

Summary of Meeting in the Committee for Cooperation and the Working Environment (SAMU)2014-03

Date: Tuesday 16 September 2014, kl. 12.30-15.30

Location: SL300 rum 0.2.15

Agenda:

- 1) News from committee members
- 2) Rooms
- 3) Budget 2015
- 4) Physical and psychological working environment,
- 5) Insecurities about teaching load
- 6) Stress and work load, including notice from the Danish Working Environment Service
- 7) Environment
- 8) Description and working period for SAMU
- 9) Other business
- 10) Meeting evaluation

Participants:

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

Employee representatives: Lene Even, Hans Hüttel, Christian Thomsen

management representatives: Kristian G. Olesen, Helle Westmark

Minutes taker: Mette Kaufmann Andersen

Absent: Henriette Frahm,

Minutes:

Comments for the agenda:

Item 3: Budget 2015 cannot be discussed in detail at this meeting; the department has yet to receive the revenue framework for 2015. There will be an extraordinary meeting with the department council in order to discuss this item when possible.

ad 1 News from committee members

KGO:

New member in the Study Board for Computer Science; Tem Frank Andersen replaces Ellen Christensen.

From now on, the weekly management meetings will be held every 2nd or 3rd week and for 2 hours.

Preparations have begun for the next evaluation of workplace (2015-18)
(Arbejdspladsvurderingen (APV))

Jiri and Ulla will participate in session about psychological working environment and stress. Ulla has sent a mail about the "chair that kills" recommending increased use of elevation desk.
LeE: experiences frustration about the room situation.
HW: the study team has passed the most busy period (semester start), the economy team is recovering; the teamwork with CISS is well-functioning. Working with Budget 2015 will bring more pressure once again.

ad 2 Rooms

The actual room situation was dealt with at the department's internal meeting in August. Groups of participants were asked to list pros and cons concerning various solutions and encouraged to propose alternative solutions. HeF has collected all answers and the material is sent to the rooms committee. The Faculty has also asked for input, which will be included in the committee's work.

LeE: the students react with both understanding for the situation and frustration that they are left with less group rooms than they are used to. The distribution of rooms for E14 is settled; 9th semester groups have not been allocated individual group rooms. The distribution of rooms in F15 will prove more problematic as we have more students under the roof at SEL 300 in spring semesters. (Two semesters are run at the humanities faculty during the autumn semester) Alternatives to group rooms are already being tested; the auditorium is in use until 6pm and the canteen area is sometimes used for exercises.

ad 3 Budget 2015

At the time of the meeting, the department had not yet received the frame of revenue for 2015. An extra ordinary meeting in collaboration with the department council was to be held Tuesday 30th of September. However, it was cancelled, and both committee and council agreed that it was better to call the meeting with shorter notice when exact information could be put forth.

Preparations: the Faculty architect has paid the department a visit in order to get an overview of the building's possibilities. Once again, it was said, that we wish to have all semesters under same roof. We expect that the SUND Faculty would be interested in moving closer to the new hospital in Aalborg East when it is ready for use. At that time, moving premises seem more obvious.

The 2nd period follow-up is closing, and it seems to be positive. However, due to restrictions on replacing equipment, we now have a range of equipment that need replacement within a short time limit. It is advisable to start replacing equipment now in order to distribute the cost over a longer period of time.

ad 4 Physical and psychological working environment

It has been reported, that there are technical problems with the skylights.
The department has paid for extra cleaning in cluster 3, but the extra effort has been laid within the same time frame as before. The agreement is discontinued as the need for extra cleaning does no longer exist, if only normal standard is maintained. The cleaning personnel are changing work places.

ad 5 Insecurities about teaching load

The number of students at each semester is lower than expected, resulting in fewer project groups/supervisions than planned. It is unsatisfactory for supervisors to plan activities that are not needed anyway. A part of the problem is that the international students do not always show up despite having confirmed their study plan. A number of students change course of direction very close or even after study start. And the number of students reported to have finished 2nd semester does not correlate with the number of students showing up for 3rd semester.
We need to work towards getting the most accurate figures, eg by closing 2nd round of student intake once we reach a number divisible by 7 (the number of students in a group at 1st semester)

ad 6 Stress and work load, including notice from the Danish Working Environment Service

Ann Bach Sørensen is employed in a vacancy for Astrid Trab Andersen, who is reported sick. Ann and Hanne Frøde share office – partly with the department economy team, partly with CISS. This is working well as a temporary solution. The Faculty has established an emergency plan, but so far we have been able to deal with our issues locally.

Ulla has made a small examination of the working environment in the TAP-group in order to try out a new questionnaire. The questionnaire seems fine to spot issues. Ulla will inform the TAP-group about her findings. Hopefully, most employees have a colleague whom he/she trust and can confide in if necessary. The ongoing working environment evaluation will be launched in 2015. If anyone have specific comments concerning the notice for the TAP-group or the guidance for the VIP-group, please contact Jiri or Ulla.

ad 7 Environment

AAU is present at Aalborg Bæredygtighedsfestival.

ad 8 Description and working period for SAMU

Some of the SAMU members term ends by December 31st. Other members do no longer represent the group of colleagues they were elected to represent. We need to address the various groups/organizations to check whether they have need for replacements. KGO will make draft to be sent to hearing at the next ordinary SAMU-meeting. Information about representatives needs to be updated.

ad 9 Other business

KGO and HeF continues to work at the new budget model. It is a very complex job to provide general overview; therefore, focus is on understanding the correlations, which will make it easier to explain sub-sections in various fora.

ad 10 Meeting evaluation

Meetings should be scheduled in accordance with budget planning.