

Minutes of the Governing Body Meeting – June 14, 2017

- Present:** Celine Blacow, Marie Carroll, Kieron Connolly, Dr Annie Doona, Alice Hartigan, Maeve McConnon, John McDonnell, Joachim Pietsch, Tom Taylor
- Apologies:** Dr Fionnuala Anderson, Helen Cullinane, David Holohan (Chairperson), Neil Kavanagh, Fiona McLoughlin, Cllr Sorcha Nic Cormaic, Áine O'Sullivan, Aoife Ruane, Cllr Barry Saul, Cllr Barry Ward
- In Attendance:** Bernard Mullarkey, Elizabeth Stunell

This meeting was chaired by Marie Carroll.

It was noted that the term of office for current Student Union members of the Governing Body – Alice Hartigan and Neil Kavanagh – ends on June 30th – on behalf of the Governing Body the Chairperson thanked Alice and Neil for their contribution and support to the Governing Body over the past year, and wished them well in their future.

1. Adoption of Agenda

The Agenda was adopted as circulated with the addition of a Resolution to be taken as Item 7.6.

Proposed: Maeve McConnon
Seconded: John McDonnell

2. Adoption of Minutes of Meeting of May 3rd 2017 (including Internal Publication)

The Minutes of the Meeting of May 3rd 2017 were approved (including approval for internal publication).

Proposed: Tom Taylor
Seconded: Maeve McConnon

3. Matters Arising

None.

4. Correspondence

None.

5. Technical Approvals

5.1 Bank Accounts

The Governing Body approved the following in relation to IADT's bank accounts:

Proposed: Kieron Connolly

Seconded: Tom Taylor

5.2 Property Rentals

The Governing Body approved the following Media Cube Licences:

- IIP Exhibitions Ltd / Sky Drones Ireland
- Your Smile Direct

Proposed: John McDonnell

Seconded: Joachim Pietsch

5.3 HR Appointments

1. Completed Interview Board Recommendations (External Competitions)

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 (agreed date 1st July 2017). 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.

Fixed Term Posts

01/17 FÍS Manager – 3-year Fixed Term

Agency Accounts Payable – Grade IV – Fixed term (to December 2017)

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 subject to references, Garda Vetting and completion of Medical. 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.

Permanent Posts

13/17 Enterprise and Innovation Manager – Permanent Whole time

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funding arrangements and compliance with Employment Control Ceilings are in place to support appointments on a case by case basis.

Permanent/Fixed Term Posts:

08/17 Admin Assistant – Registrar – 0.5 wte Permanent

16/17 Fees Officer – Grade V – 3 year Fixed-Term

17/17 Accounts Payable – Permanent Whole time

3. Various Posts

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 competitions which were advertised in the Irish Times, the closing date for all of these competitions was 5.00 pm on Friday 12th May 2017 and interviews will take place for all the posts below between Tuesday 13th June and Thursday 27th June 2017.

Ref No.	Job Title	Status
11/17	Lecturer: Film and TV (Direction)	Permanent Whole Time
09/17	Lecturer: Visual Communication Design (Screen Media, Motion Graphics, Ui/Ux)	Permanent Whole Time
10/17	Lecturer: Visual Communication Design (Advanced Studio & Professional Practice)	Permanent Whole Time
12/17	Head of Department: Humanities & Arts Mgt	Permanent Whole Time
15/17	Technician 3D Design and Technical Arts	Permanent Whole Time
14/17	Assistant Lecturer: Creative Media Technologies	1 Year Fixed Term

The following posts will be advertised over the summer:

Ref No.	Job Title	Status
	Technician	Fixed Term - Maternity Cover
18/17	Digital Resources and Recovery Specialist (Library) GVI	1 year fixed term (20.5 hours per week)
21/17	FÍIS Grade V	3 year Fixed Term
22/17	Grade IV (.5 Academic and Student Affairs and .5 Faculty of Film, Art & Creative Technologies office)	3 year Fixed Term

Additional Hours:

As a result of additional hours being made available through Career Break/ Job Share and Work Share Schemes, we will be circulating a number of internal academic posts through expressions of interest. However if unsuccessfully filled there may be a requirement to advertise a number of posts (1 year fixed term) externally. The number and detail are yet to be established and information will be provided in the next Governing Body report.

3. Superannuation Awards.

The award of a Lump Sum and Pension from the relevant dates below is recommended in accordance with the provisions of the Education Sector Superannuation Scheme to:

Who will be retiring with effect from the 31st August 2017 and will be paid pension with effect from the 1st September 2017

Proposed: Celine Blacow
Seconded: Joachim Pietsch

6. Governing Body Committees and Academic Council

6.1 Minutes of the Academic Council meeting of 27th March 2017

The Minutes of the Academic Council meeting of 27th March 2017 were noted by the Governing Body. An update regarding matters considered by the Academic Council during this period was given by the President. A number of key items from the Minutes were noted to the Governing Body and it was also agreed that an e-mail copy of IADT's Compact Report submission to the HEA on progress in achieving targets agreed in IADT's Compact, will be forwarded to the Governing Body.

