

# Technological University Dublin Governing Body

## MINUTES

**SUPPLEMENTAL MEETING 15:** Thursday 16<sup>th</sup> April 2020 (08.00) – Electronic Meeting

**PRESENT:** Ms I Reynolds (Chair), Professor D FitzPatrick (President), Mr J Barnes, Ms V Bistany, Dr M Carr, Ms E Carroll, Ms É Finan, Dr C Fisher, Mr J Grant, Ms A Keatinge, Ms P Kelly, Dr C Larkin, Mr P Lavelle, Dr M Marjoram, Mr J McCarthy, Ms S O’Shaughnessy, Ms A O’Toole, Ms J Quigley, Mr P Yimbog

**APOLOGIES:** Full Attendance

**IN ATTENDANCE:** Dr M Meaney (Registrar & Deputy President), Mr D Murphy (Chief Operations Officer & University Secretary)

**SECRETARIAT:** Ms Y Cooke (TU Dublin Programme Team)

**DOCUMENTATION:** **Circulated prior to meeting**

1. Agenda – Governing Body Meeting 15 (16<sup>th</sup> April 2020)
2. Draft Minutes – Governing Body Meeting 14 (25<sup>th</sup> March 2020)
3. Correspondence to Chair – Comptroller & Auditor General Office (23<sup>rd</sup> March 2020)
4. TU Dublin QA Procedures for Delivery & Assessment Changes - Covid19 (Approved by Academic Council 23<sup>rd</sup> March 2020)
5. Revised Draft Code of Conduct for Conduct (25<sup>th</sup> March 2020)
6. Property and Capital Presentation
7. Publication of Approved Governing Body Minutes – Redacted Governing Body Minutes (Meeting 12 – 11<sup>th</sup> December 2019)

**DOCUMENTATION:** **Presented at the meeting**  
No items were tabled at the meeting.

REF	ITEM	DECISION
<b>15.01/01</b>	<b>APOLOGIES</b>	
	The Chair welcomed members to the meeting and reiterated the electronic meeting protocols.	<b>NOTED</b>
	The Chair noted that there was full attendance for this meeting.	<b>NOTED</b>
<b>15.01/02</b>	<b>MEETING AGENDA</b>	
	The Agenda for the meeting, as had been circulated, was approved and adopted.	<b>APPROVED</b> Proposed: E Carroll Seconded: S O’Shaughnessy
<b>15.01/03</b>	<b>DECLARATION OF CONFLICT OF INTEREST</b>	
	The Chair noted there were no conflict of interests declared by members present.	<b>NOTED</b>

REF	ITEM	DECISION
15.01/04	<b>APPROVAL OF MINUTES</b>	
	<p>The draft Minutes of the fourteenth meeting of the Governing Body held on 25<sup>th</sup> March, as had been circulated, were approved subject to the following addendum to Minute Item [14.01/07 (3)(c)(ii) – Finance and Property Committee].</p> <p><i>“It is important where Governing Body approval is required that the schedule is managed to ensure adequate time for presentation to, and review by Governing Body, and to ensure that the review and approval by Governing Body is facilitated without causing delays or bottlenecks”.</i></p>	<p><b>APPROVED</b> Proposed: P Lavelle Seconded: J Grant</p>
15.01/05	<b>MATTERS ARISING</b>	
	<p>The following matter was raised and noted.</p> <p>i) <b>Sports Science Health and Recreation Building (SSHRB) – Tallaght Campus Tender Report to FPC Meeting 2 (12<sup>th</sup> March 2020)</b> Governing Body noted the letter of intent to award a contract for the construction of the SSHRB Project had been issued to ABM Design &amp; Build Ltd, and that the University was awaiting a response from the HEA for approval to award the Contract.</p> <p>Responding to concerns raised in relation to potential contractual risks associated with building works, Governing Body noted that the University were not currently aware of any and that both DPER and the HEA were in the process of examining public construction contracts.</p>	<p><b>NOTED</b></p> <p><b>NOTED</b></p>
15.01/06	<b>CORRESPONDENCE</b>	
	<p>The Governing Body noted the following correspondence issued with the meeting documentation.</p> <p>i) <b>Office of the Comptroller and Auditor General (23<sup>rd</sup> March 2020)</b> Correspondence from the Office of the Comptroller and Auditor General to the Chair of Governing Body, postponing the half-day briefing session on audit insights on the Financial Management Maturity Model scheduled to take place on 24<sup>th</sup> April 2020 in Croke Park, and noted their intention to reschedule the event to a later date, circumstances permitting.</p>	<p><b>NOTED</b></p>
15.01/07	<b>REPORTS</b>	
	<p>1. <b>PRESIDENT'S REPORT</b> The President updated Governing Body on the following:</p> <p>i) <b>Covid19 Update</b> The President stated the University continued to deliver the high level of commitment, engagement and support to students and staff that had already been demonstrated during the current crisis. The University was operating in a remote working environment with access to TU Dublin facilities provided for those who require access for essential support and delivery.</p> <p>Governing Body noted that the University's programmes continue to be delivered remotely with alternative assessment strategies for Semester 2 modules communicated to students and confirming that traditional invigilated end-of-semester examinations are not possible. Governing Body noted timelines for completion of assessments/on-line examinations were aligned closely to the existing Academic Calendar.</p>	<p><b>NOTED</b></p> <p><b>NOTED</b></p>

