

**UNIVERSITY OF DUBLIN
TRINITY COLLEGE
MINUTES OF THE CAPITATION COMMITTEE
7th March 2017
At 10am in the Elizabethan Room House 6**

PRESENT: Prof. Brian McGing (Chair/Senior Dean), Fionnuala Doherty (Committee Secretary), Elaine Sharkey (Financial Services Division), Benn Hogan (CSC), Ronan Hodson (CSC), Una Harty (CSC), Michael Scholz (CSC), Donagh McDonagh (DUCAC), Shane Collins (GSU), Lia Flattery (Publications), Kieran McNulty (SU), Aoibhinn Loughlin (SU), Glen Byrne (SU)

APOLOGIES: Prof. Kevin O'Kelly, Dean of Students, Pia Helbing (GSU), Dale Whelehan (SU), Christina Connaughton (DUCAC)

IN ATTENDANCE: Joseph O'Gorman (CSC), Aisling Crabbe (Trinity Publications), Simon Evans (SU)

Fionnuala Doherty, Committee Secretary, circulated the attendance sheet for members signature.

Professor Brian McGing as Chair of the Capitation Committee opened the meeting. He welcomed Fionnuala Doherty, who is currently undertaking the role of Committee Secretary, as Bernadette Banahan has moved to another role in College.

Item 1. Minutes of the last meeting of 17th November 2016 ('Draft' previously circulated)

The draft minutes were previously circulated to members for their review. The Senior Dean noticed some slight mistakes and inconsistencies in the format of minutes regarding addressing members. He noted Cyril Smyth (DUCAC) is listed as Cyril on Page 3. The Senior Dean will ensure consistency in the format prior to signing off. Members had no further points or corrections on the minutes. **Action:** The Senior Dean undertook to amend, sign and circulate the minutes.

Item 2. Matters Arising

Elaine Sharkey circulated the revised Allocations for 2016/17 document as per action from minutes of 17th November 2016.

Donagh McDonagh raised some queries referring to the meeting of 17th November 2016 regarding the GSU €30K and lack of clarity provided by FSD.

The Senior Dean clarified that the €30K to the GSU is a sum ringfenced until next year and that next year is the last year. After that as FSD have stated the €30K is built into the overall figure for the capitation sum – the €64 and €70. But in 2018 the €30K will not be forthcoming to the GSU so the Capitation Committee will have to consider that going forward. The Senior Dean highlighted it is a 4 year grant from Global Relations. At the time it was for 4 years and at the end of 4 years it would stop. The €30K has been brought into the figures for the capitation sums of €64 and €70 so there will be a continuing advantage.

Donagh McDonagh stated that his concern was that the figures for the last meeting didn't seem to show the money actually coming in from Global Relations but did show it going out and this was a principal concern. Not so much that the money was ringfenced but it was supposed to be a grant from Global Relations which was to go to the GSU, therefore the figures show the money going out or being ringfenced for

the GSU but nothing actually ever show it coming in. He stated that perhaps the Committee got the wrong end of the stick but thought somebody else was going to give the Committee the money so that the Committee could pass it on to GSU. This doesn't seem to have been reflected in the figures. It was Capitation money which was being given out whereas Global Relations were the ones who were supposed to be making a donation as the Committee understood it which would in turn then have been simply channelled through the Capitation Committee figures.

Elaine Sharkey explained that the process is not as straightforward as that. She clarified that every department or school receives a budget; that the Global Relations budget would have been reduced by €30K and the Capitation budget would have been increased by €30K and she stated that is how the process now works.

