

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 26th May 2009

- Present* Dr Amanda Piesse (Chair), Dr D McGrath (Secretary), Dean of Students (Dr G Whyte); Deputy Treasurer's Representative (Janet Byrne), Deans' Representative (Prof C Williams); Senior Lecturer (Dr A Douglas); Acting College Secretary (Ms A FitzGerald), 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).
- Apologies* Vice-Provost (CAO) (Prof P Prendergast); Head of School (Prof N Claffey);
- In attendance* Ms G Conroy; Ms Katrin Dreyer-Gibney for item SS/08-09/111; Mr Cathal Reilly for item SS/08-09/112.

SECTION A

- SS/08-09/108 **Minutes** The Minutes of the meeting held on 28th April 2009 were taken as read, approved and signed.
- SS/08-09/109 **Matters Arising from the Minutes** Matters arising from the Minutes were discussed and are recorded below, (see Minute SS/08-09/110).
- SS/08-09/110 **College Day Nursery** The Chair reported an appointment for the post of Day Nursery Manager had been made, with a start date in the next 2-3 weeks. The manager would have responsibility for oversight, strategy and development of the Day Nursery and would, report to the COO (Acting). She would work closely with Student Services in the same manner and by the same mechanisms as the other Student Services.
- SS/08-09/111 **College Day Nursery Annual Report 2007-08** Minutes of the College Day Nursery Committee for the reporting year had been provided to the Committee. It was noted that a fee increase had been approved on 17th June 2008 for the year 2008-09 on the basis of a projected deficit in the end of year accounts.
- Ms Dreyer Gibney had been requested to prepare the report by the COO, in advance of his resignation, and had since agreed to present it. The report was taken as read, Ms Dreyer Gibney highlighted the good staff ratio, the long waiting list for places, and the end of year surplus in the accounts. The major activities of the past year in relation to the College Day Nursery had occurred after the reporting year in question. Ms Dreyer Gibney was thanked for preparing and presenting the report.
- Discussion on the surplus in the accounts focused on the one-off award from the Estimates 2007-08 designated to cover special circumstances; it was being pursued by Treasurer's Office with Staff Office. A strategy for managing the waiting list for Day Nursery places was urgently required.
- SS/08-09/112 **Student Centre and Accommodation for Student Services** The Chair reported the Paul Coote, the planning accountant, was unable to attend for this item, and welcomed SU President Mr Reilly, invited to present an up to date account of the Student Centre/Luce Hall planning project. Moving in parallel, separate specifications for a Student Centre, and Accommodation for Student Services, had been investigated and compiled for consideration by

Site and Facilities Committee. The Luce Hall Planning Committee would now be chaired by the Vice-Provost, moving forward with a consolidated student-surveyed plan. The proposed development would be part-financed by a student levy of not more than €100 per student per annum, the amount being determined by the ratio of Student:Student Services space allocations. The Planning Committee would report back to Site and Facilities by 23rd June, in the hope that, following Board approval, work would commence during the long vacation. Mr Reilly undertook to clarify the role of, and a mechanism for, Student Services Committee in the policy and strategy of the development process.

- SS/08-09/113 **First Report of Committee Review Group** The Committee was asked in particular to comment on 8.5; 8.6.9; 8.6.10 and 8.6.11 of this first report of the Committees Review Group in advance of its proceeding to more detailed drafting. With reference to 8.5 " ...Student Services Committee concerns itself with management matters as well as policy development..." , a strengthening of the heads of services management group, the management structures and reporting lines was under way with the proposed Student Services Management Team. With reference to 8.6.9 clarification would be sought in respect of the phrase "...concerned only with the policy development and making and reviewing decisions..." as to whether there should be a comma after "development" or "making" or none. Additionally clarification would be sought on what was intended by "...all student services..." in 8.6.9 and "Student Services" in 8.6.10. Discussion on the numbers of Committee meetings (8.6.11) would be revisited. It was felt that twice per semester would be insufficient, but 6 meetings per year for strategy, oversight and policy might suffice. Dr McGrath had been invited to sit on the Implementation Group, and would report back to the Committee at its next meeting.
- SS/08-09/114 **Draft Strategic Plan, Student Experience** The Dean of Students had coordinated the Student Experience section of the draft Strategic Plan. The Dean of Students was thanked for the comprehensive and fair document. Responses to it and the full plan would be factored into the next draft, as appropriate, which would again be circulated to the Committee for comment.
- SS/08-09/115 **Feedback from Heads Forum** The most recent meetings on 8th and 22nd May had discussed: 1) Student Services Management Team; 2) A presentation from Staff Office on Garda Vetting for staff; 3) College Strategic Plan; 4) Retention Task Force; 5) Anticipated cuts to student services: need to protect frontline services. The Acting Treasurer had confirmed that cuts may not be 10% across the board; 6) Luce Hall development.
- SS/08-09/116 **Any Other Business**
- The Students' Union would pilot an Accommodation Advisory Service in September, in Front Office House 6, taking over what had been provided by the Accommodation Office in previous years in the Arts Building. The non-pay budget for the service would be transferred to the SU. A report on the service would be provided to the Committee in October 2009.
- The draft Student Charter would be circulated to Committee members for comment, prior to presenting it to Council and Board for approval by 8th July.
- The Committee agreed to defer the meeting scheduled for 16th June, and would meet next on 30th June at 4 pm in House 27. The Committee would meet in Arts Building Conference Room in 2009-2010.

SECTION B

There were no items in this section

SECTION C

There were no items in this section

Signed:.....*AP Rem*.....
Date:.....*30 June 2009*.....