

## Minutes of proceedings of the Governing Body Meeting

**Date:** Thursday, 27<sup>th</sup> August 2020  
**Time:** 10.00am  
**Location:** Institute Boardroom via Teams

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

**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  
Mr. David Lee, Buildings and Estates Manager (Item 6.0)

**Apologies:**

<b>1.0 Declaration of Conflict of Interest with Agenda Items</b>	<b>ALL</b>
Mr Fennell declared a conflict of interest under Item 9.2 Staff Appointments and advised he would leave the meeting for this item.	
<b>2.0 Minutes of Previous Meeting</b>	<b>All</b>
The minutes of the meeting held on 25 <sup>th</sup> June 2020, were approved on the proposal of Cllr Michael Maher and seconded by Cllr Colm Keaveney.	
<b>3.0 Matters Arising</b>	<b>All</b>
It was agreed that the President and Secretary / VP F&CS would review the action list and update it accordingly.	
<b>4.0 President</b>	<b>O Flynn</b>
<p><b>4.1 President's Report</b></p> <p>The President's Report was taken as read and it was circulated in advance of the meeting, Dr Flynn thanked everyone who had contributed to the report.</p> <p>She highlighted the following items: -</p> <p>Page 3 - The CREW project, in which GMIT is a partner/collaborator, formally accepted the REDF grant award from Enterprise Ireland earlier this summer, agreed KPI's, and are currently advertising for a programme manager and construction project manager. CREW is planning to construct and open the Hub on the GMIT CCAM campus in late 2022. Creative Enterprise programme activity is planned to commence in 2021 working with GTeic, AEC and other hubs in the west.</p> <p>Page 4 - iHub Extension - This project is approx 92% complete and processes are underway to handover to GMIT in early September. Following completion of works by the contractor, GMIT has works to complete itself in terms of furniture and IT equipment before the building is usable. (Value approx. €4.25m)</p> <p>Page 5 - GMIT was awarded funding of €2.93m under the HEA's Springboard+2020 and €2.02m under Pillar 1 of the Human Capital Initiative (HCI) to deliver graduate conversion programmes from November this year (2020). GMIT's Springboard/ICT Skills courses have 667 funded places with seven of these courses fully online. GMIT received additional Springboard funding for three further programmes as part of the July stimulus programme (incl. in the above figures).</p> <p>Page 10 - Collaboration with IDA Ireland is growing due to the increased interest by international companies involved in games, animation, VFX, post-production, etc.</p> <p>Dr Rick Officer acknowledged the progress made on the iHUB extension and the impending handover in September 2020 as an exciting time for GMIT.</p> <p>He noted the following project as a fantastic achievement for GMIT to be involved in:</p> <p>EUROPEAN COMMISSION: Fast Track to Innovation. GMIT iHubs client company Rockfield Medical Devices Ltd have secured €2.855m in European funding to commercialise a tube (enteral) feeding system that will radically improve the lives of people dependant on tube feeding (&gt;1,000,000 people in Europe alone). Rockfield Medical will partner with Steripack Medical (Poland), Georg Menshen GmbH &amp; Co (Germany) and GMIT's Medical and Engineering Technologies (MET) Gateway to introduce a game-changing, user-centric mobile feeding system.</p>	

He also noted the recent Irish Research Council award received by GMIT for a second consecutive year.

The Chair acknowledged the positive research engagement and the potential learning and development opportunities it will afford our students.

The President noted Page 16 and 17 of the President's Report, which outlined how the Institute is preparing for a new blended and online learning transformation (BOLT) as the Institute deals with the evolving COVID19 situation. A response plan has been prepared and will be published on the Institute website, the document is a live working document and will be reviewed every three weeks.

Face coverings for students, staff and visitors will become mandatory from the first week in September in most settings.