Donagh McDonagh queried that if there were to be an increase in the Capitation sum then from an accounting point of view it should have been reflected as an increase and not just built in to the overall figure. Elaine Sharkey explained that the €30K uplift was now part of the Capitation budget. Donagh McDonagh queried where the money comes from as it is not coming from the EU and Non EU student contribution. Elaine Sharkey pointed out that it is a budget allocation that is distributed throughout College at the start of the year. Donagh McDonagh argued that what actually goes out from the Capitation sum which is ringfenced, the €30K, is not a budget allocation, but hard cash. Joseph O'Gorman stated that the issue is whether or not the situation prior to the new agreement in terms of the sum of money being talked about, the baseline capitation of grant, plus the €30K are the same, or has the Capitation grant been increased to some degree, then €30K added to get a new figure which will be the figure going into the years to come. He explained that it is not clear and stressed that this change from the Committee getting a grant to now being given a budget, seems to have happened simultaneously with the movement of negotiations and one is blinding to the other. Different sums, total sums of money, coming from two different sources. The Senior Dean stated that FSD made it clear to him that the calculation of the figures of €64 and €70 originated from a baseline figure plus €30K. He said that FSD stated that absolutely clearly but it is not separated out and he did not know to what extent it is actually taken from Global Relations. Joseph O'Gorman stated it was not apparent at the last meeting that the Committee can be assured that the Capitation baseline and the €30K are brought together and amalgamated. The Senior Dean stated that FSD senior people have assured him that this is the case but did not know if figures could be produced to that effect.

Simon Evans stated that the Committee are used to looking at these situations in a certain way and FSD have changed that and it is just not clear. Donagh McDonagh queried the figure of €1,107,310 excluding the €30K. He pointed out that Capitation brings in 1,137,310 from which the Global Relations money for GSU is deducted. Elaine Sharkey explained that the Capitation money now includes the €30K that was initially ringfenced to GSU pre 2015/16 and it will remain in the model and integrate as part of the Capitation fee after year 4. The Senior Dean stated that FSD are saying the figure of €1,037,310 includes the original calculation plus the €30K, but the allocation figures show the €30K separately in order to ring-fence it for GSU. Ronan Hodson and Elaine Sharkey both stressed that the change is a positive change. The Senior Dean agreed that it was not clear and it would have been clearer if the €30K had been deducted from Global Relations and just attributed to GSU but it would have come from them. This way they have given assurances and the Senior Dean saw the calculations so saw there was a baseline and €30K was added. The sum of the Capitation figure, €64 and €70 was based on that new overall figure. Donagh McDonagh stated that at the last meeting the Committee did say that Global should have the €30K in their accounts. Elaine Sharkey disagreed with his statement. Donagh McDonagh stated that their accounts should actually show €30K going out and coming in, then how it is applied thereafter is covered in the accounts. He explained that a simple sum of taking the Capitation forecast for EU and Non EU on Page 1 €1,135,874, then Page 2 Capitation plus €30K but that is deducted. Elaine Sharkey reminded Donagh McDonagh that he raised this at the last meeting. She

explained that Donagh McDonagh's accountant would not be familiar with College accounts where departments are allocated a budget; that you are not going to see the money leaving the GSU bank account and going into the Capitation account. She explained that you are going to see a budget for the Capitation account as per the model agreed and Global Relations will be deducted the €30K. Donagh McDonagh stated that he will accept the explanation by Elaine Sharkey subject to caveat that he is still confused.

The Senior Dean highlighted a bigger problem going forward may be the distribution of the €30K when it's no longer necessary to ring-fence it for GSU, how will it be incorporated into the overall distribution and what will be the impact for GSU?

Next action: The Senior Dean was to contact the Registry about the affiliated colleges: The Senior Dean confirmed that he has done this and will do so again.

Item 3. Notice of Referendum for Students Centres

Kieran McNulty referred to his paper "Proposal for Student Centre Referendum. Capitation Committee – TCDSU President and DUCSC Chair – Hilary Term 2017" circulated to members by email and apologised for the late distribution. He thanked Joseph O'Gorman and Benn Hogan for their help in producing the paper.

