

Minutes of the meeting of the Governing Body of Munster Technological University held on Friday, 21 May 2021 at 3.00pm via video conference.

Members: Mr Bob Savage, Chair
Prof. Maggie Cusack
Mr Denis Leamy
Mr Jerry Moloney

In Attendance: Mr Barry Coughlan, MTU Cork Campus
Mr Paul Gallagher, MTU Cork Campus
Ms Ciara Looney, MTU Kerry Campus
Ms Geraldine Faherty, Minute Taker

The Chair welcomed all to the meeting of Munster Technological University Governing Body. Apologies were noted from Prof Karlsson. Conflict of Interest and the importance of declaring any conflict or perceived conflict was addressed, no conflicts were declared.

Prior to the meeting commencing, the Chair welcomed Dr Jonathan McCarthy, IT Manager, Cork Campus and Mr Andrew Quirke, IT Manager, Kerry Campus to the meeting. Dr McCarthy and Mr Quirke gave a presentation on Cyber Security and the strategy being implemented across the university in the light of the recent major breach of a national system. They discussed the current significant risks and how this is being dealt with at both campuses and further recommendations to safeguard MTU from any possible breaches.

The Governing Body conveyed their thanks to Dr McCarthy and Mr Quirke for their informative presentation and to all involved in the work to ensure that no breach occurs. They were mindful of the heightened awareness at present and the importance of maintaining that level of awareness and caution. The Chair referred to the MTU's inhouse expertise in Cyber Security and commended Dr Donna O'Shea on representing MTU so well on Prime Time during the week. The President also acknowledged the tremendous work being done and conveyed her thanks to Dr McCarthy and Mr Quirke and their teams. Dr McCarthy and Mr Quirke thanked Governors for their time and left the meeting at 3.35pm.

1. Draft Minutes

a. Governing Body Meeting held on Friday 23 April 2021

The minutes of the meeting of the MTU Governing Body held on Friday 23 April 2021 were approved for signature.

2. Matters Arising

The Governing Body agreed to discuss matters arising as they appeared on the agenda.

3. Correspondence

a. Letter to and response from IUA

The Governing Body noted the correspondence sent by the President to the IUA on 28 April and their response letter dated 6 May.

The President also referred to her recent meeting with the Director General and the Chair of the IUA which was helpful and provided clarity.

b. Correspondence dated 10 May from the Students' Union

The Governing Body agreed to discuss item 3(b) under agenda item 6 - Students' Union Draft Memorandum of Understanding.

4. Academic Council

The Governing Body noted the approved minutes from the initial and the transitional Academic Council meetings and the current list of membership. The President confirmed that there were still a small number of vacant places on Council.

The President recorded her thanks to Dr Brendan O'Donnell whose contract as Vice President for Campus Integration & Senior Registrar had ended, with him reverting to his substantive role as Vice President for Academic Affairs and Registrar at the Kerry Campus. Dr O'Donnell had played a key role in the huge body of work undertaken to date along with Dr Á Ní Shé and Ms A Kennedy.

Governing Body agreed and acknowledged the tremendous work to date and conveyed their thanks and appreciation to Dr O'Donnell.

5. President's Report

The Chair invited the President to discuss her circulated report.

The President highlighted the following strategic activities since the last meeting of the Governing Body:

- In relation to the OECD Review, the President confirmed that consultations had commenced and that it was her intention for MTU to make a written submission.
- The President discussed the launch of Workvivo, the internal communications and staff engagement platform which was launched across MTU earlier in the week.
- The President referred the MTU Live Event which was due to take place next week, this will now be recorded due to the recent cyber-attacks. The event is an opportunity to give staff an update and to highlight what has been achieved so far.
- The President acknowledged the participation of Dr Donna O'Shea, Chair of Cyber Security on Primetime during the week.
- The President referred to the Education Awards Ireland and conveyed her congratulations to colleagues who were short-listed and to those who received awards. The REACH Academic Mentoring Project won the Covid-19 Crisis Response Award and "Le Cheile", the student/staff Partnership Programme won the Student Engagement and Communications Award.

Governors thanked the President for her report and the update on the activities taking place across the university.

6. Students' Union Draft Memorandum of Understanding (MOU)

The President referred to the correspondence from the Students' Union as circulated under agenda item 3(b). She confirmed that she had a positive meeting with the two Presidents and the Vice Presidents (Education) on 17 May and highlighted the main points discussed at this meeting. As an action from this meeting, the President agreed to draft an MOU encapsulating the progress made and setting out a clear path forward in relation to establishing a single student union, including an interim overarching structure in order to facilitate recognition for the purposes of the Act and Governing Body.