Timetables for lab and workshop practicals, which will take place on campus, are being organised so that students will be on campus on consecutive days. This timetabling arrangement should assist students with their accommodation and travel arrangements. This is a challenging time for all involved particularly due to the delay in the CAO process and social distancing requirements. The President assured the Board that the Institute management have been fully engaged with the Students Union and discussions have also taken place with accommodation providers to establish workable arrangements where possible.

Cllr Colm Keaveney asked how the Institute was communicating the information to students regarding the return to campus protocol, return to onsite lab and workshop practicals and health and safety considerations?

The President assured Cllr Keaveney that communication to all stakeholders was consistent and continuous. Social media platforms are continuously being updated as the situation evolves. The President and Students Union President have recorded a joint video which will be available to students this week. The next few weeks will be challenging but the evolving situation will continue to be communicated accordingly.

Ms Maria Ruddy acknowledged the difficulties of reopening the Campus and the evolving nature of the crisis, adding that the protocol will inevitably be reviewed once the students return to campus, and also expressed her concern about students not attending onsite for the college semester.

Dr Flynn advised the Board that the Institute management and Return to Campus Committee are continuing to work on this evolving situation and communication to all stakeholders will continue. The Health and Safety of the Institute's staff and students is a priority. It is critical that we all continue to adopt the social distancing requirements, respiratory etiquette and wearing of face coverings. Funding of €360k has been received from the HEA for the purchase of laptops and IT equipment for students who meet the stipulated criteria. A mental health initiative has also been established and funding received for this. The Institute will continue to monitor, evaluate and communicate as this crisis evolves.

#### **4.2 Technological University (TU) Shadow Governing Body**

Dr Flynn informed the meeting that the first meeting of the joint TU Shadow Governing Body is scheduled for Tuesday 1<sup>st</sup> September and a report will be provided to the Governing Body following this inaugural meeting.

The Chair advised that the three Chairs and Presidents have also been engaged in several meetings over the summer months.

#### **4.3 Media Coverage Report**

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

<p><b>4.4 Honorary Fellowships – GB Subcommittee</b></p> <p>The President informed the Board that the closing date for nominees of the Honorary Fellowship Award is 17<sup>th</sup> September. The nominees will be reviewed by the Honorary Fellowship Subcommittee and submitted to September Governing Body for approval.</p> <p>It was proposed by Cllr Colm Keaveney to reappoint the outgoing subcommittee members of the Honorary Fellowship Subcommittee and this was seconded by Cllr Terry O’Flaherty.</p> <p>The agreed members of the Honorary Fellowship Subcommittee are:</p> <p>President, Chair, Mr Michael Lally, Cllr Michael Maher and Ms Mary McGinley.</p>	
<p><b>5.0 Risk Management</b></p>	<p><b>J Fennell</b></p>
<p><b>5.1 Report on Risk Register</b></p> <p>A report on the Risk Register process was circulated to the meeting.</p> <p><b>5.2 Institute Strategic Risk Register</b></p> <p>Risk 1 – Sustainability: Mr Michael Geoghegan noted that one of the recommendations in the Mayo Campus Working Group Report was the establishment of a Mayo Campus Subcommittee. This has now expired due to the expiration of the former Governing Body and he asked if this would be re-established? It was agreed that a draft Terms of Reference for the Mayo Campus Subcommittee would be considered at the September meeting.</p> <p>Risk 2 – Infrastructure and Facilities and Risk 14 – Strategic Risk Both risks were discussed, and it was agreed queries raised under risk 14 regarding lack of space and student density were addressed in risk 2.</p> <p>Risk 3 – Online Learning: In response to the COVID-19 crisis GMIT has moved to delivering theory classes and assessments on-line for 2020/21 academic year and completed the 2019/20 academic year with remote teaching delivery. The President and Chair expressed their appreciation to all our staff for successfully moving to remote teaching and assessment, and a particular thanks to the IT department.</p> <p>Ms Mary McGinley provided an update on the process undertaken by the ARC to review and approve the risk registers. It was agreed that the ARC would provide a further update to the Governing Body after the ARC’s next meeting. It was agreed that the Equality, Diversity and Inclusion Subcommittee would convene a meeting soon.</p> <p>The Institute Strategic Risk Register was approved on the proposal of Mr Joe Cunningham and seconded by Cllr Colm Keaveney.</p> <p><b>5.3 COVID-19 Risk Register</b></p> <p>Risk 15 – Business Process Systems and Financial and Risk 23 – Business Process and Systems (OAA) Dr Eleanor Rainsford asked how we measure a risk and when it is decided that it is no longer a risk? How is the quality control of online learning measured?</p> <p>Dr Michael Hannon advised that a significant amount of work has been carried out by QQI (Quality and Qualifications of Ireland) and they have fully engaged with all IoT’s during recent months. Internally, continuous engagement is ongoing with students. Dr Hannon assured the meeting that this is being monitored and evaluated. A report has</p>	

