

Technological University Dublin Governing Body MINUTES

MEETING 21: Wednesday 16th December 2020 (08.00 – 11.00) – Electronic Meeting

PRESENT: Ms I Reynolds (Chair), Professor D FitzPatrick (President), Mr J Barnes, Mr N Beecher, Mr L Bennett, Ms V Bistany, Dr M Carr, Ms É Finan, Dr C Fisher, Ms R Gorman, Mr J Grant, Ms P Kelly, Dr C Larkin, Mr P Lavelle, Dr M Marjoram, Mr J McCarthy, Ms S O'Shaughnessy, Ms A O'Toole

APOLOGIES: Ms A Cañizares-Bejarano, Ms E Carroll,

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

SECRETARIAT: Ms Y Cooke

DOCUMENTATION:

Circulated prior to meeting

1. Agenda – Governing Body Meeting 21 (16th December 2020)
2. Draft Minutes – Governing Body Meeting 20 (4th November 2020)
3. Governance Topic – Student Numbers
4. Amendment to University Bank Mandate Memo (16th December 2020)
5. Amended Human Resources Selection Procedures (16th December 2020)
6. Contract Approval Request Memorandum - Media Strategy, Planning and Buying (Implementation) Services (16th December 2020)
7. Contract Approval Request Memorandum - TUDublin Insurance Renewal 2021 (16th December 2020) and TU Dublin Schedule of Insurance Policies 2021
8. President's Report – Executive Summary (16th December 2020)
9. Approved Academic Council Minutes – Meeting 7 (23rd September 2020)
10. Academic Affairs Report – Executive Summary (16th December 2020)
11. Approved Minutes – ARC Meeting 10 (19th October 2020)
12. Approved Minutes – EDIC Meeting 3 (7th September 2020)
13. Approved Minutes – FPC Meeting 4 (10th September 2020)
14. Approved Minutes – NPS Meeting 2 (24th April 2020)
15. Approved Minutes – NPC Meeting 4 (22nd September 2020)
16. Approved Minutes – ANPC Meeting 1 (22nd September 2020)
17. Approved Minutes – ANPC Meeting 2 (2nd October 2020)
18. Approved Minutes – ANPC Meeting 3 (2nd November 2020)
19. Approved Minutes – ANPC Meeting 4 (13th November 2020)
20. Finance Report – Executive Summary (16th December 2020)
21. Draft Paper – TU Dublin Distribution of Student Contribution Charge (9th December 2020)
22. Use of the University Seal (Memorandum – 16th December 2020)
23. Proposed Schedule of Governing Body Meetings 2021

DOCUMENTATION:

