

Incorporating any amendments approved at subsequent Board meetings

The University of Dublin

Trinity College

Minutes of Board Meeting, 29 June 2011

<i>Present</i>	Provost (Dr J Hegarty), Vice-Provost/Chief Academic Officer (Dr M A Marsh), Senior Lecturer (Dr A Douglas), Registrar (Dr J Barkhoff), Bursar (Dr F M Boland), Dr S P A Allwright, Dr S D C Barrett, Dr M Bourouche, Dr O Braiden, Ms M A Coffey, Mr F Cowzer, Mr W J Dowling, Ms S Fleming, Ms J Fox, Dr H Gibbons, Dr R Gilligan, Ms D Lawless, Dr J F McGilp, Dr K J McGinley, Dr N Marples, Ms N Murray, Dr E J O'Halpin, Professor D O'Neill, Dr H J Rice, Dr D M Singleton, Mr N Trigoub-Rotnem.
<i>Apologies</i>	Mr J Gallagher.
<i>In attendance</i>	Ms S Mac Bride.
<i>(ex officio)</i>	Secretary to the College, Treasurer.
<i>(by invitation)</i>	Chief Operating Officer. Staff Secretary (for minute BD/10-11/267) Communications Officer (for minute BD/10-11/268) Director of Buildings (for minute BD/10-11/271) Director of Strategic Initiatives (for minute BD/10-11/272) Dr E O'Dell (for minute BD/10-11/273) Provost-elect (for minute BD/10-11/282)

SECTION A

BD/10-11/258 Minutes

The minutes of the meeting held on 1 June 2011 were approved and signed subject to the following amendments:

BD/10-11/225 Trinity Health (i) Role of Head of School of Medicine

The word 'medical' was replaced by the word 'healthcare' on line 7 of point (i) on page 3.

BD/10-11/231 Staff Matters (see minute BD/10-11/210 of 4 May 2011)

The phrase 'regarding a judgement handed down by the Labour Court' was inserted after the word 'query' on line 1.

BD/10-11/238 Staff Matters

The phrase 'in line with the Croke Park Agreement' was inserted before 'the deadline' on line 2.

BD/10-11/259 Matters Arising from the Minutes

A number of matters arising from the minutes were discussed and have been recorded below, (see minutes BD/10-11/260, 261, 262, 263, and 264 below).

BD/10-11/260 Role of the Faculty Dean / Membership of the Trinity Health Committee (see minute BD/10-11/225(iv) of 1 June 2011)

The Board, noting that item A6 on the agenda relating to Trinity and its relationship with the Faculty of Health Sciences, had been withdrawn, approved the Provost's proposal that the Dean of Health Sciences would replace the Vice-Provost/Chief Academic Officer on the Trinity Health Committee with immediate effect. The Board also agreed that the College's second nominee would be a representative of the wider Life Sciences area.

BD/10-11/261 Head of School Election: School of Business (see minute BD/10-11/230 of 1 June 2011)

The Board noted that Professor David Coghlan will become the Acting Head of School from 13 July 2011 pending the election for a new Head of School in Michaelmas Term 2011.

BD/10-11/262 Institute of Catholic Theology at TCD (see minute BD/10-11/226 of 1 June 2011)

The Registrar advised Board that the Milltown Institute had accepted the name *The Loyola Institute* as proposed by the Board and that a Director of the Institute will be appointed in accordance with the Heads of Agreement and College procedure. The Board noted the request from the Department of Religions and Theology to explore their relocation to another School further noting that the Provost had initiated a process with the Head of Department to explore this possibility.

BD/10-11/263 International Foundation Programme (see minute BD/10-11/239 of 1 June 2011)

The Secretary advised Board that Study Group International is currently making amendments to its website to reflect its partnership arrangements with the College.

BD/10-11/264 Long Room Exhibition (see minute BD/10-11/240 of 1 June 2011)

In response to a query, the Secretary advised Board that an external expert had been approached to assess the ethical issues associated with the current Long Room exhibition.

BD/10-11/265 Provost's Report

The Provost advised Board that plans were underway to commission a sculpture in commemoration of Professor Ernest Walton who was awarded the Nobel Prize for Physics in 1951, noting that it will be located in the vicinity of the Fitzgerald Building. The Board noted that a panel comprising internal and external experts as well as representatives of the Walton family and the School of Physics will be established to choose an appropriate design and that it is hoped the sculpture will be *in situ* for the Dublin City of Science activities in the summer of 2012.

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BD/10-11/266 Financial Plan 2011-2015

The Staff Secretary, present by invitation, attended for this item.

