

**Minutes of the hybrid meeting of the Governing Body of Munster Technological University held on Thursday, 3 March 2022 at 3.00pm at Bishopstown Campus. Note: the meeting was preceded by a presentation on the 1974 Building by Mr Tim Horgan, Head of Faculty of Engineering & Science.**

**Members (in-person):** Mr Jimmy Deenihan, Chair  
Prof. Maggie Cusack  
Ms Ursula Barrett  
Ms Paula Cogan  
Ms Mary Cooney  
Mr Martin Dineen  
Mr Thomas Doyle  
Ms Mary Hegarty  
Ms Christina Mandrusiak  
Mr Colman O’Flynn  
Ms Ingrid O’Riordan  
Mr Peter Somers

**Members (via Teams):** Dr Joan Cleary  
Mr Chris Clifford  
Prof. Sigbritt Karlsson  
Mr Jerry Moloney  
Mr Alan Murphy  
Ms Aisling O’Mahony

**In Attendance (in-person):** Mr Barry Coughlan, Secretary to Governing Body  
Mr Paul Gallagher, MTU Cork Campus  
Mr Anthony O’Gara for agenda item 15 only  
Ms Geraldine Faherty, Minute Taker  
Dr Sharon Lawton, Minute Taker

**In Attendance (via Teams):** Ms Ciara Looney, MTU Kerry Campus

The Chair welcomed all to the meeting of Munster Technological University Governing Body. Apologies were received from Mr D Leamy and Ms A O’Brien, and Ms A O’Mahony would be late joining the meeting. Mr J Finucane did not attend the meeting. The Chair welcomed Dr Sharon Lawton to the meeting, Dr Lawton will take over the role of administrative support from Ms Faherty.

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; no conflicts were declared.

The Governing Body held a minute’s silence to acknowledge the recent death of Brendan Morrison, final year student on the Bachelor of Science in Nautical Science at the NMCI. They conveyed their condolences to his family, fellow students, and staff across the university.

The Chair and President referred to the invasion of Ukraine and conveyed their support to the MTU students and staff from Ukraine and Russia and the neighbouring countries, as well as students and staff who have family, friends and colleagues who are impacted or whom they fear may be impacted. A minute's silence will take place on Monday 7 March at all six campuses to reflect and to demonstrate our support for everyone affected.

The Governing Body expressed their sympathy and support for all victims of this invasion and all members of the MTU community who may be affected.

## **1. Matters Arising**

### **a. Adoption of agenda**

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

The Governing Body agreed to the proposal to move item 15 up to item 2 on the agenda to facilitate the attendance of Mr A O'Gara to present his report.

### **b. Draft minutes from the meeting of Governing Body held on Thursday 3 February 2022**

The minutes of the meeting of the MTU Governing Body held on Thursday 3 February 2022 were approved, proposed by Ms U Barrett and seconded by Mr T Doyle.

Discussion on actions/matters arising from the previous meeting, the following was noted:

- Presentations to Governing Body: A Governor suggested that Governors consider allocating time/space on the agenda for a discussion on presentations received prior to meetings.
- Governors noted that the Registrars' have been briefed in relation to the drafting of an MTU Posthumous Awards Policy.
- Governors noted that in relation to the recording of formal actions in the minutes, the actions recorded will be those that relate to Governing Body functions.
- In relation to the setting-up of meetings between the President and key external stakeholders in Kerry, this will be undertaken by the President's Office.

Discussion on the Addendum:

1. Governance of NMCI; to be discussed under agenda item 14.
2. and 4. Actions from items 2 and 4 to be discussed under the President's report.
3. Terms of Reference of the Academic Council Executive; included under agenda item 4.
5. Schedule of Meetings: included under agenda item 7.
6. Performance Compacts: included under agenda item 14.

## **15. Proposal re: Rose of Tralee**

The Chair welcomed Mr Anthony O'Gara, representative from the Rose of Tralee International Festival to the meeting.

Mr O'Gara discussed the circulated proposal from the Rose of Tralee International Festival in relation to the hosting of the 2022 Rose of Tralee Festival and events related to it at the Kerry Sports Academy (KSA), MTU North Campus. He referred to the Rose of Tralee Festival and its celebration of Irishness by the global Irish diaspora throughout the world and the importance of this to Tralee and the region. He outlined the background to the proposal and to the discussions that had taken place with IT Tralee and Kerry County Council in 2019 in relation to a proposed new venue to host the festival prior to the Covid-19 pandemic.

