

Incorporating any amendments approved at subsequent Board meetings

The University of Dublin

Trinity College

Minutes of Board Meeting, 9 October 2013

<i>Present</i>	Provost (Dr P J Prendergast), Vice-Provost/Chief Academic Officer (Professor L Hogan), Senior Lecturer/Dean of Undergraduate Studies (Professor P Geoghegan), Registrar (Professor S P A Allwright), Bursar (Professor G J Lacey), Professor M Bourgoche, Mr F Cowzer, Professor W J Dowling, Professor E Drew, Mr D Frost, Mr J Gallagher, Mr G J Garrahan, Mr S Garry, Professor H Gibbons, Mr R Kenny, Mr J Leahy, Mr T Lenihan, Professor J F McGilp, Professor N Marples, Professor C O'Farrelly, Professor H J Rice.
<i>Apologies</i>	Professor S D C Barrett, Dr O Braiden, Professor R Gilligan, Professor D O'Neill, Professor M Ó Siochrú, Chief Operating Officer.
<i>In attendance</i>	Assistant Secretary to the College (Ms V Butler)
<i>(ex officio)</i>	Secretary to the College (Mr John Coman), Treasurer (Mr I Mathews).
<i>(by invitation)</i>	Vice-President for Global Relations (Professor J H Ohlmeyer).

SECTION A

BD/13-14/039 Statement of Interest

The Provost requested Board members to declare any potential conflict of interest they may have in relation to any issues on the Board agenda.

Professor J Ohlmeyer informed the Board that she was recently appointed as a Non-Executive Director of Post Publications Ltd (PPL), the publishers of the Sunday Business Post newspaper.

BD/13-14/040 Minutes

The minutes of the meeting held on 11 September 2013 were approved and signed.

BD/13-14/041 Matters Arising

A number of matters arising from the minutes were discussed and have been recorded below, (see minutes BD/13-14/042, /043, /044 below).

BD/13-14/042 Cluster Governance Principles (see minute BD/13-14/008 of 11 September 2013)

In response to a query from a Board member, the Vice-Provost/CAO informed the Board that it is the intention that, following the establishment of the joint Institute of Education, funds will follow the students and that College will receive its

proportionate amount of the funding. The Board noted that the HEA have requested that there be only one point of contact for the allocation of funds and FTE data collation.

The Vice-Provost/CAO also informed Board that much progress has been made to date on many aspects of the joint Institute of Education and that benefits were already starting to be identified.

BD/13-14/043 Seanad Éireann (see minute BD/13-14/013 of 11 September 2013)

It was noted that a public forum on the future of Seanad Éireann was held on 30 September 2013 with good levels of participation from staff, students and the local community.

BD/13-14/044 Artwork in the Boardroom (see minute BD/13-14/018 of 11 September 2013)

The Board noted and commended the inclusion of the portraits of Professor Barbara Wright and Professor Eda Sagarra in the artwork on display in the Boardroom.

BD/13-14/045 Provost's Report

The Board noted an update from the Provost on the following items:

(i) Strategic Planning and the HEA Compact

The Provost informed Board that the draft three year mission-based Compact on behalf of the College, had been submitted to the HEA and it is acknowledged that the development of the College's new Strategic Plan in 2014 may result in a revision to the Compact for years two and three. The Provost also encouraged Board members to reflect on the future potential growth of the College as this will be considered as part of the new Strategic Plan.

(ii) Key Infrastructural Projects

The Provost advised the Board that there has been much progress to date in relation to the new Business School and Central Services Building, in particular in relation to philanthropic fundraising and that the plan for this project is due to be presented to the Estates Committee shortly.

The Provost provided a brief update in relation to the E3 strategy. The Board noted that the decanting of the Luce Hall and Simon Perry Building would be phased, with the first phase to include the establishment of alternative facilities for Civil Engineering. The Board agreed that consideration would be given to possible ways of commemorating Professor Simon Perry in the College.

The Provost also confirmed that the School of Engineering Advisory Board has agreed to focus on fundraising for the Engineering elements of the E3 building while the overall E3 strategy is broadened to become a College wide strategy.

