

CONFIDENTIAL
MINUTES OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 21 SEPTEMBER 2021 AT
2.00pm ON ZOOM

PRESENT

(Via Zoom): Dr Richard Thorn, Chairperson
Dr Patsey Bodkin
Taffina Flood
Frederick Goltz
Professor Sarah Glennie, Director
Bill Harris
Sinéad Ryan

APOLOGIES: Christine O'Donovan
Jane McDaid

IN ATTENDANCE: Dr Siún Hanrahan, Interim Head of Academic Affairs & Research
Leone Karakus, NCAD Staff Observer
Gerry McCoy, Secretary
Amy O'Hanlon

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It was agreed by An Bord to record these meetings on Zoom and that the recordings would be deleted following the approval of the minutes.

1. MEETING OF AN BORD WITHOUT EXECUTIVE: (AGENDA ITEM 1):

An Bord did not meet without executive members present at this meeting.

2. DECLARATION OF CONFLICT OF INTEREST: (AGENDA ITEM 2):

There were no conflicts of interest.

3. MINUTES: (AGENDA ITEM 3):

3.a. Minutes of the Meeting of An Bord held on 6 July 2021 for approval:

A copy of the minutes of the meeting of An Bord held on 6 July 2021 was circulated in advance of the meeting, deemed read and noted by An Bord.

The minutes were **PROPOSED** by Patsey Bodkin, **SECONDED** by Sinéad Ryan and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 6 July 2021.

3.b. Matters to be Reported from the Meeting of An Bord held on 6 July 2021 for approval:

A copy of the minutes of the meeting of An Bord held on 6 July 2021 were circulated in advance of the meeting, deemed read and noted by An Bord.

It was **PROPOSED** by Patsey Bodkin, **SECONDED** by Sinéad Ryan and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 6 July 2021.

3.c. Matters arising from the meeting of An Bord held on 6 July 2021:

- **6.b. Academic Year End Report Presentation:** The student survey, student forum updates and Dr. Trish O'Brien's Academic Council governance report will be provided to An Bord at the November meeting.

4. EXECUTIVE REPORT: (AGENDA ITEM 4):

4.a. Executive Report:

A copy of the Executive Report was circulated in advance of the meeting, deemed read and noted by An Bord.

The following additional items were noted:

- **UCD Institutional Review** is scheduled for the week of 18 October 2021. At this time, they have not requested to meet with members of An Bord and Siún Hanrahan will contact UCD to offer. The support documents are being prepared. The 2019 self assessment report will be shared with An Bord in the documentation folder following the meeting. Feedback on the Review will be shared at the November meeting of An Bord.
- **Academic Council Review** document by Trish O'Brien will be shared with An Bord in the documentation folder following the meeting.
- **IT Update:** Gerry McCoy shared a short presentation on IT covering the main recommendations outlined in the IT internal audit report to support this item within the Executive Report. The focus of this report is the physical and security infrastructure. An IT software update will be given at the next meeting of An Bord. An Bord thanked the IT and Facilities Department. On behalf of An Bord, the executive will formally thank the IT department (John O'Connell and Aju Cherin).
- Dr Richard Thorn and Sarah Glennie wrote to all **retirees** this year on behalf of An Bord.
- Gerry McCoy will investigate the Campus developments for retirees regarding access to work emails and the Library.
- It was noted that all posts are advertised internally (temporary/fixed term/specified purpose contracts). Where positions are permanent, posts are advertised internally and externally.

5. RISK: (AGENDA ITEM 5):

5.a. Risk Register Review and Update:

An ARC meeting took place on Tuesday 21 September 2021. Gerry McCoy shared a short presentation with An Bord.

Three items were covered:

1. The updated risk associated with COVID. It was noted that there has been reduced risk rating due to the benefits of vaccination.
2. The update on Fire Remedial Work from a risk management perspective has been reduced in rating as the 1st phase of work is almost complete. It should be noted that the 2nd phase will be completed in summer 2022.
3. IT and the impact of a possible Ransomware issue remains high within the report.

6. MATTERS OF STRATEGIC IMPORTANCE: (AGENDA ITEM 6):

6.a. Annual ARC report:

A copy of the Annual ARC Report was circulated in advance of the meeting, deemed read and noted by An Bord. Progress has been made in a large majority of areas as reported in the document. Sarah Glennie, Gerry McCoy and the ARC campus team were thanked for the progress. Outstanding items will be moved forward over the coming year. The NCAD Business Continuity Plan was discussed and will be updated in due course.

6.b. Budget 2021/2022:

A copy of the Budget 2021/2022 was circulated in advance of the meeting, deemed read and noted by An Bord.

Gerry McCoy gave a presentation on the Budget 2021/22 and he discussed the variances in spend and areas of potential concern. A copy of this report will be shared in the documentation folder following the meeting.

The Budget 2021/22 is forecasting a surplus in 2022 which will close out the cumulative deficit.

It was noted that Income has been secured from the HEA for COVID expenditure over the academic year.

Key 2022 expenditure increases relate to Payroll expenses due to an increase in short term staffing offset by COVID funding and Creative Futures Academy Funding. The main increase in Payroll expenses is due to possible pension costs in 2022. Sarah Glennie and Gerry McCoy will discuss pensions with the HEA shortly.