Governors commended Mr O’Gara and the Rose of Tralee International Festival organisers for the work in promoting the South-West Region and Ireland globally. They recognised the importance of the Rose of Tralee International Festival in terms of culture and the Irish diaspora. However, they also noted the concern raised in relation EDI and MTU’s association with the festival in that context. They discussed and fully agreed that it was necessary that a fee for the use of the KSA and recoupment of an additional costs to MTU would be required. It was agreed that a counter proposal be sent to Mr O’Gara and the festival organisers outlining agreement *in principle* for one year only, subject to (1) further work at an executive level in terms of operational, financial and other relevant matters; and (2) appropriate legal contracts being agreed between the parties.

It was also agreed that MTU carry out an EDI assessment in relation to its association with the event, to be presented to the EDI Committee of Governing Body for their recommendation to Governing Body at a future date.

Governors were not in favour of the proposal of a sponsored scholarship at this time.

Confidentiality concerning the agreement in principle to be maintained by both sides until final approval of arrangements and contracts by Governing Body at a future date. Approval as outlined above was proposed by Mr M Dineen and seconded by Ms C Mandrusiak and carried by Governing Body.

**ACTION:** EDI assessment to be provided through the EDI Committee. Further work to be done at an executive level with a view to agreeing operational/financial etc matters, and appropriate legal contracts.

## **2. Correspondence**

### **a. Letter dated 24 February 2022 from Mr Simon Harris TD, Minister for Further and Higher Education, Research, Innovation and Science re: National Shortage of appropriate accommodation for students.**

Governors noted the correspondence received from Minister Harris in relation to the national shortage of appropriate accommodation for students. They discussed the difficulties facing MTU students and noted the specific request in relation to innovative solutions.

The President confirmed that a proposal will be considered by the University Executive. Any proposal will be submitted to the Strategic Development Committee and if applicable to the Finance Committee of Governing Body.

A Governor highlighted an expression of interest already received in relation to the building of student accommodation near the NMCI that might be worth further consideration in this regard.

**ACTION:** Proposal to be considered at executive level, to be submitted to Governing Body in time. Chair to send a letter to Minister Harris in response setting this out.

## **3. President’s Report:**

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, including the following:

- Dr Karen Weekes’ incredible achievement on becoming the first Irish woman to row solo across the Atlantic Ocean. She landed safely in Barbados on 24 February after beginning her epic 80-day transatlantic journey from Gran Canaria on 6 December. MTU are so proud of Dr Weekes

and look forward to welcoming her back and to celebrating her wonderful achievement. In relation to a message of support to Dr Karen Weekes, the President confirmed that she had sent a video of support on behalf of Governing Body and that Dr Weekes had received it.

- A message of thanks to students and staff for their ongoing support and cooperation in making the University as safe as possible during the pandemic.
- The President referred to the invitation to Governors to participate in the MTU online International Women's Day celebration on 8 March, the theme for this year's event is *Break The Bias*, and showcases three MTU graduates who have managed to do so in their chosen careers.

#### **b. Update on MTU's Transition and Transformation 2022**

The President provided an overview on the progress in relation to the three work streams since the last meeting. She discussed the key strategic themes identified under workstream 2 and referred to the strategic enablers that will permeate throughout the strategy. Outcomes and updates will be continuously reported on Workvivo under the Transition and Transformation section.

Governors welcomed the update and thanked the President for her report. They noted the reports from the University Executive meetings held on 18 January and 1 February.

#### **4. Academic Council:**

##### **a. Signed minutes of the MTU Academic Council meeting held on 17 December 2021**

Governors noted with thanks the circulated minutes.

##### **b. Terms of Reference of the Academic Council Executive Committee**

Governors discussed the circulated document and requested that these Terms of Reference be referred to the Academic Council for review in terms of timing around exercise of certain powers. The President to raise the matter with the Registrars.

**ACTION:** The President to raise the review of the Terms of Reference of the Academic Council Executive with the Registrars.

#### **5. Human Resources Reports**

The Chair invited Ms Looney to present the reports.

Ms Looney confirmed that there were no staff appointments for approval this month.

##### **a. 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 January 2022.

Governors noted the number of appointments made and whilst welcoming the nearing completion of the MTU Recruitment Policy, requested that its finalisation be expedited as quickly as possible.

Governors also requested some additional detail in the report template to satisfy compliance considerations, and information on positions that have not been filled.

#### **6. Risk Register**

The Chair invited Ms Looney to discuss the circulated document.

Ms Looney confirmed that there were no changes to the Risk Register since the last Governing Body meeting. However, updates in relation to organisation structure and strategy will be given at the next meeting.

*The Governing Body agreed to take agenda item 12 next to facilitate Ms Looney leaving the meeting before 6pm.*

## **12. Institute of Technology Tralee Annual Report 2018-2019**

The Chair invited Ms Looney to discuss this item.

