

Minutes of the Capitation Committee

2 December 2019

At 11.00am in the Elizabethan Room, House 6

Present: Chair – Prof John Parnell, Secretary – Aidan Marsh, FSD – Elaine Sharkey, Student Life – Prof Kevin O’Kelly, CSC (Chair) – Lee Campbell, CSC (Hon. Treasurer) – Ronan Hodson, CSC (Ord. Member) – Cormac Henry, CSC (Treasurer) – Eada Hogan, DUCAC (Chair) – Jemil Saidi, DUCAC (Treasurer) – John Bolton, GSU (President) – Shaz Oye, PUBS (Treasurer) - Darragh McDonald, PUBS (Chair) - Laura Beston, SU (President) – Laura Beston, SU (education) - Niamh McCay

Apologies: DUCAC (In Attendance)- Dr Geoff Bradley, SU (Welfare) - Aisling Leen

In Attendance: CSC – Joseph O’Gorman, DUCAC – Aidan Kavanagh, GSU – Dr Geoff Bradley, SU – Simon Evans

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

Professor John Parnell as chair of the Capitation Committee opened the meeting.

Item 1: Minutes of the Last Meeting of 2 March 2019, (Draft Previously Circulated)

No corrections had been raised with the Secretary. The Chair ratified the minutes.

Item 2: Matters Arising

The GSU Apologised for a lack of the report for 2017-18

Action: GSU Chair to see if a report for this period can be located

Action: Elaine Sharkey to report on criteria which constitute student number figures in HEA report used for Capitation Allocationmodel.

Item 3: Discussion of Proposed Increase to Capitation FundingThe secretary noted that the subcommittee had yet to meet with the VP/CAO and CFO due to schedule clashes.

Action: Secretary to arrange meeting ASAP, excluding committee reps if necessary

Item 4: Presentation of Accounts

CSC

The CSC had an overspend of €25,000, however this posed no risk to reserves. The overspend was a result of travel grants distributed, along with the CSC’s 50th anniversary. There is no expectation of an overspend in the coming year.

It was noted also that spending relating to general society activity was down, and that the number of societies not claiming funding had increased.

CSC representatives stated that they were concerned over reduced society activity due to the increased workload of semesterisation and were monitoring the situation. Representatives of the Student's Union and DUCAC echoed the acknowledgement of the effect of semesterisation on College life

The Dean of Students noted that college was in a transitional period, that equilibrium would be reached and we now operated semesterisation in line with other Universities. He also mentioned that a calmer Christmas period is expected.

Ronan Hodson (CSC) agreed with the Dean of Students but noted that it was important that the Capitated Bodies remain pro-active in Student Engagement at this time. He also noted that the new Strategic Plan should address issues regarding student experience.

DUCAC

Revenue was down at Pavilion Bar in the College year 2018-19. There was a footfall reduction due to the change in College year and exam locations. It was stated that the College's Summer Series also had a noticeable impact on footfall at the Bar (c€60K).

Costs for club activities have been rising significantly. DUCAC are attempting to encourage clubs to develop relationships with Alumni, and to work with the Alumni Office in order to develop a wider funding pool.

The Dean of Students noted that such relationships are a long-term goal, and that 10-15yrs was the expected period before return on investment would be seen. He advised that organisations looking to make use of this source of funding should work on building such structures into handovers.

The Senior Dean recommended that the Capitated Bodies investigate the possibility of an integrated approach into funding appeals.

The Senior Dean queried the Pavilion Bar refurbishment costs and was informed that they were renovations to the toilet facilities, and that no further refurbishment is expected for several years.

GSU

Shaz Oye (GSU) apologised for the lateness of the distribution of the GSU accounts and annual report and agreed to meet with Elaine Sharkey to review the accounts post meeting, as all other Capitated Bodies had met with Elaine in advance of the meeting.

The Dean of Students queried the decrease in funding from events listed in the accounts. Shaz Oye explained that the change should not be read as a fall, but rather that the funding in 2017-18 should be read as a spike.

Elaine Sharkey queried the decrease in officer expenses. Shaz Oye explained that this was due to less engagement, and that the expenses represented this.

Ronan Hodson had concerns about the budgetary underspend. Shaz Oye explained that this was due to issues with the management of the GSU, and that they did not think that the accounts accurately represented the trends of the GSU.

Action: Shaz Oye to meet with Elaine Sharkey to review GSU accounts.

SU

The SU managed a turnaround from the large deficit of 2017-18

Like DUCAC, the SU noticed a reduction in student engagement in the second semester, in addition to this there was no large campaign to fund in 2017-18.

PUBS

Publications informed the committee that they had broken even in the year, and were continuing to look for extra revenue streams. Printing remained their highest cost.

Elaine Sharkey asked if the capitated bodies would consider changing auditors and using the same auditors as each other to gain the possible benefit of a cost reduction.

Action: Capitated Bodies to looking in possibility of changing auditors. Bodies to have assessed willingness by end of December.

The Dean of Students noted that “TEP” and “semesterisation” were being used interchangeably at the meeting when discussing issues of semesterisation and asked that “semesterisation” be used in discussion when referring to the problems caused by this aspect of the TEP programme. The Chair noted that the minutes would reflect this request.

Item 5: Annual Reports

CSC

The CSC restated their concerns over semesterisation as well as their earlier references to alumni engagement.

DUCAC

There were no additions to the submitted report.

GSU

The Dean of Students commended the GSU on their improved postgraduate orientations.

It was noted that there was a need for other capitated bodies to make themselves more open to postgraduate members, and that targeted outreach was recommended.

SU

The Senior Dean commended the SU for including a section on “sustainability” in their annual report and recommended that the practice be adopted by all capitated bodies.

Laura Boland (Pubs) suggested that the capitated bodies could consider environmental officers.

Action: Capitated Bodies to include reference to sustainability in all future reports.

PUBS

The Senior Dean asked if Publications had considered locations other than the Arts Building for their exhibition. Laura Boland responded that they would be looking into other venues in College.

The Dean of Students noted that currently the greatest footfall/student movement is in the area of the Lloyd Building.

Simon Evans wished to note that the Business School had yet to develop a spaces policy, but that they were considering charging for use of space in the entrance lobby.

Item 6: Allocations for 2019-20

Elaine Sharkey circulated capitation estimates. Two copies were issued, one including the figures developed by CM in 2018-19 and accounting for inflation and one excluding this information.

Simon Evans noted that the Ball Committee were expecting the surplus to be smaller this year.

Item 7: Any Other Business

The Secretary informed those present that the Student Life Committee had asked that the Capitated Bodies ensure that their members were compliant with all aspects of GDPR.