

**The University of Dublin**

**Trinity College**

**Minutes of Board Meeting, 14 November 2001**

Present Provost (Dr J Hegarty), Vice-Provost (Dr J B Grimson), Registrar (Mr R A Stalley), Bursar (Dr J W O'Hagan), Senior Lecturer (Dr S M Greene), Dr S P A Allwright, Dr L E Doyle, Dr S Duffy, Ms E Drew, Dr J A Fitzpatrick, Dr H Gibbons, Mr H Kearns, Ms Mary Leahy, Dr J G Lunney, Mr D Memery, Dr J M Mossman, Ms E Nic an Bhaired, Dr A N M Ni Chasaide, Mrs J O'Hara, Ms A Power, Dr J C Sexton, Dr F Shevlin, Ms E K Stokes, Dr D L Weaire, Dr T T West.

In attendance:

(ex officio) Secretary, Treasurer, Assistant Secretary.

**02/45 Minutes** The Minutes of the meeting of 17 October 2001 were approved and signed subject to the following amendments:

**01/6 Board Procedures - (b) Proposed time-table of meetings of Board and Council** Insert the following clause at the beginning of the first sentence: *'Following a detailed discussion, in which a number of Board members expressed some concerns at the proposal to reduce the frequency of Board meetings from fortnightly to monthly, '*

**01/14 Nominations for Appointment** Replace the phrase *'would receive'* in the first sentence with *'would consider receiving'*.

**01/23 Catering Price Increases - last sentence of the second paragraph** (a) replace the words *'by Board'* with *'by the Finance Committee and reported to Board'*; (b) replace the phrase *'be self-financing'* with the phrase *'cannot be subsidised from public funds'*.

**02/46 Matters Arising from the Minutes** A number of matters arising from the Minutes were discussed and have been recorded below, (see Minutes 02/47, 02/48, 02/49).

**02/47 Freedom of Information Act 1997 (see Minute 01/4 of 17 October 2001)** The Secretary advised Board that the Statutory Instrument to include the College and other third-level educational institutions among the bodies to which the Freedom of Information Act, 1997 applies was signed on 22 October 2001, with effect from 1 October 2001 and retrospective to 21 April 1998, noting that to date over twenty five requests for information had been received under the Act. In response to a query from Dr Gibbons, the Secretary advised Board that a Freedom of Information Officer had been appointed to support the implementation of the Act in College, funded from the *cista communis*, and that CHIU, on behalf of the sector, is seeking the necessary additional resources from the HEA.

**02/48 Pension Trustees (see Minute 01/20 of 17 October 2001)** The Board appointed Ms Mary McMahon as a Trustee of the College Pension Fund representing the Secretarial and Executive Officers Staff Association.

**02/49 Legal Case (see Minute 01/22 of 17 October 2001)** The Secretary advised Board that the legal case discussed at the previous meeting had been deferred and that it is expected it will be heard in the Courts early in 2002.

**02/50 Provost's Report**

- (a) **Board Membership - External Members** The Provost advised Board that consultation has not yet taken place with the Minister for Education and Science concerning his nominee to the Board. The Board noted that the sub-committee established to choose the second external Board member has contacted IBEC, the Arts Council and the Institute of Engineers of Ireland seeking nominations, which will then be considered by the sub-committee prior to making its decision in this regard.
- (b) **Honorary Degrees** The Board approved proposals from the Provost for the awarding of an Honorary Degrees to a named individual who had been recommended by the Advisory Committee on Honorary Degrees.

**02/51 Policy Issues** The Provost advised Board that the preparation of the Strategic Plan was underway, noting that, following consideration of issues at the relevant College committees, discussion papers will be presented for discussion to Board and will be made available, via a locally-accessible website, to the College community, which will then be able to submit its views and comments for consideration.

The Provost invited Board's attention to a paper, dated 7 November 2001, entitled '*Size and Composition of Student Body*', which had been circulated.

The Senior Lecturer, introducing the discussion, invited Board's attention to the key statistics characterising the current student body and presented an analysis of some of the external and internal pressures and opportunities under which the College is currently operating.

In a long and detailed discussion during which the Board considered possible future scenarios and their implications for College, a number of policy issues were raised including:

- (a) The impact of the recent growth in the numbers of undergraduate students without the resources to provide a commensurate increase in staffing levels for teaching activities;
- (b) The possible effects on the College of any possible limitation of the number of undergraduate students;
- (c) The implications for the College of increasing the number of research postgraduate students;
- (d) The need to improve facilities for both current and future students.