The Vice-Provost/Chief Academic Officer invited Board's attention to a memorandum, dated 21 June 2011, which had been circulated together with the Planning Group Report No. 5. He invited Board's attention to the current financial position and the progress which was being made to achieve the five-year targets. The Vice-Provost/Chief Academic Officer advised Board that the Planning Group had been working to develop an integrated approach to the generation of new funding streams and cost reductions and was recommending a number of actions to Board. He further advised that, while there are many positive recommendations in relation to income generation, recommendations in relation to cost reduction had been difficult to make and will affect many areas across College.

He noted that while the Board was being asked to focus on four specific recommendations, the Planning Group's detailed report, which had been prepared for Executive Officers, had been circulated in its entirety for Board's consideration so that members could get a sense of the intensity of activity, the robustness of the process, as well as the complexity of the issues. He also stated that the complexity is such that the work of the Planning Group will continue in this regard.

In response to a number of queries raised in relation to the feasibility of proposals on the extension of the current Summer School activity and the cost of College accommodation, the Chief Operating Officer clarified that additional staff may become available through redeployment to enable the extension of the Summer School activity and that the cost of College accommodation is reflective of the current cost of labour.

In the course of a detailed discussion on the four specific recommendations presented to Board for approval, a number of issues raised by Board members were clarified by the Provost, Vice-Provost/Chief Academic Officer and the Staff Secretary.

Recommendation 1 - Trinity Foundation

In response to a query, the Vice-Provost advised Board that the Foundation had made a commitment to the College to deliver a significant level of income to address the shortfall in the ever-decreasing State funding. The Board noted that the Foundation has, to date, delivered a return in the order of 7:1 and that the costs of any additional posts would be funded by the Foundation in the first two years and, subject to pre-agreed targets being achieved, would thereafter be covered by the College. The Provost advised that the activity and performance of the Foundation would be reviewed through its regular reporting to Board.

The Board approved the recommendation as presented.

Recommendation 2 - Approval of Increments

The Board noted the recommendation that the verification of satisfactory performance as a prerequisite for the award of increments be introduced with a target of October 2011 as stated in the College's PSA Implementation Plan.

Concern was expressed by a number of Board members that increments would be linked to verification of satisfactory performance without the agreed criteria and the

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procedures for so doing being first approved by Board. The Staff Secretary advised Board that a policy document on the approval of increments had been considered by the Human Resources Committee together with guidelines on the how policy should be implemented. He invited Board's attention to minute HRC/2010-11/42 of the Human Resources Committee meeting held on 19 May 2011 which had been circulated under agenda item B.8. The Board noted that this procedure is required under the Croke Park Agreement and is not intended to be used as an instrument to withhold increments or be a mechanism for cost savings.

Following a long and detailed discussion, the Board, noting the relevant Human Resources Committee minute and proposals on the implementation of a process for the awarding of increments, approved the recommendation on the understanding that there would be engagement with the stakeholders to clarify outstanding issues on the operation of the process.

The Board noted the dissent of Dr Marples, Dr Gibbons and Mr Dowling.

Recommendation 3 - Allowances

The Board noted the recommendation to discontinue certain allowances as currently constituted and to use a portion of the savings achieved to support services in a different fashion.

A number of Board members expressed the view that the recommendation to discontinue allowances currently paid to Tutors participating in the Tutorial Service should be removed from the proposals as the Tutorial Service represents a valuable resource to the College in terms of the pastoral care it offers students. The Board noted that the Tutorial Service was particularly important in light of the increasing international student body which depends heavily on student support systems within College. Concern was also expressed that the proposed principle of all academic staff being liable to undertake Tutor duties, if required by the Senior Tutor, might not be possible in practice due to the specific skills required of Tutors. In response to a query, the Staff Secretary advised Board that discussions with the Department of Education and Skills were on-going in relation to all other allowances. The Board, noting the benefits of the Tutorial Service as outlined by the student members of Board, agreed that the Students' Unions would be involved in future discussions on the Service.

The Board agreed that it would request the Department of Education and Skills to approve the allowances for the Tutorial Service, noting the important role it plays in providing support to students and agreed that if any changes were being considered for the Tutorial Service they would be referred to Board for consideration.

The Board also agreed that consultation would take place with the Heads of School in relation to all other allowances.

The Board noted the dissent of Dr Gibbons.

Recommendation 4 - Financial Targets for 2011-2012

The Board approved the recommended targets for income generation and cost savings to ensure a balanced budget for 2011-2012 as presented.

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In concluding the overall discussion on the Planning Group's report, the Board noted comments from some members that its discussions should focus on policy matters and not be concerned with detailed operational issues which are more correctly the business of Executive Officers. A view was also expressed that while the Board should focus on policy matters, it was useful to receive the detailed Planning Group report by way of context; it was also noted that future such reports should include more detailed risk analysis.

The Provost thanked the Vice-Provost/Chief Academic Officer and the Staff Secretary.

