

Minutes of proceedings of the Governing Body Meeting

Date: Thursday, 26th September 2019

Time: 10.00am

Location: Institute Boardroom

Present: Mr. Cormac MacDonncha (Chair)
Dr. Michael Hannon (Acting President)
Mr. Michael Lally
Ms. Máire Ní Chionna
Cllr. Niall McNelis
Mr. Gareth Roe
Mr. Michael Geoghegan
Mr. Aaron Burke
Mr. Michael Vaughan
Ms. Jayne Cooley

In Attendance: Mr. Jim Fennell, VP for Finance & Corporate Services
Dr. Rick Officer, VP for Research & Innovation
Dr. Seamus Lennon, Acting VP for Academic Affairs and Registrar
Ms. Fiona Faherty, Meeting Secretary
Ms. Jean Carpenter, Corporate Governance Compliance Officer

Apologies: Mr. Joe Cunningham
Mr. Tom Grady
Ms. Mary McGinley
Mr. David Leahy
Cllr. Michael Maher
Cllr. Mary Howard
Ms. Mary Rogers
Ms. Celestine Rowland

1.0 Declaration of Conflict of Interest with Agenda Items	
There were no conflicts of interest declared by those present or in attendance.	
2.0 Minutes of Previous Meeting	All
The minutes of the meeting held on 29 th August 2019, were approved on the proposal of Mr. Michael Lally and seconded by Mr. Gareth Roe.	
3.0 Matters Arising	All
<p>Mr. Gareth Roe noted that the team and their leaders, under item 9.4 Approval of Equipment Expenditure, should be acknowledged. The team leaders are Dr. Eugene McCarthy and Dr. Patrick Dellasus.</p> <p>Mr. Roe also raised the issue of Unit Costing, under item 9.1 Unit Cost Repots 2017/18, and noted that the normal KPI's used in other IoT's cannot be benchmarked against GMIT due to the low student numbers on the Mayo Campus and the impact of same on GMIT KPI's. This was acknowledged by the Chair.</p> <p>Dr. Seamus Lennon advised that the strategy presentation from the GIHS due to be presented at the October Governing Body meeting would be delayed until the November meeting. This will allow the team to provide a clearer strategy due to events taking place in October that will inform this report. The Chair and the Board expressed concern at this further delay in view of the continuous decline in student numbers. It was agreed to defer the presentation to the November meeting.</p> <p>Mr. Michael Vaughan raised the significant issues in the Hotel Industry, which in turn is impacting on the student numbers in the Hotel School. One of the significant issues is an oversupply of level 6 programmes between the ETB and IoT's. It was suggested that a working group be set up to review these concerns and to include external industry expertise.</p> <p>This was welcomed by the Chair and it was acknowledged that a review be carried out. It was agreed to review this after the Presentation from the GIHS in November.</p>	
4.0 President	M Hannon
<p>4.1 Presidents Report</p> <p>The President's report was circulated prior to the meeting and taken as read.</p> <p>4.2 Media Coverage Report</p> <p>This report was circulated to the members prior to the meeting and taken as read.</p> <p>4.3 CUA Update and Establishment of T.U. Sub-committee</p> <p>Dr. Hannon circulated a detailed document which provided an update on the CUA highlighting the following:</p> <ul style="list-style-type: none"> - Strategic Objectives - Key External Developments - Key Internal Developments - Communication and Consultation <p>This informative update was welcomed by the meeting.</p>	

