

Minutes of the Governing Body Meeting – December 9, 2020

Present: David Holohan (Chairperson), David Smith (President), Dr Fionnuala Anderson, Celine Blacow, Marie Carroll, Kieron Connolly, Maeve McConnon, John McDonnell, Fiona McLoughlin, Áine O’Sullivan, Jim Pipe, Somhairle Quigley Brennan, Aoife Ruane, Rachel Sarsfield Ryan, Cllr Barry Saul, Tom Taylor

Apologies: Sorcha Nic Cormaic, Joachim Pietsch

In Attendance: Bernard Mullarkey, Elizabeth Stunell, Claire McGing (Items 8.2-8.6), Dr Andrew Power (Item 10), David Doyle (Item 10)

This meeting took place using the MS Teams Platform – IADT Governing Body Group. Attendance for the meeting was monitored throughout the meeting by the Secretary to the Governing Body and the Recording Secretary to the Governing Body.

1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Chairperson
Seconded: Maeve McConnon

2. Conflicts of Interest

No conflicts of interest were reported regarding items for discussion on the agenda for this meeting.

3. Adoption of Minutes of the Meeting of November 4th 2020 (including Internal Publication)

The Minutes of the Meeting of November 4th 2020 were approved (including approval for internal publication).

Proposed: Marie Carroll
Seconded: Maeve McConnon

4. Matters Arising

- **Membership of the Governing Body** – The Secretary/Financial Controller updated the Governing Body regarding the appointment of a new Governing Body to take office on 1st April 2021. A response has been received from Intel indicating that they are not currently in a position to provide a nominee to the Governing Body. The Secretary/Financial Controller is in the process of contacting Dell in relation to providing a nominee. Nominations are being

received from other organisations approached. The closing date for the nomination of staff members of the Governing Body has now closed, and elections for all three staff memberships will be held on December 15th next. A robust electronic voting system has been tested and put in place to facilitate these elections.

5. Correspondence

No correspondence.

6. Technical Approvals

6.1 Bank Accounts

No changes to IADT's Bank Accounts.

6.2 Property Rentals

The following Media Cube Licenses were approved:

- Ziggytec

Proposed: Celine Blacow

Seconded: Dr Fionnuala Anderson

6.3 HR Appointments

Completed Interview Board Recommendations

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 during the summer. 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.

AL in Visual Communications (PWT)

AL in Critical & Contextual Studies (PWT)

Head of Research (5 year Fixed term)

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 following competitions which will be advertised early in the new year.

- Head Librarian (PWT)
- Teaching and Learning & RPL (3 year Fixed Term)
- Head of Research, Development and Innovation (PWT)

Proposed: Celine Blacow

Seconded: Dr Fionnuala Anderson

Resignation – the President noted with regret, that Lorna Dodd – Librarian – has resigned to pursue a promotional post at another Higher Education Institution. The President noted the immensely positive impact that Lorna has had on services offered by IADT’s Library, and the Governing Body wished Lorna well in her new post.

7. Governing Body Committees and Academic Council

7.1 Minutes of the Academic Council Meeting of September 21st 2020

Circulation of the Minutes of the Academic Council meeting of September 21st 2020 were noted by the Governing Body. An overview of matters discussed by Academic Council was given by the President. The President put on record the immense work and commitment of staff in delivering continuity of learning for students over the past year.

7.2 Minutes of the Audit and Risk Committee Meeting of September 29th 2020

Circulation of the Minutes of the Audit and Risk Committee meeting of September 29th 2020 were noted by the Governing Body. An overview of matters discussed at the Audit and Risk Committee meeting of November 25th 2020 and the Minutes of the Meeting of September 29th 2020 was given by the Chair and members of the Committee. In addition, a report regarding a matter of compliance discussed at the Audit and Risk Committee was circulated and noted. The Audit Committee has undertaken a review of the Management Letter received following the audit of IADT’s Financial Statements for the year ended August 2019. In addition, the Report following the recent Internal Audit were noted and reviewed. A multi-annual Procurement Plan and the updated Contracts Control Sheet were discussed in addition to a review of the Financial Statements for the year ended 31st August 2020.