<p>been issued and will be considered by the Academic Council in September and provided to the Governing Body in September.</p> <p>Cllr Colm Keaveney queried if there was a functionality available beyond QOI to monitor student engagement for online learning? Dr Hannon confirmed that Moodle has a monitoring aspect where lecturers can monitor the engagement of its students.</p>	
<p><b>6.0 Capital Projects Update</b></p>	<p><b>J Fennell</b></p>
<p>Mr David Lee, Buildings &amp; Estates Manager, presented an update on the Capital Projects.</p> <p>STEM Building – This is on target for Q3/Q4 of 2024  Land Acquisition – Negotiations ongoing  iHUB – On schedule to open in September 2020  Mayo – Roof fabric upgrade due for completion in September 2020  Student Amenity Building – Delayed due to funding issues  CCAM – Refurbishment, progress is slow  Murrough – This is a 10-year project  Canteen Dublin Road – Ongoing works to reopen canteen</p> <p>Mr Michael Geoghegan raised the issue of an urgent upgrade of facilities and refurbishment of the Dublin Road campus as critical. He also noted that the planning permission for the Student Amenity building runs out in 2023, this requires addressing and a contingency plan to be implemented. He added that the Institute needs to invest in some projects now using capital reserves.</p> <p>It was agreed that a capital project prioritisation list be drawn up and agreed at the September meeting.</p> <p>The President, Dr Orla Flynn informed the meeting that a devolved grant of €1.1m has been secured for the Academic Year 2020/21, and this would be used to upgrade the infrastructure of the Dublin Road campus. This was welcomed by the Board.</p> <p>The meeting thanked Mr Lee for his presentation and acknowledged the number of projects and work going on in the Buildings and Estates Department at present.</p>	
<p><b>7.0 Registrar</b></p>	<p><b>M Hannon</b></p>
<p><b>7.1 Garda Vetting (Student) Policy for E-vetting</b></p> <p>The policy as was circulated prior to the meeting was approved on the proposal of Cllr Colm Keaveney and seconded by Ms Mary McGinley.</p> <p><b>7.2 Amendment to Fee Schedule 2020/21</b></p> <p>The amended fees schedule as presented by Dr Michael Hannon was approved on the proposal of Cllr Colm Keaveney and seconded by Ms Maureen Walsh.</p> <p><b>7.3 Academic Council</b></p> <p><b>7.3.1 (i) Academic Council (Standing) Mins 1<sup>st</sup> May 2020, (ii) Academic Council (Standing) Mins 8<sup>th</sup> May 2020, (iii) Academic Council Mins 15<sup>th</sup> May 2020.</b></p> <p>The above minutes were circulated prior to the meeting for information and were taken as ready.</p>	

