

Technological University Dublin 1st Governing Body

MINUTES

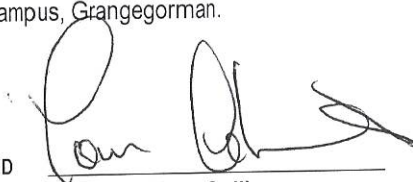
<u>MEETING 5/1</u>	Wednesday, 10 th April 2019, (08.00), TU Dublin - Blanchardstown Campus, Connect Building, Board Room
<u>PRESENT:</u>	Professor T Collins (Chair), Ms I Reynolds (Deputy Chair), Professor D FitzPatrick (President), Ms D Blanckensee, Dr M Carr, Dr C Fisher, Ms A Keatinge, Mr P Lavelle
<u>APOLOGIES:</u>	Full Attendance
<u>IN ATTENDANCE:</u>	Dr M Meaney (Lead, TU Dublin Programme Team), Mr D Murphy (University Secretary)
<u>SECRETARIAT:</u>	Ms Y Cooke (TU Dublin Programme Team)
<u>DOCUMENTATION:</u>	<p><u>Circulated prior to meeting</u></p> <ol style="list-style-type: none"> 1. Agenda – Governing Body Meeting 5 (10th April 2019) 2. Draft Minutes – Governing Body Meeting 4 (13th March 2019) 3. Memorandum – Draft TU Dublin Code of Governance (10th April 2019) 4. Draft TU Dublin Code of Governance (10th April 2019) 5. Discussion Paper – Draft Principles Academic Council 2019/2020 6. Revised Governing Body Election Regulations – Staff Representatives (10th April 2019) 7. TU Dublin Students' Union Constitution (February 2019) 8. TU Dublin Students' Union Elected Officers – Update 9. Approved Revised Governing Body Standing Orders (13th March 2019) <p><u>Presented at the meeting</u></p> <ol style="list-style-type: none"> 1. Revised Human Resources Recruitment, Selection and Appointment Policy (10th April 2019) 2. Revised Human Resources Selection Procedures (10th April 2019) 3. TU Dublin Financial Report to 28th February 2019 4. Indicative Income & Expenditure and Statements of Financial Position for period ended 31st December 2018 (Former Institutes ITB/ITT) 5. Memorandum - Transfer to Capital Development Reserve (IT Tallaght Financial Statements) 6. Memorandum – Relocation of the TU Dublin Aviation Technology Centre (ATC)

REF	ITEM	DECISION
05.01/01	APOLOGIES	
	The Chair noted full attendance for this meeting.	NOTED
05.01/02	PROPOSED MEETING AGENDA	
	The Agenda for the meeting, as had been circulated, was approved and adopted.	APPROVED Proposed: P Lavelle Seconded: I Reynolds
05.01/03	DECLARATION OF CONFLICT OF INTEREST	
	The Chair noted there were no conflicts of interest declared by members present.	NOTED
05.01/04	APPROVAL OF MINUTES	
	The draft Minutes of the fourth meeting of the Governing Body held on 13 th March 2019 were approved.	APPROVED Proposed: C Fisher Seconded: P Lavelle
05.01/05	MATTERS ARISING	
	There were no matters arising from the fourth meeting of the Governing Body held on 13 th March 2019.	NOTED

