

## Technological University Dublin Governing Body

# MINUTES


<b><u>MEETING 8:</u></b>	Wednesday, 26 <sup>th</sup> June 2019, (08.00), TU Dublin, Grangegorman, Rathdown House, RD006
<b><u>PRESENT:</u></b>	Professor T Collins (Chair), Professor D FitzPatrick (President), Ms D Blanckensee, Ms A Keatinge, Mr P Lavelle, Ms I Reynolds (Deputy Chair)
<b><u>APOLOGIES:</u></b>	Dr M Carr, Dr C Fisher
<b><u>IN ATTENDANCE:</u></b>	Dr M Meaney (Lead, TU Dublin Programme Team), Mr D Murphy (University Secretary)
<b><u>SECRETARIAT:</u></b>	Ms Y Cooke (TU Dublin Programme Team)
<b><u>DOCUMENTATION:</u></b>	<p><b><u>Circulated prior to meeting</u></b></p> <ol style="list-style-type: none"> <li>1. Agenda – Governing Body Meeting 8 (26<sup>th</sup> June 2019)</li> <li>2. Draft Minutes – Governing Body Meeting 7 (22<sup>nd</sup> May 2019)</li> <li>3. Governing Body Membership Appointment Report – Staff Members</li> <li>4. Governing Body Membership Appointment Report – External Governing Body Members</li> <li>5. Governing Body Membership Appointment Report – Student Members</li> <li>6. Memorandum – Sealed Documentation (Period 17<sup>th</sup> April – 20<sup>th</sup> June 2019)</li> </ol> <p><b><u>Presented at the meeting</u></b></p> <ol style="list-style-type: none"> <li>1. Memorandum – Meeting the space needs of the President</li> </ol>

REF	ITEM	DECISION
08.01/01	APOLOGIES	
	The Chair noted apologies for this meeting.	NOTED
08.01/02	PROPOSED MEETING AGENDA	
	The Agenda for the meeting, as had been circulated, was approved and adopted.	<b>APPROVED</b> Proposed: P Lavelle Seconded: I Reynolds
08.01/03	DECLARATION OF CONFLICT OF INTEREST	
	The Chair noted there were no conflicts of interest declared by members present.	NOTED
08.01/04	APPROVAL OF MINUTES	
	The draft Minutes of the seventh meeting of the Governing Body held on 22 <sup>nd</sup> May 2019 were approved.	<b>APPROVED</b> Proposed: P Lavelle Seconded: D Blanckensee
08.01/05	MATTERS ARISING	
	There were no matters arising from the seventh meeting of the Governing Body held on 22 <sup>nd</sup> May June 2019.	NOTED

REF	ITEM	DECISION
08.01/06	STRATEGIC PLAN UPDATE	
	<p>The President updated Governing Body on current progress in relation to the Strategic Plan, informing members that a number of workshops had taken place with participants throughout the University taking part including staff and student leaders contributing their ideas for shaping the TU Dublin vision for 2030. Feedback from the sessions had been very positive, with participants providing insightful input into the Strategic planning process. Further student workshops were being organised in response to feedback from student leaders. In addition to the consultation workshops, a short survey had been circulated to receive further feedback and enable input from colleagues who were unable to participate in a workshop.</p> <p>It was expected that the consultation stage of this process would be completed in July, with work commencing on framing the TU Dublin 2030 Strategic Plan in preparation for it to be launched at the end of September 2019.</p> <p>Responding to concerns raised in relation to funding required to implement the Strategic Plan, it was noted that the recent application submitted in response to the HEA Landscape Call included funding for areas related to the Strategic Plan, and we are awaiting the outcome of this application.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p>
08.01/07	COMMITTEES AND REPORTS	
	<p><b>REPORTS</b></p> <p><b>1. <u>Governing Body Membership Appointment Reports</u></b></p> <p>i) <b>Staff Members</b></p> <p>The Governing Body noted the election summary report detailing the outcome of the election process for staff members on to the Governing Body, which had taken place in line with Section 7(i) of the Governing Body Election Regulations for Panels A, B, C and D.</p> <p>The Governing Body also noted two observations highlighted in the report for consideration in relation to future elections regarding the opening and closing times of the poll under Section 6.3, and to address the potential situation where the same candidate is elected to both Panels A and B under Section 7.</p> <p>The Governing Body approved the appointment of the following five candidates deemed elected through this process</p> <p>a) <u>Electoral Panel A – Academic and Professional Management &amp; Support Services</u> Michael Carr</p> <p>b) <u>Electoral Panel B – Professional Management &amp; Support Services</u> James Barnes</p> <p>c) <u>Electoral Panel C – Academic (Female)</u> Pamela Kelly Susan O’Shaughnessy</p> <p>d) <u>Electoral Panel D – Academic (Male)</u> Martin Marjoram</p>	<p>NOTED</p> <p>NOTED</p> <p>APPROVED Proposed: President Seconded: I Reynolds</p>