Sectoral Issue – a sectoral issue in relation to annual financial reporting has arisen and was noted. IADT had submitted audited and approved Financial Statements prior to a decision regarding the sectoral reporting issue being taken and issued, and therefore it cannot be implemented into the Financial Statements to the year ended 31st August 2019. As the issue was flagged within the Management Letter issued following finalisation of IADT’s Financial Statements, the issue was reviewed by the Audit and Risk Committee. The C&AG took the view that IADT was not compliant with the relevant reporting requirements of the Code of Governance, however as the issue had only been finalised and the requirements for treatment within Financial Statements issued after IADT’s accounting cycle had been completed and approved, IADT is of the view that it is fully compliant as all requirements in place at the time of the approval of IADT’s account had been met. The Chairperson put on record the appreciation of the Governing Body for the work undertaken by the Audit and Risk Committee on its behalf.

(Cllr. Barry Saul joined the meeting at 15.20, and left the meeting at 15.45)

8. Governing Body Resolutions

8.1 The Governing Body approves the Appointment of the President to the Board of EduCampus, as a representative/nominee of the Technological Higher Education Association (30/2020)

The President was nominated by THEA – as a representative of the Technological Sector – to the Board of EduCampus. An outline of the

function of EduCampus was given. Resolution 30/2020 was adopted by the Governing Body.

Proposed: Marie Carroll
Seconded: Dr Fionnuala Anderson

8.2 The Governing Body approves the reconstitution of the EDI Committee (31/2020)

Claire McGing – Equality, Diversity and Inclusion Manager – was in attendance for Items 8.2 to 8.6 inclusive. Claire McGing gave an overview of the proposal for the reconstitution of the former Athena SWAN Sub-Committee of Governing Body under its new title of Equality, Diversity and Inclusion Sub-Committee of Governing Body. Resolution 31/2020 was adopted by the Governing Body.

Proposed: Áine O’Sullivan
Seconded: Marie Carroll

8.3 The Governing Body approves renaming the former Athena SWAN Committee to the EDI committee (32/2020)

Resolution 32/2020 was adopted by the Governing Body.

Proposed: Áine O’Sullivan
Seconded: Marie Carroll

8.4 The Governing Body approves the Terms of Reference for the EDI Committee (33/2020)

Resolution 33/2020 was adopted by the Governing Body.

Proposed: Áine O’Sullivan
Seconded: Marie Carroll

8.5 The Governing Body approves the membership of the EDI Committee (34/2020)

Existing members of the Athena SWAN Sub-Committee of Governing Body present at the meeting, were asked if they wished to remain as members of the new EDI Committee. In addition, Marie Carroll expressed interest in becoming a member of the Committee, due to her professional career working in this area. The membership of the EDI Sub-Committee of Governing Body was confirmed as follows:

- Celine Blacow
- Marie Carroll
- John McDonnell

It is likely that there will only be an opportunity for one meeting of the EDI Committee prior to the conclusion of the term of office of the current Governing Body. However, noting that his term of office will overlap with the new Governing Body taking office on April 1st next, the Chairperson gave a commitment to ensure that an EDI Committee is put in place as a priority for the new Governing Body. Resolution 34/2020 was adopted by the Governing Body.

Proposed: Áine O'Sullivan
Seconded: Marie Carroll

8.6 The Governing Body approves the IADT Gender and Equality Action Plan (35/2020)

An overview of the development of the Gender Equality Action Plan was given by the Equality, Diversity and Inclusion Manager. It was noted that having an approved Athena SWAN Action Plan is necessary for eligibility to apply for posts through the Strategic Academic Leadership Initiative. However as the agreement of an Athena SWAN Action Plan is only possible following granting of Bronze Level accreditation, an updated Gender Equality Action Plan has been developed and was presented to the Governing Body for approval, to enable IADT to apply for posts through the SALI initiative.

It was noted that the 2020 IADT Athena SWAN all staff survey has been commenced. During the discussion, an issue was raised by a staff member of the Governing Body, regarding the results of the previous survey undertaken through the Investors in Diversity, not being published to staff. In addition, there is a need for staff to have confidence that the findings of the previous survey have been acted upon. An objection to the non-publication of the survey results raised by the staff member of the Governing Body was noted.