Presented at the meeting

1. Chair Recruitment Process (16th December 2020)

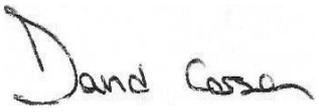
REF	ITEM	DECISION
21.01/01	APOLOGIES	
	The Chair welcomed and thanked members for their attendance at this meeting and confirmed that this was the first of the agreed extended duration Governing Body meetings.	NOTED
	The Chair informed members that this was the last Governing Body meeting for a number of members including herself, Dr Caitriona Fisher, Mr Paddy Lavelle and potentially Dr Michael Carr.	NOTED
	The Chair noted members' apologies for this meeting.	NOTED
21.01/02	MEETING AGENDA	
	The Agenda for the meeting, as had been circulated, was approved and adopted.	APPROVED Proposed: J Grant Seconded: P Lavelle
21.01/03	DECLARATION OF CONFLICT OF INTEREST	
	The Chair noted there were no conflicts of interest declared by members present.	NOTED
21.01/04	APPROVAL OF MINUTES	
	The draft Minutes of the twentieth meeting of the Governing Body held on 4 th November 2020, as had been circulated, were approved.	APPROVED Proposed: É Finan Seconded: C Larkin
21.01/05	MATTERS ARISING	
	The following matters were raised and noted.	
	i) <u>Item [20.01.05] – Governing Body Log of Ongoing Items</u> Governing Body noted that a log of meeting items will be developed to capture outstanding or ongoing items for completion and this document will be updated for each meeting.	NOTED SECRETARIAT
	ii) <u>Item [20.01.05(i)] – Review of Governing Body Committees Terms of References</u> Governing Body noted this item will be listed on the rolling agenda.	NOTED
	iii) <u>Item [20.01.06(2)] – Scheduled Governance Topic - Organisational Design (OD)</u> Governing Body noted the OD KPI's had been circulated to all Governing Body members for information.	NOTED
	iv) <u>Item [20.01.11] – Members Feedback on Restructured Agenda and Meeting Process</u> Governing Body noted affirmation from members on the introduction of the restructured agenda and meeting processes. Governing Body noted it would continue to implement matters arising from the recent Governing Body review.	NOTED
21.01/06	SCHEDULED GOVERNANCE TOPIC	
	<u>STUDENTS NUMBERS UPDATE</u> The Chair invited the Registrar & Deputy President (RDP) to brief members on this item. The RDP informed members that this presentation gives the status of student numbers as at 31 st October 2020. Governing Body noted that the formal reporting date for student numbers is 31 st March each year but that a preliminary return on student numbers is conducted on 31 st October in advance of this date. Governing Body noted the preliminary student numbers collated on 31 st October can change significantly by the formal reporting date on 31 st March during the course of a normal academic year. Governing Body noted that this year additional factors may impact on these provisional figures due to Covid19 restrictions, including students who have not registered by 31 st October 2020, and a significant number of Government funded July stimulus programmes which will only commence in January 2021.	NOTED

REF	ITEM	DECISION
21.01/09	REPORTS	
	<p>1. <u>PRESIDENT’S REPORT</u></p> <p>The Governing Body noted the President’s Executive Summary briefing members on a number of items including Covid19. The University has responded and continues to respond in a strong manner to the challenges imposed by Covid19. It is highly likely that next Semester will be very similar to this Semester but where at all possible the University will be looking to try to increase face to face engagement.</p> <p>Under OD the structure for the University Executive Team (UET) has now been defined with a number of these new roles to be advertised shortly. Phase 2 of the detailed design has commenced and given the scale of the overall project, this phase will take some time to complete over 2021.</p> <p>The Strategic Plan is progressing. There was an Advisory Leadership Forum (ALF) meeting on 15th December, which focused on Strategic Plan implementation, at which Roadmaps were presented and discussed with different layers of management. An ‘Expressions of Interest’ process will commence shortly to invite colleagues with relevant expertise to indicate their interest in joining Action Plan Teams. The Intranet has been updated with the relevant documentation for managers and staff.</p> <p>Migration to the East Quad is getting closer and we are looking forward to completing the move into the East and Central Quads. A number of other items were also highlighted including The European University of Technology Alliance and Innovation & Entrepreneurship at TU Dublin Research at TU Dublin.</p> <p>The meeting noted its concerns around the need for accountability across the University, and, in particular, the increased operational and governance risk for the University as a consequence of unfilled roles. Governing Body noted that the target for the appointment of the UET is March 2021. Governing Body noted a number of concerns raised in relation to the OD engagement and collaboration processes, and communications. It was noted that communications is a big challenge for all stakeholders particularly working under Covid19 restrictions and limited resources. Governing Body requested that positive collaboration and engagement would continue by all stakeholders.</p> <p>Governing Body considered whether the proposed UET was approved or simply noted at the November meeting. Following discussion, it was concluded that Governing Body’s expectation was that the President would proceed to deliver on the UET model as outlined at that meeting, particularly as Governing Body were concerned to ensure that after two years in existence, to achieve the implementation of the agreed strategy, and particularly given the serious concerns highlighted by Governing Body members of the Audit and Risk Committee, the University had to move to put the required structure in place and whether this had been approved or simply noted was a moot point. The Governing Body urged all parties involved in the implementation of the UET to work collaboratively towards achieving the implementation of the UET model as outlined.</p> <p>2. <u>ACADEMIC AFFAIRS REPORT</u></p> <p>i) <u>Approved Academic Council Minutes – Meeting 7 (23rd September 2020)</u> Governing Body noted the Academic Council Minutes of its seventh meeting held on 23rd September 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>