<p><b>7.3.2 CAO Update</b></p> <p>Dr Hannon provided an update on the CAO process and advised that due to the current restrictions of COVID-19 the processes around CAO applications are running one month later than usual.</p> <p>It is expected that GMIT will issue Round 1 offers on 11<sup>th</sup> September and Round 2 offers on 23<sup>rd</sup> September. The target start date for 1<sup>st</sup> Year Students is 28<sup>th</sup> September. A further update will be provided to the September Governing Body meeting.</p> <p>Cllr Colm Keaveney queried the impact on Academic Year 2020/21, if the deferral numbers were higher than normal due to the COVID-19 crisis. Dr Michael Hannon advised that the Institute has a deferral policy to deal with this. He confirmed that student deferrals are a decision for the Institute.</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 from the Students Union to the meeting and highlighted some of the following points:</p> <ul style="list-style-type: none"> <li>• Launch of a new accommodation platform which will allow landlords to directly advertise their properties online.</li> <li>• Launch of GMITSULife website, which will act as an online platform for students looking to take part in student life in GMIT.</li> <li>• Student survey carried out in July regarding students concerns for returning to campus.</li> <li>• Election of student's union executive.</li> <li>• Facilitated the clearing out of lockers.</li> <li>• Meeting with the office of Academic Affairs regarding the new student portal.</li> <li>• Attendance at USI National Council on the 28<sup>th</sup> July and at a meeting with CUA SU merger group.</li> <li>• Students Union is represented at the Business Continuity fortnightly meetings, the canteen catering subcommittee and the RTC committee.</li> <li>• Meeting with Mayor Mike Cubbard regarding the zebra crossing on the Dublin Road campus. Currently waiting on contact from the GCC Engineers.</li> <li>• Recorded a Return to campus Video with President Dr Orla Flynn.</li> <li>• Currently preparing and organising fresher's week with a special emphasis to include all campuses and ensure that despite not being on campus, students will get some essence of student life.</li> <li>• Meeting with the management in the Clayton Hotel regarding the rates they are offering students on a nightly basis.</li> </ul> <p>Cllr Terry O'Flaherty congratulated the SU President on his report and all that has been achieved in the past number of months in these challenging times. She noted that she is also working on the Zebra crossing in her role as Councillor. This was welcomed by other Board members and the issue of additional cyclists and pedestrians was noted due to the government encouragement not to use public transport where possible.</p>	
<p><b>9.0 HR Matters</b></p>	<p><b>J Fennell</b></p>
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	







<p>The President paid particular thanks to the members of the Governing Body who formed part of the Interview Boards for the above posts. It is greatly appreciated, and the time given is acknowledged with thanks.</p>	
<p><b>10.0 Finance</b></p>	<p><b>J Fennell</b></p>
<p><b>10.1 Finance Outturn to 30<sup>th</sup> June 2020</b></p>	
<p>Cllr Michael Maher, Chair of the Finance Subcommittee (FSC) informed the meeting that the FSC met on August 26<sup>th</sup> and he updated the board on the Finance Action Plan. He relayed the concerns of the FSC regarding the Mayo Campus, Galway International Hotel School and International. He welcomed the new iHUB building being on target to open in September 2020. He informed the Board that the FSC had recommended for approval an investment of €50k to finalise internal works of the building.</p> <p>He also noted the concerns of the FSC regarding the infrastructure of the old Dublin Road campus. The subcommittee had raised the question if the Institute should invest some of the devolved grant in this project. This concern was reiterated by the Governing Body also. It was agreed that a Capital Projects Plan would be reviewed and a timeframe for priority projects will be agreed at the September Governing Body meeting.</p> <p>Mr Jim Fennell presented the Finance Outturn to 30<sup>th</sup> June 2020 and informed the Board that it had also presented to the Finance Subcommittee at its meeting.</p> <p>The meeting was advised that the recurrent grant outturn for the six months to June 2020 reflects a surplus of €1.6m compared to a budget surplus of €0.4m. The revised projection for 2020 is that the Institute will remain online with budget although concerns remain regarding CAO, deferrals and bad debts.</p> <p>The Chair requested that there be an Agenda item to discuss the CAO outcome for those Schools identified with declining student numbers. This will allow the Board time to review all the facts presented to them and make informed decisions.</p> <p>The need for a capital projects priority plan was discussed further with agreement on the earlier decision for this to be an Agenda item at the next meeting being a welcome decision.</p> <p>The Board thanked the Finance Team for the continuous informative reporting and up to date information regarding the Institute finances.</p>	
<p><b>10.2 Finance Action Plan</b></p> <p>The Finance Action Plan was discussed under Item 10.1</p>	<p><b>J Fennell</b></p>
<p><b>10.3 Review of 2018/19 Unit Costs</b></p>	<p><b>J Fennell</b></p>
<p>Ms Jean Carpenter presented the Key results from the Deloitte Unit Cost 2018/19 Unit Cost Report. She explained the process and objectives of Unit Costing. The Governing Body was informed that further analysis of the unit cost figures would now commence including the calculation of income and expenditure and KPIs by school. This was welcomed by the meeting.</p>	
<p><b>10.4 Transfer of Catering Company Business to GMIT</b></p>	<p><b>J Fennell</b></p>
<p>Mr Fennell informed the Board of the proposal to transfer the Business of the GMIT Catering Company to GMIT, including staff, and to wind up this subsidiary company. Consultation has taken place with staff and union representatives.</p> <p>This was agreed on the proposal of Cllr Michael Maher and seconded by Cllr Terry O'Flaherty.</p>	