Ms Looney referred to the statutory obligations in terms of producing an Annual Report. She confirmed that the report was a record of the activities taken place at IT Tralee during the academic year 2018-2019.

Governors approved the Institute of Technology Tralee Annual Report 2018-2019 as presented, proposed by Ms M Cooney and seconded by Ms U Barrett.

## **7. Governing Body and Committees**

### **a. Proposed venues for Governing Body Meetings for the remainder of the year**

Mr Coughlan referred to the circulated proposed venues for the hybrid meetings for the remainder of the year and confirmed that Governors will be informed of any change of location at the next meeting.

There was a request on plans in relation to the stipulation in the Code of Governance for the Governing Body to meet twice a year without members of the Executive present.

**ACTION:** Details on proposed timings of those meetings to presented at next meeting of Governing Body.

### **b. Updated Schedule of Committee Meetings**

Governors noted with thanks the circulated schedule and noted the reversal of the previously agreed meeting of the Strategic Development Committee due to take place on 7 March to 22 March to facilitate the extension to the deadline for submission of the DFHERIS call re: HE Capital Funding.

*As this point in the meeting, Governors agreed to a short break, to return for the remainder of the agenda at 6.00pm. Ms Looney left the meeting and Mr Gallagher joined for the remainder of the meeting.*

## **8. Finance Committee:**

The Chair invited Mr Dineen, Chair of Finance Committee to present this item.

### **a. Approved Minutes of the Finance Committee Meeting held on 13 January 2022**

Governors noted the approved minutes with thanks.

### **b. Draft Minutes of the Finance Committee Meeting held on 21 February 2022**

Governors noted the draft minutes and the items requiring approval.

#### **(i) Finance Committee Terms of Reference**

Governors approved the Terms of Reference of the Finance Committee as circulated, proposed by Ms M Cooney and seconded by Ms P Cogan.

**(ii) International Fee Proposal for 2022/23**

Mr Dineen referred to the recommendation for approval from the Finance Committee in relation to the International Fee proposal for 2022/23 and discussed the Committee's further recommendation that offers already made to international students for 2022/23 would be honoured and the fees, in the risk areas identified, could be phased in each year over a two to three year period.

In response to concerns noted in terms of courses that may be at risk from these changes, it was noted that any such impact will be closely monitored by the Executive and reported back to Governing Body.

The recommendation from the Finance Committee was approved with 12 Governors voting in favour, and 6 against.

**ACTION:** Executive to report back on impact of new fee structures as and when any impact can be measured.

**(iii) Draft MTU Financial Statements for 8 months to 31 August 2021**

Mr Dineen confirmed that approval was sought that the circulated draft financial statements for MTU for the 8 month-period to 31 August 2021 for Audit purposes. A Governor to send on notes re observations on the draft statements.

Governors approved the draft, proposed by Mr T Doyle and seconded by Ms M Cooney.

In relation to MTU's involvement in the two joint ventures, a Governor queried whether an update to the response submitted to the HEA in relation to climate and biodiversity was required to refer to the business of the joint ventures.

**ACTION:** Consideration of update to the response to the HEA to be undertaken.

**(iv) The Renewal of the Licence to Occupy and Deed of Renunciation between MTU and TYCO Ireland Ltd**

The Governing Body approved the renewal of the Licence to Occupy and Deed of Renunciation between MTU and TYCO Ireland Ltd as outlined in the circulated documentation. This was proposed by Mr M Dineen and seconded by Ms M Hegarty.

**(v) Contract between Broadcasting Authority of Ireland (BAI) and MTU**

The Governing Body approved the renewal of the contract between the BAI and MTU as outlined in the circulated documentation. This was proposed by Ms U Barrett and seconded by Ms M Cooney. Governors suggested consideration be given to the possibility of extending the licence to provide the service on all campuses.

**(vi) The Renewal of the Lease with Cara Sports Inclusion Ltd**

The Governing Body approved the renewal of the lease with Cara Sports Inclusion Ltd as outlined in the circulated documentation. This was proposed by Ms M Cooney and seconded by Mr T Doyle.

**9. Arts, Sport & Culture Committee**

The Chair invited Ms Hegarty, Chair of Arts, Sport & Culture Committee to present this item.

**(a) Draft Minutes of the Arts, Sport & Culture (ASC) Committee Meeting held on Thursday 27 January 2022**

Ms Hegarty confirmed that the meeting on 27 January was the first meeting of the ASC Committee. The next meeting will take place on 14 March to select the 6 new members to join the Committee. It was noted that 13 applications were received for 6 places.

**10. Strategic Development Committee Meeting**

**a. Approved Minutes of the Strategic Development Committee Meeting held on Tuesday 1 February 2022**

The Governing Body noted with thanks the minutes of the Strategic Development Committee meeting held on 1 February 2022.