(iii) START

The Board noted that the implementation phase of START was now live with the following divisions formally established in College and also reflected in the College Calendar 2013-14, which was tabled:

- Academic Services Division;
- Corporate Services Division;
- Financial Services Division.

(iv) Times Higher Education University Rankings

The Provost referred to the recently published Times Higher Education University Rankings which saw the College fall in rankings from position 110 to position 129, noting that although this represented an overall decrease, the College had performed well in relation to internationalisation and research citations.

The Board noted the College's decline in the Times Higher Education University Rankings, following the increase under the QS Rankings published the previous month. The Vice-Provost/CAO noted that the decline of College in the Times Higher Rankings was mitigated due to the recruitment of academic staff through the use of non-exchequer funding and the resulting staff: student ratio.

In response to a query, the Vice-Provost/CAO acknowledged the need for supports for academics who are teaching and conducting research, noting that the College is endeavouring to streamline processes and minimise paperwork through initiatives such as FIS.

The Board noted that any future growth in student numbers would require a corresponding growth in College infrastructure.

BD/13-14/046 Global Relations

The Board noted the report of the Vice-President for Global Relations, dated 2 October 2013 and corresponding presentation as presented.

The Vice-President for Global Relations invited Board's attention to the GRS Summary Position document which was tabled and provided a verbal update on the progress to date on the Global Relations Strategy.

It was noted that while there is an anticipated shortfall on the target number of Non-EU undergraduate students to be recruited, there have been many positive developments in relation to Non-EU postgraduate students. The Global Relations Office is well positioned to improve performance in international student recruitment in the coming academic year.

In response to a query, the Board noted that the College would review the benefits of the existing relationship with Study Group International and would also consider providing its own foundation course for international students.

In response to a query regarding capacity and resource constraints, the Vice-Provost/CAO confirmed that the Non-EU student recruitment targets were always intended to be ex-quota and the Vice-President for Global Relations informed the Board that she is to meet with Heads of School to review Non-EU student recruitment targets and establish capacity for increasing Non-EU student numbers.

The Board also noted that further improvements are required in relation to Student registration via GeneSIS and that the serious issues raised to date are being monitored and addressed.

BD/13-14/047 Trinity Global Graduate Forum

The Board viewed the Provost's Welcome video on the Trinity Global Graduate Forum

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website. The Board also noted the report from the Vice-President for Global Relations, dated 3 October 2013 as presented.

The Vice-President for Global Relations informed the Board that it is anticipated that approximately 100-120 graduates will participate in the upcoming Global Forum.

In response to a query, the Vice-President for Global Relations confirmed that there had been two calls issued across the College for suggested participants. The event was noted as having great philanthropic significance and that the findings from the discussions will inform the new Strategic Plan for 2014-19.

On behalf of the Board, the Provost thanked all who have been involved in organizing the forum due to take place on 8 and 9 November 2013, including the Vice-President for Global Relations; the Vice-Provost/CAO; the Bursar; the Treasurer; the Senior Lecturer/ Dean of Undergraduate Studies; the Dean of Research; the Associate Dean of Research and Professor Veronica Campbell.

BD/13-14/048 University Council

The Board confirmed the Acta of the University Council from its meetings held on 24 September 2013; 2 October 2013 (1.30pm) and 2 October 2013 (3.30pm).

BD/13-14/049 Any Other Urgent Business - Statement from the Provost

Under any other urgent business, the Provost said that he regretted to inform the Board that the Chief Operating Officer had decided to leave College to pursue other interests. He thanked Ms Kneafsey for her commitment, energy and enthusiasm in the role and wished her every success in her future career.

In response to a query, the Provost noted that the Executive Officer Group has been planning how best to proceed to fill the Chief Operating Officer post and to manage any potential risks. It was noted that the START programme was progressing well under the direction of the Bursar and that a review of the Chief Operating Officer function had been conducted. The Provost advised the Board that an Interim Chief Operating Officer was likely to be appointed.

BD/13-14/050 Audit Committee Membership

Under any other urgent business, the Board noted and approved the appointment of Ms Ann Duffy, Director Corporate Affairs, Fyffes plc, to the Audit Committee as an external member to replace Mr John Cunningham, as outlined in the memorandum from the Registrar dated 7 October 2013 which was tabled.