In response, it was stated that due to the small sample size and the possibility that respondents to the survey could be identified based on their input to the survey, a decision was made by the previous President Dr Annie Doona that the survey would not be published and would remain confidential to the HR Manager and the President. However, the President since taking office on April 1st last, has had an opportunity to view the survey results and has upheld the decision of the previous President that the survey – in the interests of confidentiality for those who contributed to the survey – will not and should not be published. However, the President expressed his gratitude for the disclosures and broader issues raised in the survey. Matters of concern have been identified and actions implemented to address these.

A number of issues with the previous survey were noted including issues with the structure of the questions asked. As a result of this, the current survey being carried out has been developed by the Athena SWAN Self Assessment Team, and will be managed by IADT's EDI Manager, who outlined her background as a Social Scientist with extensive professional expertise in this area. The EDI Manager also provided an overview of some of the work she has undertaken to connect with staff since taking up her post at IADT earlier in the year. An undertaking was given that anonymised data from the upcoming survey will be published to staff.

Resolution 35/2020 was adopted by the Governing Body.

Proposed: Áine O'Sullivan
Seconded: Marie Carroll

9. President's Briefing

9.1 President's Briefing

President's Briefing – Update on COVID-19 and Contingency Plans in place at IADT

The President updated the Governing Body regarding national and strategic issues, and the operation of the campus following the return of staff and students to working and studying on campus.

- **COVID Levels** – IADT is now 13 weeks into the new academic term. Nationally the country has returned to Level 3. Although IADT has not to date, had any reported on-campus transmissions of the COVID-19 virus, the President noted that a number of staff and students have suffered illnesses or illnesses/losses of family members and/or friends. The Institute is proud of its record in providing a safe environment for both work and study and is mindful of the impacts of the COVID epidemic on the campus community. Providing an on-campus experience for students is of key importance to both IADT, and to the Minister for Further and Higher Education, Research, Innovation and Science. Communication has been issued by the Minister for FHERIS, outlining concerns regarding the student experience and mental health issues, and outlining the need for a greater level of on-campus provision for students. Plans are in place at IADT for an increase in on-campus activity from January 11th next, and IADT hopes to return to the level of provision that had been put in place in September, prior to the escalated COVID restrictions. The President did however note, that for some programmes/modules, delivery through online modes has increased the level of flexibility for students. There is a need to ensure that this additional flexibility is maintained where felt most appropriate by the class group concerned.
- **July Stimulus Package** – funding received for a number of short-courses leading to "Micro Credentials" was noted. Active recruitment campaigns are underway for programmes for which IADT was awarded funding of €168K.
- **IADT'S Strategic Plan** – the Executive will meet on December 16th next at Mazars, to undertake a mid-term review of the IADT Strategic Plan. The need to re-prioritise a number of actions within the Strategic Plan to take account of the current and likely future education landscape was highlighted. In addition, IADT has undertaken a recruitment process to recruit a number of staff on a part-time basis, to assist the Institute in the mid-term Strategic review, and to work on the opportunities that are identified through this review. The President noted the outcome of this process to the Governing Body, which will be published to staff in the near future.
- **Funded Projects** – work on a number of other funded projects including the EU-funded project to establish an EU University for the Film & Media Arts, and the HEA-funded project (led by NCAD) to establish a Creative Futures Academy, is progressing. Recruitment processes for staff to support these projects are also nearing completion.
- **Open Days** – IADT's Open Days took place on November 27th and 28th last and were hosted entirely online. There were in excess of 1,500 unique attendances at online events and the work of all staff and students involved in hosting the online open days was commended. It is intended to host further Open Days in this way ahead of the CAO closing date of February 1st next.
- **Student Refunds** – the Minister for FHERIS has announced that undergraduate students will be receiving a refund of €250 in respect of the current academic year. Procedures are being put in place to ensure that this refund is applied to students who will be receiving their payments through IADT. Student sin receipt of SUSI Grants will receive their payments directly from SUSI.
- **National Development Plan** – a mid-term review of the National Development Plan is being undertaken by the Department of Public Expenditure and Reform. A request for input from Higher Education Institutions has been issued by the HEA and is due for submission by December 21st next. Important issues such as critical capital needs will be articulated within IADT's response. In addition, priorities including increasing work with

local DEIS-designated schools to increase pathways to higher education, will also be outlined.

