

## Minutes of the 7<sup>th</sup> Governing Body meeting

**Date:** Tuesday, 12th July 2022  
**Time:** 4.00pm, via MS Teams  
**Chair:** Professor Patrick Prendergast  
**Attendees:** Mr Jim Bergin  
 Mr Kevin Lewis  
 Mr Mark Dunne  
 Mr Patrick Curtin

**In attendance by invitation of the Governing Body:**  
 Professor Veronica Campbell (Incoming President)

**In attendance by invitation of the Governing Body as Observers:**  
 Ms Louise Walsh, Academic Staff  
 Mr David Kane, Professional Management Support Staff

**In attendance under the Code of Governance:**  
 Ms Elaine Sheridan, Vice President for Corporate Affairs & Finance  
 Mr Cormac O Toole, Vice President for Corporate Affairs

**Apologies:** Ms Ruth Beadle  
 Mr Claus Derenda

**Secretariat:** Ms Annette Byrne

Item Title	
1.	<p><b><u>Chairperson's Welcome</u></b>            Prof Prendergast opened the meeting welcoming all in particular the two new student members Mr Dunne and Mr Curtin who provided brief introductions to the Governing Body. The new members were also introduced to other external members. Confirming the meeting was quorate, the Chair commenced the normal business.</p> <p><b><u>Conflicts of Interest</u></b>  <b>NOTED</b> It was confirmed that members and observers did not have any particular other conflicts of interests or conflicts of loyalty to report.</p> <p><b><u>Approval of Minutes of 14<sup>th</sup> June 2022</u></b>  <b>AGREED</b> To approve the minutes of 14<sup>th</sup> June 2022.</p> <p><b><u>Matters arising</u></b>  <b>NOTED</b> It was suggested that approved minutes of Academic Council meetings would be placed on the Governing Body page on the SETU website.</p>

	<p>NOTED The Chair provided the Governing Body with an update in relation to a recent all-staff webinar he had hosted at which he provided an update from Governing Body and details of the election process for PMSS staff. Acknowledging feedback from staff that this session was beneficial, the Chair informed all that following dialogue with PMSS staff during the webinar, and a letter received that morning also from staff representatives, that the proposed PMSS election would not take place earlier than the other panels (July) as proposed but be held in September at the same time as Academic staff elections and all staff elections.</p> <p>NOTED Ms Walsh referred to minutes from the Nominations Committee and queried if a mechanism for evaluating nominee competencies was in place. The Chair confirmed that there is no intention on the part of the Governing Body to carry out an evaluation process and that it was primarily up to interested nominees to indicate how they can demonstrate the required competencies for the consideration of the electorate.</p> <p>NOTED Correspondence for the attention of the Governing Body from the PMSS union sent directly to the Chair in recent days. The Chair acknowledged receipt of same and indicated that correspondence for the attention of the Governing Body should be directed through joint secretaries to the board.</p>
<p>2.</p> <p>a.</p> <p>b.</p>	<p><b><u>Corporate Administration</u></b></p> <p><u>Terms of Reference (Audit &amp; Risk Committee)</u>  <b>NOTED</b> The VP Corporate Affairs informed all that recommended amendments and comments pertaining to expansion of risk and disclosures have been incorporated. Prof Campbell indicated satisfaction with the revised document recommending approval of same.</p> <p><b>AGREED</b> Approval of Terms of Reference for the Audit &amp; Risk committee as presented.</p> <p><u>Recruitment</u>  <b>NOTED</b> The VP Corporate Affairs referred to documents provided, Staff appointments (For Approval) and Staff Requests (provided for information and noting purposes only). It was suggested that once Prof Campbell officially takes up her post on July 18<sup>th</sup> delegations relating to this particular duty could be reviewed and put in place as appropriate. Clarification was provided regarding statistical information in relation to applications, shortlisting, interview and funding sources for posts.</p> <p><b>AGREED</b> To approve Staff appointments as presented.</p>
<p>3.</p> <p>a.</p>	<p><b><u>Policy Approvals</u></b></p> <p><u>Code of Conduct for Staff Members</u>  <b>NOTED</b> Dr O Sullivan and Ms Lane joined the meeting and provided an overview of the requirement and principles outlined within the Code while also summarizing the process of consultation carried out with staff and staff representative groups. Ms Lane drew the boards attention to an objection lodged by one union group regarding the inclusion of the loyalty principle. A discussion ensued on the document presented where some board members also expressed some reservations regarding the language used, but not the principle of loyalty <i>per se</i>, for which a number of contributors gave strong support. It was confirmed that Section 3.5 would remain but that the language would be reviewed to better reflect the loyalty principle for a university environment. The Chair suggested that the revised document should be presented at the next Governing Body meeting for consideration. The Chair thanked Dr O Sullivan and Ms Lane and they left the meeting.</p> <p><b>ACTION:</b> Revise wording as per Section 3.5 of Code of Conduct for Staff members (CL/NOS).</p>

