



**TUS**

Technological University of the Shannon:  
Midlands Midwest  
Cúrsaíocht Teicneolaíochta na Sionainne:  
Lár Tíre Iarthair Láir

www.tus.ie

**Minutes of the meeting of the Governing Body of Technological University of the Shannon:  
Midlands Midwest**

**Monday 18<sup>th</sup> of July 2022 at 10.00pm**

**via MS Teams & in person – Midwest Campus.**

- Members:**
- Ms. Josephine Feehily – Chair (in person)
  - Prof. Vincent Cunnane (Teams)
  - Mr. John Doyle (in person)
  - Mr. Noel Gavin (Teams)
  - Ms. Anne Meagher (in person)
  - Mr. George O’Callaghan (in person)
  - Mr. Kevin McLoughlin (Teams)
  - Mr. Tony Mahon (in person)
  - Mr. Martin Quinn (in person)
  - Mr. James Ring (in person)
  - Mr. John Griffin (in person)
  - Ms. Marguerite Doyle (in person)
  - Mr. Niall Naughton (in person)
  - Mr. James Hadnett (in person)
  - Mr Shahboz Babaev (In person)
- In Attendance:**
- Mr. Bill Delaney, Governing Body Secretary (in person)
  - Ms. Martina Moran, Recording Secretary (Teams)
- 4. Apologies:**
- Ms. Catherine Collins, Ms. Colette Ryan, Ms. Anne Cusack, Prof. Han Brezet,  
Ms. Brigid Delamere.

Items will be recorded in the order they were discussed.

**Section A: Standing Items**

- 1. Chairperson’s opening and introductions.**  
The chair welcomed members to the meeting.
- 2. Approval of the Agenda**  
The agenda was approved
- 3. Expressions of Sympathy**



**5. Declaration of Conflicts of Interest**

There was no declaration of conflict of interest.

**12. Appointment of student members to Governing Body**

Student members:

Niall Naughton – President, James Hadnett - Deputy President and Mr Shahboz Babaev- Postgrad representative was appointed to Governing Body.

**Proposed by G. O’Callaghan and seconded by J. Doyle.**

A short introduction of all members took place.

**6. Correspondence**

There was no correspondence.

**7. Minutes of Governing Body meeting of 20<sup>th</sup> of June 2022**

The minutes of 20<sup>th</sup> June 2022 were approved.

**Proposed by J. Ring and seconded by A. Meagher.**

**8. Matters Arising**

In relation to the borrowing framework, the President contacted the Minister’s office who confirmed verbal aspects of the borrowing framework but to date no written correspondence has been received, the President has also raised the matter with Minister Niall Collins.

**9. Action Log**

The Chair expressed some concern regarding the number of items that still remain amber. The President advised that a number of items have not progressed yet for a number of valid reasons. The President gave an update on the following items:

*Item 13 – Coonagh – Turn green*

Clearance to complete the project has been received from the Department. The Quality Process aspect will be published this week, the second stage of the process i.e. tender will commence in September 2022. It is expected to have Coonagh complete for October '23 and fully utilised for the 2<sup>nd</sup> semester '23/'24.

*Item 17 Team Building Event – Turn green*

The County Arms in Birr has been booked. The event will commence at 1pm on the 17<sup>th</sup> of October and conclude at 2pm on 18<sup>th</sup> October. Overnight accommodation has been booked. The first session will consist of the normal Governing Body business and the second session will be Strategy.

*Item 3 – Commonality of Directors between TUS GB and subsidiaries*

This is on the agenda for Section E of the meeting

*Item 23 – GB Annual Self Effectiveness Review – Turn green*

This is scheduled as agenda No 19 for discussion today.

*Item 28 – Staff Data Protection Training*

‘By When’- September date to be added.

*Item 30 – Press Releases*

The Chair wished to be included on all ‘live’ press releases. During the academic term there

may be at least one press release per day and members may not wish to receive e-mails daily, alternatively a list of press releases can be shared on a monthly basis. Members were requested to advise B. Delaney how they would like to receive the press releases.

*Item 32 – Standing Order – Turn green*

This is scheduled as agenda No 17 for discussion today.

*Item 37 – Communication with Minister re borrowing framework – Turn green*

Addressed under matters arising.

All actions without a date will be assigned a date going forward.

*Item 25 – Student Accommodation*

The VP for Student Education and Experience has issued an update which has been uploaded to Decision Time. TUS are working very closely with the Students Union in this regard. A new Student Accommodation Service Unit (SASU) will be set up and TUS will provide staff for this space. The Students Union acknowledged the support of TUS and welcomed this initiative. TUS will continue to do all that is possible in addressing this issue but are cognisant of the constraints which are of a national issue.

The Chair has been invited to discuss the student accommodation situation on 'News at 1' with Brian Dobson today.

Governing Body were in agreement to close off items in 'green' and to remove same from the 'Action Log'.

## **10. Risk Management**

CAO - the President will discuss CAO under item 11.

Covid Risk – TUS has experienced a small but unexpected summer wave, as a number of staff have identified with Covid. September may see a return of mask wearing and Covid protocols being re-introduced if required.

Coonagh – Conditions attached to Coonagh letter re 'envelope' of finance i.e. if tenders are outside the 'envelope' TUS will have to revert to the Department.

## **11. TUS Key Strategic Priorities Progress Report and Presidents Update**

The report is taken as read. The President provided the following updates

- CAO – Change of Mind – Early data indicates that TUS two main campuses (Athlone & Limerick) are flat on the previous year. While there would appear to be a decrease on Level 7 programs there is a similar and corresponding increase in Level 8 programs.  
Further analysis will be carried out on the impact of Covid on student retention, but early indications are that the trends are the same as previous years.
- HEA meeting on Strategic Planning – this was a very positive and encouraging on-line meeting with members of TUS senior management, HEA CEO and executive, the direction of travel was commended by the HEA, with TUS praised for providing thought leadership for the sector. A face to face meeting will be arranged in early September.