Kieran McNulty highlighted that over last year, SU have been pushing for a student centre as TCD are the only University in Ireland without one. He advised members that at the end of this year – in June – there will be an Estate strategy decided for the next 20 years of College development, and as part of this, SU wanted a plan included for student space. Their experience with student space this year is that SU opened a new space in the Arts Block and the English Faculty have been trying to take that off SU for the past 6 months. Those little pockets are not good enough and there is an increasing demand for event space so SU said it was time to look for additional space. They spent a lot of the time last term lobbying for the student centre and would like the Capitation Committee to call a referendum. If approved, SU are going to collect signatures today, 7th March 2017. Kieran McNulty stressed this is very timely and important.

Joseph O'Gorman explained to members that the Capitation Committee is funding what the Schools should be funding. He has gone through every argument but in relation to the student centre he has stated that it is towards the use of the student centre for student led activity. He feels that at least if it is stressed that it is student led activity there is some hope of hammering it down.

The Senior Dean queried what the mechanics of authorising spend will be and if decisions will come to the Capitation Committee or Students Union. Joseph O'Gorman stated that it will come to Capitation Committee as is required by the protocol. The initial discussions of what is going to happen are unclear; the Chair of SU may be required to report to the Capitation Committee so the Committee has oversight. Joseph O'Gorman commented that at this stage the College has a proposed plan in essence only and has no further detail at this time.

The Senior Dean asked Kieran McNulty if he was happy with this, to which Kieran McNulty replied in the affirmative.

Donagh McDonagh stated that he admires the confidence that is displayed in Paragraphs 1, 2, 3 of the proposal citing "paying €30 from the first date of collection"; "paying 22 annual payments" which is 22 years as Donagh McDonagh understands it. He asked members if anyone thinks back to what €30 bought in 1997. Donagh McDonagh stressed that he had no difficulty with the €30 but he would suggest a caveat should go in there that it is €30 index linked.

Joseph O'Gorman rejected this suggestion emphatically.

The Senior Dean stated that if this is the sum that is proposed then the Capitation Committee should support it.

Ronan Hodson CSC highlighted 2011 and the Loose Hall Development – a more collaborative process, involved the design of a management board which took a lot of consultation as well as other considerations around the use of the building which was to be decided in advance of setting a levy. Whilst this is a different situation and a different opportunity, Ronan Hodson wondered if there will be a need for a management board and if so, how are Capitation Committee going to do that. He stressed that it may be unwise to take money from the students and then quibble about how to manage that money. He queried if SU will have their own building and if it is being allocated to SU as rooms allocations, as space allocations, or is it going to be autonomous and how is the space to be managed?

Benn Hogan CSC stated that there is no firm commitment yet. He said there is a commitment that space would be available to the capitated bodies and the College would fund it provided money SU are collecting provides a structure.

Simon Evans said that the Capitation Committee need to give some thought as to how they are going to manage the building. Aisling Crabbe asked how bookings will be made and asked for clarification around this. The Senior Dean queried the idea of a management committee and asked if that was what is proposed. He stated that for the sum of money involved the Capitation Committee would require one. He asked for confirmation that this is built in.

Joseph O’Gorman stated that in essence the students are only giving the money if the provisos and commissions are followed; if they are not followed then the levy falls flat and it can’t be collected. He stressed that governance is a huge discussion and that he has worded this so that Capitation Committee have governance in a broad enough language to enable Capitation Committee to fix a management structure on it. He stressed that Capitation Committee are not in as strong a position as before; if the students are consulted then they make the decision; if they are not consulted then the Committee makes a decision and it becomes a decision that is fixed for 20 years.

The Senior Dean asked Kieran McNulty to clarify the timing for a referendum. Kieran McNulty stated that if the Capitation Committee agrees, SU thought they would collect signatures immediately and the referendum would be held on the week of 20th March 2017.

The Senior Dean stated that if the referendum was passed, the topic could be put on the agenda for the final meeting of the Capitation Committee so that any logistics could be firmed up. Kieran McNulty stressed the need for a good representation of stakeholders and this needed to be established before any student paid the levy.

Joseph O’Gorman asked if there was a document defining what a student centre is? He stressed that we have a document off which we can work and if students want to pay, they will pay. He does not think the students will make a furore about a management committee being in place but it will be relevant after the vote as to what we do then.

