



**AALBORG UNIVERSITET**

## **Summary of Meeting in the Committee for Cooperation and the Working Environment (SAMU)**

Institut for Datalogi  
Selma Lagerlöfs Vej 300  
92200 Aalborg Ø

**Tuesday May 14, 2013**

Sekretær:  
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Dato: 16-09-2013  
Sagsnr.: xxxx-xxx-xxxxx

### Agenda:

1. Procedure for minutes
2. News from committee members (including status for staff development interviews)
3. Information about the economic situation
4. Savings due to the economic situation, including teaching load (norms, bank book, special agreements)
5. Holidays
6. Duties concerning meeting and course-like activities for VIP's (PBL seminar, planning of semester)
7. Framework agreement concerning flexible time – including hearing statement
8. Language policy (teaching)
9. Physical and psychological working environment, including APV
10. Environment
11. Other business
12. Meeting evaluation

Present: Kristian G. Olesen (KGO), Hans Hüttel (HH), Henriette Frahm (HeF), Ulla Øland (UØ), Christian Thomsen (CTh), Helle Westmark (HW), and Mette Andersen (MKA, ref)

Absent with apology: Lene Even (LeE), Claus Haulund Christensen (CHC), Rene Rydhof Hansen (RRH), Jiri Srba (JSr)

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Cf. The minutes from the last meeting, the item "news from committee members" should have been placed as one of the latter items on the agenda. However, it is agreed to keep the news at top of the agenda and keep messages short.

### **1. Procedure for minutes**

Future procedure is that draft minutes are sent to members asap after the meeting. Comments and/or changes should be forwarded within a week, otherwise, minutes is approved and published at the web.

### **2. News from committee members (including status for staff development interviews)**

#### **KGO:**

CHC has informed that he will no longer be part of SAMU. As his membership of SAMU was to represent the IT-organisation, his seat is no longer active and we do not need to find a substitute.

Lifelong Learning has been closed down as it had developed into being primarily for AAU employees.



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Institution accreditation: Søren Barlebo has resigned as chairman for the accreditation council. The council will change name and chairman in transition to institution accreditation.

Elite programmes: After closing the elite programmes, new initiatives will be considered; among others a 4+4 Ph.D-model. A new co-operation agreement has been made. Based on this agreement, we need to update the terms of reference on the web.

Staff development interviews: KGO has had a few of these interviews. The process has also been initiated in the units.

### **HeF:**

HeF informs that she has been nominated as vice chairman for HSU following Lisbeth Rosted.

### **UØ:**

UØ and HeF have participated in a seminar on how to root the healthy working environment – the joy of working. They propose that the concept of the Christmas luncheon could be transformed into a combined summer seminar and Christmas luncheon. UØ and HeF will both participate in a working group looking into the new concept.

### **HH:**

KN and HH have held the last PBL session with limited participation.

### **HW:**

Will have staff development interviews (MUS) during the next 3 weeks. The project unit have some difficulties due to illness and has been reorganized. The secretariat will pay Joan a visit next month.

## **3. Information about the economic situation**

### **Rooms:**

Revised budget. In order to cut renting costs, the department will not move into cluster 4 ground floor, nor the "little finger" of the first floor. Laboratories and the LEGO-collections will be moved to the former IT-office, now dubbed "flex-lab" The F-club has a room for storage which could be used as a group room. KGO and UØ will talk to the F-club about moving their goods to another room.

### **Positions:**

The department has been asked if we will maintain the job advertisements. We will proceed with the positions – partly in order to give the applicants an assessment and partly hoping that we can postpone hiring them until after New Year, where we expect to be able to hire more people again.

Stipends have been reduced to externally funded stipends

A few positions were agreed upon beforehand and have been approved. These are positions where the research part is externally funded and which are necessary to carry out the teaching in the fall.

### **Conc. teaching:**



The gap between capacity and need is smaller than anticipated. We expect to be able to make it through the autumn 2013 with a few temporary positions. In June we will decide how many we will ask for permission to employ.

