Minutes of Meeting in the Department Council 2016

Date: Wednesday, March 16, 2016, 13.15-15.15
Location: SL300 room 0.2.15

Present:
Student: 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 w/ apology: Hua Lu
Absent wo/apology:

Agenda
1. Welcome and introduction to new members of the council
2. Approval of the agenda
3. Meeting plan
4. Messages and short news
5. Economy - annual accounts for 2015
6. The physical environment
7. Other business

Minutes

ad 1   Welcome and introduction to new members of the council
      KGO welcomed and informed of the language of future Department Council (DC) meetings. The default language is English, but contributions in Danish are of course accepted.
      KGO presented the new DC which is represented by 3 TAP, 1 STUD and 6 VIP:
      TAP-members: Helle Schroll, Mads Kronborg Agesen, Tine Lykke Tindal Sørensen. Suppl: Mette Kaufmann Andersen
      STUD: Morten Rasmussen, Aalborgs Datalogiske Studenterlaug.
      VIP-members: Johannes L. Borresen, Hua Lu, Peter Dolog, Giovanni Bacci, Jiri Srba, John Persson
      Chair: Kristian G. Olesen
      Secretary: Helle Westmark

      The tasks and composition of the council is described in section 25 of the statutes:
      "The head of Department shall set up a Department Council with the following tasks:
1. 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,
2. Discussing and recommending the budget of the department to the Head of Department, including matters relating to the allocation of job positions,
3. Quality assurance and quality development of the study environment
4. Discussing the distribution of rooms
5. Discussing and recommending principles for the composition of expert committees for the assessment of applicants for academic positions.

ad 2   Approval of the agenda
      The agenda was approved by the council

ad 3   Meeting plan
As a rule the DC meet 4 times a year in March, May, September and November. The dates are available in the CS Calendar (outlook).
In late September a joint meeting with the Cooperation Committee is held in order to discuss the budget for the years to come.

Meetings are usually from 13.00-15.00 in room 0.2.15.

ad 4   Messages and short news
Institution strategy and accreditation: Kristian mentioned the institution's recently approved strategy plan and the institutional accreditation, where we expect a conditional accreditation. The result will be decided upon in June.

Research evaluation: The department is awaiting the last inputs from the committee. The research units are performing SWOT analyses and action plans. When the evaluation report is ready, it will be presented to the rector and the dean.

ad 5   Economy – annual accounts for 2015
Final statement for 2015. We overspent in the VIP-salary budget due to more aggressive hiring.
We have spent less on the TAP salary due to employees leaving and not rehiring. KGO told the council that our department has a very efficient TAP-staff compared to other departments at the faculty.

Computer Science - financial statement 2015

	Budget 2015	Actual 2015	Diff.
Academic staff	27.821.500	29.737.500	1.916.000
Secretariat	6.774.500	6.338.500	-436.000
Costs (travel, equipment,meals,seminars etc.)	2.830.000	2.999.000	169.000
Co-financing 7th framework programme	2.244.000	2.329.000	85.000
Rent contribution	11.491.000	11.929.000	438.000
ADM bidrag	1.943.000	2.140.000	197.000
PH.D. tuition fee	579.000	804.000	225.000
Expenses	*53.683.000*	*56.277.000*	2.594.000
Sale of Goods and Services -incl. UK90	50.000	379.000	329.000
Faculty contribution	36.929.679	36.649.679	-280.000
Overhead	5.736.000	6.182.000	446.000
Rent contribution	8.525.321	8.525.321	0
Interne indtægter	2.373.000	5.112.000	2.739.000
Revenues	*53.614.000*	*56.848.000*	3.234.000
Result	**-69.000**	**571.000**	640.000

As can be seen above, the result is 640,000 Kr better than budgeted. This is a result of a surplus in CISS.

In 2015, the department had an external turnover at 21 million kroner. This number is expected to increase during the years to come.

Our savings amount to 15 million kroner.

The way of registering conference contribution/registration fees was discussed as an administration contribution of 17.1 % will be imposed on such expenses in the future.
We have spent more on rent than anticipated due to additional space mainly for group rooms for the students.

KGO concluded that the result for 2015 and the economic status is satisfactory.

ad 6   The physical environment
Status
The current master plan is suspended and the HR-department stays in the barracks.
Some examples were given regarding the non-ideal situation regarding group rooms. It seems that every group who asked for a group room got a room. A 7 person's office was established for PhD.-students – it is not ideal with that many in the same room.

Short term (autumn)
We expect to be more students and staff, but may have to live with the existing space. The newly appointed Teaching organization committee (UndervisningsOrganiseringsUdvalg) with representatives from both the study board and the department will look deeper into the various possibilities. The work is initiated with a common meeting with the room distribution committee (Placeringsudvalg).

A possibility that is under investigation is to move the Bachelor program in Interaction Design to Rendsburggade. It is important to consider secretarial assistance for these students if the move is realized.

It may be acceptable with a semester without group rooms if it can be balanced by a group room guarantee for the other semesters.

Long term
We are probably going to move out of Cassiopeia. We may go back to Fredrik Bajers Vej after it is renovated or we may move to a new building designed for our purposes. The time horizon is E18.
Decisions are hopefully taken soon – a stable long term solution will ease a less desirable temporary solution.

ad 7   Other business
No other business