



AALBORG UNIVERSITET

Institut for Datalogi
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Summary of Meeting in the Committee for Cooperation and the Working Environment (SAMU)

Tuesday March 19, 2013

Sekretær:
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Dato: 07-05-2013

Sagsnr.: xxxx-xxx-xxxxx

Agenda

1. News from committee members
2. Information about the economic situation
3. Finances 2012
4. Revision of budget 2013
5. Holiday
6. Physical and psychological working environment, including APV
7. Environment
8. Other business
9. Meeting evaluation

Present: Kristian G. Olesen (KGO), Henriette Frahm (HeF), Lene Even (LeE), Ulla Øland (UØ), Christian Thomsen (CTh), Jiri Srba (JSr), René Rydhof Hansen (RRH) samt Mette Andersen (MKA, ref)

Absent with apology: Hans Hüttel (HH), Helle Westmark (HW), Claus Haulund Christensen (CHC),

Missing item: Approval of agenda.

It is inappropriate having the agenda sent out only an hour before the meeting. HeF requested that items for discussion were postponed until next meeting as the members have not had the appropriate time to prepare and discuss items internally and are thereby not able to provide informed input to the management. It was requested to have an extraordinary meeting if this would be the situation. When evaluating the meeting (Item no 9), the possibility of an extraordinary meeting is discussed.

According to the yearly cycle, the Strategy plan should have been debated at the March meeting. However, as stated before, the yearly cycle of SAMU should be revised according to the experienced order of events.

JSr questioned how SAMU can/should react to the information regarding the institutes finances and budget. SAMU and the Department Council have a few overlapping themes. Members of SAMU are subject to confidentiality whereas members of the Department Council are expected to provide information to colleagues. SAMU only consists of employees whereas the Department Council also holds students. SAMU will treat the relevant consequences of the accounting principles and revision of the budget. The Environment Committee members give advice to the management and can present if conditions are not followed. As new members, JSr and RRH are sent on a course, where their roles in SAMU will be clarified.

1. News from committee members



KGO:

We have two new working environment representatives: Jiri Srba og René Rydhof. Ulla Øland og KGO both continue their duties as representatives.

Rooms: We will have the ground floor in cluster 4 by September 1 2013. We hope to be able to use the auditorium in Novi8. Starting 2014, our rent will be based on gross area square meters. Hallways constitute a large part of our building, therefore, our rent increases correspondingly. We may be able to make a special agreement with the dean. The Faculty is informed about our requests. It is still unresolved whether we can move students at 1st study year to our premises. [After the meeting, it has been decided that we do not move into the ground floor in cluster 4 after all.]

IT news:

From March 1, the IT-people have transferred to the new management, but we maintain the costs. Physically, they will still be located in our building, and we may approach them as usual. The task of car rental administration is unsettled. CHC will continue in SAMU until further notice. We expect to keep a local support – possibly part-time.

The elite programmes will be abolished. The AAU management has decided not to enroll more students at elite programmes. The coordinators have asked for further explanation, but it is unclear whether there will be any.

Hearing on mail- and calendar policy: The responses from the department calls for reconsidering.

HeF:

Information from the HSU-meeting: Focus was on the financial situation and the principles. There are new policies for involuntarily employee reductions as a result of the financial savings. The APV will be dealt with at an extraordinary meeting. Considerations about introducing a general framework for overtime and rules on fix and flex time for TAP-personnel. New members must be found for the B-side: Hans Andersen, Lisbeth Rosted and Jonna will step back.

LeE questioned whether the students will be informed about the situation at the Faculty and about abolishing the elite programmes. SICT and the Study Board are requested to take action and inform the students.

ChT requested that the ash trays near the entry will be moved asap. The rules for what we may do by ourselves are very restrictive. UØ will ask TF for a schedule

2. Information about the economic situation

The TEK/NAT Faculty closed 2012 with a significant deficit. This is partly due to:

- Budget allocations (a lower basic funding, new rules for balance of incoming and outgoing students)
- STÅ forecasts (STÅ (=unit for measuring student years) for 2012 was lower than expected as they had used the figures generated by the system)
- Higher student intake (meaning higher costs for teaching, supervising and use of group rooms)
- Premises, including CPH (moving to Sydhavnen and the renovation of the buildings)
- Consumption (not at CS, though)

The TEK/NAT Faculty is now under strict supervision, resulting in the following:



No new employments. The Faculty has introduced a stop for hiring more staff in all types of positions. New positions have to be approved by head of department, the dean and the rector. This also applies for externally funded positions, where it may be easier to get the approval. It is necessary to consider whether existing employees can fill in the positions via vend ("frikøb"). Currently, we do not know how long the stop for hiring will be maintained. Positions already advertised are also subject to approval. Applications for academic positions are still to be assessed. CS has implemented 3 appointments per 1/3: two externally funded and one extension already agreed upon. We also have a couple of externally funded appointments per 1/4.

