

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 24<sup>th</sup> February 2009

<i>Present</i>	Dr Amanda Piesse (Chair), Dr D McGrath (Secretary), Dean of Students (Dr G Whyte); Senior Lecturer (Dr A Douglas); Deans' Representative (Prof C Williams); Head of School (Prof N Claffey); Deputy Treasurer's Representative (Janet Byrne), Senior Tutor (Dr M O'Regan), Dr E MacCarthaigh; SU Welfare Officer (Ms O Foley), GSU President (Mr R Hodson), Director, College Disability Service (Mr. D Treanor).
<i>Apologies</i>	Vice-Provost (CAO) (Prof P Prendergast); Acting College Secretary (Ms A FitzGerald).
<i>In attendance</i>	Ms G Conroy

SECTION A

SS/08-09/69	<b>Minutes</b> The Minutes of the meeting held on 3 <sup>rd</sup> February 2009 were taken as read, approved, and signed.
SS/08-09/70	<b>Matters Arising from the Minutes</b> Matters arising from the Minutes were discussed and are recorded below, (see Minutes SS/08-09/71, SS/08-09/72, SS/08-09/73, SS/08-09/74).
SS/08-09/71	<b>Trinity Experience Forum</b> The Dean of Students reported that the questionnaire was now ready to go.
SS/08-09/72	<b>SS Strategic Planning</b> The Dean of Students was due to meet the Vice Provost later in the week, at which time he would also initiate the discussion of a funding base plan for Student Services.
SS/08-09/73	<b>Disability Service Annual Report 2007-08</b> Mr Treanor provided a breakdown of expenditure and underspend, that clarified for the Committee how funding is tied to individual needs within 3 annual applications for individuals and 3 distinct group supports. Due to the specifics of ESF FSD applications, a large underspend can occur, most usually as a result of renewals, in which i) needs change; ii) withdrawals; and iii) curricular changes, can show a significant surplus remaining at the year end.
SS/08-09/74	<b>Capitation Committee Draft Terms of Reference</b> Mr Hodson had convened the Capitation Committee Working Group; taking into consideration the concerns of the Dean of Students, an amended draft Terms of Reference had been submitted. The Chair and Dean of Students still expressing reservations about Objective 1.1.ii '...to have responsibility for the recommendation to Board...', the Chair undertook to draw the attention of the Vice-Provost, in the context of the Committees Review Group, to consider the Capitation Committee Terms of Reference without prejudice.
SS/08-09/75	<b>Student Service Charge</b> Ms Byrne had met with the Chair and Dean of Students, had gone over in detail actual student service charges for 2008 against 2008 estimates, and had analysed the workings both of 2008 actual against estimates and draft 2009 estimates against 2008 actual. The Committee approved the estimates for 2009, requesting the removal of draft note 8. It was noted that space costs had been thoroughly reviewed in 2005,

and reflected precisely actual costs associated with maintenance, building operations, and utilities. Ms Byrne was thanked for the detailed, comprehensive and clear presentation of the 2009 estimate of student service charges. Estimates would go to Finance Committee following approval by Board on 25<sup>th</sup> February 2009.

SS/08-09/76 **Careers Advisory Service Annual Report 2007-08** Expressing sincere thanks to his staff in the Careers Advisory Service, Mr Gannon presented the report. Adverse changes in the graduate recruitment market during the past academic year had resulted in an increased workload for the Service, summarised in the statistics below:

- ❖ 1103 individual meetings with students.
- ❖ 956 e-mail requests for advice and information.
- ❖ Average number of monthly visits to the Service website: 13,080.
- ❖ Average number of monthly unique visitors to the Service website: 8,424.
- ❖ 1,378 job vacancies were advertised.
- ❖ 906 students participated in careers week.
- ❖ 463 students attended sector career talk as part of careers week.
- ❖ 487 students booked to attend training seminars including those offered during careers week.
- ❖ 220 vacation work positions were advertised.
- ❖ 78 employers visited Dublin either to hold presentations, staff information stands or conduct first round interviews.

In addition to the above, class sessions had been held throughout the academic year for sophister students.

The Service had made a number of improvements to the website including the creation of RSS feeds for dynamic sections of the site. An investment had been made in the *Going Global* web resource in order to improve services for international students as well as Irish students wishing to work overseas. The Student Services Committee had provided strategic funding for a period of three years to enable the Service to recruit a Project Officer to provide careers support for international students. It was hoped to commence this project during 2008/09.