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21.01/09	REPORTS	
	<p>ii) <u>Academic Affairs</u> Governing Body noted the RDP's Executive Summary which briefed members on a number of items including Academic Council, its three approved sub-committees which are now fully operational following approval of the terms of reference and membership of each of these new sub-committees. As a result of the on-going COVID-19 crisis, and in accordance with a decision of academic council, no semester one assessments will take place "face-to-face". The University will commence the July stimulus funded modular and postgraduate programmes in January 2021. Working with EduCampus the University has commenced the project to implement a single University wide student record system. The University successfully delivered 19 virtual conferring ceremonies in November with over 7,000 students conferred.</p> <p>3. <u>COMMITTEE REPORTS</u></p> <p>a) <u>Audit and Risk Committee (ARC)</u></p> <p>i) <u>Approved ARC Minutes – Meeting10 (19th October 2020)</u> Governing Body noted the minutes of the tenth ARC meeting held on 19th October 2020.</p> <p>ii) <u>ARC Report</u> Governing Body noted the ARC Chair's update on a number of areas including: : <ul style="list-style-type: none"> • Draft Internal Audit Cyber Security Review • Log of ARC actions presented on an ongoing basis in terms of being able to monitor the implementation ARC recommendations. • Draft Internal Audit Internal Control Review • C&AG Management Letter and Actions • Code of Practice Checklist • Draft Risk Register Governing Body noted the ARC Chair's concern in relation to the critical governance roles unfilled which are seen as major inhibitors to the development of an appropriate University control environment. This results in ARC concerns in relation to the challenge in making recommendations to the Governing Body on the systems of internal controls while a number of University resources were not in place to assist this process. Governing Body noted that a number of interim resources and key supports should be provided in key University areas while the main OD structures are being put in place to mitigate this risk.</p> <p>b) <u>Equality, Diversity and Inclusion Committee (EDIC)</u></p> <p>i) <u>Approved EDIC Minutes – Meeting 3 (7th September 2020)</u> Governing Body noted the minutes of the third EDIC meeting held on 7th September 2020.</p> <p>ii) <u>EDIC Report</u> Governing Body noted the EDIC Chair's update on a number of areas including: <ul style="list-style-type: none"> • Gender Expression and Identity Policy • RACE Equality • TU Dublin working group on ending sexual violence and harassment • Athena Swan survey to identify gaps • Covid19 impact • Review of the Disability Act • SALI – Round 2 preparations • Annex to the Code of Practice for State Bodies </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
21.01/09	REPORTS	
	<p>c) Finance and Property Committee (FPC)</p> <p>i) Approved FPC Minutes – Meeting 4 (10th September 2020) Governing Body noted the minutes of the fourth FPC meeting held on 10th September 2020.</p> <p>ii) FPC Report Governing Body noted the FPC Chair’s update on a number of areas including:</p> <p>Finance</p> <ul style="list-style-type: none"> Insurance renewals Covid19 expenditure to date and impact of the July stimulus Devolved Grant Allocation Positive expansion of aviation entrepreneurship facilities Initiative by HEA on human capital initiative across all the Universities <p>Property</p> <ul style="list-style-type: none"> East Quad is at completion stage Central Quad is advancing well with Q1 completion expected Lower House is at completion stage with January 2021 readiness Park House will open on 4th January 2021 Rathdown House will open during January 2021 Sports facilities and print shop facilities will be available in Semester 2 subject to Covid19 restrictions Broadstone Plaza project by NTA is also at completion <p>The FPC Chair noted that the level of progress, given the impact of Covid19 restrictions, risks and down time on the site has been quite extraordinary.</p> <p>The FPC Chair informed members that the FPC were recommending the following item to Governing Body for approval which related specifically to the continued occupation of Kevin Street. As background the Chair advised members that the Kevin Street site had sold in 2019 for a very high price with a planned exit by the University before 31st October 2020. Due to unprecedented construction delays there is now a requirement to remain in Kevin for the first quarter of 2021. There is a gross cost associated with this continued occupation of [REDACTED] and the University will need to occupy this campus until 31st March 2021. The FPC Chair informed members that as there is a unitary charge saving on the Quads, together with the Government Covid19 stimulus package, the gross cost of the extended occupation is reduced to a net cost of [REDACTED] for the five months.</p> <p>On behalf of the FPC, the FPC Chair is recommending this rental charge [REDACTED] for five months for approval by Governing Body. Governing Body approved this recommendation.</p> <p>Governing Body noted that the University has to remain in four other buildings across the City campus. There is no rent charged in two of the buildings as the DFHERIS are the landlord. The third building is Chatham Row which has Dublin City as the landlord and continues to charge the normal rent for this building. The fourth building is Sackville Place and the landlord is charging approximately [REDACTED] for this building.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>APPROVED Proposed: A O’Toole Seconded: C Larkin</p> <p>NOTED</p>