BD/13-14/051 Tobacco Free Trinity

Under any other urgent business, the Registrar informed Board that a College wide consultation process regarding the proposal to make Trinity tobacco free would commence later that day with a communication to all staff and students.

BD/13-14/052 Board Agenda

In response to a query, the Board noted the seasonal nature of the Board Agenda and it was suggested that in instances where the agenda is relatively light, time could be allocated to facilitate more extensive discussions of the more complex issues facing the College. Such extensive discussions could be expected in the preparation of the new Strategic Plan in the current academic year.

SECTION B**BD/13-14/053 Finance Committee**

The Treasurer, in speaking to the minutes of the Finance Committee, provided an update in relation to the GeneSIS project, noting that a user group chaired by Professor Graeme Watson had been established. The Treasurer advised Board that as the GeneSIS project timeline was coming to an end in December, there were issues arising due to the fact that many of the contractor staff involved had already left or would be leaving before that time, however, this issue was being addressed by the Project Team.

With reference to Finance Minute FN/13-14/3 it was noted that the Trust Funds (Benefactions) Financial Statements and Draft Letter of Representation is to come to a future Board meeting.

The Treasurer, with reference to minute FN/13-14/7 informed the Board that a communication on the increase in Non-EU Undergraduate and Postgraduate fee levels is shortly to be issued to all Schools by the Faculty Deans.

The Provost thanked the Treasurer and the GeneSIS Team for their work in managing the project.

The minutes of the meetings of the 21 June and 19 September 2013 were noted and approved.

SECTION C**BD/13-14/054 Board Business****(i) Callover**

The Board noted the Board Callover from the meeting of 11 September 2013.

In response to a query from a Board member with reference to Item 10, the Bursar informed the Board that the START Director of Change Management is currently reviewing the proposals in relation to Support Services and reporting structures and a report will be presented to Board at the December meeting.

In response to a query from a Board member in relation to Item 13, the Board agreed that the Capitation Committee should report to the Student Life Committee and that the Chair of the Capitation Committee should prepare an Annual Report for consideration by the Finance Committee.

In response to a query from a Board member in relation to Item 14, the Vice-Provost/ CAO presented a verbal update on the numbers of Tutors who applied and who were appointed. The Board noted that there were a significant number of new entrants yet to be assigned a Tutor. It was also noted that Professor Eoin O'Dell has been asked to review the Consolidated Statutes with a view to including a provision for part-time members of academic staff to be eligible to apply for Tutorship.

It was agreed that the Board Callover would be included in Section B of the Agenda for future meetings.

(ii) **Outcomes**

The Board noted the Board outcomes.

BD/13-14/055 Board By-election 2013 - Technical, Administrative and Support Staff Constituency
The Board noted that following the closing date on 1 October 2013, four candidates had been nominated; voting papers would be issued on 11 October 2013 and would be counted on 4 November 2013.

BD/13-14/056 Higher Degrees
The Board noted Higher Degrees, approved by the sub-committee of Board and Council on 2 October 2013, as circulated.

BD/13-14/057 Relating Entity Financial Reporting - National Institute for Bio-Processing Research and Training Limited (NIBRT) - Annual Report and Financial Statements y/e 2012
The Board noted the above annual report (Minute FN12 - 14/15 of the Finance Committee meeting of 19 September 2013 refers - see Minute BD/13-14/054 above).

BD/13-14/058 Headship of School - Pharmacy and Pharmaceutical Sciences
The Board noted that Professor Marek Radomski had resigned from the headship of the School of Pharmacy and Pharmaceutical Sciences and approved the nomination of Professor Anne-Marie Healy to serve as interim Head of School until 31 October 2013, pending an election to be held in October.

BD/13-14/059 Prizes and Other Awards - Gold Medals
The Board noted a memorandum from the Senior Lecturer/Dean of Undergraduate Studies, as tabled, dated 8 October 2013 and approved the award of gold medals to 78 candidates (see Appendix 1 to this Minute).