## Section B: Items for Decision/Approval

### 13. **Governing Body Committees**

The Chair gave background to this item and the requirement to refresh and add members to existing committees, to broaden the Finance Committee to Finance and Campus Development and to approve 2 new Governing Body Committees – EDI and Governance.

#### ***EDI***

Noel Gavin – Chair  
Catherine Collins, Brigid Delamere, A student

#### ***Governance Committee***

Josephine Feehily – Chair  
Marguerite Doyle, Martin Quinn, James Ring

#### ***Finance and Campus Development***

George O’Callaghan – Chair  
Prof. Vincent Cunnane, Tony Mahon, Paul Tierney, Brian Feeney

#### ***Audit and Risk Committee***

Anne Cusack - Chair  
John Griffin, Dr Han Brezet, Tom Kennedy, Tina Dolan

Governing Body approved the proposal.

**Proposed by J. Feehily and seconded by T. Mahon.**

The Chairs of the committees, with Committee members, will develop the Terms of Reference which will be reviewed and brought back to Governing Body for approval. Committees, including both ARC and Finance and Campus Development, will consider or review as appropriate, matters relating to external membership. B. Delaney will cc the Code of Governance.

<b>Action</b>	<b>By whom</b>	<b>By when</b>
Develop Committee TORs	Chairs	Coming months
Provide admin/secretarial support to committees and to propose TUS membership to relevant committees	President	Coming months
CC Code of Governance	Governing Body Secretary	Immediate effect

### 14. **AIT Annual Report 2020/21**

Both AIT and LIT 2020/21 Reports are final reports for both organisations. The presentation format has been custom and practise heretofore and includes historical and narrative updates on all aspects of institutional activity including international, strategy and the final

financial reports.

The AIT Annual Report 2020/21 was approved by Governing Body.

**Proposed by N. Naughton and seconded by M. Quinn**

**15. LIT Annual Report 2020/21**

The LIT Annual Report 2020/21 was approved by Governing Body.

**Proposed by J. Griffin and seconded by T. Mahon**

A discussion on the content of the TUS Annual Report has taken place and it was therefore proposed that the Executive will bring forward a suggested format for the TUS Annual Report which will be discussed and agreed at the October Governing Body meeting. The Report should also include Environmental, Social, Governance (ESG) and performance data.

Action	By whom	By when
Discuss and agree the format of the TUS Annual Report 2021/22	Executive/Governing Body	17 <sup>th</sup> October 2022

**16. Granting a licence to National Development Finance Agency to enable development of PPP project on Athlone Campus**

The President briefed Governing Body on the background and context of the STEM building proposal on the Athlone campus of TUS. After consultation and discussion, Governing Body agreed for the President to sign the agreement to grant a licence to DFHERIS to allow the Minister to enter into the project agreement with the PPP company.

**Proposed by J. Griffin and seconded by J. Ring.**

The following points were noted:

- On-campus car parking - car parking provision will be repositioned on the East Campus. Car parking is also a planning condition of the STEM building.
- The PPP company on-site operatives will be garda vetted as required.
- A project operating committee will be put in place
- Project needs to be included on the Risk Register

**17. Amendment to Governing Body Standing Order**

i) *Process for GB decisions between scheduled GB meetings.*

Background to this proposal was presented and Governing Body agreed to the proposed process.

**Proposed by J. Griffin and seconded by M. Quinn**

ii) *Quorum for GB meetings*

The quorum shall be 11 members (Including a minimum 6 external members)

The Standing Orders will now be amended to reflect these changes.

Action	By whom	By when
Amend Standing Orders & upload to Resource Section of Decision Time	Governing Body Secretary	With immediate effect

**Section C**

**18. Staff Appointments**

The staff appointments for both Midlands/Midwest campuses were noted.

**19. Governing Body Self-Assessment**

The Governing Body Self-Assessment is good practise and it was previously agreed the original five members would complete same. The original Self-Assessment was modified and as there is a degree of confidentiality (particularly with such a small number completing same) a summary of the completed assessment was provided to Governing Body for discussion.

The Governing Body Self-Assessment was noted.

The Chair wished to acknowledge the very high standard of work carried out by staff in both the former AIT and LIT and TUS, and asked that the President would convey this sentiment to the relevant staff.

**20. THEA TU Code of Governance**

This has not been uploaded to Decision Time, however, members may request a copy from Mr. B. Delaney.

**21. Schedule of Governing Body meetings for 2023**

The schedule of meeting dates for 2022 and 2023 have been uploaded to Decision Time. The 2022 schedule includes the graduation dates. Members are invited to attend one or all of the graduation ceremonies. This schedule also includes the off campus Governing Body meeting of 17<sup>th</sup> – 18<sup>th</sup> October, 2022.

The Schedule for 2023 includes 11 meetings over 10 months.

Both schedules were noted.

**Section D**

**22. AOB**

The next meeting will take place on Monday 19<sup>th</sup> September at 10:00am in the Midlands campus.

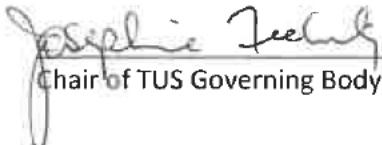
Members were requested to return any outstanding completed SIPO forms to M. Moran. The new students' members will be issued with forms by e-mail for completion and return.

There being no further business the meeting concluded at 11.55am.

**Section E**

**23 GB Session – Non-TU connected members**

A private session for external members took place, the President remained for one item.

Signed:   
Chair of TUS Governing Body

Date: 19/9/22

