

**The University of Dublin
Trinity College**

There will be a meeting of the Board on Wednesday 24 November 2004 at **11.00** am in Trinity Hall, Dartry (Main Building, First Floor). *Please note change of venue*
Tea and coffee will be available from 10.30 a.m.

AGENDA

Apologies

Section A

A.1 Minutes

- (i) Meeting of 27 October 2004;
- (ii) Meeting of 22 November 2004.

A.2 Matters Arising from the Minutes

A.3 Provost's Report

A.4 Structures – Academic Re-organisation

Memorandum from the Provost, dated 19 November 2004, together with memorandum from the Senior Lecturer, dated 19 November 2004.

A.5 Academic-based Resource Allocation Model – Questions and Responses in Relation to Discussion Paper

Bursar to report.

A.6 Capital Projects

- (i) Memorandum from the Deputy Director of Buildings, dated 15 November 2004;
- (ii) Letter to the Treasurer from Mr P McDowell, Ganly Walters, dated 16 November 2004.

A.7 Acta of the University Council

Meeting of 10 November 2004.

A.8 Senior Promotions

Vice-Provost to report.

A.9 College Safety Committee – Annual Report 2003-2004

Deferred from last meeting.

The College Safety Officer will attend for this item.

A.10 Key Staffing Positions

Memorandum from the Provost, dated 19 November 2004.

A.11 Any Other Urgent Business

Section B

B.1 Finance Committee

Minutes of meeting of 10 November 2004 and draft terms of reference.

B.2 Information Policy Committee

Minutes of meeting of 1 November 2004.

B.3 Personnel and Appointments Committee (approved by Council on 13 October 2004)

Draft Minutes of meeting of 29 October 2004, circulated for Council meeting of 10 November 2004.

B.4 Site and Facilities Committee
Minutes of meeting of 9 November 2004.

B.5 Student Services Committee
(i) Minutes of meeting of 22 October 2004;
(ii) Draft Minutes of meeting of 2 November 2004;
(iii) Draft terms of reference, dated 3 November 2004.

Section C – Matters for Noting and Approval

Board members are asked to inform the Secretary if they wish discussion on any of the following. If not, the Provost will propose that they be noted and, where appropriate, that action proposed or reported be approved as presented.

- C.1 Trinity Hall – Wardenship** to note the resignation of Ms C O’Sullivan and to approve the appointment of Mr B Tangney as Warden of Trinity Hall for the period 25 November 2004 to 12 July 2005.
- C.2 Higher Degrees** to note Higher Degrees, approved by the sub-committee of Board and Council on 26 October 2004.
- C.3 Proctors’ Lists for Autumn Commencements** to note that the Proctors’ Lists were approved by the sub-committee of Board and Council on 9 November 2004.
- C.4 Sealings** to be noted.
- C.5 Bequests and Benefactions – 350th Anniversary of the Royal College of Physicians in Ireland** to note with appreciation the gift, from the President and Council of the Royal College of Physicians on the occasion of the 350th anniversary of that College, of an album of photographs compiled by the photographer W Lawrence, recording the British Medical Association’s annual meeting in TCD in 1887.
- C.6 Staff Matters**
(i) **Career Break** to note and approve a request from Ms F M O’Mahony (Library) for a two-year career break from 17 November 2004 to 16 November 2006.
(ii) **Early Retirement** to approve the early retirement of Mr T P Cooper (Director of Buildings) with effect from 30 November 2004, on a cost-neutral basis to the Pension Fund.
- C.7 Financial Assistance Committee** to note and approve a memorandum from the Senior Tutor, dated 22 October 2004.
- C.8 Prizes and Other Awards**
(i) **Entrance Exhibition Awards – 2004 Report**
(ii) **Awards 2004** to note and approve memorandum from the Senior Lecturer, dated 15 November 2004.
(iii) **Walton Prize** to note and approve memorandum from the Treasurer, dated 21 October 2004;
(iv) **John Bennett Fund – Bursary** to note the recommendation of the Governors of the Erasmus Smith Schools, that Mr Benedict Okonji be awarded the bursary for 2004-2005, value €507.90.
- C.9 TCD Association and Trust – Grant Applications – Michaelmas Term 2004** to note and approve memorandum from the Joint Honorary Secretary, dated 16 November 2004.

- C.10 Bequests and Benefactions – Estate of Miss Valda Boydell (deceased)** to note memorandum from the Treasurer, dated 15 November 2004.
- C.11 Laser Safety Officer** to note and approve the appointment of Dr V Weldon as Laser Safety Officer from 17 September 2004 to 28 January 2005, during Dr L Bradley’s leave.
- C.12 Nominations for Appointment**
- C.13 Committees**
- (i) **Student Services Committee** to note the resignation of Mr B Connolly from this Committee;
 - (ii) **Catering Management Committee** to approve the addition of the Dean of Students to the Catering Management Committee.
- C.14 Nominating Committees** to note the following memberships:
- (i) **Deputy Catering Manager (permanent)**
Senior Dean
Director, Accommodation and Catering Services
Catering Manager
Ms J Byrne
Mr G Moss (UCD)
 - (ii) **Student Counsellor (one year contract post)**
Dean of Students
Senior Tutor
Director, Student Counselling Service
Ms A Naughton
 - (iii) **Assistant Librarian – Manuscripts (one year contract post)**
Librarian
Keeper of Manuscripts
Professor B C McGing
Mr S Hefferty (UCD)
 - (iv) **Faculty of Engineering and Systems Sciences - Administrative Officer – Support for Heads of Department (six month contract)**
Dean, Engineering and Systems Sciences
Mr M M Brady
Mr M Slevin
Ms P Hennessy
 - (v) **Treasurer’s Office – Administrative Officer (SFI Accounts) (contract of indefinite duration)**
Deputy Treasurer
Ms D Savage
Professor K H G Mills
Ms S Hedigan (UCD)
 - (vi) **Faculty of Business, Economic and Social Studies – Administrative Officer – Support for Heads of Department (two year contract post)**
Dean of Business, Economic and Social Studies
Dr G McHugh
Ms A Anderson
Ms P Hennessy
- C.15 Headship of Department – Irish School of Ecumenics (Trinity College Dublin)** to note the nomination of Professor J D’A May as acting Director and Head of Department with effect from 1 January 2005.