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|  | **Present** | | | **Absent** | | | | |
| **Members:** | Minutes taker: Heidi Juul Sørensen  Chairman: Kjeld Pedersen (KP)  Deputy Chairman: Lars Rosgaard Jensen (LRJ)  Jette Marie Christensen (JMC)  Mette Herold-Jensen (MHJ)  Klaus Kjær (KK)  Kjeld Nielsen (KN)  Lars Diekhöner (LD)  Brian Vejrum (BV)  Astrid Heidemann Lassen (AHL) | | | Lea Thiesen (LT)  Lazaros Nalpantidis (LN)  **Substitute members:**  Karina Boller Jensen (KBJ)  Charlotte Zoey Søndergaard (CZS)  Vladimir Popok (VP)  Jan Schjødt-Thomsen  Thomas Ditlev Brunø  Peder Veng Søberg. | | | | |
|  | | **Agenda** | | | | | | **Minutes** |
| **Items** | | | **Enclosures/ suggestions** | | **I/D/DM** | **Time** | **Comments/ responsible:** |
|  | **Approval of previous minutes/agenda + Messages from Head of Department** | |  | | I | 11:00-11:05 | KP | Department Council:  We follow the current guidelines. We are outside the election period, so the representatives are appointed.  Accreditation: employees are appointed for audit-trail – currently, no indications that MP is picked.  LRJ: Those who have reported vacation and are called in for audit-trail should contact their union representative. |
|  | **Follow-up on previous items**   * Status APV AAL * WEA in CPH | | See previous send tables and hearing statement | | I | 11:05-11:15 | APV: HSO  CPH: KP | **Status of APV AAL**  Some focus areas are handled locally and others by AMiU. AMiU AAL is meeting in week 43 to focus on APV.  Regarding the sexual harassment score:  KP did send the mail in July and AMiU will handle the further work.  1 has commented that (s)he has simply answered wrongly. No one else has got back with any comments.  It is recommended that it is deliberated on staff development interview (MUS), where the employees are informed of this item on beforehand.  KN: Remember that the bully/person who has conducted the sexual harassment, might also need some help and must be remembered when composing initiatives.  We need to compose local material, which informs on how to handle these type of situations. The material is composed on the ground of all ready existing AAU material.    **Working Environment Authority/Arbejdstilsynet:**  The hearing statement send to WEA by Arbejdsmiljøsektionen only includes correction of flaws in the received materials.  Attached were the department’s action plans and the CPH-section’s action plans. |
|  | **Follow-up budget 2017**  Status and framework | |  | | D | 11:15-11:35 | KP | KP: This item concerns the department economy.  Earlier the external revenue has been greater.  It is an overall challenge for the faculty.  The noteworthy deviation in ‘rent’ in the budget to the fact is caused by Mathematics not moving in at Fib.  Overall: - 765.000 DKK.  The deficit will not affect the department in 2017.  LRJ: The budget is complying with the rector’s budget regulations.  SU sees the result as acceptable, when considering pervious deficit in M-tech of several millions.  The budget must be distributed to all employees in a pedagogic format.  KP finds the right format.  Physics’ budget is with a small surplus.  MHJ: Physics’ resultat must be distributed as well. |
|  | **Theme: Budget 2018 and objectives**  Brief status. But the figures are not ready, so the item will be postponed until next meeting. | |  | | I | 11:35-11:40 | KP | Next week we will have the budget figures.  KN: The organisation is requesting an overview of the allocation of the revenue source – including a statement from the management.    The research groups do wish to contribute to the budget. Clear coordination is needed to avoid multiple requests on the same thing.  KP: The plan is to hold one meeting with ’economy’ and the groups to sort out most information. This is happening in many groups, but an individual approach for each group might be necessary and should be planned by section head, ‘economy’ and the group.  **Revenue framework**  Dean contracts are being negotiate.  Formerly, M-TECH received 1, 5 million, CIP got the lowest rate and Physics got the middle rate.  MP will receive one, and it is expected to be the highest rate. However, this means that we will receive less in total.  We are given one year to adjust according to new potential contracts.  It is expected that a clear statement is given in connection with 2018 budget/revenue framework.  A decrease in STÅ is expected due to the Finance Act (finansloven). It will signify 2 m DKK less for MP.  Budget is also an item on the following meeting. |
|  | **Communication and employees** | | A deliberation on whether the newsletter is the best communication platform when communicating important information. | | D | 11:40-11:50 | Lars | A specific strategy from the management is wanted.  It should answer:  What can a newsletter contain and when should information be send directly from KP.  The committee sees intranet as support but will not be able to stand by itself.  They are also aware of not all employees are being target if KP gives orientations at Friday bread or similar occasions.  The management will consider and get back. |
|  | Break | |  | |  | 11:50- 11:55 |  |  |
