

# TUSE

## Steering Group Meeting 22

27<sup>th</sup> June 2019, 11.00 am

Waterford Institute of Technology, Boardroom, Tourism & Leisure Building.

**Attendees:** Andy Shenstone (Chair), Jim Moore (Chair WIT), John Moore (Chair ITC)

Patricia Mulcahy (President ITC), Willie Donnelly (President WIT), Martin Costello (WIT), David Denieffe (ITC), Catherine O'Donnell (ITC), Cormac O'Toole (ITC), Elaine Sheridan (WIT), Anne Marie Caulfield (WIT), John Wells (WIT), Ger Frisby (ITC), Gary Holohan (PwC), Richard Hayes (WIT), Declan Doyle (ITC)

**Recording:** James O'Sullivan

### The following documents were circulated in advance:

- Minutes of the 21<sup>st</sup> TUSEI meeting – 30<sup>th</sup> May 2019
- Agenda for the meeting of 22<sup>nd</sup> TUSEI meeting – 27<sup>th</sup> June 2019

<b>(1) Welcome and Introduction</b>	The chair welcomed everybody to the 22 <sup>nd</sup> meeting of the TUSEI Steering Group.
<b>(2) Apologies</b>	None
<b>(3) Minutes of the 21<sup>st</sup> meeting 30<sup>th</sup> May 2019</b>	Previous minutes to be recirculated and if no comment by the end of the week to be published.
<b>(4) IR update</b>	A discussion was held on the recent TUI vote on the WRC agreed MOU. All parties were thanked for the time, application and dedication shown in arriving at the agreed MOU. The implications of results of the votes (WIT for, ITC against) were discussed and the importance of continued engagement with all staff.
<b>(5) Financial update</b>	Key stakeholders are being kept apprised of the TUSEI application's progress.  A financial report on spend to date (and committed expenditure) was presented by Elaine Sheridan and accepted by the Steering Group.
<b>(6) TURN</b>	Patricia Mulcahy updated members of the recent TURN meeting.. No mechanism has as yet been proposed to deal with legacy matters.
<b>(7) Change Management Programme Update</b>	PwC provided an update on change management. A series of workshops to design the programme governance are completed. Once approved detailed planning for key milestones will begin.

	<p><b>Action:</b> The Chair asked that the Presidents arrange to meet with PWC to progress arrangements for programme governance and change management.</p>
<b>(8) Correspondence</b>	<p>The Chair advised members of the steering group correspondence has been received from the student unions of both Institutes regarding membership of the group and copies were circulated.</p> <p>John Moore noted that there is student union representation on the Governing Bodies that set up the Steering Group.</p> <p><b>Action:</b> It was agreed the respective Chairs would discuss with their GB student members how to progress the correspondence and would then revert to the SG Chair with a recommendation.</p>
<b>(9) MOU</b>	<p>Covered in (4) above.</p>
<b>(10) AOB</b>	<p>Willie Donnelly noted that the submission document will be 1 year old by September may require updating in specific sections.</p> <p><b>Action:</b> The Chair asked the Presidents to action the two sub editors to review the elements that would require updates and present a summary to the next Steering Group meeting including the timeline required.</p> <p>Next meeting – Carlow – date to be confirmed towards the end of the summer.</p>