

Minutes of the Governing Body Meeting – February 10, 2016

- Present:** Kieron Connolly, Barry Dignam, Jane Dillon Byrne, Annie Doona, Tim Jackson, Derek Larkin, Maeve McConnon, Díóg O’Connell, Eleanor Roche, Clíodhna Shaffrey, Tom Taylor
- Apologies:** Pat Hand, Jade Hogan, Neil Kavanagh, Teresa McGrane, Sorcha Nic Cormaic, Cormac Shaw
- In Attendance:** Bernard Mullarkey, Elizabeth Stunell

The chairperson welcomed Maeve McConnon to the Governing Body.

The Governing Body noted the passing of Liam MacAlasdair – former member of the Governing Body (1997-2001) – who died on February 3rd last. The Governing Body expressed their condolences to Liam’s family.

1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Jane Dillon Byrne
Seconded: Barry Dignam

2. Adoption of Minutes of Meeting of January 6th 2016 (including Internal Publication)

The Minutes of the Meeting of January 6th 2016 were approved (including approval for internal publication).

Proposed: Clíodhna Shaffrey
Seconded: Tim Jackson

3. Matters Arising

- **Boundary Issue** – the Secretary/Financial Controller confirmed that the Boundary Issue with one of IADT’s neighbouring properties has now been resolved and the matter is closed.
- **Policy for the Protection of Children and Vulnerable Adults** – as agreed, the updated Policy for the Protection of Children and Vulnerable Adults was circulated to and noted by the Governing Body.

- **Devolved Grant** – a query was raised regarding projects funded through the Devolved Grant received from the HEA. An update regarding projects funding was given by the Secretary/Financial Controller and included upgrades to the Fire Alarm system, window replacement, necessary decorating works and a number of 'summer works' undertaken by the Estates and Facilities Office. A presentation regarding upcoming projects is due to be given to the Executive by the Estates and Facilities Manager.

4. Correspondence

Correspondence has been received from the Minister for Education and Skills appointing the ordinary members of the Governing Body to take office on April 1st 2016. The Secretary/Financial Controller will now write to new members welcoming them to the Governing Body.

5. Technical Approvals

5.1 Bank Accounts

In September 2015 KBC Bank was instructed to close a 31 Day Notice Deposit Account – Account Number 928067 – and refund the deposit to IADT's Bank of Ireland Account. The deposit was refunded however KBC Bank did not formally close the account. The account is currently open and on 15th January 2016 the Institute deposited €3.95m into that 31 day Notice Deposit Account. Retrospective approval was given by the Governing Body.

Proposed: Derek Larkin

Seconded: Tim Jackson

5.2 Property Rentals

The Governing Body approved the following Media Cube Licences:

- Venture Capital Investment Management trading as Enterprise Equity
- Digital Advantage
- Atlas Risk Advisory
- Rattleberry

Proposed: Tom Taylor

Seconded: Díóg O'Connell

5.3 HR Appointments

1. Recruitment

Permanent Posts:

24/15 – Head of Creative Engagement

No Appointments Made – 2nd Round Interview for 10.02.16

25/15 – Student Experience Manager

Interviews for this post will be held on Thursday 11th February

02/16 – HR Assistant GIV

Closing date for applications for this post is 19th February 2016

Fixed Term Posts:

23/15 – Marketing Manager – 5-year Fixed Term Post

Selection board Recommendation as follows:

2. Prior Approval

Permission is sought from Governing Body for the President, subject to the satisfactory completion of the verification processes, to offer appointments on foot of the competition listed below and interviews in advance of consideration by the Governing Body of Selection Board Reports at their next meeting as would be our normal practice. Interviews for the below posts will take place in February:

01/16 – Pensions Officer (Acting) (GV)

3. Progression from Assistant Lecturer to Career Grade Lecturer

Following receipt of a positive recommendation from the Internal Progression Review Panel the President recommends that the following be progressed from the Grade of Assistant Lecturer to the Career Grade of Lecturer from the appropriate date.

Proposed: Barry Dignam

Seconded: Díóg O'Connell

The President acknowledged the help and support given by the Governing Body in relation to recruitment processes during their term of office, and in particular extended thanks to the Deputy Chairperson Eleanor Roche who has represented the Governing Body on a significant number of interview panels over the past 5 years.

6. Governing Body Committees and Academic Council

None.

7. Governing Body Resolutions

7.1 The Governing Body Approves the President to be the Chair of Bord Scannán na hÉireann / The Irish Film Board (2/2016)

The President has been asked if she would be willing to fulfil the role of Chairperson of the Irish Film Board pending the appointment of a new Board in 2017. The President has indicated her willingness to do so and permission has been sought from the Governing Body for the President to accept this role. No announcement has been made in relation to the Chairmanship of the Irish Film Board and it is unlikely that any announcement will be made prior to the conclusion of the General Election. Resolution 2/2016 was adopted by the Governing Body.