Revision of budget 2013 All departments at the TEK/NAT Faculty are to downgrade their 2013-budgets by 6-8%. For CS that means 2.5 million kroner.

Multi-year budgeting Making 3-year budgets would make it easier to take into account that we receive income later than having the costs.

3. Accounting 2012

The accounting for 2012 were reviewed in headlines.

CISS is incorporated in the department's accounts.

4. Revision of budget 2013

CS is operating with a deficit of 5.5 million kroner. Now, we need to reduce the figure by 2.5 million – resulting in a deficit of 2 million kroner.

We need to cut back research hours, as we gain more students who are being taught by the same amount of people. Research must be financed by external funds.

Our house rent increases from 8.5 million kroner to 11 million kroner in 2013.

Information from Autumn meeting:

Receding funds for research – Allocations for Ph. D's is considerably lower: 55,000 kroner less per degree (we may need to decrease the number of Ph.Ds. or the amount of guidance)

Erosion of research-based education. OH on education is decreased from 50% to 45% - and is likely to be cut further down. Time for doing research is under pressure – teaching standards may be changed. We need to know if we can deviate significantly from the standards recommended by the Faculty.

We have experienced receding external revenue (OH and bonus) – but it is improving.

Increasing rent – conditions must be examined.

At the moment, we have a budget deficit at 7 million kroner. We need to find 5 million kroner in order to end with a deficit at 2 million kroner.

The analysis has yet to be completed – budget 2013 is under revision.

Possible savings:

Ph.D's: the number of grants may be lowered (however, the saving is only 4-5 months' salaries), supervision.

Research: make use of the 6th week of vacation. (This should be notified, and is therefore not relevant for 2013), increased use of non-permanent staff (post docs may teach), number of positions,



Teaching: same amount of hours for teaching more students.

Rooms: No allocated group rooms (timeshare), employees may share offices, the department could move to premises made to meet our needs. We are on a 1-year lease, but we may postpone moving in to the ground floor of cluster 4. By September 1, 2014, we are short of 14 group rooms if all groups are to have rooms, as they have now. UØ is looking into the situation.

Administration: not implement the planned expansion of staff, tasks

Costs: Savings on external meetings, Christmas lunch, journeys, etc. Our costs for these activities are low compared to other departments.

The various possibilities should be discussed and the department will inform about changes before implementation. We do not want to make solutions based on panic. 2013 has started in a good manner. It is emphasized that there will be no dismissals as we receive more students and expand our activities. Thus, we receive higher revenue in the long term. Possible savings should be discussed in the various boards and committees. Then, we need to make a detailed view of how much can be saved by implementing the various actions.

5. Holiday

This is the default holiday registration:

5 weeks holiday: 3 weeks summerholiday (week 28-30), Autumn holiday (week 42) and Winter holiday (week 8)

Special holidays 2013-14: May 10, December 27 and 30, April 15 and 16.

Deviations must be reported (we may need to revise the procedure)

Optional payment of the 6th week, transfer only by exception. These possibilities should be made common known.

HSU is expected to send out information about low-service days in 2013-14, particularly regarding closing days between Christmas and New Year.

6. Mental and physical environment, including APV

Recently, a combined assessment of our physical and psychological working environment has been conducted.

The physical assessment is non-anonymous and provides actual solutions on existing problems. Issues concerning heating, lightning and cleaning are out of our hands. Problems should be reported to Ulla, who will contact the administration.

The psychological assessment is anonymous, which makes it difficult to deal with the mentioned issues. Problems are identified at departmental level – not at personal level. In general, we do not have serious problems. However, some of the comments should be investigated further.

The APV with illustrating graphs will be made public. The committee will start making action plans.

7. Environment

In connection with the Green Lean Project, the Technical Administration has visited our buildings in order to check our electricity consumption. More information will follow. Ulla is taking action on 4 new issues.

8. Other business



The text at the intranet is still to be revised.

9. Meeting evaluation

The meeting agenda is normally discussed with the vice chairman and sent out a week before the meeting – but not this time.

It is criticized that no enclosures were sent to committee members before the meeting, so the members could prepare themselves. If more ideas for savings should arise after the meeting, please forward them to the head of department.

Basis for decisions regarding savings should be established and discussed in both the department committee and SAMU.

The meeting ended at 16 o'clock. In the future, the SAMU meetings will be scheduled from 12.30 – 3.30 pm and the item "News from committee members" will be placed as the last item. The Strategy Plan and the APV will be discussed at the next ordinary meeting.