BD/13-14/060 Principal Committees - Estates Committee
The Board noted and approved the nomination of Professor Nicola Marples as a member of the committee, in place of Ms Jackie Byrne.

BD/13-14/061 Calendar Entry - Degree of M.A.

The Board noted and approved a memorandum from the Registrar, dated 2 October 2013, as circulated.

BD/13-14/062 Proposal for revised criteria for the award of Entrance Exhibitions

The Board noted and approved a memorandum from the Senior Lecturer/Dean of Undergraduate Studies, dated 27 September 2013, as circulated.

SECTION D

In compliance with the Data Protection Acts this information is restricted.

Signed:

Date:

Appendix 1 to Minute BD/13-14/059

Gold Medal Recommendations 2013

Course	Name
TSM B: (Modern Irish, Religions and Theology)	Atkinson, Rachael (<i>Sch</i>)
Management Science and Information Systems Studies	Baldwin, Louise
TSM B: (Music, Mathematics)	Bell, Eamonn
Engineering - (Mechanical and Manufacturing)	Blackburn, Gary (<i>Sch</i>)
TSM B: (Economics, Psychology)	Blair, Debbie (<i>Sch</i>)
Education - Froebel College of Education	Blennerhassett, Jenny
English Studies	Calder, Natasha Claire (<i>Sch</i>)
Human Genetics	Cassidy, Lara
Midwifery	Clare, Sophie Carolyn (<i>Sch</i>)
Computer Science	Coffey, Joel Louis
Medicinal Chemistry	Collins, Súil (<i>Sch</i>)
Engineering - (Electronic/Computer)	Conway, Sarah
Natural Sciences : Genetics	Coughlan, Aisling Yvonne
Medicine	Croghan, Stefanie
Computer Science, Linguistics and a Language	de Burca, Mia Mollie
Human Health and Disease	Duane, Catherine Elizabeth
Medicinal Chemistry	Fallon, Brendan
Natural Sciences : Physics and Astrophysics	Feeney Barry, Rebecca (<i>Sch</i>)
History	Fitzpatrick, Michael Edward
Medicine	Fogarty, Helen Mary
Mathematics	Fordham, Stiofain
Natural Sciences : Zoology	Gaughran, Aoibheann (<i>Sch</i>)
Pharmacy	Gavaghan, Louise
TSM B: (History, English Literature)	Gilbertson, Harry Edward Bellairs
Education - Church of Ireland College of Education	Goodbody, Alice Daphne
Engineering - (Electronic/Computer)	Haughan, Kevin (<i>Sch</i>)
Natural Sciences : Microbiology	Hays, Leanne Marie
Natural Sciences : Chemistry	Healy, Colm
Mathematics	Humphrey, Colman (<i>Sch</i>)
Mathematics	Kelly, Jack (<i>Sch</i>)

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TSM B: (Latin A, History)	Kerrigan, Charlie (<i>Sch</i>)
Psychology	Landers, Stephen (<i>Sch</i>)
Education - Froebel College of Education	Lawrence, Jane
History	Lynn, Shane Patrick
Medicine	Maher, Katie
Theoretical Physics	Malone, Fionn (<i>Sch</i>)
Natural Sciences : Physics and Astrophysics	Matra, Luca
Religions and Theology	McCann, Justin (<i>Sch</i>)
Natural Sciences : Chemistry	McCarney, Eoin
Natural Sciences : Plant Sciences	McGeever, Alwynne Hannah
Human Health and Disease	McGinley, Aoife
Engineering - (Mechanical and Manufacturing)	McKay, Andrew Donald (<i>Sch</i>)
Mathematics	McKnight, Gráinne
Physics and Chemistry of Advanced Materials	McManus, John
Natural Sciences : Physics	Mullarkey, Daragh (<i>Sch</i>)
Natural Sciences : Physics	Murphy, Daniel
Nursing Studies: Psychiatric Nursing	Murphy, Niamh Rosemary (<i>Sch</i>)
Medicine	Murtagh, Jean Teresa
TSM B: (History of Art and Architecture, English Literature)	Naessens, David Luke (<i>Sch</i>)
Psychology	Newell, Cathy
Education - Froebel College of Education	Ní Dheá, Aoife
Irish Studies	Nic Íomhair, Caitlín Emira Saoirse (<i>Sch</i>)
Computer Science	Nolan, Eoin
Physics and Chemistry of Advanced Materials	O'Brien, Maria
Education - Froebel College of Education	O'Byrne, Gemma
Natural Sciences : Zoology	O'Connell, Darren (<i>Sch</i>)
Medicine	O'Connor, Eabhann
Natural Sciences : Immunology	O'Donovan, Conor John (<i>Sch</i>)
Nursing Studies: Psychiatric Nursing	Osei-Bonsu, Shirley
Nursing Studies: General Nursing	O'Shiel, Nora Louise
Medicine	O'Sullivan, Shane David
History and Political Science	Palmer, Kate
Drama and Theatre Studies	Quinn, Stephen Christopher