Proposed: Chairperson

Seconded: Díóg O'Connell

8. President's Briefing

- **NCAD** – the President noted that Bernard Hanratty has been appointed as Interim Director of NCAD until 2017 when the post will be advertised for a longer term. The Governing Body wished Bernard Hanratty well in his new role.
- **Die Zauberflöte** – the annual Royal Irish Academy of Music opera which is run in collaboration with students from IADT's Design for Stage and Screen and for the first time this year students from the Design Communications programme,

presented Die Zauberflöte (The Magic Flute) at the Samuel Beckett Theatre in January.

- **Further Education** – the President noted 'Taster Days' organised for students from the Further Education Colleges organised by the Department of Technology and Psychology which took place recently for FE students interested in programmes offered by IADT in the areas of creative computing. Taster Days have also been organised for students interested in programmes in the Art and Design area. In addition the President noted that the development of a formal Memorandum of Understanding is nearing completion and an event to mark the signing of the MoU will be organised shortly. It is intended to develop MoU's with a number of other Further Education Colleges.
- **Mid-term Break Taster Workshops** – a number of Taster workshops have been organised for 2nd level students and will take place during school mid-term Breaks. The importance of these to give prospective students a flavour of programmes offered at IADT was highlighted.
- **National Film School Lectures** – two lectures in the National Film School Lecturer Series – in association with Bord Scannán na hÉireann / The Irish Film Board – have taken place since the last meeting. These were given by Costume Designer Consolata Boyle on 21st January last, and by actor Brendan Gleeson on January 26th.
- **Women in Science Spring Reception** – staff from the Department of Psychology and Technology represented IADT at a Reception for Women in Science at Áras an Úachtaráin, hosted by President Higgins on January 31st last. Anne Wright, Cliona Flood, Dr Marion Palmer, Marian McDonnell and Sue Reardon attended the event which celebrated the leading role that women play in scientific research and industry.
- **Ingenious@IADT Engineers Week 2016** - IADT and the Department of Technology and Psychology have organised a wide ranging set of workshops aimed at Secondary Level-Senior Cycle to run during Engineer's Week 2016, which takes place from February 28th to March 5th. Workshops include an introduction to programming, 3-D printing, soldering, to Hacking colour. The timetable of events can be found on IADT's Website.
- **Employer Forum** – the annual 'Employer Forum: IT & Digital Media' event, co-organised by the Careers Centre and the Dept. of Technology & Psychology, took place on campus on February 4th last. There was a high level of participation by employers and students.
- **1916 Commemoration Events** – a number of events are being organised to take place at IADT as part of the National Commemorations for 1916. Once finalised, details of the events will be published on IADT's Website as well as the national events website.
- **Staff Participation in TV Documentary** – it was noted that a number of IADT staff have recently been participating in TV documentaries – the most recent being Dr. Elaine Sission and Dr Linda King who participated in a TV documentary on 1916.
- **Postgraduate Course of the Year** - two of IADT's programmes – the MA in Art and Research Collaboration and the MA in User Experience design – will be submitted for the Postgraduate Course of the Year Awards.
- **Award of IADT Honorary Fellow** – members of the Governing Body were reminded that the closing date for nominations for the Award of IADT Honorary Fellow is March 1st next. Further information is available from the President's Office if required.

- **Dublin Animation Film Festival** – the Dublin Animation Film Festival was nominated for a Local Government Award in the Community section, however did not win the award.
- **Interaction 12** – the Secretary/Financial Controller collected an award at the recent Conference Ambassador Recognition Awards by Failte Ireland in relation to the success in bringing the Interaction 12 Conference to Dublin in February 2012. The awards event took place on Thursday, 21st January.
- **Erasmus+** – for the first time under the Erasmus+ programme, 12 Irish higher education institutions will be able to send and receive students and staff to regions outside of the EU/EEA. The development which will link the selected institutions with over 70 universities on all continents has been made possible by the award of over €1m by the Erasmus+ National Agency at the Higher Education Authority. The successful institutions (including IADT) were formally congratulated by Damien English TD, Minister for Skills, Research and Innovation at an event in Iveagh House, Department of Foreign Affairs and Trade, St Stephen's Green, Dublin.
- **Programme Delivery at IBM** – the first lectures for the HCI Special Purpose Award which is being delivered by IADT for IBM staff at IBM's campus haven taken place and initial feedback is positive. Funding has recently been awarded by IBEC to support the development of a programme in User Experience Design for delivery to the Irish Computer Society. The importance of developing targeted programmes for industry was noted.
- **Employment Control Framework** – there will be no formal revision of the Employment Control Framework prior to the upcoming General Election – Institutes of Technology have been advised to operate on the previously advised Employment Control Framework allocations issued by the HEA – which are in respect of 2014.
- **Technological Universities** – the Technological Universities Bill was not completed during the term of the last Dail and it is unclear as to the next steps for this Bill once the next Government has been formed.
- **Regional Clusters** – IADT submitted a response to the HEA Consultation on Regional Clusters. A meeting of the three strands of 'clusters' within the Dublin Regional Area took place on February 3rd last – the President updated the Governing Body regarding this meeting. The next steps in relation to the Clusters in the Dublin Region is unclear at this point.
- **Dublin Region Action Plan for Jobs** – it was noted that the Dublin Regional Action Plan for Jobs is a separate initiative/report from the Department of Education and Skills Action Plan for Skills. The Secretary/Financial Controller is a member of the Dublin Region action Plan for Jobs on behalf of IADT. Some concern was expressed regarding the skill sets which have been identified for each region. The Governing Body will be kept updated regarding any significant matters regarding these reports.