BD/10-11/267 Employment Issues

(i) Academic Contract

The Staff Secretary, present by invitation, invited Board's attention to a memorandum, dated 8 June 2011, which had been circulated. He advised Board that consultation had taken place with the Fellows and with IFUT and that further consultation meetings were scheduled with a view to presenting a final draft of the contract to Board for approval in early Michaelmas Term 2011.

During the course of a discussion, Board members expressed diverging views including that the contract was too prescriptive in places, that further consultation was needed and that there was a need to provide for the commitments made under the Croke Park Agreement in contractual form.

The Board noted the issues raised by Board members and, in light of the progress being made in the discussions with staff representatives, agreed that the Staff Secretary would engage with the Standing Committee of Fellows to progress the consultation process.

(ii) Employment Control Framework

The Provost invited Board's attention to the terms of the new Employment Control Framework published on 21 June 2011, which had been circulated. He advised Board that the new framework allowed for greater flexibility in recruitment and maintained the College's autonomy to manage its finances within the context of a balanced budget. The Board noted that the terms of the framework provided for promotion, subject to the maintenance of an appropriate balance between grades.

In the course of a discussion, the Board noted the views of Board members including that adequate engagement with social partners had not taken place on the new framework and that no guarantee had been given by the government that further restrictions will not be introduced. The Board noted the adverse effects that the previous Framework Agreement has had on key service areas within the College and the need for this issue to be addressed in order to maintain service levels. In response to a query, the Treasurer advised Board that engagement is on-going with the government in relation to the deferred pension liability.

The Board welcomed the terms of the new Employment Control Framework as representing a positive outcome for the College in maintaining its autonomy

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and its ability to achieve its strategic goals within the current financial constraints.

BD/10-11/268 Communications Strategy

The Communications Officer present by invitation attended for this item.

The Provost invited Board's attention to a memorandum and accompanying draft Communications Strategy, dated 21 June 2011, which had been circulated. He advised Board that the document presented an overview of the status of the College's communications activities at present and is intended to be the basis of a strategy for the future.

The Secretary advised Board that the draft was being presented for discussion and that a final version would be presented to a Board meeting in Michaelmas Term for decision. She acknowledged the contributions of the Communications Officer and Mr Michael Moloney of Setanta Communications in the preparation of the draft strategy.

The Secretary noted that despite the College's Communications Office being one of the smallest in the sector it is seen to deliver a very good communications programme for the College: this view was endorsed by the Board.

She advised Board that the draft strategy, which had been prepared under the auspices of the Provost's Communications Advisory Group, was being presented to Board based on the findings of an audit carried out across College and a consultation exercise with an *ad hoc* Communications Forum which had been chaired by the Provost.

She invited Board's attention to the findings of the audit which showed that:

- (i) as well as four full-time members of the Communications Office more than thirty employees in the College perform communications activities as an integral part of their jobs, across a wide range of functions, including Admissions, Research Institutes, Schools etc.;
- (ii) there is a fragmentation of communications activities leading to a lack of coherence and duplication of effort;
- (iii) there is a lack of capacity for a co-ordinated proactive approach to communication and a lack of systematic evaluation of the impact of communication actions taken by the College with the notable exception of the Senior Lecturer's Annual Report which reports annually on a survey of incoming students on sources of information about the College.

The Board noted that the key objective of the communications strategy is to build on current strengths and to develop a less fragmented and more coordinated and proactive programme to support the College's strategic objectives. The Secretary advised that the strategy includes the appointment of a Director of External Affairs, the establishment of a Communications Forum and the creation of a Student Recruitment Forum.

In the course of a discussion, Board members, welcoming the report, expressed the following views:

- (i) the report should consider the impact of the Science Gallery as an outreach facility;

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- (ii) the advisory committee for Engagement with Society should be consulted for its views;
- (iii) given that communication is an essential tool among the academic community and in light of the key role which all academic staff play in communicating on behalf of the College at many levels and in many fora, the College should invest further in capacity and skills to support academic staff in these activities;
- (iv) engagement should take place at School level in order to ensure a cohesive strategic approach to communication;
- (v) in the current economic climate the College should communicate the positive aspects of the College's activities;
- (vi) the College has achieved a high level of television exposure over the past number of years and the College's home web page has developed into a very informative and timely information resource.

The Board welcomed the content of the Communications Strategy and noted that a final version would be presented to Board for approval in Michaelmas term 2011 taking into account the issues raised by Board members and the views of the in-coming Provost.

BD/10-11/269 eStrategy Update

The Chief Operating Officer invited Board's attention to a memorandum dated 22 June 2011, which had been circulated. She invited Board's attention to the progress which had been made to date on the four elements of the eStrategy programme:

- (i) Student Administration - GeneSIS
- (ii) Financial Information System - FIS
- (iii) Human Resources Project
- (iv) Enterprise Architecture

She advised Board that significant progress had been made in relation to the Student Administration System (SAS) noting in particular the signing of a contract with the supplier and the next steps in relation to training and testing of systems and business process changes. She also noted that the business case for the FIS has been completed and funding approved.