<p>4.4 Honorary Fellowships – GB Sub-Committee</p> <p>Dr. Hannon informed the meeting that the Honorary Fellowships Sub-Committee of the Governing Body had met prior to the Governing Body meeting today. There were four nominees for the award of Honorary Fellowships and the Sub-Committee agreed to award all four.</p> <p>The nominees will be presented with the awards during the Graduation ceremonies in November.</p>	
<p>5.0 SU Presidents Report</p>	<p>A Burke</p>
<p>Mr. Aaron Burke provided an update to the meeting on Student’s Union issues during the month of September. [REDACTED]</p> <p>[REDACTED]</p> <p>5.1 Accommodation</p> <p>The Student’s Union President, Mr. Aaron Burke, highlighted the significant issues of concern regarding the ongoing student accommodation crisis in Galway.</p> <ul style="list-style-type: none"> - There is no compliance or ‘watch-dog’ procedures for student ‘digs’ accommodation, this is resulting in extortionate charges and poor living conditions. - International and Irish students come to Galway with the expectation of getting accommodation - Students are being treated unfairly and poorly by landlords. This is resulting in student’s living in non-safe environments. <p>The Chairman acknowledged the growing accommodation crisis and recognised the impact that this is having on student numbers. It was also acknowledged by the Board that this is a significant issue on a national level and it was proposed that the Institute write to the Department of Education and Skills and the HEA regarding this matter and to highlight the negative impact it is having on student numbers.</p> <p>It was agreed that the Institute would work with the Student’s Union to explore what assistance the Institute can provide to support the efforts being made by the Student’s Union Team.</p>	
<p>6.0 Communication Strategy</p>	<p>M Hannon</p>
<p>It was agreed that a Strategic Communications Sub-Committee of the Executive Board be established. Mr. Michael Lally who will represent the Governing Body on this Sub-Committee will also be the Chair, and a representative from the Student’s Union will also join the Sub-Committee.</p> <p>An update will be provided to the Governing Body following the initial meeting of the Sub-Committee.</p>	
<p>7.0 Appointment of President</p>	<p>Chair</p>
<p>Mr. Fennell informed the meeting that the post of the President has been advertised. It is envisaged to have the recommended candidate for approval by the Governing Body at its November meeting.</p>	

