

Minutes of the hybrid meeting of the Governing Body of Munster Technological University held on Thursday, 3 February 2022 at 3.00pm. Note: the meeting was preceded by a presentation on the UNESCO Chair by Ms Catherine Carty.

Members (in-person): Mr Jimmy Deenihan, Chair
Prof. Maggie Cusack
Ms Ursula Barrett
Dr Joan Cleary
Mr Chris Clifford
Ms Mary Cooney
Mr Thomas Doyle
Ms Mary Hegarty
Mr Denis Leamy
Ms Christina Mandrusiak
Ms Aoife O'Brien
Mr Colman O'Flynn
Ms Aisling O'Mahony
Ms Ingrid O'Riordan
Mr Peter Somers

Members (via Teams): Ms Paula Cogan
Mr Martin Dineen
Mr Jim Finucane
Prof. Sigbritt Karlsson
Mr Alan Murphy

In Attendance (in-person): Mr Barry Coughlan, Secretary to Governing Body
Ms Ciara Looney, MTU Kerry Campus

In Attendance (via Teams): Ms Geraldine Faherty, Minute Taker

The Chair welcomed all to the meeting of Munster Technological University Governing Body. Apologies were received from Mr J Moloney, and it was noted that Mr J Finucane would leave the meeting at 4.00pm.

Prior to dealing with the agenda, the Chair outlined the procedures for the meeting in relation to confidentiality of the proceedings, all documentation relating to the meeting were confidential and any breach was a criminal offence under the Act. No recordings of the meeting were permitted, the Teams chat may be enabled to record votes as and when necessary and the only record of the meeting will be the agreed minutes, which will be published in due course. Conflict of interest was addressed; a Governor declared a conflict in relation to agenda item 5(a) and agreed to leave the meeting for this item, no other conflicts were declared.

1. Matters Arising

a. Adoption of agenda

The Chair sought Governing Body approval of the agenda before proceeding with the meeting.

The Chair explained that the three items which were proposed for inclusion on the agenda at the Governing Body Meeting on 2 December were not included on the agenda for today's meeting, however, he outlined the following timelines for these items:

- Unit Costing on MTU Programmes: to be addressed through the Finance Committee in the first instance with the anticipation of being presented to Governing Body in June.
- Philanthropic Funding: to be addressed through work on the strategic development plan, this will come from the Strategic Development Committee in the first instance during the course of the year
- Governance of NMCI: dependent on the finalisation of the commercial activity review, and engagement with the Department of Defence. No timeline at present, the Executive will advise on developments.

The Governing Body agreed to the adoption of the agenda, proposed by Mr D Leamy, and seconded by Ms M Hegarty.

In relation to the item on Governance of NMCI, a request for details of the last meeting of the NMCI Executive Committee was noted.

ACTION: A request for details of last meeting of NMCI Executive Committee to be circulated to Governing Body.

b. Draft minutes from the meeting of Governing Body held on Thursday 2 December 2021

The minutes of the meeting of the MTU Governing Body held on Thursday 2 December 2021 were approved, proposed by Ms U Barrett and seconded by Ms M Hegarty. It was agreed that future minutes would contain an addendum with a list of actions arising from a meeting.

Updates on Actions arising from the previous meeting, the following was noted:

- Potential developments for the Bishopstown Campus and local area to be dealt with by the recently established Capital Acquisition Group. The President outlined the plans for planning for the 1974 building and the phased approach to this. The report from the Capital Acquisitions Group to be submitted to the Strategic Development Committee with a potential overlap with the Finance Committee also.

