

Minutes of the meeting of the Governing Body of Munster Technological University held on Monday, 28 June 2021 at 8.00am via video conference.

Members: 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 President welcomed all to the meeting of Munster Technological University Governing Body.

Given that Mr Bob Savage had stepped down as Chair since the last meeting on foot of the public process carried out by the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) for the further filling of the position, the first item to be addressed was the matter of a Chair for today's meeting. The Governing Body appointed Mr Denis Leamy to act as the Deputy Chair going forward, and he therefore acted as Chair for the remainder of the meeting.

Following correspondence from the Minister for Further and Higher Education, Research, Innovation and Science on Friday afternoon in relation to the Chair of Governing Body, the President conveyed her thanks to the outgoing Chair, Mr Bob Savage for his high level of integrity, his energy and enthusiasm; a huge amount of work has been done in the last six months and MTU were greatly indebted to him.

Mr Leamy acknowledged the huge contribution made by Mr Savage, his Chairmanship and collegiate approach was pivotal to MTU over the last six months and to CIT in the previous 10 years. Mr Moloney and Prof Karlsson echoed those sentiments.

It was agreed to address the matter of the new Chair under item 7.

Conflict of Interest and the importance of declaring any conflict or perceived conflict was addressed, no conflicts were declared in terms of the meeting.

It was noted that due to the migration of the IT Systems over the weekend, this meeting was taking place on Zoom and the meeting files circulated by email in pdf format.

1. Draft Minutes

a. Governing Body Meeting held on Thursday 10 June 2021

The minutes of the meeting of the MTU Governing Body held on Thursday 10 June 2021 were approved for signature.

2. Matters Arising

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

3. Correspondence

a. Letters dated 18 June to Governing Body re: SL1(T) Posts

The Governing Body noted the recent correspondence received from the TUI re: the shortlisting process involved in the recruitment of SL1(T) posts at the Cork Campus. The Governors were of the view that this was a matter for the Executive to manage and noted the letters for their information.

4. Academic Council:

a. Minutes of MTU Academic Council meeting of 7th May 2021

b. Regulations for MTU Academic Council

(i) Updated for changes in relation to Students' Union representatives on MTU Academic Council

The Governing Body noted the minutes of the MTU Academic Council Meeting held on 7 May and the updated changes in relation to the Students' Union representatives on the MTU Academic Council.

c. Summer Powers

The President informed Governing Body that the business of Academic Council would normally fall to the Executive Committee over the summer months and as the Executive Committee of the MTU Academic Council had not yet been constituted, the Academic Council agreed to the proposal at their meeting on 16 June that summer powers be delegated to a group based on the composition of the original small Academic Council, for summer 2021 only.

5. President's Report

The Deputy Chair invited the President to discuss her circulated report.

The President highlighted the following points from her report:

- Participation in a presentation to the Thought Leaders Council Live with the President of UCC and CEO of Cork ETB which was attended by Mr Simon Harris TD, Minister for Further and Higher Education, Research, Innovation and Science.
- Participation in the Cork Development Forum meetings attended by the Secretary Generals of the various Departments.
- MTU has been awarded the Athena Swan Legacy Award and will hold this for three years.
- The excellent media coverage in the Irish Examiner over the weekend in relation to the CAO campaign and the feature on our first Honorary Fellow.

Governors noted that the outgoing Chair was recently honoured by Cork Chamber for his outstanding contribution to Business. They thanked the President for her report and further noted the range of activities taking place across the university.

6. Student Fees & Charges

Mr Gallagher discussed the circulated documentation and confirmed that the fee changes were mainly due to the alignment of fees at both campuses for the next academic year. He referred to changes in fees in relation to programmes at the Cork campus and confirmed that there may be some further alignments from September.

The Governing Body approved the alignment and changes to fees as circulated.

7. Governing Body:

a. Members

Further to the correspondence on 25 June from the Minister concerning the outcome of the public process carried out by his Department for the role of Chairperson of MTU Governing Body, the

appointment of Mr Jimmy Deenihan was confirmed for a term of eighteen months to 31 December 2022, being the unexpired portion of the first two years of MTU Governing Body, for which the Minister has a role under the Act in selecting the Chair.

The Governing Body conveyed a warm welcome to the incoming Chair and look forward to working with him.