**New committees:**

A new committee has been established to look into whether we can improve the efficiency of how we use our rooms (group rooms may be shared by multiple groups) Next year, our rent is based on gross area, but the dean is aware of our building's special features and is willing to make a special agreement with us.

A new committee has been established to simplify the budget in order to make it more transparent

**Budget:**

The revised budgets are now all sent to the Faculty.

We only need to cut additional 400.000 which we expect to be able to realize qua the equipment account and unanticipated occurrences. We are no longer able to make corrections ourselves. New target is – 4.200.000

The Faculty expect a better economy next year. However, the departments should not expect any changes. Next year, we are allowed to spend up to 10% of our capital (normally 20%), so budget 2014 will end in a small deficit.

No news from the board meeting

**4. Savings due to the economic situation, including teaching load (norms, bank book, special agreements)**

**Potential savings:**

- Only replace equipment due to malfunction – seems unproblematic and this is where the department reckon we can save 400.000 as requested.
- Restrictions on travel activities – has caused discussions
- Benefits – fruit – social arrangements (Summer meeting will be held at SEL) – Christmas presents/ luncheon
- Expenses exceeding 5000 kr on personal accounts needs approval from the head of department.

**Expectations for 2014:**

Research funds based on teaching may be reduced even further.

Pressure on TAP-Annuum funds (salaries for technicians), but now we have to pay for our services. More details will follow – perhaps before the summer holiday.

Rent is expected to be the same level as this year, or higher if we need to retrieve parts of cluster 4. It is confirmed that we are to pay for gross m2, and that we will have a special agreement with the Faculty, but it is uncertain how this agreement will be implemented.

**KGO suggested 3 initiatives for savings:**

- 1) Increase teaching capacity by 5-10%. When research time is reduced, the teaching capacity should be increased.
- 2) Abolish basic administration norm - 24 hours per semester – in correlation with 1).



- 3) Special holidays – the 5 special holidays can be disbursed, but then you will have to teach a number of hours during that week. Disbursement implies increased capacity. The department wishes to maintain the freedom of choice and to simplify the rules at the same time.

Special agreements concerning the bank book are not affected by the above mentioned rules. There is a 750 hours limit, but exemptions from this limit may be made.

## **5. Holiday**

Basic principles for default registration of holidays were mentioned at the previous SAMU meeting.

Complications: Hindrances for spending holidays have often not been registered until April.

In the future, we will tighten the procedure in order to have a more correct holiday registration. If necessary, we will have to notify employees that the 5<sup>th</sup> week must be held. Distinction between primary and remaining holiday. Details are to be examined.

## **6. Duties concerning meeting and course-like activities for VIP's (PBL seminar, planning of semester)**

This item is caused by poor participation in PBL-courses. Unit leaders/Ph. D supervisors/ semester coordinators must communicate the attitude towards participation in these events. It must be stressed that participation is mandatory. Passage about participation could be added to the contract/study plan for Ph.Ds. Unacceptable participation in these events and/or inadequate teaching competences should impose sanctions – possibly by relieving the person from teaching assignments and reduced payment. Generally, we need to communicate clearly and we need a change of attitude.

The head of department will bid new employees welcome and stress that the PBL-course is to be passed.

## **7. Framework agreement concerning flexible time – including hearing statement**

HSU has sent proposals for a new framework agreement for flex-time the TAP personnel. The proposal was approved.

## **8. Language policy (teaching)**

At a meeting in the Study Board, Peter Axel Nielsen talked about how the teaching language affects the professionalism at modules on bachelor level.

The department has raised the issue that we need to make extra requisitions, meaning that modules on BSc level, where language poses a problem will run in both Danish and English. The head of SICT is responsive to this idea.

## **9. Physical and psychological working environment, including APV**

No news

## **10. Environment**

No news



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**11. AOB**

Nothing to report

**12. Meeting evaluation**

Meeting ended at 15.30