2. Correspondence

a. Letter dated 1 December from Mr Paul Kehoe TD, Chair, Joint Committee on Education, Further and Higher Education, Research, Innovation and Science

Governors noted with thanks the circulated letter.

b. Letters dated 17 December to Governors from the TUI, Cork Branch re: Incoherent and Unfair SL1(T) Recruitment Shortlisting Process

It was noted that this matter was being addressed through the industrial relations collective grievance process and there was a discussion on the status of that process.

c. Letters dated 17 December to Governors from the TUI, Cork Branch re: retired staff email accounts

Governors noted the correspondence and welcomed the web-based email to be provided to MTU's retired staff members. They further welcomed the proposed establishment of a Retired Staff Association across the university.

d. Email dated 20 December 2021 to the HEA re: the Governing Body response to the correspondence received from the Public Accounts Committee

Governors noted with thanks the circulated correspondence.

e. Letter dated 17 January 2022 to Minister Harris in relation to the outstanding Ministerial nominee to the Governing Body

The Chair confirmed his correspondence was acknowledged but that no further response has been received to date.

3. President's Report and External Offices/Positions:

The Chair invited the President to discuss her circulated report.

The President referred to her report and to the activities that she has been involved in across the University since the last meeting. As well as the highlights on page 7, the President referred to the following:

- The release of the Cork Access Network strategic partners "Leaving no One Behind" Webinar which included a panel discussion with Mr Jim Breslin, Secretary General, Department of Further and Higher Education, Research, Innovation and Science (DFHERIS). The programme provided an outcomes focused approach for increasing education opportunities and access in the Cork region and highlighted the great collaboration of the partners across the ecosystem.
- The forthcoming OECD Local Economic and Employment Development Global Forum which will be held in June 2022, dates to be confirmed. The conference is a partnership between MTU, Cork ETB, UCC, Cork City Council, Cork County Council and SOLAS.
- Congratulations to Dr Karen Weekes who has reached the half-way stage on her journey to become the first Irish woman to row solo across the Atlantic Ocean. MTU are very proud of this incredible achievement of both physical and mental strength.

Governors thanked the President for her report. They noted the reports from the University Executive meetings held on 16 and 30 November and 14 December. They requested that a message of admiration and support be sent to Dr Weekes on their behalf.

A Governor conveyed her thanks to MTU for meeting the stakeholders of the CoAction West Cork and for the work being done to provide courses for the peripheral areas of the region.

ACTION: The President to send a congratulatory message of support to Dr Weekes on behalf of the Governing Body.

b. Update on MTU's Transition and Transformation 2022

The President provided an overview on MTU's Transition and Transformation 2022 which is being supported by KPMG. She discussed the three work streams, oversight and decision making and outlined the timelines and the key points of engagement. Consultation on the strategy will take place with both internal and external stakeholders with recommendations going to the Strategic Development Committee. The Governing Body and DFHERIS will be kept informed throughout the process.

Governors welcomed the update, discussed issues of comparative analysis and particular comparators, and noted the duration of the strategy should be between 3 and 5 years as laid out in the Act. A request was noted for amendment from one of the slides used to remove a '+' sign in terms of dates in order to emphasis clear timeline intentions.

c. External Offices/Positions

The President referred to the circulated document outlining that as per the Act, the President must seek the approval of Governing Body in order to sit on external Boards/Committees. The President confirmed that she resides on two legacy committees and has now been invited to sit a further two Boards/Committees.

Governors approved the participation of the President on these Boards/Committees and noted the importance and benefit to MTU. The approval was proposed by Ms M Hegarty and seconded by Ms I O’Riordan.

4. Academic Council:

a. Signed minutes of the MTU Academic Council meeting held on 29 September 2021

Governors noted with thanks the circulated minutes.

A Governor suggested that the Academic Council may wish to consider a Posthumous Awards Policy in light of the recent loss of two students. The President undertook to deliver this suggestion to Academic Council. A suggestion for a moment’s silence at the outset of meetings when there has been a recent bereavement was noted. A request for a copy of the Terms of Reference of the Academic Council Executive Committee be circulated to Governors for their information was also noted.

ACTION: The Terms of Reference of the Academic Council Executive Committee to be circulated to Governing Body.

b. MTU Academic Council membership list

Governors noted with thanks the circulated membership list.