REF	ITEM	DECISION
08.01/07	<b>COMMITTEES AND REPORTS</b>	
	<p>ii) <b>External Members</b>            The Governing Body noted the summary report detailing the outcome of the Nominations Committee evaluation process for external members on to the Governing Body.</p> <p>The Governing Body approved the appointment of the following eight candidates recommended by the Nominations Committee.</p> <ol style="list-style-type: none"> <li>1) Valerie Bistany</li> <li>2) Paddy Bowler</li> <li>3) Evelyn Carroll</li> <li>4) Eilish Finan</li> <li>5) Jerry Grant</li> <li>6) Charles Larkin</li> <li>7) Justin McCarthy</li> <li>8) Aileen O'Toole</li> </ol>	<p>NOTED</p> <p>APPROVED            Proposed: President            Seconded: I Reynolds</p>
	<p>iii) <b>Student Members</b>            The Governing Body approved the appointment of the following two undergraduate students nominated by the Executive of TU Dublin Students' Union in accordance with its own procedures.</p> <ol style="list-style-type: none"> <li>1) Mr Pierre Yimbog</li> <li>2) Ms Amy Keatinge</li> </ol> <p>The Governing Body noted that the third student nominee, a postgraduate student, would be nominated for appointment to the Governing Body in the first semester of the new academic year 2019/2020.</p>	<p>APPROVED            Proposed: President            Seconded: I Reynolds</p> <p>NOTED</p>
	<p><b>2. Financial Update</b></p> <p>i) <b>Audits of Financial Statements</b>            The audit fieldwork for the three dissolved Institutes had completed on the Tallaght and Blanchardstown campuses, and had commenced on the city campus. The close of audit meeting was scheduled for 12<sup>th</sup> July 2019. The Comptroller &amp; Auditor General's (C&amp;AG) representatives had met with the TU Dublin financial representatives to discuss and agree the following:</p> <ol style="list-style-type: none"> <li>a) A consistent approach on relevant items for December 2018 Financial Statements.</li> <li>b) The target date for sign-off of December 2018 Financial Statements was the end of August to present to the September Governing Body meeting.</li> <li>c) Pre-plan for August 2019 consolidated Financial Statements.</li> <li>d) The 31<sup>st</sup> December 2019 was the deadline for submission of draft August 2019 Financial Statements to the C&amp;AG.</li> </ol> <p>It was noted that co-ordinating the 2019 consolidated Financial Statements would be challenging due to the three separate systems being used.</p>	<p>NOTED</p> <p>NOTED</p>
	<p>ii) <b>Capital Cash Flows</b>            The disbursement budget from the proceeds of the sale of Cathal Brugha Street was being allocated in three ways to include, VAT, equipment and the IT network. The budget and timing for Programme III of the Grangegorman development project was dependent on the sale of properties. It was noted that the PPP's continued to progress, and the agreed programme of work on the Tallaght campus was at the design and planning stage.</p> <p>The Governing Body noted the Revenue Commissioners had supplied a CGT Clearance letter to allow the sale of Kevin Street to complete on 17<sup>th</sup> July 2019, with Sackville Place due to complete its sale on 3<sup>rd</sup> July 2019.</p>	<p>NOTED</p> <p>NOTED</p>

