

Minutes of the Capitation Committee

1 May 2018

At 11.00am in the Elizabethan Room, House 6

Present: John Parnell (Chair), Aidan Marsh (Secretary), Elaine Sharkey (FSD), Kevin O'Kelly (Student Life), Fiona May (CSC), Calum Fabb (CSC), Dahnan Spurling (CSC), Ciaran Maguire (CSC), Donagh McDonagh (DUCAC), Aidan Kavanagh (DUCAC), Shane Collins (GSU)

Apologies: Roisín Harbison (DUCAC), Sorcha Kelly (PUBS), Emma McCarthy (PUBS), Damien McClean (SU), Pia Helbing (GSU)

In Attendance: Joseph O'Gorman (CSC), Simon Evans (SU), Dr Geoff Bradley (GSU)

Aidan Marsh, Committee Secretary, Circulated the attendance sheet for members signature.

Item 1: Minutes of the Last Meeting of 9 March 2018 Draft Previously Circulated)

No amendments had been submitted to the Secretary.

Item 2: Matters Arising

No matters arising

Item 3: Administration of the Student Spaces Levy

Professor Kevin O'Kelly (Dean of Students) stated that the Zón Mac Léinn Terms of Reference Document which had caused concern and which had been circulated prior to the meeting was a rough draft document which was incorrect in that it accidentally conflated two separate groups – the Zón Mac Léinn working group and the Capitation Committee's Student Spaces Levy working group. These two groups had similar membership, but were entirely operationally separate.

A document was circulated to the committee explaining the differences.

Following the Dean's explanation the Chair passed to the floor for questions.

Concern was briefly raised over the circulated Zón Mac Léinn Terms of Reference Document, however it was stated that, per the Dean of Student's explanation, that document was incorrect on many subjects as it conflated two separate bodies, would be substantially redrafted, and that it had no bearing on the Capitation Committee's Student Spaces Levy working group.

A consensus was reached that if future wording of a Zón Mac Léinn Terms of Reference Document upheld the wording of the Referendum regarding the Levy, there would be no issues.

Elaine Sharkey (FSD) raised the point that, on the document provided for noting, the Student Spaces Levy Working Group did not include an FSD representative and that as the loan request was made to the CFO a FSD representative should form part of the working group. Following discussion there was consensus that, at least for the duration of the loan period, an FSD representative should be part of the Student Spaces Levy Working Group. It was highlighted that any spending decisions from the Student Spaces Levy Working Group would need to pass through the office of the Bursar before final approval anyway, and that this may alleviate any concerns.

A query was raised regarding if there was a terms of reference document for the Student Spaces Levy Working Group citing a need for transparency for the working group, and adding that there was a lack of clarity on certain matters which was contributing to confusion.

Action: Student Spaces Levy Working Group to produce a document providing clarity on its role, transparency of the working group's membership and procedures to be circulated by the end of the following week.

Item 4: Decision to Act as Guarantor on the College loan for Student Spaces

Fiona May (CSC) explained how acting as a guarantor may affect the Capitation Committee – The Capitated bodies would be responsible for repayment. This is unlikely to occur as College would be collecting the funds.

A query was raised as to what would happen if College again failed to collect the Levy. It was stated that the burden for collection lies on the College. Part of the reason for the lack of collection this year was due to necessary changes to the method that College uses for collecting bills, and that College is now confident that they will be able to collect the Levy.

Action: Clarify with FSD in the Loan Agreement that the burden will be on College to ensure that the Levy is collected.

Kevin Keane (SU) stated that in the unlikely event that everything went wrong, the burden for repayment on the loan would fall primarily on the SU and the CSC as it would be unreasonable to expect the other capitated bodies to pay for spaces they would not use.

Fiona May (CSC) queried if, in the event this happened, repayment over time would be possible. Elaine Sharkey (FSD) said that this would not be possible if the loan is requested as interest free.

A query was raised as to what the current progress of the loan was.

A memo formally requesting the loan was sent to the CFO and this was noted at Finance Committee in 23.04.18.

No loan agreement has yet been drafted. FSD are awaiting the approval from the Capitations Committee.

Decision: The Capitations Committee will act as guarantor on a loan of €180,000 from College to the CSC the SU for the purpose of renovation and development of student spaces as per the joint memorandum issued to the Chief Financial Officer and the Finance Committee by the TCDSU and the DU CSC.

Addendum: This decision is contingent upon a suitable loan agreement being drafted and circulated to the membership of the Capitations Committee.

Action: Senior Dean, Elaine Sharkey, and Aidan Marsh to draft a letter to the Financial Services Division confirming this decision.

Item 5: Any Other Business

The Chair opened discussion on using emails to make Capitation Committee decisions when required.

Joseph O’Gorman felt that there was little need for this as the three meetings a year are normally sufficient for completing Committee business.

Kevin O’Kelly raised the consideration that with the increased need for financial decision-making there may be a need in future for more meetings in a term.

Aidan Kavanagh felt that the ability to have conversations over email is beneficial and that it is worth looking at the possibility.

A query was raised as to what the threshold of approval would be for decisions over email.

It was agreed that should there be general dissent or should detailed discussion on a topic be needed then a meeting can be called. But allowing for email contacts would, potentially, allow for faster decision making when needed. It was also suggested that a list of the decided actions should be circulated following the meeting.

Action: Secretary and Chair to consider a possible amendment to the Capitation Committee Terms of Reference Document to allow for decisions to be made by email.

Action: Secretary to circulate list of actions at the following meeting.

The Secretary presented a spending decision of the Student Spaces Levy working group for approval by the Capitation Committee as follows:

- €25,000 - D'Olier Street
- €50,000 - Atrium
- €75,000 – TBSI
- €30,000 - Minor Works

Decision: The Capitation Committee approved the spending of funds from the student Levy for the listed projects.

Meeting ended 12.00pm



Professor John Parnell, Senior Dean