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Course	Name
Religions and Theology	Rees Jones, Clara Madeleine
English Studies	Rooney, Sally (<i>Sch</i>)
TSM B: (Russian, French)	Ryan, Patrick
Economic and Social Studies	Salter, Andrew David
Computer Science, Linguistics and a Language	Shaw, Stephen David (<i>Sch</i>)
Sociology and Social Policy	Smith, Gillian (<i>Sch</i>)
Religions and Theology	Stephens, Sara Kathleen
Education - Church of Ireland College of Education	Sullivan, Amanda
English Studies	Sullivan, Matthew Peter Alexander (<i>Sch</i>)
Classics	Svetli Kalistratova, Venina (<i>Sch</i>)
Natural Sciences : Biochemistry with Cell Biology	Tetley, George Jeremy Norman
Social Studies	Victory, Róisín Louise
Human Health and Disease	Worrall, Amy Patricia (<i>Sch</i>)
Nursing Studies: Intellectual Disability Nursing	Young, Helen
Occupational Therapy (Singapore)	Zailani, Nani Adilla

Appendix 3 to Minute BD/13-14/064 (ii)

Nominations for Appointment

Department	Post	Name and Qualifications	Start date	Termination date (if contract)
Electronic & Electrical Engineering	Administrative Officer 3 (Information Technology)	SQUIRES, John B.A.I, MSc (Dubl)	07/10/13	N/A
Careers Advisory Service	Careers Advisor	JONES, Sarah Higher Cert (IT Sligo) BA MSc (DIT)	01/10/13	30/09/16
Financial Services Division	Administrative Officer (CFO Strategic & Administrative Support)	STAPLETON, Roisin Dip (NUI) BA (Univ. of Gloucestershire)	01/10/13	N/A
Student Counselling Service	Student Learning Development Officer (Part-Time)	FORSYTH, Caroline Dip. In Occupational Therapy (St. Josephs Coll. Dublin) Dip. In Montessori Teaching (St. Nicholas School of Montessori, Lond.) BA (NUI) MSc (Dubl)	01/10/13	30/09/16
Human Resources	HR Systems Implementer/ Team leader	CROSSE, Susan BA MA (Dubl)	16/09/13	15/09/14
Computer Science and Statistics - CNGL	Business Development Manager	FOLEY, Diane BA (NUI)	01/09/13	SPC
Computer Science and Statistics - CNGL	Administrative Officer	GALLAGHER, Robbie ACCA Adv. Dip. & ACCA Professional Exams (I.A.T.I)	07/10/13	31/08/15
ISS	MIS Manager (Acting)	ELSTER, Stephen Higher Dip. (NUI) BSc (Univ. College Swansea)	10/09/13	31/12/13
Anatomy	Demonstrator in Anatomy	DONOHUE, Philomena BSc (Univ. of Derby) PGC (Univ. of Bradford) MSc (Univ. of Edinburgh)	16/09/13	15/05/14
Anatomy	Demonstrator in Anatomy	MC KELVEY, Laura BSc (NUI) BSc (RCSI) MSc PhD (NUI)	16/09/13	15/05/14
Anatomy	Demonstrator in Anatomy	MARSHALL, Ian BSc MSc (Dubl)	16/09/13	15/05/14
Anatomy	Demonstrator in Anatomy	O'Malley, Aisling BSc (NUI)	16/09/13	15/05/14