

Minutes of the Governing Body Meeting – February 4, 2015

Present: Barry Dignam, Annie Doona, Paul Downes, Pat Hand, Jade Hogan, Tim Jackson, Derek Larkin, SORCHA NIC CORMAIC, DÍOG O'CONNELL, DONAL O'MAHONY, RÓNÁN Ó MUIRTHILE, ELEANOR ROCHE, CLIODHNA SHAFFREY, CORMAC SHAW, CLODAGH WHELAN

Apologies: Pearse Connolly, Jane Dillon Byrne, Tom Taylor

In Attendance: Bernard Mullarkey, Marian O'Sullivan (Items 6.1, 7.4) Elizabeth Stunell

1. Adoption of Agenda

The Agenda was adopted as circulated, with Item 7.4 to be taken immediately after Item 6.1.

Proposed: Eleanor Roche
Seconded: Clodagh Whelan

2. Adoption of Minutes of Meeting of January 7th 2015 (including Internal Publication)

The Minutes of the Meeting of January 7th 2015 were approved (including approval for internal publication).

Proposed: Chairman
Seconded: Barry Dignam

3. Matters Arising

- **Boundary Issue** – work is continuing in relation to the Boundary Issue – the Secretary/Financial Controller will provide Governing Body with an account of the costs incurred to-date, and projected future costs.
- **Governing Body Membership** – following the resignation of Siobhan Bourke from the Governing Body, the Secretary/Financial Controller has written to the Irish Film Board seeking nominees to the Governing Body – it is understood that this will be considered at the next meeting of the Irish Film Board in February.
- **Standards in Public Office** – Disclosure of Interest forms from Governing Body members have been forwarded to the Standards in Public Office ahead of the deadline for return.

4. Correspondence

None.

5. Technical Approvals

5.1 Bank Accounts

None.

5.2 Property Rentals

The Governing Body approved the following Media Cube Licences:

- Venture Capital Investment Management
- Digital Advantage
- mFuture
- Annika Cassidy

Proposed: Derek Larkin
Seconded: Clodagh Whelan

5.3 HR Appointments

Completed Interview Board Recommendations

The President has received the following recommendations. Subject to the satisfactory completion of the verification processes the President is prepared to recommend the appointment from the panel of the nominated candidate with effect from the date of their taking up duty in the particular post. Such sanction to appoint is conditional on the President being satisfied, following review, that the necessary funding arrangements and compliance with Employment Control Ceilings are in place to support appointments on a case by case basis.

Assistant Lecturer in Visual Arts Practice: Painting

Proposed: Barry Dignam
Seconded: Díóg O'Connell

6. Governing Body Committees and Academic Council

6.1 Academic Council – Minutes of the Meeting of 1st December 2014

Dr. Marian O'Sullivan – Registrar – was in attendance for this Item. Circulations of the Minutes of the Academic Council Minutes of 1st Decembers 2014 were noted by the Governing Body. An update regarding matters considered by the Academic Council during this time was given by the Registrar. Among the points noted was that a number of IADT's programmes (particularly the Visual Arts Practice and Photography Programmes) attract a significant number of mature students which is welcomed by IADT. Supports for mature students are also provided by the Student Union in the form of dedicated Mature Students Officer and a Mature Student Society.

7. Governing Body Resolutions

7.1 The Governing Body Appoints a member of the Audit Committee (5/2014)

Donal O'Mahony has agreed to be nominated as a member of the Audit Sub-Committee of Governing Body, and his nomination was approved by the Governing Body. Resolution 5/2014 was adopted by the Governing Body.

Proposed: Chairman
Seconded: Eleanor Roche

7.2 The Governing Body Adopts the IADT ICT Acceptable/Appropriate Usage Policy Procedures (3/2015)

Circulation of the ICT Acceptable/Appropriate Usage Policy was noted and discussed by the Governing Body. It was suggested that a one-page 'Cheat Sheet' should be developed for students to highlight main elements within the

Policy that they should be aware of. Resolution 3/2015 was adopted by the Governing Body.

Proposed: Sorcha Nic Cormaic

Seconded: Paul Downes

7.3 The Governing Body Adopts the IADT Media Cube Rentals Policy (4/2015)

Circulation of the updated Media Cube Rentals Policy was noted and discussed by the Governing Body. It was noted that provisions regarding limitations on license renewals are contained within the Licenses themselves. Provisions regarding security deposits were noted – it was also noted by the Governing Body that security deposits set must not be unduly prohibitive to start-up businesses. In addition it was requested that procedures for dealing with rental arrears be included within the rental policy. Members of the Governing Body were reminded that the Media Cube is a commercial space and must generate income for IADT. The Student Union is also currently discussing a rental proposal to make space available for student enterprise within the Media Cube. Subject to the inclusion of procedures regarding rental arrears, Resolution 4/2015 was adopted by the Governing Body.

Proposed: Donal O'Mahony

Seconded: Cormac Shaw

7.4 The Governing Body Adopts the IADT Marks and Standards (5/2015)

Dr. Marian O'Sullivan – Registrar – was in attendance for this item. The Registrar gave an overview regarding the Marks and Standards Document to the Governing Body and noted a number of key points within the document. An extensive consultation process has been undertaken in relation to the Marks and Standards document. During the discussion, a number of small amendments to some elements of text within this document were recommended by the Governing Body. Subject to these amendments Resolution 5/2015 was adopted by the Governing Body for 3 years.