The Board also noted the progress on the Enterprise Architecture project and the allocation of funds for the Identity Management project - the first element of the overall programme.

In response to a number of queries raised by Board members, the Chief Operating Officer clarified that a small percentage of the contingency funding had been used to date and that not all aspects of work set out in the timeline presented had been completed. She also advised that it is intended that existing IT activities in College will be included in the implementation of GeneSIS where it is appropriate to do so.

The Provost thanked the Chief Operating Officer noting that a report on the eStrategy programme will be presented to Board once a term.

BD/10-11/270 Risk Register - Quarterly Update

The Chief Operating Officer invited Board's attention to a memorandum, dated 22 June 2011, which had been circulated noting in particular the changes to the risk register since the previous update.

Dr McGilp, a member of the Audit Committee, welcomed the report and noted the importance of including risk analysis in all documents which are presented to Board for consideration. The Board approved the risk register as presented.

BD/10-11/271 Capital Projects Report

The Director of Buildings, present by invitation, invited Board's attention to the Capital Projects Report, dated June 2011, which had been circulated having previously been considered by the joint meeting of the Estates Committee and Finance Committee on 14 June 2011 (EC/10-11/033). He advised Board that the report presents an overview of the current position of both completed projects and on-going projects and identifies opportunities for new developments and acquisitions.

Having invited Board's attention to the overall scale of the current capital programme, the Director of Buildings invited Board's attention to the following specific activities:

- (i) **School of Nursing and Midwifery Studies**
The Board noted that discussions are on-going with the Department of Health and Children and the HSE to secure the release of previously committed funds;
- (ii) **Pearse Street Development**
The Director of Buildings advised Board that since the referendum to introduce the student levy to part-fund the proposed Student Centre in Luce Hall had been rejected the project has been suspended and noted that the Planning Group for the development will be reconstituted to consider alternative proposals for this site;
- (iii) **Residential Accommodation**
The Board noted that the tender process for the development of 1000 space student residences is in its final stage and that a proposal will be presented to Executive Officers in due course;
- (iv) **Clinical Research Facility (St James's Hospital)**
The Director of Buildings advised Board that due to delays in proceeding with the Trinity-St James's Hospital Clinical Research Facility which was being developed with support of the Wellcome Trust as part of a larger development in the hospital, the original tenders had been withdrawn and St James's Hospital had now invited new tenders. He noted that it was anticipated that the contractor will be appointed by July 2011 and that the work will be completed by December 2012;
- (v) **Maintenance and Refurbishment of Capital Stock**
The Board noted that there is a significant backlog of essential maintenance work on College buildings. The Director of Buildings advised Board that the allocation of funds from the College's recurrent funding has been welcomed and will be applied to priority works in College;
- (vi) **Trinity Biomedical Sciences Institute**
The Director of Buildings invited Board's attention to the funding arrangements for the Biomedical Sciences Institute, noting that the budget approved by the College for the academic component of the building, including supplementary allocations, is €81.95m with an estimated cost of

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€82.2m. He advised Board that the funding secured or pledged to date is €77.47m, including €5m from the participating Schools of which a strategy to raise €3.1m has been agreed and proposals for the remaining €1.9m are being finalised.

The Board noted that the overall shortfall of €4.7m will be addressed by a combination of fundraising and expected rental income.

In response to a query, the Director of Buildings clarified that the College has received professional advice in relation to claims made by the contractors and the matter has been considered by the Biosciences Project Team and the Estates Committee. He advised that in accordance with the contract these claims will have to be referred to an independent mediator for resolution;

(vii) **7-9 South Leinster Street**

The Board noting the funding position in relation to the South Leinster Street development further noted that the need for the increased budgetary provision is being considered by the Finance Committee.

The Board noted the report as presented and the Provost thanked the Director of Buildings.

BD/10-11/272 Marino Institute of Education - Co-Trusteeship

The Registrar, invited Board's attention to a memorandum, dated 23 June 2011, which had been circulated together with:

- (i) the minute of the Board discussion on 4 July 2007 (BD/06-07/373);
- (ii) a letter from the Secretary-General of the Department of Education and Skills, dated 10 May 2011;
- (iii) the proposed text of the Deed establishing the Co-Trusteeship between the College and the Christian Brothers.

He advised Board that the College had been approached in 2006 to enter a Co-Trusteeship with the Marino Institute of Education and having considered the matter a number of times, the Board at its meeting on 4 July 2007 had nominated the Registrar and the Director of Strategic Initiatives as Co-Trustees.