- **New Frontiers** – IADT’s successes in the Enterprise Ireland-funded New Frontiers programme were noted. However, to date, IADT has been a minority partner in this project which has been led by Dublin Institute of Technology – now TU Dublin. An opportunity has arisen for IADT to lead a submission, in partnership with NOVA UCD. A proposal in relation to this was presented to and approved by the Executive, and an application with IADT as lead partner has been submitted. The proposal is being led for IADT by Ann Marie Phelan – Innovation, Commercialisation and Development Manager.
- **IDI Graduate Awards** – IADT’s graduates won eight awards – including the Grand Prix for best graduate – at the IDI Graduate Awards which took place on December 3rd last.
- **Inspirational Arts** – BA (Hons) in Photography graduate Jialin Long has been announced as winner of the Inspirational Arts Photography Award 2020.
- **Universal Design Grand Challenge 2020** – congratulations to MA in User Experience design student Vicki Anderson, who was announced as a winner at the Universal Design Grand Challenge 2020 Awards, which are run by the Centre for Excellence in Universal Design (CEUD) and hosted by the National Disability Authority (NDA).

Security Matter – the President noted that a member of the Institutes Management Team has received an item of ‘hate mail’. The matter has been referred to An Garda Síochána for investigation. The incident is being treated as a serious matter. Further information on the incident is not being disclosed at present pending conclusion of the Garda investigation into the matter.

9.2 IADT: Financial Update

Circulation of the Management Report and Financial Overview to the end of October 2020 was noted by the Governing Body. An overview of key figures from the report was provided by the Secretary/Financial Controller. IADT has a positive variance of almost €600k at present. A projected overspend of €200k had been approved however this will now not occur. Following submission of expenditure required to prepare the campus for the return of staff and students to studying and working on campus safely, the HEA has allocated €1.6m in additional funding against this expenditure. This was welcomed by the Governing Body. It is anticipated that IADT will report a balanced budget for 2020.

Staff Training and Development – a query was raised regarding a perceived underspend in the Staff Training and Development budget. An apparent misinterpretation of the funding allocated for Training and Development of staff was corrected and it was noted that IADT has maintained an allocation of 3% of the Payroll budget to support staff training and development. It was also stated that this budget must provide for a range of training required to meet legal and compliance standards including training in areas of health and safety and compliance. In addition, it was noted that full funding to undertake courses is not provided for staff members, however, IADT generally aims to provide 50% support for fees in the first year of study, with a sliding scale for subsequent years. It was stated that IADT does not provide for a reduction in teaching hours for staff members engaged in preparing for a PhD submission. However, IADT’s lecturing contracts are ‘teaching’ contracts, and do not provide for a remittance of teaching hours to support staff undertaking additional qualifications. It was noted that a proportion of the Staff Training and Development Budget is distributed to the Faculties to allocate to staff members engaged in further study – this budget is under the control of the Head of Faculty. It was acknowledged that there has been some inconsistency in relation to allocations to staff members across the Faculties – this matter has been addressed. It was suggested that should individual staff/union representative have issues regarding the allocation of the Staff Training and Development Budget, these should be raised through the appropriate internal processes, following which if the issues are unresolved, the matter may be reviewed by the Governing Body.

(Tom Taylor left the meeting at 16.10)

(Kieron Connolly left the meeting at 16.15)

10. Student Numbers and Profile – Presentation by the Registrar

The Chairperson welcomed Dr Andrew Power – Registrar, and David Doyle – Academic Administration and Student Affairs Manager – to the meeting. A presentation regarding IADT’s student numbers and profile for the 2020/2021 academic year was given. The Governing Body thanked David Doyle and Dr Andrew Power for their presentation.

11. Equality, Diversity and Inclusion Implications

No specific issues other than those discussed during the meeting were noted.

The next meeting of the Governing Body will take place on January 13th, 2021.

Signed: _____
David Holohan

Date: _____