

Minutes of the meeting of the Governing Body of Munster Technological University held on Friday, 26 March 2021 at 2.30pm via video conference.

Members: Mr Bob Savage, Chair
Prof. Maggie Cusack
Prof. Sigbritt Karlsson
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. There were no apologies. Conflict of Interest and the importance of declaring any conflict or perceived conflict was addressed, no conflicts were declared.

1. Draft Minutes

a. Governing Body Meeting held on Friday 12 March 2021

The minutes of the meeting of the MTU Governing Body held on Friday 12 March 2021 were approved for signature.

2. Correspondence

a. President's response letter to the Chair of CALCAC

The President confirmed that the circulated response letter had been sent to the Chair of the Cork Academic Legacy Committee of Academic Council. A meeting with the Registrar and the Senior Registrar subsequently took place and this letter will be shared with the CALCAC members.

b. Governing Body response letter to the Students' Unions

Governors noted the letters sent to the Presidents of the Students' Unions at Cork and Kerry. There has been no further correspondence, however, the President confirmed that her office will be in contact with both Presidents with a view to arranging a meeting as outlined in the response letter.

3. Academic Council

The Chair invited the President to discuss this item.

The President confirmed that a meeting of the MTU Academic Council took place prior to this meeting. She gave an overview on the business of Council which included the approval of the standing orders of the transitional MTU Academic Council, the progress towards same and communications within Council and its effectiveness going forward.

4. President's Report

The Chair invited the President to discuss her circulated report.

The President referred to the template as discussed at the last meeting and highlighted the following activities since the last meeting of the Governing Body:

- The President's participation in the Ludgate webinar along with Prof O'Halloran and Lord Puttnam on 18 March.

- The Cantillon Conference 2021, part of Kerry's month of Enterprise. She referred to the range of activities taking place during the Innovation and Enterprise month including the innovation challenge and the inventions declared by staff last year.
- The President's attendance at the launch of the Lifelong Learning awards the previous day.
- The President referred to "Moments, Teaching and Learning in MTU" the competition which captured moments in teaching and learning across the university over the last year. There was 4 categories and the President's inaugural award. The winning photograph from the President's award will hang in the President's Office at both the Kerry and Cork Campuses.
- The establishment of the Planning Group and the commencement of the fortnightly meetings after Easter.
- The commencement of the Listening Sessions as part of the MTU Transformation Programme.

Governors thanked the President for her report, they welcomed the format and the detail of the level of activity taking place across the university.

5. TU Advocacy

The President discussed her approach in relation to THEA and the IUA and indicated her intention to correspond with both bodies after Easter.

6. Governing Body Committees:

a. Draft Minutes of the Nominations Committee Meeting

The Governing Body noted the draft minutes of the Nominations Committee meeting held on 19 March.

The Chair confirmed that the Committee were well advanced in their work and discussed their progress to date. He commended the Vice Presidents (VPs) Corporate and Mr Coughlan for their commitment and hard work.

7. Membership of Governing Body:

a. Staff Nomination & Election Process Update

The VPs Corporate informed Governors of the commencement of the process to elect staff members to the Governing Body. They confirmed that details in relation to the panels, nomination forms and timelines were available on the website accessible to staff through a designated link. The register of electors has also been made available through this link to give staff the opportunity to check that they are listed on the register in order to vote.

Governing Body agreed to the final approval of the documentation as presented.

The President paid tribute to the VPs Corporate and Mr Coughlan for all their work on the election process, there was a huge volume of work and she wished to convey her appreciation. Governors also conveyed their thanks.

8. Policies & Procedures

a. Draft Delegated Authority re: Collaborations

b. MTU Sign-Off Authority – Draft

Mr Coughlan referred to the circulated documentation and explained the proposal for delegated authority to enable the executive sign-off on behalf of MTU in relation to collaborations/agreements related to contracts with external parties, subject to Governing Body approval being reserved for

matters with a high level of associated cost, risk, or profile. The Governing Body approved the proposed delegation, as follows:

The functions of MTU under s.9 of the TU Act 2018 include:

(e) collaborate with institutions that provide higher education inside and outside the State, including on joint research projects and provision of programmes of education and training,

(h) collaborate with business, enterprise, the professions, the community, local interests and related stakeholders in the region in which the campuses of the technological university are located—

(i) to promote the involvement of those stakeholders in the design and delivery of programmes of education and training, and

(ii) to ensure that, in so far as possible, innovation activity and research undertaken by the technological university reflects the needs of those stakeholders,

In the context of the above, MTU may wish to enter into agreements with relevant partners, and Governing Body delegates authority to the President, and such other members of staff as the President may authorise, to do so, subject to:

- 1. Governing Body approval being required for any agreements that may involve MTU incurring a financial commitment of €1,000,000 or more over the lifetime of the contract.*
- 2. Governing Body approval being required for any agreements which the President otherwise determines should be put to it for approval due to considerations in relation to the particular collaboration, such as its high profile or exceptional associated risks.*

Governing Body noted a list of executive sign-off authority for particular types of contracts that has been developed for the area of research and intellectual property, and that similar lists are being developed for other areas as part of a wider exercise by the MTU Corporate Group to document MTU sign-off authority, including matters that require Governing Body approval and use of the MTU seal.

c. Draft procedure re: Virtual Meetings

Mr Coughlan referred to the draft MTU Governing Body procedure as circulated in relation to recordings and other functions during formal virtual MTU meetings, and outlined the proposed operating procedure to be put in place. He confirmed that the draft has been sent to IT for confirmation on its technical aspects.

The Governing Body welcomed the procedure and agreed to its adoption as a Governing Body procedure, subject to the feedback from IT.

Governing Body further agreed that GDPR/confidentiality be included in the induction training given to new members of Governing Body.

- d. Data Protection Policy**
- e. Data Retention Policy**
- f. Data Handling and Clean Desk Policy**
- g. Information Governance Policy**

- h. Information Security Policy**
- i. Third-Party IT Engagement Policy**
- j. Staff Machine Replacement Policy**

In relation to the policies (d) to (j) for approval, Mr Gallagher confirmed that these MTU policies were an alignment of pre-existing policies. Governing Body noted that there will be an implementation time-lag across the university in relation to some of the policies.

The Governing Body agreed to the approval of the policies and procedures (a) to (j) as presented.

9. Staff Appointments

The Governing Body noted that there were no appointments presented for approval at today's meeting.

Governing Body agreed to taking agenda item 11 before agenda item 10 so that the VPs Corporate and Mr Coughlan could absent themselves from the meeting for agenda item 10.

11. AOB

a. Updated MTU Governing Body Project Plan

The Governing noted the updated MTU Governing Body Project Plan incorporating the further actions taken to date.

b. Audit & Risk Committee Meeting

The Governing Body noted that an Audit & Risk Committee Meeting took place on 23 March. Mr Moloney gave an overview of the meeting. Governing Body noted that Programmes & Budgets will be an agenda item at their next meeting on 9 April.

The Chair marked the end of the first three months as MTU and conveyed his sincere thanks and that of Governing Body to the President, VPs Corporate and Mr Coughlan for the incredible work covered in this time. The VPs Corporate and Mr Coughlan they left the meeting at 3.35pm.

10. Engagement with DFHERIS

The President referred to her discussions as outlined at the previous meeting and gave an update on the progress to date.

The Governing Body discussed their views and were fully supportive of the President in these endeavours.

The President conveyed her thanks to Governors for their views and their support.

The Chair thanked Governors for their participation at the meeting and their dedication to MTU over the last three months. The meeting closed at 3.50pm.

Signed: 
Chair of MTU Governing Body

Date: 9 April 2021