

Summary of Meeting in the Committee for Cooperation and the Working Environment (SAMU) 2014-04

Date: Tuesday 18 November 2014, kl. 12.30-15.30

Room: SL300 rum 0.2.15

Agenda:

- 1) News from committee members
- 2) Rooms
- 3) Budget 2015
- 4) Recap of this years' Staff development Interviews (MUS)
- 5) Delegation instructions, organizational adjustments, principles of rotation
- 6) Physical and psychological working environment,
- 7) Dialogue about the ITS-situation
- 8) Environment
- 9) Description and working period for SAMU
- 10) Meeting plan 2015
- 11) Other business
- 12) 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:

Minutes

Comments for the agenda:

The working environment group has asked for an extra item at the agenda: Ad7 Dialogue about the ITS-situation. The Committee also needs to schedule the meeting plan for 2015 – item 10 is added.

ad 1 News from committee members

KGO:

"A number "of positions have been posted, at least 5 positions.

New equipment is on the way. Staff with machines older than 4 years will be asked to report if they have current needs.

The rectorate has commenced the strategy development.

HeF:

DJØF (trade union) has called for extraordinary general meeting. HeF does not expect to continue as department representative, but will, however, continue as DJØF representative at AAU. Therefore, HeF will resign from SAMU and has her last meeting today.

UØ+JSr are taking a course about psychological working environment and stress in late November.

UØ: has collaborated with Johannes Borresen (thesis student) and Mads Æbleø (study councilor) in launching a study café. Students at 1st study year (both BSc and MSc) may benefit from having assistance from students from a higher semester. The department and SICT support the initiative with free coffee and cake.

JSr: has participated in a meeting preparing for the next Workplace Evaluation (APV).

HW: Astrid Trab Andersen is back and will have varying working hours – working towards full time by 2015. ATA is undertaking the task with reimbursements of travels.

ad 2 Rooms

The rooms committee proposes the following as policy for distributing group rooms in F15:

- 1) All groups must actively sign up for a group room with Ulla Øland.
- 2) 6 thesis students will share group room.
- 3) Free group rooms (if any) will be allocated to thesis students.

The department has 55 group rooms at the moment. According to the committees' calculations this distribution should cover the need in F15. However, the number of new employments plays an unknown role.

Question as to whether the idea of arranging booths in the canteen area is still in action. Work spaces have been arranged in the hall ways, but the problem is unsatisfying access to power. The electrical department has been asked to address this issue. However, the electrical department is currently busy with another task in the seminar rooms.

The electrical department should be asked to reprioritize their tasks, as the need for smaller working station is high. The Student organization ADSL would like to contribute financially.

The Faculty has asked the department to look into possible reductions of costs for rent. Strandvejen 19 will be vacant when 1. Study year at the SAMF Faculty will leave the building. However, the premises need to be renovated before a new occupancy.

ad 3 Budget 2015

Recap from the staff lunch meeting:

It is expected that we can meet the budgeted result for 2014.

The Faculty has demanded that the departments end 2015 in balance. The challenges are reduced norms and increased activity level.

The level of costs is expected to remain the same in 2015.

We have sent many good applications for external funds.

"A number" of positions have been posted – expectation: 5-6 new positions.

The head of department has asked for opinions on the special holidays (the 6th week). 14 have replied and 9 would like to keep the possibility of cashing out the 6th week. Dates for 5 weeks holiday have been notified.

The Committee for Cooperation and the Working Environment decides that the possibility of cashing out the 6th week is reinstated for the current holiday period of 2015. The demand of retaliation in form of 37 hours teaching load is also maintained. The terms are to be decided separately for new holiday periods.

ad 4 Recap of this years' Staff development Interviews (MUS)

The head of department has held staff development Interviews (MUS) about the employees' status, plans and requests.

Tendencies:

- High workload
- Sparse resources (travels). The strict procedure is maintained. Remaining resources (if any) could be split into the decentralized groups. Openness and transparency are important principles.
- Request for professional and social activities that unite us. HeF is in head of a newly established social committee.

- Conflicts seem to be decreasing

- Fair level of satisfaction given the circumstances.