The Registrar advised Board that there had been some delays in formalising the arrangements arising from the publication of the Ryan Report. He then invited Board's attention to a letter from the Secretary-General of the Department of Education and Skills, dated 10 May 2011, confirming that as long as the Marino Institute continues to be used for educational purposes the property and trustee arrangements can be considered to be outside the scope of any other discussions between the Congregation of Christian Brothers and the Department in relation to other property transfers.

The Registrar advised Board that an update of the previous due diligence exercise was now being undertaken to ensure that there was no financial risk to the College from proceeding with the proposed arrangements. He concluded by recommending to Board that on the basis of the assurances received from the Department of Education and Skills the arrangements for Co-Trusteeship could now be concluded.

The Director of Strategic Initiatives, present by invitation, advised Board that the Co-Trusteeship would strengthen the inter-institutional relationship and that the College

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would benefit *inter alia* from the use of additional student residences located in Marino as well as teaching and sporting facilities. Board also noted that the Deed of Trust had been adjusted to take account of the new arrangements which now exist between the College and its Associated Colleges of Education.

The Board, noting the potential benefits to the College, approved the arrangements as presented, subject to the outcome of the due diligence exercise. The Board nominated the in-coming Registrar and Mr Michael Gleeson as the first College Trustees.

BD/10-11/273 Statutes - Schedule to give effect to new Academic Titles (see Actum CL/10-11/183 of 15 June 2011)

The Registrar invited Board's attention to a memorandum dated 21 June 2011, which had been circulated. He advised Board that the University Council at its meeting on 15 June 2011 had approved a new policy on academic titles with the intention that the new titles would become effective in the new academic year 2011-2012. The Board noted that prior to consideration at Council the policy had been approved by the Human Resources Committee and had received the support of a Fellows' meeting and had been endorsed by a large percentage of the academic community who had participated in an online survey. The Board also noted that the new titles of Professor, Associate Professor and Assistant Professor contained in the policy are based on international academic titles.

The Registrar advised Board that the implementation of the policy necessitated an amendment to Schedule 1 "Titles" of the Chapter on Academic Staff of the 2010 Consolidated Statutes. He further advised that the necessary changes could be made through an amendment to the Statutes themselves but that given the late stage in the academic year and the deadline to implement the Council decision there was currently no opportunity to do so.

Dr O'Dell, present by invitation, invited Board's attention to the specific amendments in revised Schedule 1 and noted that the new descriptive schedule established the relationship between the statutory titles and the new titles without having any impact on the statutory rights and responsibilities connected to the statutory titles.

In the course of a long and detailed discussion the following divergent views were raised by Board members:

- (i) the Board should take further time to consider the full implications of the proposed changes and the possibility of creating numerous confusing titles;
- (ii) the Board should consider the external perception of the introduction of new titles which could be (erroneously) viewed as promotions;
- (iii) the titles of all academic staff should be reviewed collectively;
- (iv) the Board should consider the sectoral view in relation to internationalisation of academic titles;
- (v) academic titles are important in terms of how academics are viewed by their international colleagues who are not familiar with the College's titles and failure to introduce them could result in a negative impact in terms of staff retention;
- (vi) the College should take the lead in the sector in introducing internationally recognised titles.

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Recognising that under the Statutes, the University Council has sole responsibility for the academic matters of the College, the Board upon the conclusion of a vote by show of hands approved the amendments to Schedule 1 as presented.

BD/10-11/274 Response to Audit Committee Report

The Vice-Provost/Chief Academic Officer invited Board's attention to a memorandum, dated 21 June 2011, which had been circulated outlining the Executive Officers' response to the key issues outlined in the Audit Committee Annual Report. He noted that, in addition to the College's Control Exception Report which is considered by the Finance Committee bi-annually and which contains an update on progress made on issues arising from both internal and external audits, a detailed review of the status of the recommendations arising from Internal Audit reports in recent years is currently underway and will be presented to Board in Michaelmas Term 2011.

The Vice-Provost/Chief Academic Officer advised Board that Executive Officers had reviewed the Audit Committee's Annual Report which Board had considered in December 2010 and had identified the following aspects as key elements of the effective strategic management necessary in the current economic environment:

- (i) effective strategic planning processes and systems;
- (ii) strategic resource allocation;
- (iii) linking strategic planning and resource allocation with effective risk management.

The Board noted that, in the context of resource allocation, Heads of Schools and Areas will be meeting to agree budgets and set strategic goals for the coming academic year. In response to a query, the Treasurer advised Board that funds intended for a College early retirement scheme may offer financial flexibility in the future if the funds are not utilised for this purpose.

The Board, welcoming the report, noted that further work is required to embed risk management in academic areas and thereby formalise the on-going day-to-day management processes currently in place.

BD/10-11/275 Scholarship - Additional Recommendation

The Board approved a memorandum from the Senior Lecturer, dated 22 June 2011 as tabled. The Board, having made the required Statutory Declaration, elected Mr Anthony Oliver Simpson (Engineering) to a non-Foundation Scholarship.