**b. Draft Minutes of the Strategic Development Committee Meeting held on Wednesday 16 February 2022**

Governors noted the draft minutes with thanks.

**c. DFHERIS call re: HE Capital Funding**

Mr Gallagher discussed the two recent calls in relation to HEI Capital Funding announced by the Minister for Further & Higher Education, Research, Innovation and Science in February, outlining the process and the eligibility for each call. He gave an overview on MTU's Masterplan projects, the process that has taken place to identify the projects for inclusion and the work that has already begun on a submission for each call. The submission proposals would be presented for approval at the Strategic Development Committee meeting on 22 March and submitted to the HEA on 5 April. Retrospective approval will be sought from Governing Body at their meeting on 7 April and confirmation of this will be sent to the HEA within 15 days thereafter.

Governors conveyed thanks to Mr Gallagher for his presentation and requested a copy for their information. They noted the visit from Mr Ciaran McCaffrey, Senior Manager Capital Programmes, HEA to MTU Bishopstown Campus the following day.

**11. Equity, Diversity & Inclusion Committee**

**(a) Draft Minutes of the Equity, Diversity & Inclusion Committee Meeting held on Wednesday 3 February 2022**

Governors noted the draft minutes with thanks. In relation to a query regarding a change to the Chair of the Committee in 2023, Governors noted the intention/reasoning for this change.

**13. Picture Policy**

Mr Coughlan referred to the University's intention to draft a policy concerning the display of pictures on campus, and related matters.

Governors welcomed the drafting of such a policy and requested that consideration be given to including visiting exhibitions and literature in the policy as well as ensuring that consultation with all stakeholders takes place.

**14. Requested Documentation**

**(a) Details of the most recent NMCI Executive Committee Meeting**

Mr Gallagher discussed the circulated NMCI Executive Committee report which contained the minutes for that period. He confirmed that its major focus over the last number of years has been the building works and as they now begin preparations towards the ending of the Public Private Partnership (PPP) in 2029. Mr Gallagher referred to a review of the Committee and how the structure of the Committee

is part of the Memorandum of Understanding between the Minister for Education, MTU (formerly CIT) and the Minister for Defence.

A Governor requested that the NMCI governance be an agenda item for the next Governing Body Meeting.

**(b) Update on Policies (Gifts and Code of Governance)**

Mr Gallagher confirmed that the MTU Tendering Officer has been appointed and that there will be a re-assigning of duties in terms of compliance.

In relation to the Code of Governance, a meeting with the HEA in relation to a sectoral approach was expected and anticipated that all edits should be completed by the end of the academic year.

**(c) Subsidiary Annual Governance Statements**

Governors noted that under the relevant Code that there was not a requirement from for Annual Governance Statement for all subsidiaries to be included, and this depended on factors such as the level of activity in a company.

**(d) ITT and CIT Mission-based Performance Compacts 2018-2021**

Governors noted that the HEA are closing out on the current performance compacts through the self-evaluation process before commencement of a new process later in the year.

**16. Proposals for Agenda at the next meeting**

Governors agreed that the UNESCO Chair will be referred to the EDI Committee and that an update will be given at a future Governing Body meeting.

As the next Governing Body meeting will take place at the North Campus, Kerry, Governors suggested that the presentation prior to the Governing Body meeting could be given by a Head of School from the Kerry Campus.

The Chair thanked Governors for their valuable contributions this afternoon and noted that the next Governing Body Meeting on 7 April will be a hybrid meeting, held at the North Campus. The President echoed the Chair's thanks and appreciation for all of the contributions.

The meeting closed at 7.05pm.

Signed:



Date: 22 June 2022

Chair of MTU Governing Body

## ADDENDUM

### Actions arising from Governing Body meeting on 3 March 2022:

No.	Agenda item No.	Action	To be actioned by
1.	15 Page 3	EDI assessment to be provided through the EDI Committee	President
2.	2 Page 3	Chair to send a response letter to Minister Harris re: National Shortage of appropriate accommodation for students.	Chair
3.	4(b) Page 4	The President to raise the review of the Terms of Reference of the Academic Council Executive with the Registrars.	President
4.	7(a) Page 5	A proposal to be drafted in relation to the Governing Body meeting twice a year without members of the Executive present to discuss any matters deemed relevant to be circulated to Governing Body.	Secretariat
5.	8(b)(ii) Page 6	The Executive to report back on impact of new fee structure as and when any impact can be measured.	President
6.	8(b)(iii) Page 6	Consideration of update to the response to the HEA re: climate and biodiversity to be undertaken.	President