8.0 Mayo Campus	Chair																				
<p>8.1 Progress Update</p> <p>The Chair informed the Board that the Mayo Campus Sub-Committee are now meeting on a more regular basis with an agreed monthly meeting now in place. The last meeting was held on 12th September and the CAO figures were presented at this meeting. He highlighted the current situation as non-sustainable, income of €6.2m and expenditure of €8m. The Department of Health Sciences continues to show modest growth in student numbers but the decline in student numbers continues in the Department of Business, Humanities and Technology.</p> <p>The meeting expressed concern about the declining student numbers in the Department of Business, Humanities and Technology resulting in increasing annual 'deficits' to be funded by the Institute which is having a significant negative impact on other campuses and which is not financially sustainable.</p> <p>Dr. Hannon advised the meeting that work is progressing on the development of a draft strategy for the campus which will be presented to the Governing Body for approval at its November meeting. He also advised the Board that a meeting will take place with the HEA on 27th September and one of the items on the agenda is to agree the terms of reference for the interim review of the 'Working Group Report', the Governing Body welcomed these developments.</p> <p>It was agreed that Mr. Fennell would present the unit cost figures for 17/18 by department at the next meeting.</p>																					
9.0 Registrars Report	S Lennon																				
<p>9.1 Appointment of Academic Council (Academic Code o Practice No. 1)</p> <p>On the proposal of Mr. Michael Lally and seconded by Mr. Gareth Roe the Governing Body appointed the following to the Academic Council 2019-2022.</p> <table border="1" data-bbox="172 1160 970 1547"> <thead> <tr> <th>Female Constituency</th> <th>Male Constituency</th> </tr> </thead> <tbody> <tr> <td>Carmel Brennan</td> <td>Sean Duignan</td> </tr> <tr> <td>Róisín Nash</td> <td>Gareth Roe</td> </tr> <tr> <td>Eleanor Rainsford</td> <td>Cormac Quigley</td> </tr> <tr> <td>Marie Finnegan</td> <td>Mark McCarthy</td> </tr> <tr> <td>Carina Ginty</td> <td>Hugh McBride</td> </tr> <tr> <td>Maggie Wood</td> <td>Ian McLoughlin</td> </tr> <tr> <td>Marion McEnroy Higgins</td> <td>Francesco Noci</td> </tr> <tr> <td>Caroline Clarke</td> <td>Ian O'Connor</td> </tr> <tr> <td></td> <td>Robert Mooney</td> </tr> </tbody> </table> <p>There remains four vacancies in the female constituency and three vacancies in the male constituency and the academic council recommends that these vacancies be filled by an election conducted on the same basis as approved at the May meeting i.e. the electorate will be comprised of all eligible academic staff. This was agreed on the proposal of Mr. Michael Geoghegan and seconded by Mr. Gareth Roe.</p> <p>9.3 Quality Assurance</p> <p>9.3 (a) Academic Code of Practice No.5 Research</p> <p>The Academic Code of Practice No.5 Research which had been circulated was approved on the proposal of Mr. Michael Lally and seconded by Ms. Jayne Cooley.</p>	Female Constituency	Male Constituency	Carmel Brennan	Sean Duignan	Róisín Nash	Gareth Roe	Eleanor Rainsford	Cormac Quigley	Marie Finnegan	Mark McCarthy	Carina Ginty	Hugh McBride	Maggie Wood	Ian McLoughlin	Marion McEnroy Higgins	Francesco Noci	Caroline Clarke	Ian O'Connor		Robert Mooney	
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<p>9.3 (b) Timetable Policy</p> <p>The Timetable Policy which had been circulated was approved on the proposal of Mr. Michael Lally and seconded by Ms. Jayne Cooley.</p>	
<p>10.0 Finance</p>	<p>J Fennell</p>
<p>10.1 Finance Outturn to 31st August 2019</p> <p>The Finance Outturn to 31st August 2019 was presented to the meeting. The meeting was advised that the actual surplus for the eight months to August was €881,000 compared with a budget of €640,000. Following discussion, the meeting agreed to allocate an additional €200,000 to the non-pay budget.</p> <p>An update on fee collection statistics was provided to the meeting.</p> <p>10.2 Finance Policies</p> <p>10.2 (a) Invoicing Policy</p> <p>The Invoicing Policy which had been circulated was approved on the proposal of Mr. Michael Lally and seconded by Mr. Michael Vaughan.</p> <p>10.2 (b) Policy on Submitting Claim Forms</p> <p>The Policy on Submitting Claim Forms which had been circulated was approved on the proposal of Mr. Michael Geoghegan and seconded by Mr. Michael Vaughan.</p> <p>10.2 (c) Policy on Digital Signatures</p> <p>The Policy on Digital Signatures which had been circulated was approved on the proposal of Mr. Michael Geoghegan and seconded by Cllr. Niall McNelis.</p>	
<p>11.0 Corporate Governance</p>	<p>J Fennell</p>
<p>11.1 Risk Management</p> <p>The meeting was advised that the I.P.A report on Risk Management was considered by the Executive Board at a workshop facilitated by Mr. Aidan Horan, the author of the report. The Executive have accepted the recommendations of the report and are working on aligning the Institute Risk Registrar with the Strategic Plan.</p> <p>It is envisaged that the Q1 2020 update of the Risk Register will be aligned with the Strategic Plan. In the meantime, the Management team are updating the existing Risk Register which will be provided to the Governing Body and Audit & Risk Committee in November.</p> <p>11.2 Governing Body Effectiveness Review – Implementation of Recommendations</p> <p>The meeting agreed that this would be an agenda item at the October meeting and that the review would be facilitated by Ms. Jean Carpenter and Mr. Jim Fennell.</p> <p>11.3 Review of Terms of Reference for Governing Body Sub-Committees</p> <p>11.3 (a) Finance Sub-Committee</p> <p>Terms of Reference as circulated were approved on the proposal of Mr. Michael Geoghegan and seconded by Mr. Gareth Roe.</p> <p>11.3 (b) Strategic Planning Sub-Committee</p>	

It was agreed to disband this Sub-Committee and its functions to be subsumed by the new T.U. Sub-Committee as yet to be established.

11.3 (c) Capital Project Sub-Committee

It was agreed to disband this Sub-Committee and be replaced by quarterly reports from the Executive to the Governing Body.

11.3 (d) Mayo Campus Sub-Committee

The meeting approved the Terms of Reference as circulated and commended the efforts of the members of the Sub-Committee for their work and giving so generously of their time.

11.3 (e) Selection Board Sub-Committee

The Terms of Reference were approved as circulated and the Sub-Committee to remain in place until a President is appointed.

11.3 (f) Audit & Risk Sub-Committee

Ms. Carpenter informed the Governing Body that the Audit & Risk Sub-Committee had reviewed and updated their Terms of Reference at their meeting on September 12th, 2019. The revised Terms of Reference as circulated were approved on the proposal of Mr. Gareth Roe and seconded by Mr. Michael Vaughan.