Savings of €5,000 had been made as requested. Various charges provided an income of just over €15,000. The actual cost of the Service had been calculated at €56.69 per student, provided by College through the student charge and the *cista communis*.

The continuing decline in graduate vacancies combined with the pressure to reduce costs would pose considerable challenges for the Service in the year ahead. Students would require a greater level of service and more personalised assistance in ensuring a successful transition from College.

SS/08-09/77 **Department of Sport Annual Report 2007-08** Ms Tanner, Assistant Director of Sport and Recreation, presented the report. There had been some staff changes in the year; on-going staff training and development had been provided. A new facility - Keiser Room - had been opened and refurbishment in Luce Hall and Santry had been undertaken, while new plans for the Pavilion Extension had been commissioned. Student events

during the year had included assistance in running community sports days, hosting Intervarsity badminton and water polo, Trinity Regatta, and several social events.

The high point of annual programme of events for the Sports Department had been the official opening of the Sports Centre on 7<sup>th</sup> April 2008, and the reporting year had been the first full year of operation for the Centre. 64% student usage had been reported; 9,102 students had activated their ID cards. Visit numbers recorded in the Fitness Theatre (203,981) and Swimming Pool (67,597) had exceeded predictions. The Climbing Wall had proved very popular. Membership fees had generated 83% of operating income; there had been an operating surplus of €100,000.

Plans for the current year included a reduction in the *cista communis* pay costs of €100,000 and c.€30,000 in the non-pay costs, that would result in a zero non-pay cost to College. Financial projections to 2011 had been based on current financial situation, and would be reviewed quarterly. Facility plans, funded by a capital/re-development fund of 8% of income, included a Fitness Theatre extension and upgrade, Pavilion Extension (to be funded by sponsors and DUCAC), Santry pitch development, College Park pitch re-development, and Islandbridge Boathouse development. Increase in usage was planned, using a variety of initiatives for staff under the 'Get Started, Get Active' programme, and for the general public at off-peak times. The Campanile e-zine would be produced twice per term.

- SS/08-09/78 **College Day Nursery** The audit report having been circulated, the Chair updated the Committee on progress arising from its recommendations. The line manager post had been advertised, recommended building works were being planned, and Ms Melia was spending one day per week supporting the supervisor in implementing management and policy changes. The Committee approved the draft Terms of Reference for the newly constituted Day Nursery Advisory Group, with one recommendation that the chair should be a Committee member, but not necessarily a Board Committee member. It was agreed that the Advisory Group should meet up to 3 times per year, without a management brief, and should report as other sub-committees to the Committee.
- SS/08-09/79 **Child Protection Policy** The Dean of Students proposed the establishment of a working group in order to prepare a Child Protection Policy, in the interest of staff working with clients/patients who are under 18 years of age. The Committee approved the suggestion, noting that the Working Group would report to the Committee.
- SS/08-09/80 **Feedback from Heads Forum** The most recent meeting had discussed: 1) the Student Services Facility; 2) the Estimates; 3) the coffee morning; 4) e-strategy; 5) Child Protection Policy; 6) Advisory Group on Mental Health; 7) the IT morning; and 8) the decision of Council to recommend the inclusion of a reference to the office of Dean of Students in the revised Statutes.
- SS/08-09/81 **Any Other Business** Ms Conroy was asked to re-circulate the Student Services self-evaluation form to Committee members, for immediate completion and return to the College Secretary. Trinity College had been chosen by the Road Safety Authority to pilot their Third Level Safety Programme during Road Safety Week 2<sup>nd</sup> to 6<sup>th</sup> March, during which the Programme would be officially launched. Ms Foley was commended for securing the event.

## SECTION B

*There were no items in this section*

SECTION C

SS/08-09/82

**Financial Assistance Committee**

The Committee noted and approved the minutes of the meeting of 29<sup>th</sup> January 2009. The Dean of Mathematics, Engineering and Science suggested submitting a request to the Faculty Deans for a faculty contribution to the student hardship fund, since the shortfall in funding for the year had been so severe as to necessitate a reduction in hardship awards .

Signed:.....



Date:.....

31 March 09