Friday 23rd October and all three Presidents and Registrars were in attendance together with CUA project representatives.</p>	

<p>One theme emerging from the meeting was the adoption of 'Atlantic Technological University' as the title for the new Technological University, in line with previous consultation with staff. The meeting welcomed the suggested name as it reflects the region currently served by GMIT, i.e. Galway, Mayo and also Clare.</p> <p>Mr Gareth Roe noted the view of the GMIT TU Subcommittee of the Governing Body is that the submission document doesn't fully include GMIT's perspective on the identity of the University as serving the urban centre of the Northern and Western Region, i.e. Galway city. The profile of this part of the region is significantly different and this also needs to be reflected.</p> <p>Dr Rick Officer suggested that GMIT perspectives must be reflected throughout the submission. He added that the document requires additional time and work in order to submit the high-quality document that is required.</p> <p>All comments were welcomed by the Chair and will be taken on board by the GMIT TU Subcommittee of the Governing Body at its next meeting.</p> <p>4.3 Media Coverage Report</p> <p>The Media Coverage Report which was circulated prior to the meeting was taken as read.</p> <p>Dr Flynn informed the meeting of potential negative press coverage relating to the Mayo Campus strategy. She advised the Board that the issue is being addressed and a meeting is taking place with Minister Simon Harris on Friday 30th October and Mayo County Council on November 9th.</p> <p>4.4 Honorary Fellowships – GB Subcommittee</p> <p>The President presented the nominees for the Award of Honorary Fellowships of GMIT. She informed the Board that the Honorary Fellowships GB Subcommittee had recommended all four nominees, but one nominee had declined the offer.</p> <p>The three nominees for approval are: Catherine Corless, Jonathan McCrea and Tony Petit.</p> <p>Dr Flynn proposed that the Honorary Fellowship Awards would be acknowledged at a separate ceremony to the graduations, which will be held virtually this year.</p> <p>The nominees and awards ceremony proposal were approved on the proposal of Cllr Colm Keaveney and seconded by Mr Michael Geoghegan.</p>	
<p>5.0 Mayo Campus</p>	<p>N McClenaghan</p>
<p>5.1 Report from V.P. of Mayo Campus</p> <p>Professor Neville McClenaghan presented to the meeting the progress on implementing the recommendations of the Working Group Report and the implementation of the Strategic Framework for the Mayo Campus.</p> <p>Mr Michael Geoghegan added that the lack of trust between management and staff still exists within the Mayo Campus. He suggested that the Kieran Mulvey report be revisited.</p> <p>Prof McClenaghan welcomed the comment and acknowledged that this issue is still ongoing, and communication and consultation processes continue to be required. The issue of Mayo Campus being an isolated Campus continues to be an issue and this requires further work.</p> <p>The Chair commended the President on her work on the implementation of the Strategic Framework.</p>	

<p>Dr Gareth Roe asked if there was any appetite for the establishment of a new School of Health & Wellbeing? Dr Flynn stated that this was being considered as part of the implementation of the Strategic Framework for the campus and in preparing for the TU.</p> <p>Dr Flynn and the Chair thanked Prof McClenaghan for his report and wished him well in his new role in Sligo IT.</p> <p>The Students Union President also thanked Prof McClenaghan for his support during his time as VP for Mayo Campus and wished him well in his new role.</p>	
<p>6.0 Corporate Governance</p>	<p>J Fennell</p>
<p>6.1 Report from Chair of Audit & Risk Committee (ARC)</p> <p>Ms Mary McGinley, Chair of the ARC presented to the meeting the scope of work carried out by the Audit & Risk Committee (ARC) and outlined their Action Plan under the following headings:-</p> <ul style="list-style-type: none"> - Financial Statements - Internal Controls / Internal Audit - Risk Management - External Audit - Corporate Governance - Reporting to the Governing Body <p>The Chair thanked Ms McGinley for the presentation and acknowledged the importance the role the ARC Committee holds in the Institute.</p> <p>Mr Joe Cunningham also acknowledged the role of the ARC, he noted the confidence the Governing Body have in this committee and the work they carry out is significant for the Institute. He also thanked Ms Jean Carpenter for the continuous support she offers to the ARC.</p> <p>6.2 Risk Management</p> <p>6.2.1 Report on Risk Register</p> <p>The Report on the Risk Register was circulated in advance and Mr Fennell highlighted the following:</p> <ul style="list-style-type: none"> - The Institute was significantly concerned with the impact of risks associated with the COVID19 crisis. - The financial implications of COVID19 for 2020 had been projected to cost circa €3.4m. - Some of the projected negative impacts did not occur and an additional state grant funding of circa €2m is projected to be received in respect of 2020. - Health and Safety, Return to Campus and the Business Continuity Committees have worked extremely well in conjunction with the Buildings & Estates Department and are to be complimented - The IT Department have also worked very hard to facilitate remote working and are also to be commended - Many of the challenges outlined in the COVID19 Risk Register have been addressed and other associated risks are being monitored and managed. - Ongoing reviews of the Institute Strategic Risk Register and the COVID19 Risk Register will continue. - 	