<b>11.0 Any Other Business</b>	
<p>It was agreed to hold the September meeting on site at GMIT Dublin Road campus. This can be safely accommodated in Theatre 1000 with a restrictive timeframe of a two-hour meeting.</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 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	Strategic plans to be developed for:	President	January 2020	Self-Evaluation taking place as part of QA process
28.11.19 – 7.0	<ul style="list-style-type: none"> <li>- 1. Marketing</li> <li>- 2. Communications</li> <li>- Marketing</li> <li>- Communications</li> </ul>			
29.08.19 – 10.5 28.11.19 – 7.0	- 1. International	VP for International	January 2020	Delayed due to COVID19
30.01.20 – 9.1	Benchmarking exercise on Internationalisation within the Sector		March 2020	Deferred due to COVID19
	Explore appointment of an External Consultant to review International		March 2020	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
30.01.20 – 3.0	GIHS Strategic Plan		2020	Review as part of Academic Plan Q4 2020
26.09.19 – 5.1	Institute to write to HEA regarding Accommodation Crisis	VP for F&CS	October 2019	Complete/Part of sectoral discussions.
12.12.19 – 5.1	Clarification on Garda Vetting for Guest Lecturers	VP for F&CS	January 2020	Complete
12.12.19 – 8.0	Communications Plan for delivering Mayo campus Strategic Plan to all Stakeholders	President/VP for Mayo campus	December 2019	Complete
28.05.20 – 5.1	Update from Return to Campus Implementation Team	President	June 2020	Agenda Item at August Meeting Regular updates at monthly meetings
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	Agenda Item for September Meeting

27.08.20 – 5.2	TOR Mayo Campus Subcommittee	President	Sept 2020	Agenda Item for September Meeting
27.08.20 – 5.2	ARC to review Risk Registers and provide update on findings	ARC/ JFennell	Sept 2020	Agenda Item for October Meeting
27.08.20 – 5.2	Set up EDI Meeting	J Fennell	Sept 2020	In Progress
27.08.20 – 6.0	Capital Projects Priority List	J Fennell	Sept 2020	Agenda Item for September Meeting
27.08.20 – 10.0	CAO outcome required for schools with poor student no's	J Fennell	Oct 2020	Agenda Item for September Meeting
27.08.20 – 10.3	Trend analysis of Unit Cost Report	J Fennell	Sept 2020	Agenda Item for October Meeting