REF	ITEM	DECISION
15.01/07	<b>REPORTS</b>	
	<p>Governing Body noted that the University was also focusing on developing scenarios for the start of the next academic year including plans to manage the return and access of continuing students, and the likelihood of a delayed start for first year students due to the delay in the Leaving Certificate schedule.</p> <p>Responding to a number of queries, the President informed members that the University is very aware of the impact on different cohorts of students, including Erasmus students, in having to work and study in this remote manner. Significant effort is being made in all areas of the University to identify specific student needs and to respond to them in a practical way, by liaising with students through different communication platforms. Normal campus supports are continuing to be used to advise students, (non face-to-face), with particular focus on the development of the forthcoming assessments and to allow students to engage further. Governing Body noted the University has designed the assessment strategies to be uploaded or downloaded on a mobile phone if required, as 99% of the University’s student population own mobile phones, with a number of mobile phone companies providing increased data packages for students with no additional costs incurred. Governing Body noted that although access for some students was problematic, one of the biggest challenges faced by students was finding a quiet space to study. Governing Body noted that the deferral process will provide a further student safety net and enable the University to identify students who may require additional support whether it be technical, access to the Library or a quiet space to study.</p> <p>Governing Body noted that programmes involving external body accreditation would be dealt with on a case-by-case basis. Additional hours of teaching may be required for such programmes in order to ensure that regulatory body requirements are met.</p> <p>Governing Body noted the University will ensure that the quality of awards made at the end of the 2019/20 academic year have equal standing to awards made in any other year. A balanced approach, supporting students at home while ensuring the quality of their award, is in the very best interest of students and graduates and the wider community in which the University operates.</p> <p>Governing Body noted the University is closely monitoring the situation and following advice from the Department of Education and Skills, HSE Health Protection Surveillance Centre (HPSC) and that of its Student Health professionals. Governing Body noted that even when the Government lifts some of their restrictions there would be a range of issues resulting from the Covid19 impact, which the University will be dealing with over the next 18-24 months.</p> <p><b>ii) <u>Organisational Design (OD) Update</u></b>                      The three core Boards, (<i>Project Board, Academic Design Board, and Professional Services Design Board</i>), continue to work remotely with Crowe and PA Consulting to complete the High Level Design – Phase 1 of the project by early June. The challenges surrounding communication and engagement due to the Covid19 constraints are demanding and not the ideal way to operate but progress is being made on the design principles. Although Covid19 disrupted earlier communication plans to hold drop-in sessions for staff, alternative platforms such as a series of webinars are planned to replace these formats and provide an overview of what staff can expect to emerge. The project is adhering as much as possible to the original deadlines with outputs from Phase 1 now expected by June with high-level design options to be shared with members of Governing Body at that stage.</p>	<p style="text-align: center;">NOTED</p>