REF	ITEM	DECISION
05.01/06	STRATEGIC PLAN UPDATE	
	The President updated Governing Body on the current progress in relation to the Strategic Plan, informing members that a representative Advisory Group had been put in place which had been positively received by members of staff. The procurement process to contract an external facilitator to support the internal engagement with this process had commenced. The President reaffirmed that the objective is to have the TU Dublin Strategic Plan in place by September.	NOTED
05.01/07	POLICIES AND PROCEDURES	
	<p>1. <u>Draft TU Dublin Code of Governance</u> The Governing Body approved the proposed draft “Code of Governance for TU Dublin”, on a pro-tem basis and agreed the following:</p> <p>i) The induction of Governing Body members will take place at the meeting scheduled on 11th September 2019.</p> <p>ii) The self-evaluation exercise by the Governing Body is to take place within a year of its formation.</p> <p>iii) A recommendation to the Audit and Risk Committee that this Code be reviewed, including a gap analysis, and that this be included as part of the Internal Audit work schedule for 2019/20.</p> <p>2. <u>Revised Human Resources Selection Procedures and Revised Human Resources Recruitment, Selection and Appointment Policy</u> The Governing Body approved the proposed additional wording for inclusion in both the Human Resources Selection Procedures and the Human Resources Recruitment, Selection and Appointment Policy as follows:</p> <p><i>“Where the President is the Chair of a Selection Board, the Chair of Governing Body will approve or note the appointment(s) as appropriate”.</i></p>	<p>APPROVED Proposed: I Reynolds Seconded: C Fisher</p> <p>UNIVERSITY SECRETARY</p> <p>UNIVERSITY SECRETARY</p> <p>UNIVERSITY SECRETARY</p> <p>APPROVED Proposed: P Lavelle Seconded: I Reynolds</p>
05.01/08	COMMITTEES AND REPORTS	
	<p>1. <u>COMMITTEES</u> Ms D Blanckensee and Dr M Carr recused themselves for <i>Item [05.01/08(1)(b)] Nominations Committee, Section (i)</i>, and re-joined the meeting when this item had concluded.</p> <p>a) <u>Academic Council</u></p> <p>i) <u>Discussion Paper – Draft Principles TU Dublin Academic Council 2019/2020</u> Following a briefing by the President on the guiding principles outlined in the discussion paper including legislation, internal membership, size, cross representation, elected and ex-officio members, gender and term of office, the Governing Body approved the following recommendations:</p> <ol style="list-style-type: none"> Membership of the complete Academic Council to be ideally small, between 25-40 members, with a reduction in ex-officio membership. Majority of members to be elected and include cross-University representation. Duration and number of terms of office to take a representative succession strategy into consideration <p>b) <u>Nominations Committee</u></p> <p>i) <u>Draft Governing Body Election Regulations – Staff Representatives</u> The Governing Body approved the proposed revision to the, “Governing Body Election Regulations – Staff Representatives”, as follows:</p> <ol style="list-style-type: none"> Electoral Panels have been reduced and re-ordered from 5 to 4 panels, with Electoral Panel A listed ‘Academic and Professional Management and Support Services Staff’, Electoral Panel B listed ‘Professional Management and Support Services Staff’, Electoral Panel C Female listed ‘Academic Staff Member’, and Electoral Panel D Male listed ‘Academic Staff Member’. 	<p>NOTED</p> <p>APPROVED Proposed: I Reynolds Seconded: A Keatinge</p> <p>APPROVED</p> <p>APPROVED</p> <p>APPROVED</p> <p>APPROVED Proposed: I Reynolds Seconded: C Fisher</p> <p>APPROVED</p>