Proposed: Sorcha Nic Cormaic

Seconded: Cliodhna Shaffrey

8. President's Briefing

8.1 Strategic Plan/Compact KPIs

The President briefed the Governing Body regarding the development of an action plan to develop a set of actions to deliver the KPIs agreed in both IADT's Strategic Action Plan 2014-2018, and IADT's Compact with the HEA. Circulation of the Action Plan was noted by the Governing Body. A number of funding-dependent targets have been agreed with the HEA within the Compact document – failure to achieve these will have serious funding implications for IADT. The KPI Action Plan was noted by the Governing Body.

8.2 Presentation to HEA on Compact

IADT's annual Strategic Dialogue meeting with the HEA will take place on Wednesday February 11th. A presentation will be made to the HEA regarding progress in meeting the KPIs agreed within IADT's Compact. The President noted that IADT has met and exceeded a number of targets established for 2014. In a number of areas, further work is needed to ensure that the 2016 Compact targets

are achieved. It is understood that future Strategic Dialogue meetings may involve an international panel which will review Institutional progress against agreed targets.

8.3 Presentation to HEA on Regional Cluster Progress

The annual Strategic Dialogue meeting of the Dublin/Leinster Pillar I Regional Cluster (consisting of IADT, Marino Institute of Education, the National College of Art and Design, UCD and TCD) will take place on Wednesday February 11th next. The meeting will be attended by the Chief Officer of each institution. A presentation and supporting document are currently being prepared for the meeting. The President updated the Governing Body regarding the work of the Cluster – the President noted that the composition of the Dublin Leinster Pillar I Regional Cluster is a little different from other Regional Clusters established; for example it may not be possible to achieve the same levels of progression from Level 6/7 programmes to Level 8 as within other Clusters, due to the relatively few programmes offered at Level 6/7 in the Dublin Leinster Pillar I Regional Cluster. The President also gave a brief overview of the draft presentation being prepared for the Regional Cluster meeting with the HEA.

- **Innovation Showcase** – an Innovation Showcase event will be organised by the Dublin Region Innovation Consortium – a collaborative between IADT, DIT, IT Blanchardstown, IT Tallaght and the National College of Ireland (supported by Enterprise Ireland) – and will take place on February 25th next at DIT Aungier Street.

9. IADT Financial Position

9.1 2014 Outturn

Circulation of the Management Report and Explanatory Notes for December 2014 was noted. IADT achieved a balanced budget with a small surplus for 2014. The work of the Directorate of Creativity, Innovation and Research in generating research funding and increasing income from international students was noted. A number of necessary capital upgrades were also undertaken in 2014.

9.2 2015 HEA Draft Allocation

IADT has been notified of the recurrent budget allocation for 2015 – a budget reduction of 3.6% has been applied to IADT. It was noted that a reduction of this magnitude will result in significant difficulties for IADT, and the Governing Body was informed that there is a significant risk that IADT will not be able to fulfil the statutory requirement of returning a balanced budget for 2015. It was noted that this reduction is the largest budget reduction applied within the Sector, and that all but one other Institute of Technology received increases in their budget allocation. The President has written to the HEA regarding the difficulties that this reduction will pose, and along with the Chairman of the Governing Body, has met the chief Executive to put these on record.

A number of factors have contributed to IADT's Budget reductions which were outlined to the Governing Body, as follows:

- A re-balancing of the fees paid for each student in respect of Level 6 and Level 7 programmes. Up until recently, the fees paid in respect of students undertaking Level 8 programmes was higher than that paid for a student undertaking Level 6 and Level 7 programmes. This practice has been discontinued and the same fee is paid by the HEA in respect of students undertaking Level 6, 7 and 8 programmes. IADT has strategically migrated over the last number of years to

offering the majority of programmes at Level 8 and has comparatively few programmes on offer at Level 7. As a number of other Institutes of Technology within the Sector have a greater proportion of students undertaking Level 6 and Level 7 programmes, this rebalancing of fees paid in respect of students has had a significant impact on IADT's budget allocation.

(Cormac Shaw left the meeting at 11.30)

- Student numbers – over the last number of years the Executive has noted the need for IADT to increase student numbers by above the average student numbers increase for the sector, in order to maintain budget share. However, in 2014/2015, IADT's student numbers have reduced. IADT's CAO February 1st application numbers for 2015/2016 have been received from the CAO and are a cause for some concern. Application numbers for a number of programmes have fallen whilst applications for a number of programmes have held steady. An active marketing and student recruitment campaign will be needed over the coming months as well as continued efforts to recruit advanced entry students from the Further Education sector. Notwithstanding the difficulties of increasing student numbers within current staffing and infrastructure resources, the critical need to increase student numbers for 2015/2016 was highlighted to the Governing Body – failure to increase these numbers will have a further detrimental impact on IADT's 2015 budget allocation. A range of other initiatives and possibilities to increase student numbers and to increase retention of students once they have commenced their programme were discussed.

Work is ongoing to identify any further savings that can be made to ensure that the Institute can return a balanced budget for 2015. A briefing for all staff will be held in the coming weeks to provide an update on a range of items including the Budget 2015 allocation.

10. Student Report

None.

Signed: _____

Rónán O'Muirthile
Chairperson

Date: _____