|  | **Working environment AAL – CPH**  According to the online belastningsskemaet/ capacity table, we have employees with huge teaching work load.  A more suitable solution is wanted. | | SU is asked to deliberate solutions to reduce the teaching work load to a level which maintains a healthy working environment. | | D/DM | 11:55-12:25 | KP/  Lars | Belastningsskemaet/ capacity table shows required work (teaching, potential time for research and projects) for some employees on more than 50 h/w.  A solution is needed to prevent us from having similar situations again and to re-establish the work environment. The solution is needed to before next semester.  KP acknowledges the challenge.  LRJ/KN: focus on the groups instead of the individuals will help the relief, but the management also need to focus continuously on this – with input from the groups.  KP: It should be an iterative process between the section heads and the group coordinators. The project coordinators will also have to focusing on delegation of tasks.  AHL: there is a difference in undertake a task and have a task placed.  LRJ: It is important to think these teaching challenges in when recruiting – strategic recruitment.  Overtime should be given as time off in lieu or as overtime.  Alternatively, further training of employees or chancing study program can be a solution.  AHL: Restrictions on entry has be evaluated, but it is not a sustainable solution.  The management will find short-term and long-term solutions.  The item will return in 2018. |
|  | **Staffing**   * **Lab**   What are the plans for staffing?  1 person has retired.   * **Secretariat**   What are the plans for staffing?  2 persons have quit.   * **TAP-Work tasks (Skjernvej)**   After 1 TAP has quit and another has relocated to Fib, VIPs are experiencing, that they have to solve additional TAP-tasks**.** | | * **Lab**   Information wanted.   * **Secretariat**   Information wanted.   * **TAP-Work tasks (Skjernvej)**   A deliberation is wanted on how the secretariat can appear more accessible, even though the majority is located on fib.? | | I/D | 12:25-12:35 | KP/MHJ | **Lab**:  MHJ:  Christian and Ole are dividing their time between Skj and Fib., which is caused to division of tasks in Lab. Hans is assisting on both Skj and Fib. and uses the facilities on Fib. to complete tasks at Skj.  Currently, machining is handled by Søren with assistance of Henrik. If we right now cannot keep up with the task flow, it might be necessary that assignments are handled by externals.    Some assignments have been send to Hans.  LRJ:  Henrik has been buffer so far and coordinator. With the coordinator-position his hours correspond to ½-full position.  MJH:  This period calls for a priority in Lab to avoid unnecessary pressure. Students and VIP should be notified about this prioritizing.  LD: It is possible to focus on group coordination instead of individual groups.  LRJ: It is questioned whether this means that we should be doing more theoretical-based projects or whether it is only be company paid projects which should be run.  There are no interest in increasing the theoretical-based projects.  KP: Sections should prioritize the level of assignments.  Section heads will notify that we do not have the normal staffing, which means that it cannot be expected, that assignment can be solved immediately. Further, everybody should ensure that files send to Lab. Should be quality proof on beforehand. Currently many resources are used on not sufficient files. This means that students should be better prepared.  MJH: MHJ wishes, that Henrik and Thomas participate in meeting with supervisors regarding projects on Fib.  KP informs section head Jens H. Andreasen regarding Lab. work load and suggests that a solution will be found on how to priorities in the future – a solution which Thomas Sørensen should be involved in.  **Secretariat**  JMC:  Lene & Ulla have quit.  One position is refilled in ’Economy’.  The profile for the other position depend on the strategy, which is being decided in the management group.  It is currently not possible to appoint a time for when the division of tasks will be ready. The plan of the process is expected in the end of the year.  **TAP-tasks at Skjernvej**  The accessibility for students and VIP is decreasing.  The standard of service is different and must be handled without putting more pressure on the individual. This can be met by ensuring transparent meeting hours at Skjernvej among other initiatives.  The collaboration appear one-sided, but a solution has to be found due to the postponed moving of Physics to Fib.  JMC will bring the input into considerations. |
|  | **Information: incitamentsmidler/ incentive funds** | |  | | I | 12:35-12:45 | KP | Applicable for 2016 and all earlier years:  Due to the deficit of 750,000 DKK, the funds no longer apply. |
|  | **Information: Status on employments in CPH.** | |  | | I | 12:45-12:50 | KP | Peter Hasle has briefed KP. Some positions are suspended due to the insecurity in the budget figures.  Currently, 2 positions with potential candidates. |
|  | **AOB** | |  | |  | 12:50-13:00 | ALL | LRJ: Remember continuing education when conducting MUS/staff development interview for VIP. Funds can be reached through Kompetencefonden.  LRJ: Regarding the amendment for AAU: All input from colleagues has been gathered across the department and is send from the faculty, ENG.  LRJ: Employee goods will be processed at the following SU-meeting to ensure transparency in the allocation of resources in the sections. |