REF	ITEM	DECISION
05.01/08	COMMITTEES AND REPORTS	
	<ol style="list-style-type: none"> 2. Two election processes will take place and be held sequentially. 3. Elections for Electoral Panels A and B will take place first, and on their completion will be followed by elections for Electoral Panels C and D. 4. On conclusion of elections for Electoral Panels A and B, determination of the gender composition for Electoral Panels C and D will be declared to achieve gender balance (<i>i.e.</i> 3 seats comprising of 1 or 2 females, and/or 1 or 2 males). 5. In the event that gender balance is achieved on completion of the Electoral Panels A and B elections, the gender composition of the seats for Electoral Panels C and D will be decided by lottery. 6. Terminology descriptors and timelines to be consistent throughout the document. <p>The Governing Body agreed the term of office of the current staff representative members, should they be successful in the forthcoming staff elections, would be deemed to be a continuation of their first term. There would be a residue of eighteen months remaining of this term, taking their first six months of office as Phase 1 of the two Phase election process prescribed in the document <i>“Membership of 1st Technological University Dublin Governing Body – Elections and Making Appointments for Academic, Non-Academic and Student Representatives”</i>, approved by Governing Body at their first meeting on 1st January 2019.</p>	<p>APPROVED</p> <p>APPROVED</p> <p>APPROVED</p> <p>APPROVED</p> <p>APPROVED</p>
	<p>ii) <u>Draft Governing Body Candidate Brief – External Members</u></p> <p>The Governing Body noted and agreed the following in relation to the appointment process for the eight remaining external Governing Body Member vacancies.</p> <ol style="list-style-type: none"> 1. An tÚdarás (HEA) had agreed the <i>‘Governing Body Candidate Brief – External Members’</i>, with the recommendation that risk management be included as part of the competency framework. 2. The advertisement inviting <i>‘Expressions of Interest’</i> for these positions had been placed in the newspapers on 8th and 9th April, with a closing date of 8th May 2019. 3. The Public Appointments Services - State Boards had agreed to circulate details of these positions to their Register of Interested Candidates. 4. The Nominations Committee would convene a meeting after the closing date to evaluate expressions of interest received with a recommendation of proposed candidates presented to the Governing Body meeting on 26th June 2019 for approval. 5. The term of office for these members will be two years commencing on their appointment date. 6. The proposed external Governing Body members will be invited to attend the Governing Body meeting scheduled on 26th June 2019. 	<p>AGREED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>AGREED</p> <p>NOTED</p> <p>AGREED</p>
	<p>2. <u>REPORTS</u></p> <p>The Director of Corporate Services, TU Dublin City Campus updated members on the following:</p> <p>a) <u>Financial Update</u></p> <p>i) The Governing Body noted the following documents as presented:</p> <ol style="list-style-type: none"> 1. TU Dublin Financial Report to 28th February 2019. 2. Indicative Income & Expenditure Accounts and Statements of Financial Position for period ended 31st December 2018 (former Institutes ITB & ITT). <p>The Director reported the pay figures for the two months to 28th February 2019 showed an increase of 4.4% compared to the same period in 2018, reflecting national pay restoration measures and the application of the CUSH Agreement for part-time staff.</p> <p>It was noted that the draft indicative figures for ITB and ITT are prepared for the upcoming audit and the DIT drafts are being finalised similarly.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p>

REF	ITEM	DECISION
05.01/08	COMMITTEES AND REPORTS	
	<p>ii) <u>Proposed transfer of funds to Capital Development Reserve (CDR)</u> The Governing Body approved the request to apply to the HEA for permission to transfer the amount of €750,000 to the TU Dublin - Tallaght Campus CDR which had previously been approved by the former ITT Governing Body on 18th October 2018.</p> <p>iii) <u>TU Dublin City Campus – Foundation</u> It was noted that the former 'DIT Foundation' a company limited by guarantee had received formal confirmation from the Charity Regulator that their new name, 'TU Dublin Foundation', is legally viable. The President is a member of the TU Dublin Foundation Board. It was also noted that alumni from TU Dublin Blanchardstown and Tallaght Campuses are incorporated under the renamed entity.</p> <p>b) <u>Property Update</u></p> <p>i) <u>Proposal on relocation of TU Dublin Aviation Technology Centre (ATC)</u> Following a briefing on the proposed relocation of TU Dublin Aviation Technology Centre (ATC), the Governing Body approved the following recommendations subject to the President being satisfied with the responses provided to the number of queries raised by him:</p> <ol style="list-style-type: none"> 1. Relocation of TU Dublin ATC to alternative premises to secure the delivery of the current and future operational demands of its aviation education and training programmes. 2. [REDACTED] 3. The President to enter into a 5-year lease for these premises to facilitate this process. <p>Responding to concerns raised in relation to the length of the lease it was noted that there would be a renewal option available at the end of the five-year lease term if required.</p> <p>c) <u>Seal Update</u></p> <p>i) <u>Register of Sealings</u> The following use of the Seal was noted:</p> <ol style="list-style-type: none"> i) Collateral Warranties – Grangegorman Development Agency and TU Dublin ii) Collaborative Research Licence – [REDACTED] <p>The Governing Body agreed to include this register as a standing agenda item.</p>	<p>APPROVED Proposed: P Lavelle Seconded: I Reynolds</p> <p>NOTED</p> <p>APPROVED Proposed: C Fisher Seconded: I Reynolds</p> <p>APPROVED</p> <p>APPROVED</p> <p>APPROVED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>AGREED</p>
05.01/09	TU DUBLIN STUDENTS' UNION	
	<p>i) <u>TU Dublin Students' Union Constitution</u> The Governing Body noted that a Referendum on the TU Dublin Students' Union new Constitution was held on 19th and 20th February 2019. Students voted overwhelmingly to support the new Constitution, with 95% of students who voted, voting yes.</p> <p>On behalf of the Governing Body, the Chair extended his congratulations to the Students' Union Officers on this significant achievement and acknowledged this historic occasion.</p> <p>ii) <u>TU Dublin Students' Union Elected Officers Update</u> It was noted that elections for the officers of the newly formed TU Dublin Students' Union took place on 26th and 27th March 2019. The first TU Dublin Students' Union Executive will consist of the incoming inaugural President Mr Pierre Yimbog, three Deputy Presidents, and six Vice Presidents with six of the incumbent officers re-elected.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p>