REF	ITEM	DECISION
15.01/07	<b>REPORTS</b>	
	<p>iii) <b><u>Grangegorman Development Update</u></b>            As a consequence of further Covid19 restrictions, construction work has ceased on the East and Central Quads as both buildings were nearing completion. The University is working closely with the GDA, NDFA, DoES and the construction consortia on this development and are looking at the amount of work completed to-date. The University is also assessing the planned migration from Kevin Street, Cathal Brugha Street, Sackville Place and Rathmines buildings at this stage. It was noted that the sale agreements for these buildings allowed for occupancy by TU Dublin to 31st October 2020.</p> <p>2. <b><u>ACADEMIC COUNCIL (AC) REPORT</u></b></p> <p>i) <b><u>Academic Council Update</u></b>            Governing Body wished to acknowledge and commend the work of the University Community and Academic Council, in particular with respect to the development of new processes, procedures and policies which had been achieved in a very short timeframe in response to these very challenging circumstances while maintaining high academic standards.</p> <p>Governing Body noted that the University had reacted in a very agile and responsive manner to these unprecedented demands. The University were now looking towards the Autumn sittings where improvements could be made by sharing best practice and responding to areas, which may involve tailored packages for individual requirements.</p> <p>Governing Body noted the work by Mr Thomas Stone, Principle, representing TU Dublin on the DoES Covid19 Committee.</p> <p>ii) <b><u>TU Dublin QA Procedures for Delivery &amp; Assessment Changes - Covid19</u></b>  <b><u>(Approved by Academic Council 23.03.20)</u></b>            Governing Body noted the policy document 'QA Procedures for Delivery &amp; Assessment Changes – Covid19', approved by Academic Council members on 23<sup>rd</sup> March 2020.</p>	<p>NOTED</p> <p>APPROVED            Proposed: C Fisher            Seconded: I Reynolds</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p>
	<p>3. <b><u>COMMITTEES REPORTS (Supplemental Updates to GB Meeting on 25<sup>th</sup> March 2020)</u></b></p> <p>a) <b><u>Audit and Risk Committee (ARC) Report</u></b>            The ARC Chair briefed members on the current status of the Internal Audit Tender procurement process that had been carried out through the OGP. The evaluation process had completed with a preferred bidder selected and contracts had issued for approval. It is proposed to hold an additional ARC meeting in May to focus on finalising the mapping out of the internal audit plan with good progress already made.</p> <p>b) <b><u>Equality, Diversity and Inclusion Committee (EDIC) Report</u></b>            The EDIC Chair informed members that the TU Dublin Athena SWAN Working Group had been established with its Terms of Reference approved. Governing Body noted the next EDIC meeting would take place on 27<sup>th</sup> April 2020.</p> <p>c) <b><u>Finance and Property Committee (FPC) Report</u></b>            The FPC Chair informed Governing Body that no further meetings had taken place in the interim but was in regular contact with the COO. The FPC Chair will convene meetings on a needs basis due to this uncertain climate, in addition to its regular scheduled meetings. Governing Body noted the construction sector may re-open on a phased basis and that the CIF have included Grangegorman in the Government's first phase of designated sites to be re-opened.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p>

REF	ITEM	DECISION
15.01/07	<b>REPORTS</b>	
	<p>3. <b><u>COMMITTEES REPORTS (Supplemental Updates to GB Meeting on 25<sup>th</sup> March 2020)</u></b></p> <p>d) <b><u>Nominations and Process Committee (NPC) Report</u></b>            The Chair of NPC briefed Governing Body on current progress and advised that the draft NPC Terms of Reference will be presented for approval to the next meeting of Governing Body. Governing Body noted that a subcommittee of the NPC had been established in accordance with Section 12(1)(h) of the TU Act 2018, which is formed for the purpose of seeking nominations for external Governing Body member vacancies.</p>	NOTED
	<p>4. <b><u>OPERATIONAL REPORTS</u></b>            The Chief Operations Officer updated members on the following.</p> <p>a) <b><u>Finance Report</u></b>            Governing Body noted a HEA Finance Covid19 Sub Group chaired by HEA had been convened to assess the financial implications of Covid19. This group, which, in addition to TU Dublin, had representatives from the IUA, THEA, Solas and other bodies, had agreed a series of summary headings for this work. The following set of assumptions for 2020/21 were agreed on which financial impact calculations were based</p> <ul style="list-style-type: none"> <li>• 12.5% reduction in undergraduate fee income (reflecting delayed and reduced 1<sup>st</sup> year intake)</li> <li>• 80% reduction in International Student fee income</li> <li>• Varied reductions in post-graduate fee income</li> <li>• Impact on research costs from delays in research activity</li> <li>• Extra costs arising from alternative modes of delivery (net of savings on class materials etc.)</li> <li>• Specific Institution costs e.g. Delay in migration to Grangegorman for TU Dublin.</li> </ul> <p>The meeting noted that each party was submitting their financial impact figures to the HEA for discussion with Government in considering actions to be taken.</p> <p>Governing Body also noted that arrangements were being put in place to enable the C&amp;AG commence their TU Dublin audit on 27<sup>th</sup> April 2020. It also noted that the University were working with EduCampus on the integration of IT systems focusing initially on the finance system followed by HR systems. EduCampus had agreed that TU Dublin would be part of the first phase of the installation of a student record system that would be a two year project.</p> <p>b) <b><u>Property Report</u></b></p> <p>i) <b><u>Sale of Aungier Street Building – City Campus</u></b>            Governing Body noted the intention for the sale of the Aungier Street building had commenced. As a consequence of the Covid19 restrictions, the bid date had been paused. A virtual drone tour of the property is now available for potential purchasers to view, while the agents are active and reporting a lot of activity with potential purchasers.</p> <p>ii) <b><u>Tallaght Campus</u></b>            This item was taken under Minute Item [Matters Arising 15.01/05(i)].</p> <p>c) <b><u>University Seal Register Report</u></b>            Governing Body noted there were no documents to which the TU Dublin seal had been applied since the Governing Body meeting on 25<sup>th</sup> March 2020.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p>