BD/10-11/276 University Council

The Board confirmed the Acta of the University Council from its meeting held on 15 June 2011 subject to further comments covering CL/10-11/183, 193, 208, 209, 211.

BD/10-11/277 Disciplinary Panel (Academic Staff)

Under Other Business, the Board, with the agreement of the Academic Staff Association, in accordance with Section 23 (2) of the Statute on Academic Staff Conduct, approved the appointment of Ms Cliona Kimber LL.M as Deputy Chair of Disciplinary Panel (Academic Staff) for a period of three years.

BD/10-11/278 Statutory Board Meeting

Under Other Business, the Secretary advised Board that there will be a Statutory Board meeting on 1 September 2011 to appoint the new College Officers. The Board noted that the attendance of the current College Officers' will be required at this meeting.

BD/10-11/279 Register of Conflicts of Interest

Under Other Business, in response to a query, the Secretary advised Board that a Register of Interests of Board members is retained by the College based on Board members' returns under the terms of the Ethics in Public Office Acts and supplementary information provided by Board members as required.

BD/10-11/280 Chair of Paediatric Medicine

Under Other Business, the Board noted that issues in relation to the appointment of a Chair of Paediatric Medicine should be referred to the Faculty Dean.

BD/10-11/281 Provost's arrangements on termination of office

Under Other Business the Provost advised Board that in accordance with Section 14 (8) of the Provost's Chapter in the Statutes, he had decided to retire from the academic staff of the College on 31 July 2011, the last day of his term of office as Provost.

BD/10-11/282 Declaration by Provost-elect

The Provost-elect made the Statutory Declaration for an incoming Provost as provided for under the 2010 Consolidated Statutes.

SECTION B**BD/10-11/283 Audit Committee**

The Board noted, and where a decision was required, approved proposals in the draft minutes of the Audit Committee from its meeting of 18 May 2011, noting in particular:

AD/10-11/61 College High Level Risk Register

The Board noted that the Committee while welcoming the Risk Register, recommended that greater progress in needed to embed it as a management tool at all levels of College.

AD/10-11/62 Arrangements for Approval of Provost's Expenses.

The Board noted the Committee's support for the new arrangements for approval of the Provost's expenses.

BD/10-11/284 Coiste na Gaeilge

The Board noted, and where a decision was required, approved proposals in the draft minutes of Coiste na Gaeilge from its meeting of 7 April 2011 and the decision taken under written procedure, dated 22 June 2011, to assign compliance with the

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provisions of the Official Languages Act 2003 and any associated regulations to the College Language Scheme Implementation Group.

BD/10-11/285 College Safety Committee

The Board noted, and where a decision was required, approved proposals in the draft minutes of the College Safety Committee from its meeting of 24 February 2011.

BD/10-11/286 Equality Committee

The Board noted, and where a decision was required, approved proposals in the draft minutes of the Equality Committee from its meeting of 24 May 2011, noting in particular:

Equal/10-11/38 Annual Equality Monitoring Report 2010-2011

The Board noted the Equality Annual Report, 2010-2011 as presented. Dr Marples advised Board that the Equality Officer had circulated relevant extracts from the report to Faculty Deans, Heads of School, Fellows, the Chief Operating Officer and senior administration.

Equal/10-11/39 Supporting Deaf Staff in College

The Board noted the recommendation of the Committee that the proposal for the creation of further in-house language interpreting supports within the Centre for Deaf Studies should be explored in consultation with the Faculty of Arts, Humanities and Social Sciences Executive Committee.

BD/10-11/287 Estates Committee

The Board noted, and where a decision was required, approved proposals in the draft minutes of the Estates Committee from its meeting of 30 May 2011, noting in particular:

EC/10-11/024 Development for Engineering and Natural Sciences

The Board noted that the Dean of Research will join the membership of the project planning committee and that the planning application will be presented to Board for approval in due course.

EC/10-11/025 Data Centre Áras an Phiarsaigh

The Board noted that any work in Áras an Phiarsaigh necessitated by the installation of the Data Centre that is likely to cause to significant disruption is expected to be completed before the start of the next academic year.

EC/10-11/031 Bioscience Project Team

The Board noted that consultation is still on-going with relevant Schools in relation to the commitment to provide €5 million in funding towards the completion of the Biomedical Sciences Institute.

BD/10-11/288 Finance Committee

The Board noted, and where a decision was required, approved proposals in the draft minutes of the Finance Committee from its meetings of 25 May 2011 and 14 June 2011, noting in particular:

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FN/10-11/80 Approval Process - Provost's Expenses

The Board approved the protocol for approval of the Provost's expenses noting that the procedure was based on best governance practice.

FN/10-11/81 Research Policy- Supporting Broader Participation

The Board approved the research policy in relation to broadening the participation in funded research.