6.2 Minutes of the Audit Committee meeting of 14th February 2017

The Minutes of the Audit Committee meeting of 14th February 2017 were noted by the Governing Body. An update regarding matters considered by the Audit Committee during this meeting was given by the Secretary/Financial Controller and members of the Audit Committee. An update regarding the Audit Committee's meeting with the Internal Auditors which took place on May 24th last was also given.

7. Governing Body Resolutions

7.1 The Governing Body approves the Award of IADT Honorary Fellow (7/2017)

The President reminded members of the Governing Body regarding the criteria for nominations for the Award of IADT Honorary Fellow. The following nominations presented to and approved by the Governing Body:

Resolution 7/2017 was adopted by the Governing Body.

Proposed: Maeve McConnon
Seconded: Joachim Pietsch

Members of the Governing Body were requested to keep information regarding the nominees for the Award of IADT Honorary Fellow confidential to the Governing Body at this time.

7.2 The Governing Body Approves the Election of a Chairperson of the Audit Committee (8/2017)

Resolution 8/2017 was approved by the Governing Body as follows: Dr Fionnuala Anderson was nominated as a Chairperson of the Audit Committee and has accepted her nomination.

Proposed: Kieron Connolly
Seconded: Marie Carroll

7.3 The Governing Body Approves the Financial Statements for the Year Ended 31st August 2016 (9/2017)

IADT's draft Financial Statements for the Year Ended 31st August 2016 have been considered by the C&AG, and IADT has been given clearance to present the Financial Statements to the Governing Body for formal approval. Once this has been completed, IADT's Management Letter for inclusion in the Financial Statements will be issued by the C&AG. Resolution 9/2017 was approved by the Governing Body

Proposed: Marie Carroll
Seconded: Tom Taylor

7.4 The Governing Body Approves the IADT Annual Report 2015/2016 (10/2017)

Circulation of the IADT Annual Report 2015/2016 was noted by the Governing Body. Resolution 10/2017 was approved by the Governing Body.

Proposed: Kieron Connolly
Seconded: Maeve McConnon

7.5 The Governing Body approves an over expenditure on the 2017 Budget Allocation of €1.2 million for essential Capital Facilities and Equipment Upgrades (11/2017)

Following a call for submissions for capital expenditure issued to Management Team members earlier this year, a large number of submissions were received for necessary capital and ICT infrastructural renewals and upgrades. Having considered submissions received, a priority list of essential capital facilities and equipment upgrades has been identified totalling approx. €1.2 million.

A proposal was placed before the Governing Body to approve a planned overspend of €1.2 million for essential capital facilities and equipment upgrades. The Governing Body requested a list of projects approved for this overspend – a list of approved projects was provided for the Governing Body. The Governing Body requested prior and sufficient notice including relevant documentation for such proposals in the future. An update regarding the level of reserves held by the Institute was also provided to the Governing Body. In relation to the management of funds held in reserve, it was noted that it is recommended that each institution retain approx. 60 days operational budget in reserve at all times to deal with any unforeseen circumstances. In addition the President noted to the Governing Body that should IADT secure a building through the current HEA Capital Call, it may be necessary to allocate funds from IADT's reserves to fit-out for the building. Following discussion, Resolution 11/2017 was approved by the Governing Body.

Proposed: Joachim Pietsch
Seconded: Kieron Connolly

7.5 The Governing Body approves the Collaborative Educational Partnership between IADT and Sound Training College (12/2017)

The President briefed the Governing Body regarding IADT's current programme partnership agreement with Sound Training College for the BA in Creative Music Production – a Level 7 Ordinary Degree programme. In response to student and industry demand, this programme has now been developed to provide a BA (Hons) degree in Creative Music Production – Level 8 – and an updated Partnership Agreement has been drafted. A Due Diligence process has been undertaken and no changes have been made to the existing financial arrangements currently in place. A Programme Validation Process for the new Level 8 programme has also been successfully completed. It was also noted that an Exit Award at Ordinary Degree (Level 7) has been included within the new Level 8 programme, and an add-on Honours Degree will be available in the coming academic year for students who have completed the existing Level 7 programme. Resolution 12/2017 was approved by the Governing Body.

Proposed: Celine Blacow
Seconded: Marie Carroll

8. President's Briefing

Circulation of the President's Briefing for June 2017 was noted by the Governing Body. A number of key items from the briefing were highlighted by the President.