Elaine Sharkey queried r the planning of the referendum on 20th March and the fact that the levy is applied only to those students commencing 1st and 2nd years beginning of academic year 2017/18. She highlighted that the students starting in 2017/18 are not being offered a choice. The Senior Dean acknowledged that one generation has to suffer in the process. He asked members for any other thoughts and stated that he felt the Committee should go ahead the referendum. He asked for members to approve – all agreed. Shane Collins GSU stated that previously the GSU president remained neutral. Ronan Hodson CSC stated that if members agree here today, then we have a mandate and we have to bring the mandate to our members and ensure it is passed unambiguously. Simon Evans SU stated that the SU will fund both sides

The Senior Dean congratulated Kieran McNulty on the great work done in preparing the proposal. He stressed that the Capitation Committee will have to take special care to observe what the College does – particularly in those first 2 years, if it passes.

Item 4. Terms of Reference of the Capitation Committee

The Senior Dean asked for any proposed changes to the 'Terms of Reference' document. Kieran McNulty asked that the references to the 'Student Services Committee' be changed to the 'Student Life Committee' as it is now called.

Joseph O'Gorman commented that he can insert the observation status of the 5 non-voting observers into the Terms of Reference although it's not necessary as the Committee can invite people as it sees fit. This was a decision voted upon in the past but now, for the sake of clarification, and to avoid confusion Joseph O'Gorman will make this change.

Action Joseph O'Gorman to amend the Terms of Reference document and send to the Senior Dean.

The Senior Dean agreed requested that if members are going to change the Terms of Reference other minor changes should also be made to tidy it up.

Kieran McNulty drew attention to the Dean of Students and asked if this was a voting position to which Senior Dean replied in the negative and that observer status should be included in the Terms of Reference. Kieran McNulty recommended that possibly this should also be changed in the Terms of Reference document to non-voting. The Senior Dean agreed and asked that members to look over the Terms of Reference and submit any proposals regarding changes to Fionnuala Doherty.

The Senior Dean asked for members approval to which all replied in unanimous agreement.

Item 5. Student numbers and allocation figures for 2016-17

Elaine Sharkey referred to the paper circulated at the beginning of the meeting and in particular to Page 1 Figures from Academic Registry 20th February which she stated are on target for the year but that final figures would be available after March. She stated that student number detail was not available at this stage and the figures may need adjusting before they are finalised.

The Senior Dean stated that the cumulative change by 2018/19 should be €90K if the figures are right. He highlighted that we are in the 2nd year of the 3 year model and that in the November meeting this should be raised as an agenda item; the Committee needs to start preparing for any justifications for continuing the current model or any changes that may need to be made to it. Shane Collins GSU stressed that it would be important to start collating these arguments at the next meeting. The Senior Dean agreed and confirmed it will be raised at the November meeting. Kieran McNulty SU suggested that as Post Graduate students generally require more support maybe the Committee could look at a requesting an increased contribution for Post Graduate students.

Elaine Sharkey argued that the current model is quite straightforward and she said that if you start looking at weighting students in terms of the fee, the model could get very complicated and the Committee should be aware of a potential risk of a decreased fee. Ronan Hodson highlighted that this is quite timely because of the recent court case against the College for an application for mediation of various sub fees which involved losing contribution for evening students. The Senior suggested the Committee begin the process of putting a case together to negotiate with FSD, Elaine Sharkey suggested that it is worth while for members to ask their counterparts in the other universities what they do as well and carry out a bit of information gathering.

The Senior Dean confirmed this issue will be on the agenda of the next meeting. He asked members if they have any other important topics they wish to be raised or any other issues that they send to him via Fionnuala Doherty.

The Senior Dean asked members if they had any other concerns. Elaine Sharkey highlighted Page 3 of handout circulated at last meeting and highlights there was a figure missing of budget to date which was €9,632.

There being no other business for discussion, the Chair called the meeting closed at approximately 12 noon.

Signed: _____

Date: _____