5. Human Resources Reports

The Chair invited Ms Looney to present the reports.

a. Staff Appointments Report

Ms Looney outlined the detail in relation to the approval for the following two posts:

- Acting Head of Department of Mechanical, Biomedical & Manufacturing Engineering – Senior Lecturer II up to 1 April 2025
- Acting Head of Department, Pop, Jazz, Trad, Voice & Theatre Studies – Senior Lecturer II up to 31 August 2022

The Governing Body approved the appointments as presented, proposed by Ms M Hegarty and seconded by Ms A O’Mahony.

b. Summary of Appointments Report

Ms Looney referred to the circulated report, confirming that the summary outlined the number of new appointments across the University for December 2021. Timelines did not allow for the appointments made in January to be included, however, these will be presented at the next Governing Body meeting.

Governors noted the number of appointments made and welcomed the new template layout.

6. Risk Register

The Chair invited Ms Looney to discuss the circulated document.

Ms Looney outlined the updates to the Risk Register in terms of actions and revision of dates since the previous Governing Body meeting on 2 December. Governors welcomed the reduced risk with respect to industrial relations, noted that there were no changes on the target scores and requested a possible review in relation to certain risks.

7. Return to Campus and MTU Covid-19 Update

The Chair invited Ms Looney to give a verbal update.

Ms Looney outlined the detail in relation to the return to campus by the student body following the Government announcement of the removal of a number of restrictions from 22 January. She discussed the continuation of mandatory mask wearing indoors, the provision of antigen testing and cleaning and infection control measures which are still in place.

The Chair thanked Ms Looney for her update and noted the great effort being made to keep the MTU community as safe as possible in face of such difficulties. Governors commended both students and staff for their tremendous work during the pandemic in making the University as safe as possible and requested that a message of thanks be conveyed to students and staff on their behalf.

ACTION: A message of thanks to be sent to staff and student for their ongoing support and cooperation in making the university as safe as possible during the pandemic.

8. Cork Institute of Technology Financial Accounts for the 16-month period 1 September 2019 to 31 December 2020

The Chair invited Ms Looney to present this item.

Ms Looney referred to the former Cork Institute of Technology financial accounts for the 16-month period 1 September 2019 to 31 December 2020 as the final audited accounts from the C&AG.

The Governing Body noted that the financial statements were not brought to the Finance Committee due to the timing of the meetings and the finalisation of the audit and receipt of the final accounts from the C&AG.

No substantive issue or concern with the accounts was raised, and the accounts were approved subject to minor typographical and formatting corrections as discussed being made, with the tidied-up version being made available on Decision Time for the Finance Committee to review.

9. Governing Body Committees

a. Schedule of Meetings

Ms Looney referred to the schedule of meetings for both the Audit & Risk Committee and the Finance Committee meetings and confirmed that all other committees have now met, with a schedule of meetings being available for the next Governing Body meeting.

A request was also made that the schedule includes the locations for the Governing Body meetings for the remainder of the year.

ACTION: The schedule of Committee Meetings to include the locations for the Governing Body meetings for the remainder of the year to be circulated to Governing Body.

10. Audit & Risk Committee Meeting

The Chair invited Ms Looney to present the documentation from the Audit & Risk Committee Meeting as Mr Moloney, Chair of the Committee, was an apology for this meeting.

a. Minutes of the Audit & Risk Committee Meeting held on 29 November 2021

The Governing Body noted with thanks the minutes of the Audit & Risk Committee meeting held on 29 November 2021.

b. Documents from the Audit & Risk Committee Meeting held on 31 January 2022:

- (i) Internal Financial Controls Review**
- (ii) MTU Annual Governance Statement and Oversight Agreement**
- (iii) Subsidiary Companies Annual Governance Statements**

Ms Looney confirmed that the minutes from the Audit & Risk Committee meeting held on 31 January would be presented at the next Governing Body Meeting and sought approval for the Internal Financial Controls Review and MTU Annual Governance Statement. Audit & Risk Committee member Mr Dineen confirmed that these documents were reviewed in detail at the Audit & Risk Committee meeting and are being recommended for approval.