These and other comments made by Board members will be taken into account as the policy paper is developed.

The Board agreed that any further comments on the issues raised should be submitted to the Senior Lecturer in writing and that the Senior Lecturer's paper would be placed on the local website as soon as possible.

**02/52 Acta of the University Council** The Board confirmed Acta of the University Council from its meeting of 31 October 2001 subject to further comment covering the following: 7/A, 7/B, 7/C, 7/D, 7/E, 8/A, 9/A, 10/C.

**02/53 The Departmental Review Process (see Actum 7/A of 31 October 2001)** The Board, noting the arrangements approved by the University Council for consulting reports arising from the reviews of academic departments, agreed that the same arrangements would be available to Board members.

**02/54 Senior Promotions (see Actum 7/B of 31 October 2001)** The Board, on the recommendation of the University Council approved the promotion of the following part-time Health Sciences Faculty staff to Associate Professorship with effect from 1 October 2001:

Dr Eoin Gaffney (Histopathology)  
Dr Desmond O'Neill (Medical Gerontology)

**02/55 Staff Appointments Committee**

(a) **Meeting held on 15 October 2001 (see Actum 7/C of 31 October 2001)** The Board approved the recommendations arising from the meeting of the Staff Appointments Committee held on 15 October 2001 as detailed in the memorandum from the Staff Secretary, dated 24 October 2001, which had been circulated, and noted the appointments approved under the Recruitment Protocol.

(b) **Meeting held on 31 October 2001** The Board approved the recommendations arising from the meeting of the Staff Appointments Committee held on 31 October 2001 as detailed in the memorandum from the Staff Secretary, dated 7 November 2001, which had been circulated, and noted the appointments approved under the Recruitment Protocol.

**02/56 Nominations for Appointment (see Actum 7/D of 31 October 2001)** The Board, on the recommendation of the University Council, approved the appointments as summarised in Appendix 1 to these Minutes.

**02/57 Departmental Reviews (see Actum 8/A of 31 October 2001)** The Board noted the recommendations arising from the reviews of the Department of Modern History and Department of Medieval History which had been approved by Council, further noting that in the case of both departments very favourable reviews had been received from the external assessors.

**02/58 Academic Issues (see Actum 9/A of 31 October 2001)** The Senior Lecturer invited the Board's attention to the issues raised by members of the University Council in its discussion of the future size and composition of the student body. The Board noted the establishment of a Working Party on Teaching and Learning and which would report to Council before the end of the current academic year.

**02/59 Leave of Absence (see Actum 10/C of 31 October 2001)** The Board confirmed the following applications for leave of absence:

(a) **Law** Mr Alexander Schuster – Hilary term 2003;

- (b) **Pure and Applied Mathematics** – Professor Paul M N Feehan – academic year 2001-02.

**02/60 Board Procedures**

- (a) **Protocol to deal with Routine Business** The Board agreed that, in accordance with Section 18.4 of the Universities Act 1997, a sub-committee which would deal with all routine staffing issues arising in the period between Board meetings would be established, comprising the Vice-Provost, the Senior Lecturer and the Registrar and supported by the Staff Secretary with the Secretary or Assistant Secretary in attendance.
- (b) **Administrative Structures Review Group** The Secretary invited the Board's attention to a document from the Administrative Structures Review Group summarising reviews of a number of administrative areas which had been circulated under item C.2 of the Agenda for discussion at the next Board meeting. The Board agreed that the terms of reference for the Administrative Structures Review Group would be circulated in advance of this discussion together with a presentation of the resource implications of the Review Group's recommendations.

**02/61 Hearing of the Disciplinary Panel** Under Other Business the Registrar invited Board's attention to the findings of a disciplinary hearing convened in accordance with Chapter XII, Schedule III of the Statutes to hear complaints against a named member of the academic staff. In accordance with Chapter XII, Schedule III, Section 42 of the Statutes, the Board adopted and approved the implementation of the recommendations of the Disciplinary Panel.