<p>6.2.2 Institute Strategic Risk Register</p> <p>The Institute Strategic Risk Register was approved on the proposal of Cllr Colm Keaveney and seconded by Cllr Michael Maher.</p> <p>6.2.3 COVID19 Risk Register</p> <p>The COVID19 Risk Register was approved on the proposal of Cllr Colm Keaveney and seconded by Cllr Michael Maher.</p> <p>6.3 Report from Chair of EDI Subcommittee</p> <p>Cllr Colm Keaveney, Chair of the EDI Subcommittee provided an update from the EDI Subcommittee meeting of 5th October 2020.</p> <p>He acknowledged the strong engagement and support from the President and VP for Finance & Corporate Services. He reiterated the importance of the EDI Subcommittee and the vision for the Institute to progress as a leader in the area of Equality, Diversity and Inclusion.</p> <p>He acknowledged the workload that has taken place already and thanked Ms Mary Nestor, the EDI Manager for the work on Athena Swan, Consent Framework and the Public Sector Equality and Human Rights Duty.</p> <p>He noted the enthusiasm of the Board members and the passion of the President on this topic and welcomed the workload involved and willingness to proceed with what was required to ensure GMIT reaches its objectives in the area of EDI.</p> <p>The Chair and President thanked Cllr Keaveney for his report and acknowledged the importance of his role as Chair of this committee. Ms Mary Nestor was also complimented for her work in the role as EDI Manager thus far.</p> <p>6.4 Statement from the Chairman on Recent Media Coverage</p> <p>The Chair read a statement to the Board regarding recent media coverage and addressed the issue in his response. A copy of this statement will be circulated to the members.</p>	
<p>7.0 Registrar / Academic Council</p>	<p>M Hannon</p>
<p>7.1 Report from Academic Council</p> <p>7.1.1 Academic Council Standing Meeting 27th May 2020</p> <p>7.1.2 Academic Council Standing Meeting 2nd September 2020</p> <p>The minutes of the Academic Council Standing Meetings of 27th May and 2nd September 2020 were circulated for information and taken as read.</p> <p>7.2 CAO – Report from VP of Academic Affairs & Registrar</p> <p>Dr Michael Hannon’s report will be uploaded to SharePoint for information.</p>	
<p>8.0 SU President Report</p>	<p>SU President</p>
<p>Mr Victor O’Loughlin, President of the Student’s Union provided a report to the Board highlighting some of the activities undertaken by the Students Union representatives in the past month:</p>	