The Governing Body approved the draft MOU and acknowledged the progress to date.

7. Sustainability Plan

Ms Looney referred to the extent to which the UNESCO Chair was addressed in the IT Tralee Sustainability Plan last year. Draft terms for a further review of the activity on foot of that were tabled, with the intention being for the review to be completed by 4 June.

The Governing Body confirmed its agreement with the terms of the review and requested that the external reviewer attend Governing Body at its next meeting.

8. Governing Body Committees:

a. Nominations Committee Meeting

The Governing Body noted the minutes of the Nominations Committee meeting held on 28 April and 4 May.

The Chair confirmed that the Committee expected to complete their deliberations next week and that a further meeting was scheduled for 25 May at 8.00am.

9. Membership of Governing Body:

a. Staff Nomination & Election Process Update

The Governing Body noted that the election in relation to Panel E was scheduled to take place next week with an outcome due on 27 May.

b. External Members Campaign Update

The update was discussed under agenda item 8a above.

c. Timeline for Induction & Appointment of Staff and External Members

The VPs Corporate referred the timelines and discussed the proposed dates for the induction sessions and the appointment of staff and external members to Governing Body by 18 June.

d. Letter of Appointment

The Governing Body noted the proposed draft Letter of appointment as circulated.

The Governing Body commended the VPs Corporate for all their work in relation to the election process.

10. Tralee Institute of Technology Foundation

a. Financial Statements for year ended 31 August 2019 and 31 August 2020.

b. Annual Statements for year ended 31 August 2019 and 31 August 2020.

Ms Looney referred to the documentation circulated and confirmed that the Foundation's audited accounts were for noting and did not require Governors approval.

The Governing Body noted the circulated documentation.

11. MTU Company Matters

a. Consortium Projects DAC – Funds Transfer

The VPs Corporate outlined the rationale in relation to setting up of a Consortium Projects DAC to allow for transactional activity to take place through the subsidiary and for the reclaim through Enterprise Ireland.

They sought Governing Body approval for a fund transfer to allow the transactional activity to take place through the subsidiary.

Governing Body approved the setting up the funds transfer for that purpose.

b. Draft letter to the DFHERIS re: consent to company involvements

Mr Coughlan discussed the draft letter to the DFHERIS in relation to consent to company involvements. He outlined the requirement under the Act in relation to ministerial consents, the constraints in terms of time pressure and the need for flexibility in the area of spinout companies in particular in order to be able to respond to offers of investment and other funding opportunities.

The Governing Body approved the draft letter as presented.

12. Policies & Procedures

- a. Annual Leave Policy
- b. Force Majeure Policy
- c. Paternity Leave Policy
- d. Data Protection Breach Policy

The Governing Body approved the policies as listed.

The Governing Body agreed to discussing agenda item 14 before agenda item 13 so that the VPs Corporate and Mr Coughlan could absent themselves from the meeting for agenda item 13.

14. AOB

a. Additional Governing Body Meeting

The Governing Body agreed to holding an additional short meeting on 3 June at 5.00pm to facilitate the attendance of the UNESCO Chair reviewer and any other matters arising in the meantime.

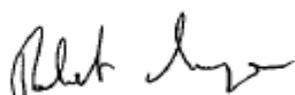
The Chair thanked the VPs Corporate and Mr Coughlan for all their work and they left the meeting at 4.40pm.

13. Engagement with DFHERIS

The President referred to recent correspondence with the DFHERIS regarding the contractual arrangement for the interim role of MTU Vice President for Campus Integration and Senior Registrar. She confirmed that the contract had expired and the incumbent has reverted to his substantive post as Vice President for Academic Affairs and Registrar at the Kerry Campus, and that the staff involved in the subsequent back-filling had also reverted to their substantive posts as a result. The President also confirmed that following discussions, the Registrar and Vice President for Academic Affairs at the Cork Campus had confirmed her willingness to remain in post on a fixed-term basis.

The Governing Body were fully supportive of the President and approved her approach.

The Chair thanked Governors for their participation at the meeting this afternoon and the progress made to date. The meeting closed at 5.00pm.

Signed: 
Chair of MTU Governing Body

Date: 4 June 2021