- **Venice Biennale** – the Head of Creative Engagement – Jessica Fuller – along with Tina Kinsella – Lecturer, Faculty of Film, Art and Creative Technologies, attended the Venice Biennale event with IADT graduate Jesse Jones during May. The event was a success and a video on Jesse Jones and the Venice Biennale is being compiled and produced by IADT students led by Amanda Ralph (Faculty of Film, Art and Creative Technologies).
- **ENACTUS** – a cross-disciplinary team of IADT students reached the national finals of ENACTUS on May 31st last.
- **IADT 20@20** – Nominations of graduates for the IADT 20@20 have been forwarded to the President and work to identify the graduates to be approached to participate in the IADT 20@20 exhibition will be finalised shortly.
- **Graduate Exhibition** – the annual Graduate Exhibition of work by graduating students from the Faculty of Film, Art and Creative Technologies was opened by broadcaster Philip King on May 26th last. The Exhibition was very well received and a number of students sold their work on the night with both the Office of Public Works and the Dun Laoghaire-Rathdown County Council purchasing student work for their collections.
- **Summer Works** – the President noted plans to undertake refurbishment and decorating works to the Library and Atrium spaces over the summer.
- **Memorandum of Understanding with Further Education Colleges** – an event to mark the signing of a Memorandum of Understanding with both the Sallynoggin College of Further Educator and the Stillorgan College of Further Education, was held on May 8th last. The signing was witnessed by Richard Boyd Barrett TD.
- **HEAR and DARE Schemes** – IADT has been accepted as a member of the HEAR and DARE Schemes and will offer places through these schemes through the CAO in 2018.

- **Mental Health Awareness** – staff and students participated in a number of events to mark Green Ribbon Day highlighting mental health issues.
- **UX Camp** – IADT provided the venue for an event for international experts in the area of UX Design which took place on campus during May.
- **HEA Capital Developments Scheme** – the President, Secretary/Financial Controller and the Estates and Facilities Manager met with a delegation from the HEA and the Third Level Buildings Unit in relation to IADT's submission to the HEA Capital Developments call. The President briefed the Governing Body regarding the meeting. A follow-up meeting has been scheduled during June. The HEA is considering funding for one of IADT's proposed buildings – the Digital Media Teaching Building, however there is stiff competition for funding from a number of institutions which have also had buildings shortlisted. Should IADT be granted a Public-Private Partnership for this building, approx. €1m from IADT's reserves will need to be committed towards fit-out of the building.
- **National Design Forum** – a National Design Forum has been established by Minister Mary Mitchell O'Connor – Minister for Jobs, Enterprise and Innovation. David Smith – Head of Faculty of Film, Art and Creative Technology – is a member of this forum representing IADT.
- **Erasmus+** - IADT has been awarded funding by the HEA under the Erasmus+ scheme which includes funding to continue work which is in progress with the Northern (Arctic) Federal University (NARFU).
- **President's Engagements** – over the past month, the President has undertaken a number of foreign travel commitments including chairing a Quality Review panel for programmes in Universities in Vilnius, Lithuania, and attendance at the Cannes Film Festival in her role as Chair of the Irish Film Board.
- **Student Recruitment** – active marketing campaigns ahead of the upcoming CAO Change of Mind deadline are well underway. In addition application numbers for postgraduate and Special Purpose Award programmes are looking positive for the coming academic year.
- **Springboard** – IADT's application to the Springboard initiative has been successful with 75 places spread across 3 programmes being funded by the HEA.
- **Summer Activity on Campus** – the President briefed the Governing Body regarding a number of space rentals and general activities which will be taking place over the summer on campus.
- **RTÉ Primetime** – a recent edition of RTÉ's Primetime was noted by the President – the programme featured an investigation by RTÉ in to a number of issues regarding financial and governance issues at Dublin Institute of Technology, University College Galway, University of Limerick and University College Cork.
- **CEO of the HEA** – the President has met with the new CEO of the HEA Dr Graham Love, and briefed the Governing Body regarding the meeting.
- **Technological Universities** – there has been no progress regarding progressing the Technological Universities Bill through the Dáil. However an agreement has been reached with the TUI regarding the point at which Institutions applying to be designated as a Technological University will have to merge – following a ballot, the TUI has accepted this amendment and is no longer precluding members from engaging in discussions regarding the formation of Technological Universities.

9. IADT: Financial Update

Circulation of the Management Report and supporting information for April 2017 was noted by the Governing Body. To date IADT's expenditure remains on target and in line with predictions. A number of key items within the reports were noted by the Secretary/Financial Controller.

10. Approval of Governing Body Meeting Schedule 2017/2018

The proposed Meeting Schedule for meetings of the Governing Body for the academic year 2017/2018 was noted and approved by the Governing Body.

The President thanked members of the Governing Body for their support over the past year and wished members of the Governing Body a good summer.

Signed: _____

David Holohan
Chairperson

Date: _____