REF	ITEM	DECISION
08.01/07	<b>COMMITTEES AND REPORTS</b>	
	<p>iii) <b><u>Student Union Funding</u></b>            It was noted that the working group had met to discuss and agree the distribution of the three campuses student contribution funds. It had been agreed to introduce consistency in 2019 with a unitary process in place by September 2020. It was expected that a proposal would be presented to the Governing Body meeting in September. The Governing Body noted that the governance structure in place for the DITSU Board would remain in place for 2019/2020 and that consistent governance structures be implemented across the other two campuses.</p>	NOTED
	<p>iv) <b><u>Procurement</u></b>            It was noted that a separate procurement working group was operating which was exchanging information and planning procurement tendering for the balance of 2019. Having three separate systems in operation posed some challenges but the tender thresholds remained the same within the three systems. It was noted that non-compliance above €500,000 would be noted in the audit report. It was also noted that classification of procurement non-compliance was now divided into two categories, 'normal' non-compliance and 'technical' non-compliance arising from the creation of the new combined legal entity on 1<sup>st</sup> January 2019.</p>	NOTED
	<p>v) <b><u>EduCampus</u></b>            Meetings were taking place to plan the management and integration of the four main applications in use across the University, - Student Records, Financial, Human Resources and Payroll, and the Library. The Chair requested an update on the status of An Chéim issues.</p>	NOTED
	<p>vi) <b><u>HEA Returns</u></b>            All regular TU Dublin returns to the HEA are being made in four parts for 2019, comprising of three individual campus returns and a consolidated return.</p>	NOTED
	<p>vii) <b><u>Public Accounts Committee (PAC)</u></b>            The Governing Body noted the President had received correspondence from PAC in relation to the late submission of the 2018 Annual Accounts on behalf of the former DIT. It was confirmed that the draft Financial Statements for the period to 31<sup>st</sup> December 2018 were submitted to the C&amp;AG for audit on 29<sup>th</sup> May 2019.</p>	NOTED
	<p>viii) <b><u>Governing Body Committee Structures</u></b>            The Governing Body agreed to have this as an Agenda item at their next meeting.</p>	AGREED
	<p>ix) <b><u>Budget Approval</u></b>            The Governing Body approved the TU Dublin Budget for 2019/2020.</p>	APPROVED Proposed: P Lavelle Seconded: D Blanckensee
	<p>3. <b><u>Property Update</u></b></p>	
	<p>i) <b><u>Meeting the space needs of the President</u></b>            Following an update on the progress of work completed and ongoing in Programmes I, II and III on developing the TU Dublin campus at Grangegorman, the Governing Body noted the provision within Programme III for the redevelopment of the Clock Tower. This is a major listed campus building and the redevelopment will facilitate it being used as a location to accommodate the space needs of the President and his office. To facilitate this, the GDA, Campus Development and the Student Development offices will relocate from the Clock Tower in late 2019, to largely vacate this building and subsequently, work will commence on its redevelopment. Funding for the redevelopment of this major landmark building has been included within the Programme III funding strategy.</p>	NOTED
	<p>4. <b><u>Seal Register Update</u></b></p>	
	<p>i) The Governing Body noted the Memorandum from the University Secretary, (20<sup>th</sup> June 2019), confirming the TU Dublin seal had not been applied to any documents since the Governing Body meeting on 22<sup>nd</sup> May 2019.</p>	NOTED

REF	ITEM	DECISION
08.01/08	<b>ANY OTHER BUSINESS</b>	
	<p>The following matters were raised under this item:</p> <p><b>i) TU Dublin Senior Roles</b>                      Following a briefing by the President, the Governing Body approved the proposal to proceed with the recruitment process for the following two TU Dublin senior positions as soon as possible.</p> <p>1) University Registrar and Deputy President                      2) Chief Operations Officer</p> <p>The Governing Body noted these positions would be advertised both internally and externally.</p> <p><b>ii)</b> The Governing Body agreed that a message from Professor Tom Collins would be circulated to all staff advising them of his retirement as Chair of the Governing Body from 30<sup>th</sup> June 2019. Subsequently, this would be followed by an update from the President informing staff of the membership of the Governing Body.</p> <p><b>iii)</b> The Chair acknowledged that this was Deirdre Blanchensee's last meeting and on behalf of the Governing Body thanked her for her invaluable contribution during the last six months.</p> <p><b>iv)</b> The Chair informed members that this was his final meeting of the Governing Body and thanked members for their significant contribution, support and commitment over the previous six months. He also wished to acknowledge and extend his thanks to the many people he had worked with over the past six years in the parent institutes of TU Dublin and that it had been a pleasure and a privilege to have played a part in the first chapter of this new University. He wished the University and the Governing Body continued success in the future</p> <p>In response, the President wished to thank the Chair for his support and to recognise the significance of the Chair's role in the creation of TU Dublin. The Deputy Chair, on behalf of all the members, expressed their thanks and acknowledged that the Chair's role was critical to the success of the creation of the new University.</p>	<p><b>APPROVED</b>                      Proposed: P Lavelle                      Seconded: I Reynolds</p> <p><b>NOTED</b></p> <p><b>AGREED</b></p> <p><b>NOTED</b></p> <p><b>NOTED</b></p> <p><b>NOTED</b></p>
08.01/09	<b>NEXT MEETING – 17<sup>th</sup> JULY 2019</b>	
	<p><b>i) Next Meeting</b>                      The next meeting is scheduled for <b>Wednesday 17<sup>th</sup> July 2019 at 8.00am</b> in TU Dublin, Grangegorman.</p> <p>SIGNED   <b>Imelda Reynolds</b>                      DEPUTY CHAIR</p> <p>DATE: 17<sup>th</sup> JULY 2019</p>	<p><b>NOTED</b></p>