**02/62 Finance Committee – Minutes of Meeting of 7 November 2001** The Board noted the Minutes of the Finance Committee of 7 November 2001 as circulated and approved the recommendations arising therefrom. Particular reference was made to the following:

**2002/23 Procurement** The Treasurer advised Board of the College's procurement strategy which had been approved by the Finance Committee noting the very complex environment within which the College operates in this regard.

**2002/27 Catering** The Treasurer invited Board's attention to the following proposals from the Catering Management Committee which had been approved by the Finance Committee, noting that the Catering Management Committee had been invited to prepare a report on these issues for consideration by the Finance Committee:

- (a) As a matter of principle student outlets should not subsidise the activities of other catering outlets;
- (b) The deficit on Commons and the currently unfunded deficit of the 1592 would be made available for pricing adjustments in student outlets with immediate effect; the precise nature of the reductions to be discussed by the Catering Manager and representatives of the Students' Union;
- (c) If the financial impact of price adjustments in student catering outlets would exceed the total of the deficits currently incurred on Commons and the 1592, there would have to be a compensatory matching increase elsewhere in order to stay within the agreed limits;

- (d) An immediate review would be undertaken of the ways in which the cost of deficits on Commons and the 1592 could be reduced.

Ms Power advised Board that the Students' Union welcomed the progress to date on these matters.

**02/63 Site and Facilities Committee - Minutes of Meeting of 6 November 2001** The Bursar advised Board that a document summarising the current status of the College's capital projects was being prepared and would in future be up-dated for each meeting of the Site and Facilities Committee and would be attached as an Appendix to that Committee's minutes and circulated to Board.

The Board noted the Minutes of the Site and Facilities Committee from its meeting of 6 November 2001 as circulated. The Board approved the recommendations, noting in particular:

**1.2.2 Extension of the CCTV System** The Bursar invited Board's attention to initiatives currently being undertaken to improve security on the campus, noting in particular the commissioning of the new security control centre in 200/201 Pearse Street, the extension of the CCTV system and an on-going programme of improvements in campus lighting systems.

**2.6 Trinity Centre Phases 2 & 3 at St James's Hospital** The Bursar invited Board's attention to the need to locate temporary accommodation in St James's Hospital for School of Nursing staff, pending the completion of Phases 2 and 3 of the Trinity Centre at the hospital, noting that a corner of the existing car park has been recommended as the only possible suitable site.

Noting the excessive levels of over-crowding currently being experienced by staff in the School of Nursing, the Board requested that the Bursar ensure that the required temporary structures be installed as soon as possible. The Board further noted that this temporary solution would cause some inconvenience to staff in the Trinity Centre and recommended that the Committee established to implement the new developments in the School of Nursing and the Building Planning Committee for the Trinity Centre at St James's Hospital communicate, through their constituent members, in as full a manner as possible with College staff based in the hospital.

**02/64 Committees** The Board noted memoranda from the Registrar, circulated dated 7 November 2001, and tabled dated 14 November 2001 and approved the following changes in membership to committees:

- (a) **Proposal to amalgamate the Staff Appointments Committee and the Personnel Committee** It was agreed that the two existing committees be amalgamated, the new committee to be called the Personnel Committee. The suggested membership (14) is as follows:

Vice-Provost (chair)  
 Senior Lecturer  
 Treasurer or nominee  
 Academic Secretary  
 Staff Secretary  
 Recruitment and Establishment Officer (in attendance)  
 Two Deans

One member of Board  
 One member of Council  
 One student representative  
 Two members of academic staff

The Board noted that the Staff Secretary had agreed to prepare terms of reference for the amalgamated committee and these will, in due course, be brought to Board for approval.

- (b) **Catering Management Committee** In accordance with Minute 01/24 of the last Board meeting (17<sup>th</sup> October) the Board agreed that membership of the committee be widened to include:

President of the Students' Union  
 Dr Ian S Sanders  
 Dr Judith Mossman

- (c) **Advisory Committee on Honorary Degrees** The following were added to the membership of this committee:

Professor Denis Weaire  
 Professor Dennis Kennedy

- (d) **Principal Committees of Board and Council** The following were nominated to membership of Principal Committees of Board and Council:

Audit Committee	Dr Shane Allwright
Finance Committee	Professor John Fitzpatrick
	Dr Ailbhe Ni Chasaide
Information Policy Committee	Dr Seán Duffy
Research Committee	Dr James Sexton
Site and Facilities Committee	Mr Henry Kearns
	Ms Emma Stokes
Personnel Committee	Dr Hugh Gibbons
	Professor Eithne McCabe
Student Services Committee	Dr Linda Doyle

- (e) **Unit Cost Management Working Party** Dr James G Lunney

**02/65 Nominations for Appointment** The Board approved the nominations for appointment to administrative posts as set out in Appendix 2 to these Minutes.