<p>The SU President attended a Media Comms Group, CUA Steering Group, USI Presidents Working Group, Canteen Catering Committee, CUA Audit Meeting and held meetings with Cllr Niall McNelis and Cllr Terry O'Flaherty regarding the Zebra Crossing at the Roundabout on the Dublin Road.</p> <p>The SU Deputy President for Education attended the Mountbellew induction day, Social Media Policy Working Group, GMITSU Life Committee Training, Student COVID19 Engagement Talks, CUA Joint Governing Body Meeting, USI Academic Affairs Working Group, visited Letterfrack Campus, met with Students' Union part time officers and finalised Class Rep nominations/elections</p> <p>The SU Vice President for Welfare undertook Mental Health First Aid Training, met with Health and Wellbeing group, attended a Wavier Meeting Committee and SAF Committee Meeting. Held weekly meeting with GMIT SU Mayo (Every Friday) and an Introduction to Campus meetings 23/08/20</p> <p>The SU Vice President for the Mayo Campus held a student services Mayo Campus weekly meeting, formed the Mayo exec committee. Attended the COVID19 video Mayo Campus, Consent Training, Induction to Campus, Freshers Week Mayo and Trade Unions Council Introduction.</p> <p>Cllr Terry O'Flaherty thanked Mr O'Loughlin for his work on the zebra crossing initiative and added that she has followed up on this issue and hopes to provide an update at the November meeting. This was welcomed by the Board.</p> <p>Ms Siobhan Kennedy suggested that the Institute submit an application for the Bus Connect Project. This was agreed by the Board.</p>	
<p>9.0 Finance</p>	<p>J Fennell</p>
<p>9.1 Report from Finance Subcommittee (FSC)</p> <p>Cllr Michael Maher, Chair of the Finance Subcommittee provided an update to the Board from the FSC meeting of 20th October. He informed the meeting that the subcommittee are revising the FSC Action Plan and will provide an update at the November meeting.</p> <p>Finance Outturn to 31st August The FSC reviewed the Finance Outturn and the following were the key results: Surplus for the eight months was €876K compared to a budget deficit of €184K which is a positive variance of €1m. Projected Surplus for 2020 is €753K compared to a budget deficit of €85K which is a projected positive variance of €500K.</p> <p>Unit Cost Report 2018/19 The FSC reviewed the Key Performance Indicators (KPIs) extracted from the Unit Cost Report prepared by Deloittes. A presentation on the Key Performance Indicators (KPIs) extracted from the Unit Cost Report was circulated to the meeting.</p> <p>CAO Enrolments The FSC received a presentation from the Registrar on the outcome from the CAO. The Institute is on target with the Academic Plan.</p> <p>Finance Subcommittee reviewed the FSC Action Plan, the main items being:</p> <ul style="list-style-type: none"> - Mayo Campus - Galway International Hotel School (GIHS) - Canteen trading losses - COVID-19 Financial Implications 	

<p>Deposit Accounts The FSC noted that the Institute was now incurring negative interest rates which could prove expensive over a full year. Negative interest could potentially amount to up to €110k over a full year.</p> <p>9.1 (a) Unit Cost Report 2018/2019 – Key Performance Indicators</p> <p>This item was deferred to the next meeting.</p> <p>9.1 (b) Finance Outturn to 31st August 2020</p> <p>This item was deferred to the next meeting.</p>	
<p>10.0 Galway International Hotel School</p> <p>Ms Cait Noone, Head of Galway International Hotel School, Mr Diarmuid Ó Conghaile and Ms Jacinta Dalton joined the meeting and presented to the Board the strategic objectives for the School which included:</p> <ul style="list-style-type: none"> - Consolidate position of GIHS with new programme offerings at both undergraduate and postgraduate level - Develop contemporary suite of Industry CPD offerings - Streamline academic delivery - Establish viable cost base consistent with a realistic projection of student numbers - Income generation and re-investment <p>The Presentation was welcomed by the Board and the Chair thanked the School for their work in these challenging times.</p> <p>Mr Michael Geoghegan asked when the School envisages to see results and raised his concerns about the Galway Campus offering similar programmes that are already on offer in the Mayo Campus.</p> <p>Mr Ó Conghaile added that the School should be working with the Mayo Campus rather than competing.</p>	
<p>11.0 HR Matters</p>	<p>J Fennell</p>
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	

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<p>12.0 Any Other Business</p>	<p>All</p>
<p>It was agreed that the members of the Mayo Campus Subcommittee are:</p> <p>Mr Tom Grady, Cllr Michael Maher, Ms Proinsias Ni Ghraíne and Ms Maureen Walsh. This was proposed by Mr Cormac MacDonncha and seconded by Cllr Colm Keaveney.</p> <p>The two external nominees were agreed as, one executive from Mayo Co Council and one executive from the HSE. This was approved on the proposal of Cllr Colm Keaveney and seconded by Cllr Michael Maher.</p>	<p>Date: _____</p>
<p>13.0 Meeting Without Executive</p> <p>The main Governing Body meeting ended and a separate meeting took place without the Executive.</p>	

Governing Body List of Actions 2020

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 - Marketing - Communications	President	January 2020	Self-Evaluation taking place as part of QA process Q4 2020
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&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&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	Review of Action List	President and VP FSC	Sept 2020	Complete
27.08.20 – 4.2	Update of Inaugural Shadow GB meeting	President	Sept 2020	Complete
27.08.20 – 5.2	TOR Mayo Campus Subcommittee	President	Sept 2020	Complete
27.08.20 – 5.2	ARC to review Risk Registers and provide update on findings	ARC/ JFennell	Sept 2020	Agenda Item for October Meeting – Complete
27.08.20 – 5.2	Set up EDI Meeting	J Fennell	Sept 2020	Complete Meeting taking place on 5 th 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	Separate 1 Item Meeting – Date to be agreed