It was **PROPOSED** by Patsey Bodkin, **SECONDED** by Sinéad Ryan and **AGREED** by An Bord to **APPROVE** the Budget 2021/2022.

6.b.i. Fire Remedial Works Update:

This agenda item was covered by Gerry McCoy within the Executive Report.

6.b.ii. Management Accounts August 2021:

A copy of the Management Accounts August 2021 was circulated in advance of the meeting, deemed read and noted by An Bord.

6.b.iii. Annual P.O.s/Annual Procurement Plan:

A copy of the Annual P.O.s/Annual Procurement Plan was circulated in advance of the meeting, deemed read and noted by An Bord.

It was **PROPOSED** by Sarah Glennie, **SECONDED** by Patsey Bodkin and **AGREED** by An Bord to **APPROVE** the Annual P.O.s/Annual Procurement Plan.

6.b.iv. P.O.s for Approval:

Copies of the Glass Block Company and Chemical Storage documents along with supporting documents were circulated in advance of the meeting, deemed read and noted by An Bord. Item 2, Chemical Storage, has now been removed from the agenda and will be discussed at a future meeting.

1. Glass Block Company

It was **PROPOSED** by Taffina Flood, **SECONDED** by Sarah Glennie and **AGREED** by An Bord to **APPROVE** the PO for the Glass Block Company.

2. Chemical Storage

This agenda item will be researched further by Gerry McCoy.

6.c. Update on Strategic Projects:

A copy of the Strategic Projects presentation was circulated in advance of the meeting, deemed read and noted by An Bord. Sarah Glennie discussed the progress against each project.

Sarah Glennie will present a full report on the strategic projects at the December meeting of An Bord.

7. ANY OTHER BUSINESS: (AGENDA ITEM 7):

7.a. Formal Appointment of ARC members

Dr Richard Thorn thanked Sinéad Ryan, Fred Goltz and Sarah Glennie for agreeing to remain on the ARC for a term of 3 years. Sean Quigley remains as the external appointment to the ARC.

It was **PROPOSED** by Patsey Bodkin, **SECONDED** by Patsey Taffina Flood and **AGREED** by An Bord to **APPROVE** the Formal Appointment of ARC members.

Gerry McCoy will review the membership terms on committees for members of An Bord within the NCAD Act. There are two positions within An Bord awaiting formal appointment by the minister and further approval to the ARC may be necessary at the next meeting of An Bord.

7.b. Discussion around meeting in person

Amy O'Hanlon will investigate an on site meeting for the November meeting of An Bord. An update will be given in the coming weeks. If a member of An Bord cannot attend in person, IT arrangements will be made.

7.c. New members of An Bord training - TBC Friday 24 September 2021

Gerry McCoy has arranged training with Aidan Horan (Institute of Public Administration) for Friday 24 September for new members of An Bord. Any existing members of An Bord can attend if they wish.

7.d. Dr Richard Thorn has contacted the DFHERIS regarding the outstanding approval of the appointment of two additional members of An Bord.

7.e. Confirmed dates for 2021-2022 Academic Calendar

- 2 November 2021 - 11am - 1pm
- 14 December 2021 - 11am - 1pm
- 25 January 2022 - 11am - 1pm
- 1 March 2022 - 11am - 1pm
- 12 April 2022 - 11am - 1pm
- 24 May 2022 - 11am - 1pm
- 21 June 2022 - 11am - 1pm

8. AGREED ACTION POINTS: (AGENDA ITEM 9):

- **Previous meeting of An Bord on 6 July 2021: 6.b. Academic Year End Report Presentation:** The student survey, student forum updates and Trish O'Brien's Academic Council governance report will be provided to An Bord at the November meeting.
- **4.a. Executive Report: UCD Institutional Review** is scheduled for the week of 18 October 2021. At this time, they have not requested to meet with members of An Bord and Siún Hanrahan will contact UCD to offer. The full self assessment report in 2019 and will share this with An Bord in the Documentation folder following the meeting. Feedback on the Review will be provided at the November meeting of An Bord.
- **4.a. Executive Report: Academic Council Review** document by Trish O'Brien will be shared with An Bord in the documentation folder following the meeting.
- **4.a. Executive Report: IT Update:** An IT software update will be given at the next meeting of An Bord. On behalf of An Bord, the executive will thank the IT department (John O'Connell and Aju Cherin) for the upgrades to IT over the last few months.
- **4.a. Executive Report:** Gerry McCoy will investigate the Campus developments for retirees regarding access to work emails and the Library.
- **6.b. Budget 2021/2022:** A copy of Gerry McCoy's presentation will be shared in the documentation folder following the meeting.
- **6.c. Update on Strategic Projects:** Sarah Glennie will present a full report on the strategic projects at the December meeting of An Bord.
- **7.a. Formal Appointment of ARC members:** Gerry McCoy will review the committee membership terms for members of An Bord within the NCAD Act.
- **7.b. Discussion around meeting in person:** Amy O'Hanlon will investigate an on site meeting for the November meeting of An Bord. An update will be given in the coming weeks. If a member of An Bord cannot attend in person, IT arrangements will be made.

The meeting concluded at 4 p.m.

Chairperson of An Bord

Dated