

Summary of Meeting in the Committee for Cooperation and the Working Environment (SAMU) 2015-03

Date: Tuesday, September 29, 2015, kl. 12.30-15.30

Location: SL300 rum 0.2.15

Agenda:

- 1) News from committee members
- 2) Rooms
- 3) Pedagogical development, including pedagogical day
- 4) Budget 2016 and accounts 2015
- 5) Physical and psychological working environment,
- 6) Environment
- 7) AOB
- 8) Meeting Evaluation

Participants:

Working environment: Ulla Øland, Jiri Srba and management representative Rene Rydhof Hansen

Employee representatives: Lene Even, Hans Hüttel, Christian Thomsen, Lotte Finck

Management representatives: Kristian G. Olesen, Helle Westmark

Minutes taker: Mette Kaufmann Andersen

Absent: Mette Andersen

Minutes:

ad 1 News from committee members

- KGO: The department is introducing a doge function – a link between the department and the Ph.D. students. The doge is elected among the most experienced Ph.D. students and, currently, Benjamin Bjerre Krogh is in charge. The department will buy a hat as a symbol of the doge. One of the tasks is to revive the mentor/mentee arrangement.
- The department Christmas lunch will be held December 11, 2015. The concept will be published later.
- A new over-head policy is on its way. 25% of the OH goes to the department, the rest is returned to the project. The project will pay for salaries, equipment and travels.
- Strategy hearing: the department has sent few general comments; the interdisciplinary aspect can be expanded from research to include teaching, research strategy should include all research areas, and the consistent linkage of ICT and PBL is unclear.
- HH informs that the strategy was discussed at the latest meeting in the Academic Council without widespread enthusiasm. A group of VIPs has sent a written answer questioning the public management. The hearing statements have been sent and the strategy is under another review. The next step is that the five working groups, who are to make the strategy operational, will start working.

- HH does not run for re-election for the Academic council. The department has had two representatives earlier.
- HW; Caroline Lund Nielsen, caroline@cs.aau.dk, local 8929 is our new office girl. There is an increased working load in the secretariat, the well-being is still OK. A new position has been posted, primarily for the study team. HW is investigating new tasks, that are being placed/delegated/sent to level 3

ad 2 Rooms

The current plan with a temporary expansion of ITS at SEL300 and a long term placement of the department in Cassiopeia is in the open again due to the recently commenced construction of NOVI9, that will house parts of department of electronic systems.

In the autumn, we will have 5 large rooms at Niels Jernesvej. The situation for the spring semester has yet to be settled, but we plan to have more group rooms.

We still work to solve the situation for both short and long term.

ad 3 Pedagogical development, including pedagogical day

The department does not have a routine for handing over experiences within teaching and supervising. Being a new supervisor poses known challenges. HH proposes to reinstate the pedagogical day in order to hand over teaching culture, among other things. The issue will be dealt with at a Wednesday meeting and in a newsletter.

ad 4 Budget 2016 og accounts 2015

Status of accounts 2015 after 8 months is that the department is close to keeping the budget and the expectation is that we will keep within the budget of 2015. A surplus of about 1 million kroner is expected following closure of projects in CISS.

Budget 2016

A new budget principle has been introduced as the individual rates are maintained; however, the total budget is adjusted by a general factor of 0.98, meaning that the internal funding is decreased by 2%. Moreover, we keep having an increasing level of activities following the increased student intake, which is expected to continue in the years to come.

We are doing well in the external business. Currently, we have funding for 3 years activities. The Ph.D. area is in progress after a few years recession. We aim at an annual intake of 12 and expect 10 candidates per year.

BFI-number is stabilizing at about 200 points.

House rent will increase and the expectation is that we will end the year in balance.

The increase in administration contribution from 10 to 17.9% will be compensated by a corresponding increase in income.

Work plan for budget in weeks 41 and 42:

Review of salary budget and adjustments in RES, if possible, budget with new positions

Owners of (råderet) will be asked for expenditures for 2016

Obtain project budgets

Amounts for this year can be used for budgeting expenditures and other entries

By October 16 2016, the department must deliver *a balanced budget* to the dean.

When ready, the budget is sent pr. email to the committee members. If the final deviation is within 1 mio kroner, it will not be necessary with an extraordinary meeting.

ad 5 Physical and psychological working environment

The Danish Working Environment Authority has paid us an unannounced visit. They had interviews with the working environment committee and had a few comments: 1. Pay attention to the work load in the studyteam, and 2. Problems with the IT-systems. The department has received a green smiley.

Questionnaires and input from the group work from the August seminar is being processed. Preparation for the workplace evaluation will be initiated in October.

There is an increasing need for screen glasses. On the next meeting, Ulla will give an overview of the need for a policy on the area. The Technical Administration rules can be seen here: (in Danish) <http://www.tekniskforvaltning.aau.dk/Arbejdsmilj%C3%B8/Sk%C3%A6rbriller/>

ad 6 Environment

Mail notification on alarms in week 42, no one has reported issues to prevent the work.

The lamps in the aisles in cluster 1 and 2 will be replaced.

The court yard has been trimmed and the trees have been pruned. The trees surrounding the building need pruning too.

Some students have behaved badly at NOVI; guards have been posted to prevent stealing coffee and that smoking only takes place in allocated areas. It is unclear whether our students have been involved. The building is now approved for overnight arrangements.

ad 7 Other business

Language policy for committees. It was discussed whether work and meetings in the department's bodies should be Danish or English. The Committee did not agree on a recommendation, but will leave the decision about working language to the individual bodies.

ad 8 Meeting evaluation

No comments.

Minutes taker:

Helle Westmark/Kristian Olesen, translation: Mette K. Andersen