**02/66 Nominating Committee** The Board noted membership of the following committee:

**IT Security Specialist (2 year contract)**

Mr M F Nowlan  
 Mr J P Murphy  
 Mr F Sheeran  
 Mr M O'Farrell (Ernst & Young)  
 Mrs P H Daly

**02/67 Sealing** The Board noted:

- (a) **The University of Dublin – Trinity College Pension Scheme** The Seal of the College was put to a Deed of Amendment for the University of Dublin Trinity College Pension Scheme whereby the Rules attached to the Trust Deed are amended. [12/10/01]
- (b) **Haptica Limited** The Seal of the College was put to a Shareholders' Agreement between the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin, Haptica Ltd and others. [6/11/01]

**02/68 Bond re Landscaping Works at the new Student Halls of Residences, Trinity Hall** The Board noted a memorandum from the Treasurer, circulated dated 1 November 2001 and approved the conditions of the bond.

**02/69 Financial Assistance Committee Recommendations** The Board noted a memorandum from the Senior Tutor, circulated dated 19 July 2001.

**02/70 Freedom of Information Act – Provost's Delegation Order** The Board noted a Delegation Order signed by the Provost, circulated dated 1 November 2001.

**02/71 Approval of Higher Degrees** The Board noted Higher Degrees approved by the sub-committee of Board and Council, as circulated.

**02/72 Electron Microscope Unit – Change of Name** The Board noted a memorandum from the Dean of Science, circulated dated 2 November 2001 and approved the change of name to 'The Centre for Microscopy and Analysis', together with the membership of the committee, as follows:

Director of Centre for Microscopy and Analysis (Chairman) (Professor B L Sheppard)  
 Manager of Centre for Microscopy and Analysis (Secretary) (Mr D A John)  
 Dean of the Faculty of Science  
 Dean of the Faculty of Engineering and Systems Sciences  
 Dean of the Faculty of Health Sciences  
 Dr M J Carroll  
 Dr J Coleman  
 Dr P B Deasy  
 Dr J M Kelly  
 Professor B L Roberts  
 Professor G D Sevastopulo  
 Dr C J Smyth  
 Professor D Taylor  
 Dr M L Williams

**02/73 Headship of Department** The Board noted and approved the following:

- (a) History of Art Dr P D McEvansoneya, from 1 October 2001 to 30 September 2004;
- (b) Pure and Applied Mathematics Dr R Timoney to continue until 12 July 2002.

- 02/74 Staff Matters – Early Retirement** The Board noted and approved a request from Mr M McClure (Facilities Staff) for early retirement on 14 November 2001 (normal date 30 September 2007).
- 02/75 Central Fellowship Committee** The Board noted that Dr Isabel Rozas would replace Mrs Ruth Torode on this committee.
- 02/76 TCD Modern Art Collection – Curatorship** The Board noted and approved the recommendation of Dr P Cherry (Curator) that Ms Riann Coulter should be appointed to the curatorship of the Modern Art Collection during Dr Cherry’s leave of absence in 2001-02.
- 02/77 Prizes and Other Awards – John Bennett Fund** The Board noted the recommendation of the Governors of the Erasmus Smith Schools that the 2001-02 bursary should be awarded to Ms Soraya Pillay (value €508.00).
- 02/78 Proctors’ Lists for Autumn Commencements, 8, 9, 12 and 16 November 2001** The Board noted the Proctors’ Lists for Autumn Commencements as approved by the sub-committee of Board.
- 02/79 Scholarship – Request for Permission to intermit** The Board noted and approved the request of the Senior Lecturer in respect of the following cases:
- (a) a request for a second year of intermission from a Scholar who had previously intermitted in 1998/99;
  - (b) a request for a second year of intermission for a Scholar who had previously intermitted in 2000/01.

Signed:     ... ..

Date:       ... ..



**Nominations for Appointment**

Appendix 1 to Minute 02/56

Appendix 2 to Minute 02/65