9. **IADT: Financial Update**

Circulation of the Management Report of December 2016 was noted. It was noted that IADT returned a positive variance of €3K and therefore has met the legal requirement to return a balanced budget. A number of significant figures within the Management Report were noted including the positive variance on pay costs a significant contribution to which has been made by vacancies in posts. The Secretary/Financial Controller outlined a number of costs within the Management Report that will need to be carefully monitored. It was confirmed that the Science without Borders initiative has come to an end and it is unclear as to when IADT will

receive the balance of funds owing for students who participated in this initiative at IADT during 2015. The contribution of staff in enabling IADT to achieve the balanced budget for 2015 was acknowledged and appreciated by the Governing Body.

The HEA has advised the Institutes of Technology regarding the provisional budget allocation for 2016 – the finalised budget allocation will not be confirmed until after each HEI's 2016 budget meeting with the HEA. It was noted that IADT has received an increase in budget allocation on 2015 of 5.7%. The increased allocation was welcomed by the Governing Body noting that it brings IADT back to the budget allocation level of two years ago.

10. Code Gap Analysis Review – Draft Report (November 2015)

Circulation of the Code Gap Analysis review Draft Report was noted by the Governing Body. The Review has been considered in detail by the Audit Sub-committee of Governing Body. It was noted that only a small number of minor items remain to be resolved. Following a national procurement process, PriceWaterhouseCoopers has been appointed as Internal Auditors for the Institutes of Technology for the coming three years.

Audit-sub-committee of Governing Body – it was noted that the membership of the Audit Sub-Committee of Governing Body will be changing along with the appointment of the new Governing Body for IADT. The work of the Audit Sub-committee during the term of office of the Governing Body was noted and an expression of appreciation was conveyed to members of the Audit Sub-Committee by the Governing Body. The Deputy Chairperson also acknowledged the work undertaken by Cormac Shaw in his role as Chair of the Audit Sub-committee and acknowledged the expertise that he brought to the role.

11. Vodafone Mast – Planning Permission Update

The Chairperson indicated that Cormac Shaw has strong views on this subject but unfortunately is unable to attend the meeting. The Chairperson circulated an e-mail issued by Cormac Shaw to her. Attempts were made to contact Cormac Shaw by telephone in order to provide him with the opportunity to participate in the discussion. The Chairperson noted that this Governing Body's term of office expires on the 31st March 2016, and raised the appropriateness of taking a position at this time which would be binding on the next Governing Body.

The President outlined the history of the issue which culminated in the decision by the Governing Body in December 2013, and some facts in relation to actions taken following that decision. In particular the President notified the Governing Body of a planning application in October 2014 to which no objections were made to Dun Laoghaire-Rathdown County Council. The President also referred to correspondence issued by Vodafone to Monkstown Education Together National School in September 2014 in respect of this proposal. Dun Laoghaire Rathdown County Council has made a decision to grant planning permission in January 2016. It is open to any interested party to appeal this decision to An Bord Pleanála.

The President notified the Governing Body that legal advice has recently been sought in respect of IADT's entitlements under the license. This advice indicates that IADT is not authorised to unilaterally rescind the license and the legal advisors have issued strong advice that IADT should not do this. The legal advisors indicate that IADT

could seek to negotiate with Vodafone to withdraw from the license but would need to be prepared to make contributions towards Vodafone's costs.

A full discussion of all the issues occurred.

It was agreed to defer any further discussion to the next meeting of the Governing Body in order that all Governing Body members would have the opportunity to fully participate in any discussion or decision on this matter. It was agreed that it would be appropriate for a Resolution on this matter to be brought before the Governing Body meeting on March 2nd.

12. Technological Higher Education Association

The President circulated a briefing note to the Governing Body regarding the possible formation of a Technological Higher Education Association. In outlining the background to this, the President noted that it has been made clear to the Institutes of Technology, that should Technological Universities be developed at some point in the future, the HEA and the Department of Education and Skills will require one representative body to advocate on behalf of both the Institutes of Technology and the Technological Universities. Consideration of a possible umbrella organisation has been considered by the Institutes of Technology Ireland (IoTI) in discussion with the Dublin Institute of Technology and an update on current thinking was provided to the Governing Body.

Signed: _____
Eleanor Roche
Deputy Chairperson

Date: _____