

Minutes of Meeting in the Department Council 2014-03

Date: Wednesday, 24 September 2014, kl. 13.00-15.00

Location: SL300 rum 0.2.15

Participants: Kristian G. Olesen (KGO), Peter Dolog (PD), Kurt Nørmark (KN), Helle Schroll (HeS), Mette Kaufmann Andersen (MKA), Jiri Srba (JSr) Mads Christian Olesen (MCO), Jesper Kjeldskov (JKj), Henriette Frahm (HeF), Benjamin Bjerre Krogh (BBK), Kristoffer Mæng Nielsen (KMN), Johannes Lindhart Borresen (JLB), Sine Viesmose Birch, abroad E14 (SVB)

Absent with apology:

Sine Viesmose Birch, Jesper Kjeldskov, Peter Dolog, Kristoffer Mæng Nielsen

Agenda:

1. *Approval of agenda*
2. *Messages and short news*
3. *Economy – status after 2. period and a look into budget 2015*
4. *Rooms*
5. *Discussion of principles for filling positions*
6. *Other business*

Referat

- 1 Approval of agenda
 - a. Approved.
- 2 Messages and short news
 - a. In the future, management meetings will be held every 2. Friday for 2 hours in order to have time for thorough discussions of current issues besides the everyday management and communication.
 - b. Rector has held employee meeting, primarily about the development contract. Inger Askehave has been asked to go through the University's strategy without forcing the process – we may expect a longer, and maybe healthier process.
 - c. BBK informs about a new initiative from the Ministry about dimensioning of the student intake at all higher educations in Denmark. The medialogy –education will be affected by this.

The study board for Media technology has asked for restricted admission, which will also be on the agenda of future meetings in the school and the study board for Computer Science.

3 Economy – status after 2. period and a look into budget 2015

KGO asks if the Council can participate in a joint meeting with SAMU September 30. The opinion is that it is better to schedule the meeting with short notice when the material about budget 2015 is ready for a meaningful discussion.

a. Accounts 2014

We are a bit ahead of the budget, and doing far better than last year at the same time, even with the latest adjustments (Demonet and CaIN) and the receivable 2% from means from 2013. Travels: increased activity at external funding and considerable donations from Otto Mønsted Fund has resulted in less withdrawal from the department's means. The travel committee's deliberate strategy has been to prioritize major applications and applications submitted by professors and lecturers to Otto Mønsted Fund. Tightening the criteria for travels paid by the department has had a clear effect.

Equipment: The budgeted amount has not yet been fully used. The Department Council notices that attention should be paid to the fact that postponement of cost for replacing equipment may cause risk of increased cost as more machines may break down within the same year.

Most likely, the rule of replacing equipment automatically every 3rd year will be restored. It will still be the equipment committee who make the assessment whether a machine is up for replacement.

b. Budget 2015

It is noticed that the revenue frame is delayed. It should have been sent from the Faculty to the departments by Friday September 19, but the message from the Faculty is that it is expected to be sent this week.

i. Teaching

New term of settlement; advance one semester, i.e. 2014 was based on provided teaching in Spring and Autumn 2012, whereas 2015 will be based on Autumn 2013 and Spring 2014. That is an advantage for our department as we have increasing number of students. The department expects teaching hours to increase to 4,500 hours in 2015 – corresponding to kr. 2,268,000. In 2016, teaching hours are expected to increase by 2,000 hours – corresponding to 1 mio kr.

ii. Increased BFI-points

The department expects increase of kr. 1 mio in 2015.

iii. Number of students at our premises

In Autumn 2013 and Spring 2014 we had 326 students at our premises. For budget 2015, that number is expected to rise to 366 students, corresponding to increased income of kr. 550,000 (and a local challenge on distributing group rooms). Rates pr m2 are yet unknown. The rent model is changed to be based on STÅ, and it is expected that rates will remain the same. Therefore, the department may expect a slightly decreased grant, as not all students pass all their exams.

iv. Running costs

Initially, the level of cost for rent, travel, equipment and consumables is expected to remain the same as in 2014.

v. Staff

Clearly, we need to hire more teachers to cover the need in 2015.

Special holidays; teaching capacity is increased by 37 hours when cashed.

Notice of spending the special holidays awaits the outcome of budget 2015

Long term planning: it is very important to know the need for teaching in 2015 and in the future in order to balance budget and accounts for hours.

vi. Other areas

January seminar, fruit and Christmas luncheon. Reinstating these activities will demand new decisions. The external 2-day seminar is a considerable cost. We may need extraordinary reasons to have costs of this magnitude, e.g. the research evaluation.

The Christmas luncheon is a good idea, if held in 2014, it will be with self-payment.

c. Budget model work

The work on displaying the cashflow for the department's various activities is advancing, but it has been more complex than foreseen.

Salaries is the most important item in the budget.

1. VIP (professor, lektor, adjunkt, Ph.d.)
2. TAP (secretariat, SICT, academic employees)
3. internal vs. external funded staff

Rent is the second largest item in the budget.

Anuum is a smaller item in the budget (running costs, equipment, travels). It is suggested that the department raise the limit for personal disposal of rights in budget 2015.

External projects (OH, administration, supplements)

The Ph.d-area is very complex and may be incorporated under items salary and anuum.

4 Rooms

The rooms committee is looking into how we find rooms for students and employees in 2015.

The committee consists of Students Kristoffer Mæng Nielsen and Johannes Lindhardt Borresen and employees Ulla Øland, Jan Stage and Ulrik Nyman. The committee has been asked to present a proposal for placement principles for F15 at the meeting 26th November 2014.

5 Discussion of principles for filling positions

- a. KGO explained the division of VIP-full-time equivalent as decided by the Faculty. The rate is 80/20 split on VIP/DVIP. At the permanent staffs' October meeting, staffing for 2015-2017 will be discussed.
- b. The distribution between professors, associate and assistant professors is roughly 1-4-1, but more exact numbers can be found. JSr notices that he thinks it is important to raise the number of assistant professors in order to secure the number of associate professors in the future. Consideration for the professional development is extremely important. HeS mentions that we also need to focus on the need to recruit Ph.D.'s. There are many ways to finance Ph.Ds.
- c. When filling positions, it is necessary to consider both research qualifications and needs for teaching.

6 Other business