

Summary of Meeting in the Committee for Cooperation and the Working Environment (SAMU) (2014-02)

Date: Tuesday 20 May 2014, kl. 12.30-15.30

Location: SL300 rum 0.2.15

Agenda:

- 1) News from committee members
- 2) New standard order of business
- 3) New guideline for staff development interview (MUS/LUS)
- 4) Items for the department's summer meeting
- 5) Physical and psychological working environment, including notice from the Danish Working Environment Service
- 6) Stress and work load, including discussion based on the University's stress policy
- 7) Annual discussion about working environment
- 8) Environment
- 9) Other business
- 10) Meeting evaluation

Participants:

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

Employee representatives: Henriette Frahm, Lene Even, Hans Hüttel, Christian Thomsen

management representatives: Kristian G. Olesen, Helle Westmark

Minutes taker: Mette Kaufmann Andersen

Minutes

Comments on the agenda:

The new detailed budget model should have been on the agenda for this meeting, but is to be presented at the internal meeting in August. After this, the model will be discussed at meetings in both SAMU and the department council in September, which makes more sense according to the annual cycle. Instead, the annual discussion of the working environment is on the agenda for this meeting.

ad 1 News from committee members

KGO: has attended a meeting with representatives from HUM about the BaIT/INF educations. Cultural differences were addressed, and everyone agreed that the original design criterion with dual department affiliation can be loosened. This means that the students can follow modules at computer science *or* humanities for whole semesters. A coordinator from the opposite department will be assigned. The curriculum group will look into the details at a meeting in the end of May. The group is revitalized with new members - Anders Bruun and Kristian Torp as well as new members from the humanities department.

Our new rector will visit the department July 1.

HeF: There is a new standard order of business and new guidelines for conducting MUS/LUS. HeF is having a meeting with the new rector in the week to come.

HH: meetings in the curriculum group for SW/DAT educations.

HW: ATA is reported sick until after summer holiday. HW is proud of the secretariat, who has coped very well with the extra challenges. KGO adds that the increased pressure is of high concern, and he has asked for a meeting with the HR-department in order to know which possibilities we have in such cases. The committee propose a discussion with the other department leaders; would it be possible to establish a "bank of capacity" with employees in a state of readiness, who can be assigned for temporary positions in case of long-term illness. This would be a better alternative than to employ temporary workers, who will need training in various administrative systems. It is still uncertain if Michael vdG's position will be reoccupied. Michael's tasks have been redistributed and resources have been acquired from CISS. This arrangement is valid until end of 2014, but in case of increased activities, we will have a new situation. Reorganization of the department's project activities and assignment portfolio is also at debate.

ad 2 New standard order of business for cooperation committees.

The new standard order of business was adopted in February 2014.

The meetings for next year will be scheduled at the last meeting of this year. At i16, we follow the annual cycle.

The minutes are an elaborated record of decisions.

ad 3 New guideline for MUS/LUS

HSU has adopted new guidelines for MUS/LUS and strategic development of competencies at AAU. In order to ensure that the strategic focus area is now incorporated in the development of the employees, a new set of forms for MUS and LUS have been designed. At this department, however, the head of department will finish this period's MUS/LUS with the existing forms. When the current round of MUS have been conducted, it may be possible to introduce GRUS as well. (group- development-interviews) The TAP-group has conducted GRUS with great success.

ad 4 Items for the department's summer meeting

The department's summer meeting 2014 is held August 20

Possible items are being discussed at management meetings:

- Economy – the new budget model
- Strategy plan
- Internal organisation – the current organisation is from 2006 and much has happened since then – both formally and informally. Inspiration from other departments could be an option, or the "If I were the head of department"-game.
- Progression of studies
- New educations – revision of curricula – number of educations
- Turing-award lecture
- Special sessions for Ph.ds and TAP
 - Understanding the conditions for Ph.d's at 16.
- Possibly invite a guest to talk about one of the above items

ad 5 Physical and psychological working environment, including notice from the Danish Working Environment Service

The department's reply to the notice from the Danish Working Environment Service has been sent by HW (May 1) The DWES has not commented the reply, but it is expected that they will follow up within a year. The Working Environment group will follow up on the specific case and keep SAMU informed.

Smoking: It has been reported, that people are smoking close to the entrance again. The department's policy on smoking has been sent to new employees. Ulla is sending another reminder. The alternative is that smoking will be prohibited at the premises.

ad 6 Stress and work load, including discussion based on the University's stress policy
(<http://www.aauhaandbog.aau.dk/faces/viewDocument/555>)

This item was also discussed under short news (HW)

The general AAU stress policy consists of statements of intent rather than tools for preventing stress. It is unclear how AAU will prevent stress in a systematic manner.

The employees of this department pay attention to their colleagues. Undesirable conditions for Ph.ds are experienced at a higher degree than before – this situation should be addressed, possibly via MUS with an external consultant. Group leaders offer MUS to Ph.ds, but these are not mandatory. It is suggested to address the situation at our summer meeting.

It is accepted that certain tasks will be of low priority in busy periods. However, it should also be noticed, that not fulfilling all tasks can also lead to stress.

ad 7 Annual discussion about working environment

SAMU needs to have an annual discussion about the working environment.

State of the working environment during the previous year:

- 1) We have had exceptional challenges; the current economic situation has caused a number of issues. Hopefully we can start to look forward.
- 2) The project office has been particularly vulnerable due to sick leaves.

Collaboration during the previous year:

- 1) 4 employees from different areas have met and informed the staff via SAMU – hours have been assigned for this task.
- 2) Known cases have been discussed
- 3) Situations have been dealt with according to their nature. Some issues can be dealt with instantly; others cannot be solved due to economy or new restrictions.
- 4) The support from central management could be improved. Certain issues are set aside without discussion. Similar frustrations can be found at several departments. HR has been informed about the situation.

Focus areas within the next year:

- 1) Both secretariat and VIP-group have a challenge ahead of us in order to restore cosmos after the economic crisis. The psychological working environment is in focus. We are all affected by the current economic and competitive situation.
- 2) We need to get back on track – and to pay more attention to stabilizing the working conditions.

Future collaboration

- 1) Restructuring will be discussed at the department's summer meeting
- 2) We will work on restoring confidence in the HR-department.
- 3) The working environment group is in close contact with the staff
- 4) We need more support from central management

Knowledge about the working environment

- 1) This department does not have tasks that require special knowledge about working environment.

Conclusion: We have some issues related to the psychological working environment – in particular too much work related stress. We are working to improve the situation.

ad 8 Environment

UØ informs that AAU has hired an environmental manager. The environment coordinators are to make a report on what has been done on the area in order to inform the new rector. ITS has been informed that prints from Moodle generate paper waste.

ad 9 Any other business

Nothing

ad 10 Meeting evaluation

When the meetings last 3 hours, it is necessary to have breaks.