

Minutes of the joint meeting in the Committee for Cooperation and the Working Environment (SAMU) 2016-04 and the Department Council (IU) 16-03

Time: Wednesday September 28, 2016 at 12.30-15.30
Place: SLV300 room 0.2.11

Members of the IU

Students: Morten Meyer Rasmussen (MMR)
TAP: Helle Schroll (HeS), Mads Kronborg Agesen (Mag), Tine Lykke Tindal Sørensen (TLTS)
VIP: Peter Dolog (PD), Jiri Srba (JSr), Giovanni Bacci (GB), Johannes Lindhart Borresen (JLB), John Stouby Persson (JSP),
Absent: Hua Lu (HL), Morten Meyer Rasmussen

Members of the SAMU

Participants:

Working environment: Ulla Øland, Jiri Srba and Rene Rydhof Hansen
Employee representatives: Lene Even, Hans Hüttel, Christian Thomsen and Lotte Finck
Management representatives: Helle Westmark and Kristian G. Olesen
Absent: Hans Hüttel

Agenda

1. Messages from the committee members
2. Development of staff development interviews (MUS)
3. Economy status after 2. tertial
4. Budget 2017
5. Status on the physical environment
6. New academic council: appointment of a new member
7. The work environment
8. Environmental issues
9. Other business
10. Meeting evaluation

Minutes

1. Messages from the committee members
KGO bid welcome and reminded that the background for the joint meeting is a tight schedule for the budget. There was agreement that this may no longer be needed and that extraordinary meetings may be arranged if necessary.
Ulla Øland received an honorary award for her contributions to the work environment at the recent institutional work environment conference. Congratulations to Ulla and thank you for the efforts.

The Christmas luncheon will be held Friday the 9th of December 2016 kl. 18.00. Same concept as last year.

Katja Hose has been appointed substitute member of the work environment group.

The secretariat has ongoing activities to ensure and maintain job satisfaction. This semester the activities are headed by Tine and Lone.

The work environment group has shared experience with their sister organization at the Department of Media Technology. Mutual visits were arranged and they gave nice inspiration and an impression of alternative solutions to study spaces.

2. Development of staff development interviews (MUS)

The department participates in a project that seeks to develop the format for staff interviews. The project is headed by the HR department with the goal of ensuring relevant and valuable interview formats.

3. Economy status after 2. tertial

After the first eight months we are app. 1 Mkr below budget.

We have had reduced this year's income with app. 1.2 Mkr due to fewer Ph.D. degrees than expected in 2015. We have had increased expenses for VIP and decreased expenses for TAP.

A grant from it-vest has been reduced by the standard administration contribution but still contributes an extraordinary income of 410 Kkr.

4. Budget 2017

The crisis seems to be over, but there are uncertainties about future savings and new budget models.

For this year we follow the same budget principles as last year with the same rates for deliveries and a requirement for a budget in balance.

We continue to have income in pipeline due to increasing activity and we have good reserves on external activities.

The budget for this year shows increased contributions for salaries and house rent. This is mainly due to increased teaching and more students and is met by expenses for teaching and a need for more space.

Main expenses are salaries and house rent (staff and students). The situation seems to enable us to expand, but we need to go through the details before a final forecast can be made. Special attention should be directed to teaching need; expenses for teaching assistants and external lectures should be budgeted.

The revised model for house rent is approximately neutral for the department.

Operation cost as e.g. travel, equipment, external meeting, group anuum, group travel budget will be continued as this year.

Department savings is roughly 15 Mkr.

5. Status on the physical environment

The recent move with a more efficient use of smaller offices enabled us to get almost full coverage of group rooms. Thus, the need for group room free semester and reservation systems could be postponed. The situation in the spring semester has to be clarified as soon as possible. Students currently at the humanities will return in the spring and we do not have free capacity at present.

It should also be determined if the move of the bachelor program in Interaction design can be relocated in Rendsburggade in the autumn 2017. It may be reconsidered if the free floor in the new NOVI9 building could be of interest.

No news on long term plans. The expectation is that we will end up back on Fredrik Bajers Vej, but it still depends on the new hospital, thus the time horizon may be 2021. We will try to speed up the move if possible.

6. New academic council: appointment of a new member
With the upcoming split of the faculty an academic council will be formed for each of the new faculties. The current members continue and the departments have been asked to appoint additional members such that a balanced representation between departments is obtained. We have been asked to appoint one new member to the council, where Bent Thomsen will continue as elected member. It was left to the head of department to find a candidate.
7. The work environment
A new system for room reservation and scheduling is under investigation. It was questioned if the system is going to be developed internally and if this problem should be prioritized. It was recommended to investigate existent solutions for the purpose.
8. Environmental issues
Nothing to report.
9. Other business
Nothing to report.
10. Meeting evaluation
The budget will be circulated to SAMU and IU in the same format as last year when it is ready.

Meeting ended 14.56

For the minutes: Helle Westmark/Kristian G. Olesen