The Governing Body approved both documents subject to minor typographical and formatting corrections in the MTU Annual Governance Statement. The approval was proposed by Ms M Hegarty and seconded by Mr M Dineen. They noted with thanks the circulated documentation relating to the Subsidiary Companies Annual Governance Statements for their information.

11. Finance Committee Meeting

a. Minutes of the Finance Committee Meeting held on 6 December 2021

- (i) IT Tralee Financial Statements for the 16-months ended 31 December 2020**
- (ii) IT Tralee Letter of Representation**
- (iii) Updated Fixed Asset Policy**

The Governing Body noted with thanks the minutes of the Finance Committee meeting held on 6 December 2021 and approved the IT Tralee Financial Statements for the 16-months ended 31 December 2020 and the IT Tralee Letter of Representation.

Governing Body further approved the Updated Fixed Asset Policy subject to minor typographical corrections on the document. The approval was proposed by Ms U Barrett and seconded by Mr D Leamy.

b. Draft Minutes of the Finance Committee Meeting held on 13 January 2022

Mr Dineen discussed the circulated document and confirmed that further detail was required in relation to any potential impact on Kerry campus regional provision of raising the international student fees. A report to be presented to the Finance Committee at their next meeting.

(i) Updated Procurement Policy

The Governing Body approved the updated Procurement Policy and noted that further updates would be presented at a future Governing Body Meeting. The approval was proposed by Ms M Cooney and seconded by Ms M Hegarty.

12. Use of the University Seal

a. Supplemental Letting Agreement and Deed of Renunciation in relation to the letting of Studio Units 1/3/4 Longs Yard, Tower Street, Cork

The Governing Body approved the use of the University seal as outlined in the circulated documentation. This was proposed by Mr C O'Flynn and seconded by Ms M Hegarty. A Governor referred to the previous practice of bringing all leases and licences through Finance Committee first, and it was agreed this would be done as and when possible.

13. Requested Documentation

a. HCI iEd Hub Collaboration Agreement between MTU and UCC

The Governing Body noted with thanks the additional requested documentation.

A request for a copy of the Performance Compact between MTU and the HEA be circulated to Governors.

ACTION: A copy of the Performance Compact be circulated to the Governing Body.

14. Proposals for Agenda at the next meeting

No items were proposed for the next meeting.

Governors acknowledged the recent deaths of two MTU students and conveyed their condolences to their families, fellow students, and staff across the university.

The Chair thanked Governors for their valuable contributions this afternoon and noted that the next Governing Body Meeting on 3 March will be a hybrid meeting, held at Bishopstown Campus. The President echoed the Chair's thanks and appreciation for all of the contributions.

The meeting closed at 5.20pm.

Signed: *Jimmy Deenihan*
Chair of MTU Governing Body

Date: 3 March 2022

ADDENDUM

Actions arising from Governing Body meeting on 3 February 2022:

No.	Agenda item No.	Action	To be actioned by
1.	1(a) Page 2	Governance of NMCI – request for details of last meeting of NMCI Executive Committee	Secretariat
2.	3(a) Page 3	The President to send a message of admiration and support to Dr Weekes on behalf of Governing Body.	The President
3.	4(a) Page 4	A request for a copy of the Terms of Reference of the Academic Council Executive be circulated to Governors for their information.	Secretariat
4.	7 Page 5	The President to send a message of thanks on behalf of Governing Body to students and staff for their ongoing support and cooperation in making the university as safe as possible during the pandemic.	The President
5.	9(a) Page 5	A request that the Schedule of Meetings to include the alternate locations for the Governing Body meetings for the remainder of the year.	Secretariat
6.	12 Page 7	A request for a copy of the Performance Compact be circulated to Governors.	The President