<p><b>b. &amp; c.</b></p>	<p><u>SETU Email Policy &amp; IT Acceptable Usage Policies</u></p> <p><b>NOTED</b> Mr O Connor joined the meeting. He provided a brief introduction regarding his role and continued by referring to the above policies. He outlined the rationale and development behind these documents including the process of consultation and feedback which have been incorporated into the final drafts. Mr O Connor also indicated that both policies would be supplemented by brief procedural documents. Ms Walsh in referring to the IT Acceptable Usage policy drew attention to the possibility of conflicts with the Intellectual Property (IP) policy. The matter was discussed, and it was suggested that a reference to the IP policy could be included to assist in understanding any perceived conflicts. Further clarifications in terms of security, access management, data ownership was provided and it was suggested that the language contained within the policies might be amended to offer a more user-friendly format. The Chair thanked all for the discussion and recommended that amendments as recommended are incorporated and then resubmitted to the Governing Body for formal approval at the next meeting. The Chair thanked Mr O Connor who then left the meeting.</p> <p><b>ACTION:</b> Amend wording and inclusions as suggested (CoC).</p>
<p><b>4.</b></p>	<p><u>Strategic discussion</u></p> <p><b>NOTED</b> Dr. White, VP Research Innovation &amp; Graduate Studies was welcomed to the meeting for the purpose of a strategic discussion regarding the work of the Research Domain. He outlined information and statistics in relation to the following;</p> <ul style="list-style-type: none"> <li>• Funding Sources - awards per sponsor including organisations such as Enterprise Ireland, SFI, European Commission and Industry;</li> <li>• Funding from Horizon 2020 and where SETU ranks within the sector;</li> <li>• Statistical information pertaining to Research PG students, Publication Count &amp; Commercialisation;</li> <li>• Technology Gateways and the impact of SETU Research centers in this space;</li> <li>• Work Focus &amp; current outputs and activities of Research working groups.</li> </ul> <p>Dr White continued by indicating where future and ongoing focus remains for opportunities to build SETU research capacity including regional specialization, areas of high performance, sustainable goals. He also, outlined the internal and external challenges around these targets. The Chair thanked Dr White for his presentation and opened the discussion to the floor. Prof Campbell acknowledged the presentation and range of information available recognizing the strong position of SETU research activity. She suggested a review of the branding of the four technology gateway research centers to include a link to SETU branding. Mr Lewis sought assurances in terms of the everchanging funding landscape and how risks are managed in this regard. Ms Sheridan indicated that funding challenges are managed carefully with the assistance of a dedicated research finance team. The position with regard to governance and oversight was also discussed by the Governing Body. The Chair thanked Dr White for the highly informative presentation and Dr White left the meeting.</p>
<p><b>6.</b></p>	<p><u>AOB</u></p> <p><b>NOTED</b> Prof Campbell acknowledged the following;</p> <ul style="list-style-type: none"> <li>• Dr Venie Martin (former Head of Development, WIT) who has recently been a recipient of the Medal of the Order of the British Empire (BEM) in the Queen's birthday honours list recognised for her notable work as Chair of the Causeway University of the Third Age (U3A) in Northern Ireland. It was suggested that the Governing Body would write to congratulate and recognise Dr Martins accolade;</li> <li>• Formal recognition of the contribution made by Dr Declan Doyle (VP for Development and Research, ITC) on his recent retirement from SETU. Prof Campbell informed all of Dr Doyle's participation and involvement in preparing the application for Technological University</li> </ul>

designation and leadership of working groups and contribution to the research presentation as presented by Dr White today.

All members concurred with the sentiments and good wishes expressed by Prof Campbell. In concluding Prof Campbell confirmed to all that she would be officially taking up her position as President of the South East Technological University on Monday 18<sup>th</sup> July. This was welcomed by all.

**NOTED** There being no other business to attend to the Chair thanked all and closed the meeting at 6.05pm.



Signed: \_\_\_\_\_

Date: 26 July 2022

**Professor Patrick Prendergast**