

Minutes of Meeting in the Department Council 2013-2

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Date: Wednesday May22, 2013, kl. 13.00-15.00

Location: SL300 room 0.2.15

Agenda:

1. Approval of agenda
2. Messages and short news
3. Information about the economic situation
4. Revision of budget 2013 and looking onwards to 2014
5. Positions
6. Other business

Present: 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), Christian Sand Pilgaard (CSP), Johan Sørensen (JS)

Absent: Lasse Rørbæk Nielsen (LRN)

Minutes:

1. Approval of agenda

Minutes procedure: The non-approved Danish version of minutes should be sent to the Council no later than two days after the meeting.

Welcome to the new student members: Christian Pilgaard and Johan Sørensen. The other member presented themselves and KGO made a short introduction to the Council's focal areas:

The tasks and composition of the council is described in the statutes:

- *Approval of a strategy plan for the department, following recommendation from the Head of Department and within the framework of the strategy established at main area level,*
- *Discussing and recommending the budget of the department to the Head of Department, including matters relating to the allocation of job positions,*
- *Quality assurance and quality development of the study environment*
- *Discussing the distribution of rooms*
- *Discussing and recommending principles for the composition of expert committees for the assessment of applicants for academic positions.*

The Standard Rules allow the dean to make further provision for the Council's work, but this option has not been exercised.

Welcome back to Mads and Jesper, who have been abroad.

Claus Haulund Christensen, who is elected as substitute, is now employed in the IT organization and is therefore no longer substitute for TAP at the Department Council.

Substitutes will only be elected if a member is absent for two meetings or more.

2. Messages and short news

Rooms

A number of the existing laboratories will be merged in the former technician's offices, now named "Flexlab". IT has moved into the ground floor and the little wing of first floor in cluster 4. The F-club's room will be changed into a group room. Their storage is moved to the old printer room in cluster 5.

IT news:

Lise Marcher and Michael Collin have informed about the plans for the support units for the new IT organization. Helpdesks will be established at the various sites. I16 will have a part-time staffed Help Desk. I16 is willing to pay for extra services.

Purchase and guidance on purchase of equipment is expected to be undertaken by an employee from ITS. It is suggested to hire an employee as interface between ITS and I16. The department will wait and see how things evolve when the new IT organization is up and running. Our present IKT-committee will look into whether the service from the IT organization is sufficient.

Student environment:

A new survey of the student environment has been conducted. The report has been sent to the Study Board.

Smoking:

HeF has offered i16 as test-department for placing of ashtrays.

3. Information about the economic situation and
4. Revision of budget 2013 and looking onwards to 2014

The Faculty is still under stricter supervision for the rest of 2013. All departments have been ordered to cut further 6% off their budgets for 2013. The following initiatives have been implemented in the revised budget:

- a) No new positions (all categories)
- b) Reduction of rooms
- c) Efficiency improvement of the administration (Planned TAP-position cancelled, reorganization of the secretariat)
- d) Displaying normal modesty on costs
- e) Equipment will be replaced when needed, not due to date
- f) Disposal rights exceeding kr. 5,000 must be approved

Other measures, such as fruit and travels, have been considered, but will not be affected for now.

Future revenue; teaching in 2012 activate means for the department in 2014, same is true for revenues from rent. However, we should be wary being too optimistic about the future revenue.

Q: Are cost and revenue concerning group rooms in balance?

A: KGO informs that it will be investigated.

Consequences of the economic situation

Increased teaching load and consequently reduction of research time.

Q: The effect of this is that teachers begin to use their banked hours (on the "Bank book").

A: To some extent, yes, and that is ok.

Simplified rules for special holidays: If you cash your special holidays, your teaching load will be increased. Basic administration will be discontinued (24 h)

Reduction of teaching norms: teaching norms are fixed by unions and faculty, therefore, reduction is not an option.

Ph.D. guidance norms will be maintained.

The department wishes to promote externally funded research and we are looking for ways to move wages on to external projects. In addition, it would be good for the economy to increase external funding.

During the discussion, it was recommended to consider which types of employees to hire. More teaching assistants could ease pressure on research grants. The concept of “particularly active in teaching” could be used.

Could collaboration between student groups and researchers increase output? Johan Sørensen reports of good experiences in i8. MCO said it is normal procedure at thesis semesters – maybe i16 could increase output in a better way?

The process from here:

Discussions are converging in department Council and the Committee for Cooperation and the Working Environment as well as between research leaders, the management and the groups, and KGO will inform the staff about the final decisions on how and where to implement savings.

Ad hoc working groups have been established to look into the following aspects:

- Transparency in budget principles and presentation (Bent Thomsen Jiri Srba, Peter Axel Nielsen, Helle Westmark, Kristian G. Olesen) and,
- Efficient use of offices, group room and other facilities (Johan Sørensen, Jan Stage, Ulla Øland, Ulrik Nyman)

MCO believes establishment of such working groups or committees should be confirmed with the department council as both aspects are within the scope of the council’s focal areas.

JS asked whether we know the number of students in the different semesters in E13. Four students per group room is not enough. JS is convinced we could improve efficiency by establishing shared group rooms or by using seminar rooms for exercises in groups. KGO reconsidered the composition of the working group for improving efficient use of rooms and JS agreed to take part in the group.

Long term budgeting

The department wants 3-year budgets. The University’s current systems cannot handle such budgets, but new systems should be on the way.

2013 accounts

1st period of 2013 has been settled and i16 is doing better than expected (compared to the approved revised budget)

Looking towards 2014

We have not received budget principles for 2014

However, we must expect that:

- Reduction in research to 40%
- Reduction in TAP(annuum) (ITS-organisation). It is, however, unclear how the dean will implement this reduction
- Changes in rent
 - o Harmonization of rates; price per m2 might increase

- Change from net to gross will result in great expenses for Selma Lagerlöfs Vej 300. A special agreement is expected.
- 10% of our savings will be released for costs in 2014.

It is expected that i16's TAP annum will decrease by one full-time equivalent. Currently, i16 pays wages for three full-time equivalents; therefore, we expect release of means corresponding to two wages which we can use for purchasing extra IT-services in 2014.

KN and the council department would like to focus on the future instead of only on the present economic situation and the following negative vibes. The situation seems to be imposed by dispositions outside our department and they have caused circumstances that are unacceptable for our department, as we have had to cease activities or not implement new initiatives at all. Departments in growth (such as A&D and i16) will have special challenges, and, basically, we believe our economy is strong and healthy. We believe the Faculty and the Rectorate share this view.

5. Positions

We proceed with the posted vacancies and assessments within all categories. Even if we do not have new positions in our budget, we expect it is in the interest of both applicants and the department to complete the process.

6. Other business

JSr mentioned that the department council should have been summoned prior to submitting the revised budget for 2013. It has been difficult to meet this request as the budget has been in a state of flux; the latest alteration was made only a week prior to the meeting.

The council will be summoned if major changes are to be made in the future.

Meeting ended 15.07

Minutes: Helle Westmark, for translation Mette K. Andersen