Ms. Carpenter also informed the meeting that the Audit & Risk Sub-Committee had discussed the need for a new member following the resignation of Ms. Caroline Bocquel. The Audit & Risk Sub-Committee Terms of Reference, "Assessment criteria for the appointment of the Audit & Risk Sub-Committee Chairperson and Committee members" was used as the basis for this discussion and the Audit & Risk Sub-Committee recommended Mr. Jerry O'Leary for appointment by the Governing Body. On the proposal of Mr. Gareth Roe and seconded by Mr. Michael Lally, Mr. Jerry O'Leary was appointed to the Audit & Risk Sub-Committee.

The Audit & Risk Sub-Committee also identified the need for one additional member with I.T. expertise and will revert to the Governing Body at its November meeting with a suggested nominee.

11.4 Review of Effectiveness of Sub-Committees

A review of effectiveness of each Sub-Committee will be an agenda item at the next meeting of each Sub-Committee.

11.5 Sub-Committee Updates: Equality, Diversity and Inclusion

As the Equality, Diversity and Inclusion Sub-Committee has only been recently established its terms of reference are not being reviewed at this time.

Mr. Michael Vaughan advised the meeting that in order to facilitate a submission to the HEA under the Senior Academic Leadership Initiative (SALI) the Institute's 'Gender Action Plan' needs to be approved and requested the Governing Body to give the Sub-Committee delegated authority to approve the Gender Action Plan. This was agreed on the proposal of Mr. Michael Lally and seconded by Mr. Gareth Roe.

12.0 HR Matters

[REDACTED]

[REDACTED]

[Redacted text block containing multiple lines of obscured content]

<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
<p>12.0 Any Other Business</p>	
<p>Mr. Fennell presented the facilities agreement with Liam Mellows GAA club for approval. This was agreed on the proposal of Mr. Michael Geoghegan and seconded by Ms. Maire Ni Chionna.</p>	
<p>This concluded the business of the meeting.</p> <p>Signed: _____ Chairperson</p>	<p>Date: _____</p>

Governing Body List of Actions 2019

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 – 3	Academic code of practice No 1 to be an Agenda item at the September meeting	Registrar /VP for AA	September	Complete
29.08.19 - 4	Establishment of T.U. Sub-committee to be agreed at September Meeting	President	September	To be Finalised at October Meeting
29.08.19 – 4.4	Circulate the criteria for the award of Honorary Fellowships	President	September	Complete
29.08.19 – 5	Student accommodation to be agenda item at September meeting	Students Union	September	Complete
29.08.19 – 8.1	Strategic Plan for GIHS to be considered at October meeting	President	October	Deferred to November
26.09.19 – 3				
29.08.19 – 8.3	Up-date on status of fee collection to be provided at September meeting	Secretary/VP for F&CS	September	Complete
29.08.19 -10.4	Governing Body Effectiveness review to be an Agenda item at the September meeting	Secretary/VP for F&CS	September	Deferred to October
26.09.19 – 11.2				
29.08.19 – 10.5	Strategic plans to be developed for: <ul style="list-style-type: none"> - 1. International - 2. Marketing - 3. Communications 	President	1. Pending 2. Pending 3. September	1. Pending 2. Pending 3. Establishment of a Strategic Communications Sub-Committee of the Executive Board
26.09.19 – 6.0	Strategic Communications Sub-Committee of the Executive Board to be established		October	Pending
26.09.19 – 3	Establishment of GIHS Working Group / Review of School/Strategic Plan	Chair & President	Nov/December	Pending
26.09.19 – 4.4	Honorary Fellowship Nominees to be contacted	President	October	Pending

26.09.19 – 5.0		Secretary/VP for F&CS	October	Pending
26.09.19 – 5.1	Institute to write to HEA regarding Accommodation Crisis	Secretary/VP for F&CS	October	Pending
26.09.19 – 8.1	Draft Mayo Campus Strategic Plan	President	November	Pending
26.09.19 – 8.1	Unit Cost Figures 17/18	Secretary/VP for F&CS	October	Pending
26.09.19 – 8.1	Update from meeting with HEA	President	October	Pending