The Vice Presidents (VPs) Corporate confirmed that the letters were circulated to the new members of Governing Body on Friday afternoon. Letters to student members would issue on Monday following confirmation of their terms of office.

The Governing Body thanked the VPs for this correspondence.

In relation to the term of office of the staff and external members of Governing Body, Governors noted that their term of office is for a two period from 30 June 2021 to 29 June 2023. They confirmed the students' terms of office as follows:

The outgoing SU President (Kerry):	1 day (30 June 2021)
The incoming SU President (Kerry):	364 days (1 July 2021 to 29 June 2022)
The SU President (Cork):	1 year (30 June 2021 to 29 June 2022)
SU Postgraduate Representative:	1 year (30 June 2021 to 29 June 2022)

b. Welcome & Induction Plan

The VPs Corporate outlined the proposed induction plan for the next 12 months to include two induction training sessions, MTU specific induction and additional training/workshops as required. They confirmed that the first induction training session to be given by the Institute of Public Administration (IPA) will take place on Wednesday afternoon from 2.30pm to 4.30pm. This induction session will be repeated in September as it is unlikely that all Governors will be in a position to attend on Wednesday afternoon. The induction plan is open to comment from all Governors on Wednesday as to their requests over the next number of months.

8. Governing Body Committees:

a. Draft Minutes of the Audit & Risk Committee Meeting held on 25 May 2021

The Governing Body approved the minutes of the Audit & Risk Committee Meeting held on 25 May subject to the final approval of the Chair of the Committee.

9. Annual Governance Statements for the 16 months ended 31 December 2020

a. Cork Institute of Technology

b. Institute of Technology Tralee

Mr Gallagher discussed the Annual Governance Statements for CIT and IT Tralee for the period 1 September 2019 to 31 December 2020 and confirmed that they went to the Audit & Risk Committee meeting on 25 May.

The Governing Body approved the Annual Governance Statements for both institutions for the period 1 September 2019 to 31 December 2020.

10. The Education Centre, Tralee – Alteration to Existing Lease

Ms Looney discussed the circulated documentation. She briefed Governors on the background, highlighted the proposed alterations under the existing lease to accommodate a storage unit and requested the approval of the Governing Body of same.

The Governing Body approved the alteration to the existing lease at the Education Centre, Tralee as outlined, subject to planning permission being received from the lessee and the arrangement being documented as appropriate

Mr Coughlan referred to the continuation of the current lease to the Long Yard Studio which is home to students from the MTU Cork School of Music for another year and requested Governing Body approval of same. The Governing Body approved the continuation of the lease as outlined.

11. Policies & Procedures

- a. Compassionate Leave Policy**
- b. Sick Leave Policy**
- c. Committee Formation Policy**
- d. Data Access Management and Privileged User Policy**
- e. Conflicts of Interest or Commitment and External Work Policy**
- f. Adoptive Leave Policy**
- g. Maternity Leave Policy**

Mr Gallagher referred to the Policies and Procedures as circulated and relayed sincere thanks to all involved for the huge amount of work undertaken in their alignment. He highlighted that the policies as presented had gone through consultation with the staff unions and the importance of having these in place.

The Governing Body approved the Policies and Procedures as presented and noted that there was some work to be undertaken in relation to Frequently Asked Questions (FAQs) in relation to the alignment of these policies and procedures.

12. Draft Schedule of Meetings

The Governing Body approved the schedule of meetings as outlined and set out the ambition of a 2-hour meeting from 3.00pm to 5.00pm subject to the approval of Governors at the meeting on Wednesday.

13. Staff Appointments

The President outlined the detail of the two Staff Appointments for approval and reminded Governing Body that these posts required approval as they were Senior Manager appointments (Senior Lecturer 3 or Senior Manager or a salary scale of €100k).

The Governing Body approved the appointments as presented.

14. AOB

Not further items were discussed.

The Deputy Chair thanked Governors for their participation at the meeting this morning, he thanked the Executive Team for all their work over the last 6 months and looked forward to the first meeting of the expanded Governing Body on Wednesday afternoon. The meeting closed at 9.00am.

Signed: *Jimmy Deenihan*
Chair of MTU Governing Body

Date: 30 June 2021