

Minutes of the Capitation Committee

9 March 2018

At 11.00am in the Elizabethan Room, House 6

Present: John Parnell (Chair), Aidan Marsh (Secretary), Elaine Sharkey (FSD), Benn Hogan (CSC), Gemma Mutell (CSC), Greta Warren (CSC), Dahnna Spurling (CSC), Donagh McDonagh (DUCAC), Roisín Harbison (DUCAC), Aidan Kavanagh (DUCAC), Shane Collins (GSU), Pia Helbing (GSU), Carla King-Molina (PUBS), Alice McPhearson (SU), Damien McClean (SU)

Apologies: Prof Kevin O'Kelly (Student Life), Brian O'Ruairc (DUCAC), Dr Geoff Bradley (GSU)

In Attendance: Joseph O'Gorman (CSC), Simon Evans (SU), Clare McCarthy (PUBS)

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

Item 1: Minutes of the Last Meetings of 21 Nov 2017 and 13 Feb 2018 Draft Previously Circulated)

Donagh McDonagh proposed some amendments to the minutes of the last meetings of 21 Nov 2017 and 13 Feb 2018

Item 2: Matters Arising

No matters arising

Item 3: Proposed internal distribution baseline amendment document

Joseph O'Gorman passed out a document on the proposed internal distribution baseline amendment. *(See appendix 1)

Joseph O'Gorman gave a brief outline regarding the ringfenced €30k from GlobalDev, and the proposed redistribution of capitation allocation to ensure that GSU do not lose out on 30K

He noted that the proposed redistribution does not significantly alter anything which the Capitation Committee have been doing before but rather simply states clearly what the baseline distributions are to allow for clearer presentation to College

He also noted that the document does not deal with the Ball surplus, and that ideally going along the Ball Surplus will be distributed on the same basis.

The Baseline of the proposed system has been calculated based on current allocations. It was recalculated based on add-ons and Joseph recalculated the baselines thereafter.

In answer to a query from the Chair, Joseph O'Gorman stated that the ball surplus was not included because it varies from year to year. If the €5000 from the surplus was included then it would impact on the GSU this year.

The Chair felt that the proposal was sensible.

Elaine Sharkey was happy with simplification. She noted that there is ongoing discussion about the split as it is at the moment and that the Capitation Committee needs to make sure that transparency is not lost, as questions about it may arise in future.

Kevin Keane, representing the Student's Union, stated that the SU confirm their acceptance of the agreement. Benn Hogan, representing the Central Societies Committee, stated that the CSC confirm

their acceptance of the agreement. [PUBS Treasurer] on behalf of Trinity Publications, stated that Publications confirm their acceptance of the agreement. Donagh McDonagh, representing DUCAC, stated that DUCAC confirm their acceptance of the agreement. The new percentages will be applied from 2018/19

Shane Collins (GSU) stated that this had been one of the biggest concerns of the GSU for a number of years and thanked the Capitation Committee for resolving the matter.

Elaine Sharkey noted that the figures regarding funding she had presented to the Committee are based on student numbers, and that student numbers are down on the previous year. The final figures will likely be available at the end of March, and there is a potential shortfall of €50,000. She recommends that Capitated Bodies reduce their draw down.

Benn Hogan (CSC) wished to know how figures presented compared to the same period of the same time in the previous year. He was informed that information is not available as attrition rates are not calculated by Academic Registry.

Shane Collins (GSU) noted that postgraduate numbers are rising while undergraduate numbers fall.

Donagh McDonagh raised a query regarding whether when students drop out their fees are returned. He was informed that whether fees are returned, and how much of the fees are returned, is dependent on when the student drops out during the year.

Elaine Sharkey stated that the estimated figure is based on the current number of students, and allocation is calculated from that.

[PUBS Treasurer]PUBS asked: If money is not drawn down, will it be included in the first draw down of the next year? The question was answered: If money is not drawn down in this period, it will be added in the final draw down.

Item 4:

The first year of collection of the student levy will be 2019/20, but will cover all students in that year, rather than following the pattern presented in previous meetings.

A loan of €180,000 is being requested

A waiver of interest will be requested as the money is being use for the benefit of college with a breakdown as follows:

€25,000 - D'Olier Street

€50,000 - Atrium

€75,000 – TBSI

€30,000 - Minor Works

It was stated that a guarantor would be required for the loan, and that it is requested that the Capitations Committee act as that guarantor.

All present agree that the Capitation Committee will be willing to act as guarantor.

John Parnell (Chair) wished to ensure that it be made clear how acting as a guarantor would apply to the Capitations Committee should default occur.

Shane Collins (GSU) said that those details would be present in the final agreement once it was reached.

It was stated that once the agreement is written, it will be circulated to the Capitations Committee for final approval to be given by email.

There was a query from the Chair regarding the place of Estates & Facilities in the refurbishment procedures, and whether procurement requirements apply to the process.

Simon Evans explained that if, as under the present circumstances, the Capitations Committee are overseeing the process, then the rules that govern the capitated bodies apply. If College are overseeing the process, then College Procurement rules apply.

The Chair asked Elaine Sharkey as to whether the Financial Services Division are in agreement? And was informed that they were.

The Chair asked that the steering group make sure that there is a degree of co-ordination between the Capitations Committee Estates & Facilities

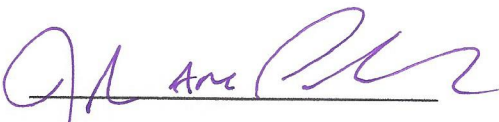
Discussion occurred about the difference in procedures between the Capitated Bodies and other College bodies and how this applies to the spending of funds. Simon Evans assured the Chair that there was full control over spending as all spending is audited by the Financial Services Division and the Capitations Committee.

Item 5: Any Other Business

It was noted that the Trinity Ball Surplus is €25, 890, and will be available before the end of the year.

Requests that the CSC, the SU and DUCAC formally ask to distribute society money.

Meeting ended 12.15pm



Professor John Parnell, Senior Dean