

The University of Dublin

Trinity College

Minutes of the Site and Facilities Committee Meeting held on 12th February 2008 in the Boardroom

Present Dr. J.K. McGinley in the Chair, Bursar (Prof. D.C. Williams)*, Secretary (Mr. Michael Gleeson), Dr. David Abrahamson, Students Union President (Mr. Andrew Byrne), Mr. Michael Slevin, Director of Buildings (Mr. Paul Mangan).

Apologies Prof. Colm O'Morain, Prof. Roger Stalley, Deputy Treasurer (Mr. Ian Mathews).

In Attendance Deputy Director of Buildings (Mr. Pat McDonnell).
Ms. S. Mac Mahon (Executive Officer, Director of Buildings Office).

By Invitation Mr. Gerard Whyte, Dean of Students.

**Present for items – SF/07-08/76; SF/07-08/82, 83, 84; and SF/07-08/89, 90, 91.*

1. Minutes

SF/07-08/76 –The minutes of the meeting held on 22nd January 2008 were approved by the Committee and signed by the Chairman.

2. Matters Arising

Matters arising from the minutes were discussed and have been recorded below, (see Minutes **SF/07-08/77** to **SF/07-08/81**).

SF/07-08/77 – Operation of College Buildings

The Committee noted that the Director of Buildings had circulated details of the heating cost associated with extended opening hours for the Library. In response to a query he confirmed that the figures represented additional costs over a heating season

SF/07-08/78 – College Signage

The Committee agreed that a formal policy should be devised to standardise arrangements with regard to the hanging of temporary signs and banners in the College. The Secretary and the Director of Buildings agreed that it would be helpful to them and to the Senior Dean to have a policy background against which requests can be considered. The Director of Buildings advised that the Grounds & Gardens Advisory Committee is preparing recommendations in relation to establishing a College signage policy and it was agreed that he should ask this Committee to consider temporary signage as well.

SF/07-08/79 – CRANN Accessibility

The Director of Buildings told the Committee that, to date, he is aware of only 1 accessibility issue - relating to one handrail in the Institute.

SF/07-08/80 – Green Week

Notwithstanding that It was confirmed that the generators used during the Science Gallery Lightwave Festival were run on biofuel, the Committee noted that they had been disruptive to staff and residents.

SF/07-08/81 – An Post Site/Biosciences Development

The Director of Buildings told the Committee that the Finance Committee has approved a proposal to borrow €75m for the An Post Site/Biosciences Development and this proposal will shortly be submitted to Board for approval. He updated the Committee on a recent meeting with the Department of Enterprise, Trade and Employment (DETE) and the Higher Education Authority and said that the DETE is very supportive of this proposed project. It was noted that the College will not wish to be precluded from PRTL15 or from any other state grant scheme if the College borrows the funding necessary at the outset. The Committee expressed its support for the efforts being made to advance this project.

SF/07-08/82 – Arts Building Seating

The Bursar expressed concern at the delay in procuring the seating for the Arts Building concourse. The Deputy Director of Buildings indicated that progress will be reported at the meeting of SFC 29th April 2008.

3. Section A

There were no Section A items.

4. Section B

SF/07-08/83 – Capital Projects Report

The Committee noted the Director of Buildings' Capital Projects Report No 10 dated 6th February 2008 and agreed that this Report should be circulated to Board for approval.

SF/07-08/84 – Director of Buildings' Area Annual Report

The Committee welcomed the Director of Buildings' Area Annual Report dated 6th February 2008. The Director of Buildings undertook to revise the office staffing structure diagram to highlight the management structure of the Department. In response to comments from members he undertook to outline the breakdown between 'pay' and 'non-pay' expenditure on page 6 of the document and will add an explanatory note regarding the sources of funds described as "recoupments". In addition a paragraph outlining the manner in which the Director of Buildings area will support the new faculty structure will be added. A number of typographical errors will be corrected. The Director of Buildings undertook to circulate the revised report to the Committee and to Board.

SF/07-08/85 – Universal Design Advisory Committee

The revised Terms of Reference for the Universal Design Advisory Committee were approved by the Committee subject to the following amendment:

Item 2.1 – "Chair" to be removed from the membership composition.

5. Section C

SF/07-08/86 – Car Parking Working Group

The Committee noted the minutes of the Car Parking Working Group meetings held on 27th April 2007 and 14th December 2007.

The minutes of the Car Parking Working Group meeting held on 23rd January 2008 were tabled at the meeting and noted. The Secretary, referring to item 3. (f), said that he exercises extreme caution when using his allocation of permits (maximum of 5, 2 currently allocated) and stressed that the

provision of a permit through his office is a tool used to attract potential, high calibre staff of appropriate status.

SF/07-08/87 – Universal Design Advisory Committee

The Committee noted the minutes of the Physical Access Working Group meeting held on 31st October 2007.

The Director of Buildings highlighted the reference to the Pavilion Lift planning application and said that Dublin City Council Planners have issued a 'Notice of Intention to Grant Planning Permission' with a decision due on 4th March 2008. He said that the architects for the project have been requested to submit an up to date cost report in order that the College can pursue the subject of funding for this project.

6. Any Other Business

SF/07-08/88 – Student Counselling Service – space issues

In response to a query from the Dean of Students the Director of Buildings said that the issue of space requirements for the Student Counselling Service has been discussed by the Space Planning Group which comprises the Director of Buildings, the Bursar and the Space Planning Officer. He advised that the Counselling Service had declined an offer of additional space in Luce hall on a temporary basis, indicating a preference for securing a room in 199 Pearse Street allocated to Public Health & General Practice. He further said that there is a proposal that the Service can be accommodated permanently in the redeveloped Luce Hall but this is approximately 2 years away. In view of the possible consequences of the Counselling Service failing to meet demand, it was agreed that Public Health and General Practice will be asked, as a minimum, to lend its meeting room to the Student Counselling Service for Trinity Term 2008.

SF/07-08/89 – Accessibility Audit

Dr Abrahamson queried the process in availing of an allocation of €100,000 earmarked by the Disability Service to perform College-wide accessibility audits. The Director of Buildings advised that he was anxious to secure competitive quotes and to proceed in a cost effective way by securing prices and conducting surveys for representative buildings in order to scope the survey work initially and the upgrading work in due course. It was agreed the Deputy Director of Buildings and Disability Services Co-ordinator will discuss this matter locally and report back to SFC in due course.

SF/07-08/90 – Dublin City Enterprise Board – Promotional Bus

The Committee approved the proposal from the Trinity Technology and Enterprise Campus Enterprise Executive, Ms. Bridget Noone to locate a Dublin City Enterprise Board promotional bus in Front Square for one day only on 28th February 2008.

SF/07-08/91 – Arts Week

The Committee accepted a recommendation from Director of Buildings approving a proposal by the Film Society to project images from the 1937 Reading Room onto the West Pavilion of the Old Library for some hours on 12th February as part of the Arts Week activities. The Committee agreed that the College policy regarding the projection of images onto College buildings should be reviewed.

7. Date of Next Meeting

SF/07-08/92 – Date of Next Meeting

The next meeting of the Site and Facilities Committee will be held at 11am on Tuesday 1st April 2008 in the Boardroom.

Signed

Dated