FN/10-11/88 Status Update Report

The Board noted the report on the Full Economic Cost process as presented by the Bursar.

BD/10-11/289 Finance Committee/Estates Committee

The Board noted, and where a decision was required, approved proposals in the draft minutes of the joint meetings of the Finance Committee and Estates Committee dated 14 June 2011 and 21 June 2011, noting in particular:

EC/10-11/35 Property Acquisition

The Board noted that a proposal in relation to an acquisition of a property on South Leinster Street would not be presented to Board as there is insufficient support for the proposal at present.

BD/10-11/290 Human Resources Committee (see Actum CL/10-11/193 of 15 June 2011)

The Board noted, and where a decision was required, approved proposals in the draft minutes of the Human Resources Committee from its meeting of 19 May 2011, noting in particular:

HRC 2010-11/39 Proposal to replace the name of the Staff Office with Human Resources

The Board noted and approved the change of title of the Staff Office to Human Resources in line with best international standards. The Board also approved the consequent changes in title for the Staff Secretary (to Director of Human Resources) and other Heads of Section in the Staff Office.

The Board noted the dissent of Dr McGinley.

The Board also noted and approved the following:

- (i) Garda Vetting Policy;
- (ii) Approval of Increments Process (see minute BD/10-11/266 above);
- (iii) Revised Leave of Absence Policy;
- (iv) Revised Recruitment Procedures;
- (v) Administrative, Library and Technical Staff Retention Policy;
- (vi) Policy on Accredited Academic Courses - Leave and Funding Arrangements.

BD/10-11/291 Library and Information Policy Committee

The Board noted, and where a decision was required, approved proposals in the draft minutes of the Library and Information Policy Committee from its meeting of 20 May 2011, noting in particular:

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LIPC/10-11/36 Library & College Archives Annual Report

The Board noted the Annual Report as presented.

LIPC/10-11/39.1 Budget Cuts

The Board noted the concerns of the Committee on the impact of budget cuts resulting in a reduction of services in all areas of the Library. The Board noted the need to consider the potential reputational risk this could pose to the College.

BD/10-11/292 Student Services Committee

The Board noted, and where a decision was required, approved proposals in the draft minutes of the Student Services Committee from its meeting of 19 April 2011, noting in particular:

SS/10-11/71 Cuts in Student Services

The Board noted the recommendation of the Committee that funding sourced from international student fees should be used to support student services due to the enhanced level of services traditionally required by international students.

SECTION C**BD/10-11/293 Callover of Board decisions**

The Board noted schedule from the Secretary to the College, as circulated.

BD/10-11/294 Development Plan 2010

The Board noted a memorandum from the Director of Buildings, circulated, dated 21 June 2011 and 2010 Development plan which is available at:

www.tcd.ie/buildings/developmentplan

BD/10-11/295 Review of Policy on Good Research Practice

The Board noted and approved a memorandum from the Dean of Research, circulated, dated 31 May 2011.

BD/10-11/296 Higher Degrees

The Board noted Higher Degrees, approved by the sub-committee of Board and Council on 15 June 2011, together with amendments to the 18 May 2011 list.

BD/10-11/297 Proctors' Lists for Summer Commencements

The Board noted that the Proctors' Lists were approved by the sub-committee of Board and Council on 21 June 2011.

BD/10-11/298 New Degree Titles

The Board approved a memorandum from the Registrar, circulated, dated 22 June 2011, and approved the following titles:

Incorporating any amendments approved at subsequent Board meetings

- (i) **Master in Engineering (Studies)**
Latin Title: Magister in Arte Ingeniaria (Studia)
Abbreviation: M.A.I. (St.)
Gown: Black
Hood: White, lined with green
- (ii) **Master in Engineering (Research)**
Latin Title: Magister in Arte Ingeniaria (Indagatio)
Abbreviation: M.A.I. (Ind.)
Gown: Black
Hood: White, lined with green
- (iii) **Master in Computer Science**
Latin Title: Magister in Scientiis Computatoriis
Abbreviation: M.C.S.
Gown: Black
Hood: White, lined with plum

BD/10-11/299 Associated Colleges - Marino Institute of Education/Church of Ireland College of Education - Inter-institutional Agreements
The Board noted and approved a memorandum from the Registrar, circulated, dated 23 June 2011.

BD/10-11/300 Heads of Agreement - Loyola Institute
The Board noted a memorandum from the Registrar and Director of Strategic Initiatives, circulated, dated 23 June 2011.

BD/10-11/301 Annual Reports 2009-2010
The Board noted annual reports 2009-2010 as follows:
(i) **Secretary's Office**
<http://www.tcd.ie/Secretary/assets/pdf/2009-2010CompositeSecretarysOfficeAnnualReport.pdf>
(ii) **Staff Office** http://www.tcd.ie/Staff_Office/assets/pdf/A3.4_A.pdf

BD/10-11/302 IRIS Document Delivery Services Ltd - Report and Financial Statements - y/e 30 June 2010
The Board noted the report and financial statements of IRIS Document Delivery Services Ltd (FN/10-11/75 of 25.05.2011 refers).