REF	ITEM	DECISION
15.01/08	<b>FORMAL APPROVALS ( Codes, Contracts, Policies and Statements)</b>	
	<p>The following document was presented to Governing Body for approval.</p> <p><b>1. CODES</b></p> <p>i) <b>Draft Code of Conduct for Governing Body Members (25<sup>th</sup> March 2020)</b>            Following a discussion in response to objections raised in relation to a number of concerns highlighted under Section 3 of the draft document presented for approval to Governing Body, it was agreed to withdraw the draft document and to defer this item until the next Governing Body meeting on 13<sup>th</sup> May 2020 for further consideration.</p> <p>Governing Body agreed that the draft document would be re-circulated to allow members additional time to send written feedback to the secretariat in advance of the next meeting.</p> <p>Governing Body also noted the President's proposal to engage with the elected members on the draft document to assist this process.</p>	<p>AGREED</p> <p>SECRETARIAT</p> <p>PRESIDENT</p>
15.01/09	<b>SCHEDULED GOVERNANCE TOPIC</b>	
	<p><b>PROPERTY AND CAPITAL</b></p> <p>The Chair invited the Chief Operations Officer, Mr Denis Murphy to present on the Property and Capital item. This presentation focused on the following areas:</p> <ul style="list-style-type: none"> <li>i) Campus Sizes (<i>Blanchardstown, City and Tallaght</i>)</li> <li>ii) Location Maps (<i>Blanchardstown, City and Grangegorman</i>)</li> <li>iii) Campus Plans for Blanchardstown           <ul style="list-style-type: none"> <li>• Connect Building</li> <li>• Status on proposed PPP Building</li> </ul> </li> <li>iv) Campus Plans for Grangegorman           <ul style="list-style-type: none"> <li>• Projects and Funding for Programmes 1,2,3 and 4</li> <li>• Indoor Sports, Student Centre and Student Accommodation</li> </ul> </li> <li>v) Campus Plans for Tallaght           <ul style="list-style-type: none"> <li>• Sports Science Health and Recreation Building (SSHRB)</li> <li>• Status on proposed PPP Building</li> </ul> </li> </ul> <p>Governing Body noted that there is a very tight programme for completion of buildings in the first tranche, while monitoring of finances for Grangegorman, Programme 3 is ongoing and under constant review. Governing Body also noted October 2020 as the formal release date for the Cathal Brugha Street, Kevin Street and Rathmines buildings with some indicative agreement with the purchasers to extend the University's occupation.</p> <p>The Chair thanked the Mr Murphy for his presentation.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p>
15.01/10	<b>ANY OTHER BUSINESS</b>	
	<p>The following matter was raised under this item.</p> <p><b>1. Publication Of Approved Redacted Governing Body Minutes – Meeting 12 (11<sup>th</sup> December 2020)</b>            Members approved the redacted Governing Body Minutes, Meeting 12, (11<sup>th</sup> December 2020) to be used as a prototype for posting historical and future approved Governing Body Minutes to the University's website.</p> <p>Governing Body noted that additional information including appropriate documentation should also be posted on this forum to give context to the approved Minutes and will assist future members of Governing Body.</p>	<p>APPROVED</p> <p>Proposed: C Larkin            Seconded: J Grant</p> <p>SECRETARIAT/            UNIVERSITY SECRETARY</p>

REF	ITEM	DECISION
15.01/11	NEXT MEETINGS	
	<p>1. <b>Scheduled Governing Body Meeting</b>                      The next scheduled Governing Body meeting takes place on <b>Wednesday, 13<sup>th</sup> May 2020 at 08.00am.</b></p> <p style="text-align: center;"><i>Imelda Reynolds</i></p> <p>SIGNED _____ DATE: 13<sup>TH</sup> MAY 2020</p> <p><b>Imelda Reynolds</b>  <b>CHAIR</b></p>	<p style="text-align: center;">NOTED</p>