HW has held staff development Interviews (MUS) with 6 TAP, who also expresses fair level of satisfaction given the current circumstances. The division of tasks between employees employed by department and school need to be adjusted.

ad 5 Delegation instructions, organizational adjustments, principles of rotation

Rector has sent out new delegation instructions for hearing. The Academic Council, the Faculty and the Department have replied as follows:

- Disposals exceeding kr. 250.000 are to be approved by the Dean
 - This is a constriction of the management's room to maneuver, but nothing that will affect the everyday life in the Department.
- Constraints have been added concerning representing the Institution externally – e.g. signing agreements with external partners.
 - This will not cause practical problems.
- Inquiries for Notabilities must be made through Rector.
 - This does not affect the everyday life in the Department.
- It is now possible to appoint a vice head of department.
 - Given the coming research evaluation and the possible organizational changes in the Department, this gave food for thought for the head of Department.
 - The head of the Department suggests replacing the current function as research leader by 1) a consulting research committee consisting of the ordinary professors and 2) an expanded research committee with a wider representation of the research areas.

 - This suggestion provides general concern among the members of the Committee for Cooperation and the Working Environment as to whether the members of the consulting research committee will protect their own research groups. Further, the committee expresses specific concern about the lacking participation of the MI-group. Particularly when it comes to occupying vacant positions. The head of the department ensures that the proposition has been

discussed with the MI-group, and he further emphasizes that establishment of the consulting committee is based on the thought of providing a platform for the departments' professors where they can meet and discuss the departments' interests and make recommendations for the head of department.

- The head of the department does not share the committee's concerns, but will take them into consideration.
- The head of department suggests not appointing a vice head of department, but keeping the current structure with group leaders. These meet at a bi-weekly basis.
- Comments from the members: An elected group leader should not be responsible for staff development interviews. The division on groups is not seen as important concerning representation in the department council.
- Principle of rotation: The department has a principle about rotating teachers every 3rd year in order to ensure both continuity and renewal in the teaching. The Committee for Cooperation and the Working Environment believes it would make sense to rotate group leaders concerning establishment of the consulting research committee. The principle of rotation makes sense on courses and positions, but in order to harvest the effects of developing a course, it may be advantageous to prolong the period to 4 years. Specific circumstances may call for shorter or longer periods. In any case it is important to announce periods for electable positions.

Ad. 6 Physical and psychological working environment,

Ulla and Jiri has participated in preparation meeting for the coming work place evaluation and they stated the following requests:

- Faster response to participants
- Possibility for local adjustments of questions
- More systematic follow-up. We need a clear structure and to ensure that the responses are received by the relevant organization/person in charge.

We have yet to receive information about what is happening concerning other enforcement notices given to the institution. A central work environment representative has yet to be hired.

Next evaluation is also a 3-year cycle, but we can decide whether we wish to have a 2-year cycle instead.

Some find it problematic that the evaluation covers both physical and psychological working environment, whereof the latter can be answered anonymously, which makes it difficult to react on specific items. The evaluation should be split into two evaluations. Moreover, focus should change from how to treat incidents to how to prevent them.

The heads of department are more interested in the local working environment's health, whereas the HR-department is focusing on measurable development.

Generally, the broad evaluations tend to leave the impression of being part of a checklist – lacking systematic feedback.

Ad.7 Dialogue about the ITS-situation

The working environment group has requested this item on the agenda, as fundamental problems with the contact to ITS frustrate the department's employees.

It is difficult to contact the support-division. Everybody have examples of grotesque situations.

The head of department has sent a letter to the IT director and Rector, informing that Aarhus University has begun decentralizing their IT-services.

ITS acknowledges that there is a problem with the way the profiles are made at department for computer science, but they lack the abilities to change the system. External assistance is not an option, as they do not have access to the various systems.

The committee suggests that the head of department (along with the other heads of department) requests a meeting with the University Director and the IT director with the purpose of discussing possibilities of decentralizing ITS and regaining managerial rights over our former local technicians. Moreover, the committee requests a survey of how satisfied employees are with the situation after decentralizing the IT services.

Ad. 8 Environment

UØ and HH have been invited to a network meeting concerning environmental issues at AAU, hosted by the University Director and the Rector.

All printers are set to print two-sided by default.

The institution has hired a general environmental leader.

Problems with chemicals are dealt with where relevant.

Ad. 9 Description and working period for SAMU

Text to the department's intranet has been sent to the members of the committee. Comments should be sent to KGO.

Appointment for the Committee for Cooperation and the Working Environment :

- Representatives expire by semester start F15. Trade union representatives for the various trade unions will be asked whether they request replacements. HeF will leave the committee as a member, and can be called upon for managerial support if needed.
- Working environment representatives: Mail is sent to employees at the department, asking whether others are interested in participating. Otherwise, the two current representatives are willing to continue.
- Revision of agreement about the joint committee for cooperation and the working environment.

Ad.10 Meeting plan for 2015

Approved

Ad. 11 Other business

Nothing

Ad. 12 Meeting evaluation

It is necessary to act on the ITS-situation

Mail will be sent regarding the 6th week of holiday