REF	ITEM	DECISION
05.01/09	TU DUBLIN STUDENTS' UNION	
	<p>iii) <u>Proposed Amendment to Governing Body Standing Orders – Attendance at Governing Body Meetings by Student Representatives (Elect)</u> The Governing Body approved the Chair's recommendation to amend their Standing Orders, to include a subparagraph under Section 3.6, <i>Attendance at Meetings</i>, to provide for incoming Student Representatives (Elect) to attend meetings in the lead up to assuming full Governing Body membership as follows:</p> <p><i>"Incoming newly elected TU Dublin Students' Union Governing Body nominee(s) will be invited to attend Governing Body meetings to join the outgoing Student Representative Governing Body Member(s) in the lead up to assuming full Governing Body membership".</i></p> <p>The revised Standing Orders to be circulated to members.</p>	<p>APPROVED Proposed: P Lavelle Seconded: A Keatinge</p> <p>APPROVED UNIVERSITY SECRETARY</p>
	<p>iv) <u>TU Dublin Students' Union Funding Agreement</u> It was noted that the Director of Corporate Services, TU Dublin City Campus had activated a Finance and Student Affairs Committee in agreement with the TU Dublin Students' Union representatives. This Committee is in place for one year with its first meeting taking place on 15th May 2019.</p>	<p>NOTED</p>
05.01/10	ANY OTHER BUSINESS	
	<p>i) <u>TU Dublin Honorary Awards</u> The President informed members that each TU Dublin Graduation Ceremony would include an Honorary Award Conferring with the recipient to address graduates at the conferring ceremony. This initiative would commence from September 2019.</p> <p>It was noted that Governing Body Members would be invited to all future TU Dublin Graduation Ceremonies.</p>	<p>NOTED</p> <p>NOTED</p>
	<p>ii) <u>TU Dublin Students' Union Achievements</u> It was noted TU Dublin Student's Union had attended the annual Union of Students of Ireland (USI) Congress and had received a number awards over the course of the event. It was also noted that the Student Achievement awards would take place on 18th April with each Campus shortlisted for a number of awards.</p>	<p>NOTED</p>
	<p>iii) <u>Establishment Programme Board (EPB) and Management Advisory Co-Ordination Board (MCAG)</u> The President agreed to present an update on MCAG and the EPB to the next Governing Body meeting.</p>	<p>PRESIDENT</p>
05.01/11	SCHEDULE OF MEETINGS	
	<p>i) <u>Proposed Changes to Meeting Schedule 2019</u> Members approved the proposed meeting schedule amendment to combine meetings on 1st May and 29th May into one meeting to take place on Wednesday 22nd May 2019 at 8.00am.</p>	<p>APPROVED</p>
	<p>ii) <u>Next Meeting</u> The next meeting is scheduled for <u>Wednesday 22nd May 2019 at 8.00am</u> in TU Dublin, City Campus, Grangegorman.</p> <p>SIGNED  Professor Tom Collins CHAIR</p> <p>DATE: 22ND MAY 2019</p>	<p>APPROVED</p>