



*Kan frit distribueres  
Udkast*

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## Minutes i MP SU – extraordinary meeting 26. januar 2023

**Participants:** Jens Christian Moesgaard Rauhe (chairman), Benny Endelt (deputy chairman), Astrid Heide-mann Lassen, Jette Marie Christensen, Lars Rosgaard Jensen, Kjeld Nielsen, Klaus Kjær, Lars Diekhöner, Ka-rina Kjeldgaard Ludvigsen

**Unable to attend:** Brian Vejrum Wæhrens

**Other participants:** Camilla Kristensen (minutes taker)

### 1. Approval of agenda

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*Setting: Approval of agenda.*

Agenda approved.

**Follow up:**

None

### 2. Budget 2023-2025 – input from SU concerning idea catalogue

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*Setting: On the basis discussions in the SU and on the following staff meeting on December 2022, it has been agreed that SU collects the employees' input to the process on how to increase the institute's income and re-duce costs.*

**Appendix:** Presentation from employee meeting on December 1st 2022.

Jens begins the meeting with a brief review of expectations and purpose of the meeting, which is to obtain input to find savings and increased income. As previously mentioned, FIB10 has been terminated as of 1 March, where a saving of almost DKK 1 million is expected. In addition, a position has been cut in the secretariat. The tasks will be handled by other employees in the secretariat. In addition, a lower service level can be expected on some of the tasks. The employee side calls for clear communication about the significance of this saving, including the consequences for the service level.

Benny presents in brief the purpose and conclusion of the email sent to SU prior to today's meeting. The purpose was to illustrate that the STÅ production is largely the same over time, but that the tariff has become lower. The conclusion continues to be that our students are an important source of income, which is why the following areas are continuous focus areas: teaching, recruitment and dropouts. We are looking into a future

where cohorts will decrease by up to 10% towards 2030. This is critical, which is why AAU also has a strong focus on marketing, including hiring a new communications director, who is expected to present a new communications plan at the AAU board meeting in March.

#### **Input to idea catalog and discussions at the meeting:**

- Klaus informs that the laboratory has prepared a catalog of ideas. It was not possible to present the catalog at the meeting. The catalog of ideas was forwarded to SU after the meeting. Klaus briefly mentions that proposals for, among other things, better utilization of the institute's square meters/reduction of premises costs in relation to storage will be included in the catalog of ideas from the lab.
- Karina presents the catalog of ideas from colleagues in the administration, which primarily relate to operations costs:
  - Bread roll – limited to one time a month
  - No coffee for a year
  - Reduction in the amount used for Christmas presents (currently approx. DKK 400)
  - Shared office space VIP and TAP
  - Self-payment to DHL, e.g. DKK 50.
  - The Department seminar is cut down to ½-1 days = savings on accommodation
  - Reduced time for employees who are interested
- There was widespread understanding that the department's budget challenges require that salary costs and room costs are also looked at if the goal is a budget in balance. In relation to salary costs, tasks and priorities should be taken into consideration, as well as the possibility of not re-filling vacant positions in the event of natural departure. There is an agreement in SU that everyone is doing a good job. The question is whether the tasks we solve are the right ones in relation to the core task and the strategy.
- The employees wish for our tasks and services internally to be more transparent and recommend that we get better at documenting our time/tasks in relation to this. In addition, there is a need for better prioritization at AAU level. In recent years more leaders have been hired and the consequence are new initiatives and a growing number of tasks at institute level.
- Reference is made to statements from the principal, who believe that we need to look at the administrative tasks at AAU. It can be either centralization or decentralization with a focus on how we best solve our tasks. The impression is that there is more and more dialogue about priorities and better task solving in the administrative layers. Dialogue is the way forward.
- External financing is briefly discussed. Increasingly, you see more funding from private foundations that do not finance overhead, which reflects negatively on the institute's operating costs. The skewed distribution of basic research funding is also a challenge, but also a focus area for AAU's rector. In the project team, there is a continuous focus on ensuring that the project budgets contain buy-out, bench fees, etc. so that we do not burden the institute's operations costs. There is also a focus on which projects that are best for the instate economy.
- SU supported that the use of square meters can/must be optimized.
- There is a brief inquiry about the costs related to the construction of a new "clean room". It has been agreed that the ENG Faculty will cover all the expenses related to this.
- Jens emphasizes that the management's review and prioritization will also focus on the working environment and well-being.

The management appreciate the input to the idea catalog. The plan is for the catalog of ideas to be expanded with the inputs from the meeting as well as the inputs that have emerged from the group, professor and senior interviews.



***Follow up:***

**3. Any other business**

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*Proposals: None*

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***Follow up:***

*None.*

**4. Communication to the institute**

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*Is there anything from today's meeting that needs to be communicated, and who does it?*

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Minutes in Danish and English are made available on Intra after the staff meeting.

***Follow up:***

Camilla will follow up.