REF	ITEM	DECISION
21.01/09	REPORTS	
	<p>4. OPERATIONAL REPORTS</p> <p>The Chief Operations Officer updated members on the following.</p> <p>a) <u>Finance and Property Executive Summary</u> Governing Body noted the COO's Executive Summary which included:</p> <ul style="list-style-type: none"> • Key Finance Update to 31st October 2020 • Covid19 Related Supports • Finance Management System Update <p>Governing Body noted the property items had been taken under the FPC Report.</p> <p>b) <u>Draft Paper – TU Dublin Distribution of Student Contribution Charge (9th December 2020)</u> This item was deferred to the next Governing Body meeting in February 2021</p> <p>c) <u>University Seal Register Report (9th December 2020)</u> Governing Body noted the Memorandum from the University Secretary, (9th December 2020), confirming documents to which the TU Dublin seal had been applied during the period 29th October 2020 to 9th December 2020.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED COO</p> <p>NOTED</p>
21.01/11	ANY OTHER BUSINESS	
	<p>The Chair acknowledged that this was Dr Caitriona Fisher and Mr Paddy Lavelle's last meeting and on behalf of Governing Body wished to thank both of them for their significant contribution, support and commitment through their current positions and their previous roles as members on the former Institute of Technology Tallaght Governing Body, and Joint Governing Bodies Strategy Steering Group. The Chair also acknowledged that this was potentially Dr Michael Carr's last meeting as his first term of office will expire in January 2021. On behalf of Governing Body the Chair thanked him for his valuable contribution, commitment and support during his time as a member of this Governing Body, the former Dublin Institute of Technology Governing Body, and Joint Governing Bodies Strategy Steering Group.</p> <p>The Deputy Chair, on behalf of all the members, expressed their thanks to the Chair and their role in the success of the new University.</p> <p>The Chair wished to extend her thanks and commend Governing Body members, the executive and the many people she had worked with and met over the past twelve years in the parent Institutes of TU Dublin. The Chair stated it had been a privilege to have played a part in the journey of the first Technological University in Ireland.</p> <p>In response, the President wished to thank the Chair for her steadfast support of TU Dublin, and to recognise the significance of her role and those of Dr Fisher, Mr Lavelle, and Dr Carr in their contribution in the creation of TU Dublin.</p> <p>Governing Body noted a formal and appropriate recognition of these members contribution will take place on the Grangegorman Campus in person when Covid19 restrictions allow.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p>

REF	ITEM	DECISION
21.01/12	MEETINGS	
	<p>i) Schedule of Governing Body Meetings 2021 Governing Body approved its Schedule of 2021 Meetings.</p> <p>ii) Next Governing Body Meeting Members noted the next Governing Body meeting takes place on Wednesday, 3rd February 2021 and is scheduled for three hours from 08.00am until 11.00am.</p> <p style="text-align: center;">  SIGNED _____ DATE: 24TH MARCH 2021. David Carson CHAIR </p>	<p style="text-align: center;">APPROVED</p> <p style="text-align: center;">NOTED</p>