BD/10-11/303 Almanack 2011-2012
The Board noted the Almanack 2011-2012, as circulated.

BD/10-11/304 Sealings
The Board noted Sealings, as circulated.

BD/10-11/305 Prizes and Other Awards

- (i) **Postgraduate Travelling Scholarship in Medicine - amendment to Calendar entry**
The Board noted and approved a memorandum from the Head of the School of Medicine, circulated, dated 19 May 2011;
- (ii) **Jackie Akerele Fund**
The Board noted and approved the award of the Jackie Akerele Fund to Ms M Joyce (04781805) (value €700);
- (iii) **Prizes in the Faculty of Engineering, Mathematics and Science**
The Board noted and approved a memorandum from the Treasurer, circulated, dated 3 June 2011;
- (iv) **Eda Sagarra Prize**
The Board noted and approved a memorandum from the Treasurer, circulated, dated 21 June 2011.

BD/10-11/306 Tutorship

The Board noted and approved a memorandum from the Senior Tutor, circulated, dated 20 June 2001.

BD/10-11/307 Heads of Schools in Engineering, Mathematics and Science, 2011-2014

The Board noted and approved the following nominations:

- (i) School of Biochemistry and Immunology: Dr G Davey;
- (ii) School of Computer Science and Statistics: Dr J Jones
- (iii) School of Physics: Professor J Lunney.

BD/10-11/308 Committees

- (i) **Principal and Compliance Committees: Membership 2011/2012**
The Board noted and approved a memorandum from the Registrar, circulated, dated 21 June 2011;
- (ii) **Academic Appeals Committee**
The Board noted that Dr J P Spears (Pharmacology and Therapeutics) replaces Ms A-M Malone (School of Nursing and Midwifery)
- (iii) **Financial Assistance Committee**
The Board noted that the Student Support Officer would replace Ms G Conroy as Secretary to this committee.
- (iv) **Grounds and Gardens Advisory Committee**
The Board noted the nomination of Professor J A N Parnell, as Chair of the Committee, with effect from 1 January 2012.

BD/10-11/309 Directorship of College Botanic Gardens

The Board noted the nomination of Professor J A N Parnell as Director of the College Botanic Gardens with effect from 1 October 2011.

BD/10-11/310 Trinity Long Room Hub

- (i) **Board of Governance**

Incorporating any amendments approved at subsequent Board meetings

The Board noted and approved the nomination of Ms Marie Wallace to the Board of Governance of the Trinity Long Room Hub for four years until 1 July 2015.

(ii) **Strategic Plan 2011-2014**

The Board noted and approved the Trinity Long Room Strategic Plan 2011-2014, as circulated.

BD/10-11/311 College Art Collections

The Board noted memoranda from the Curator, College Art Collections circulated, dated 21 June 2011, as follows:

- (i) Portrait Commission of Provost John Hegarty;
- (ii) Donations and Benefactions to 30 June 2011.

BD/10-11/312 Administrative Arrangements - 3 July to 28 August 2011

The Board noted that matters of routine College business will be dealt with by the Provost from 2 July to 28 August 2011.

SECTION D

In compliance with the Data Protection Acts information in Section D is restricted.

Conclusion

In concluding the meeting the Provost thanked all those members and attendees of the Board, past and present, who had served with him during his term of office and he paid tribute to their support and dedication in working to achieve the College’s objectives.

The Vice-Provost/Chief Academic Officer on behalf of the Board thanked the Provost for his unstinting work on behalf of the College during his ten-year term and wished him well for the future.

Signed:

Date:

Sealings

20 May 2011

4th Floor Lincoln House - Assignment of Lease

The Seal of the College was put in duplicate to an Assignment of Lease between the Provost, Fellows, Foundation Scholars, and the other members of the Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and John H Richardson, Michael Edwin Allen, David Allen and Peter Woodcock and Michael Edwin Allen, David Allen, Peter Woodcock and John Henry Woodcock.

20 May 2011

9th Floor, Apollo House - Lease to TCD from Shelburne Developments (Cuprum Properties Ltd) Irrevocable Payment Direction

The Seal of the College was put to an Irrevocable Payment Direction between the Provost, Fellows, Foundation Scholars, and the other members of the Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Cuprum Properties Limited.

20 May 2011

Trinity Technology and Enterprise Campus Drama Academy Project - Site for ESB Substation for the Lir

The Seal of the College was put to an undertaking and indemnity between the Provost, Fellows, Foundation Scholars, and the other members of the Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and ESB, in which College grants title to the ESB for the land on which substation serving the facility is to be located.