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|  | **Present** | **Absent** |
| **Members:**  | Minute taker: Amra IbrisevicChairman: Kjeld Pedersen (KP) Deputy Chairman: Lars Rosgaard Jensen (LRJ) Jette Marie Christensen (JMC)Klaus Kjær (KK)Lea Thiesen (LT)Kjeld Nielsen (KN)Lars Diekhöner (LD)Brian Vejrum (BV)Astrid Heidemann LassenMatteo Fumagalli  | **Substitute members:**Karina Boller Jensen (KBJ)Charlotte Zoey Søndergaard (CZS)Vladimir Popok (VP)Jan Schjødt-Thomsen Thomas Ditlev Brunø Peders Søberg |
| **Agenda** | **Referat** |
| **Items** | **Enclosures/ Suggestions** | **I/B/D** | **Comments/ Responsible** |
|  | 1. **Approval of previous minutes and agenda for today + information from Chairman and Deputy Chairman**
2. **Orientation on the departments prioritization of the teaching/research area/manufacturing technology/business technology**
3. **Discussion of process on the distribution of tasks from dismissed employees in spring 19 and future process concerning the distribution of tasks**
4. **Information about the institute's strategic efforts in Esbjerg**
 |   | I | KP/LRJ | 1. The agenda and the minutes were approved with one comment, that item one on the agenda should be divided into several points.

KP informed about discussions with DTU about transferring the robot group in Copenhagen to DTU and that we are also working on possibility of moving education Autonomous systems to DTU.LRJ informed about an extraordinary FSU meeting on February 7, 2019, where the process of closing the educations in Copenhagen was discussed.It was asked about the rent expenses in CPH. KP informed that MP must pay the rent for our offices in CPH for a few years yet. We will try to dispose of our offices in the step with number of employees. Copenhagen may affect the economic situation for MP.1. KP rejected that the dismissals are an expression of the closure of the research area manufacturing technology and business technology.
2. The employees expressed that it is frustrating, that there is no control over distribution of tasks, when some of employees are dismissed. KN also expressed frustration that the employees have not been involved in whole this process of dismissals. This is not only a criticism of MP’s management, but also a general criticism of the entire management at AAU.

KP said that it was very difficult to plan without employees that have been dismissed, since the decision needed to be final and since the dismissed persons are supposed to work until Summer. The management also wants the employees to be involved in the planning. However, the dismissals are personal cases and that is why it was not possible to involve employees in the process.The employees find that teaching distribution right now is very chaotic. We need to find a better way to do it in the future. Transparent process in this situation is very important for employees. The employees asked for help from the management to prioritize tasks, when the workload exceeded the available resources. It was agreed to hold an extraordinary SU meeting in April to discuss workload and planning process, so we can be able to find some concrete solutions before planning the autumn semester. 1. KP: There is a process going on regarding Esbjerg, but no one can yet be informed. The employees in Esbjerg will be the first one to hear about it.
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|  | **Revised budget for 2019** |  | I | KP | The revised budget for 2019 was presented. The presentation of the budget is attached to the minutes. The number of FTE (student full-time equivalent) in CPH is decreasing. VIP-salary is also decreasing. TAP-salary is increased due to the administrative merger with Mathematics, which is offset by a similar income.There were discussed opportunities regarding the reduction of rent expenses and moving out from Skjernvej before time. KP informed about the construction process regarding laboratories, which unfortunately cannot be forced, and that is why a faster move out from Skjernvej is not possible.  |
|  | **Adapting activities and task to reduced resources:*** **Teaching**
* **Administrative tasks**
* **Labaratories**
 |  | D | KP/All | The teaching load after the staff reductions was discussed, as some employees are currently experiencing too much strain. The employees and the students need clear massages from the management about how this can be handled. The management initiates a process to reduce the teaching load (fewer courses per ETCS, larger groups, workshops instead of courses, etc.) based on a good dialogue. A meeting will be held on March 18, but there is also a need for a process later. JMC briefed on administrative challenges due to the new tasks, which have been decentralized. At the same time, we have reduced resources due to two terminated/closed positions and two full-time sick leave. BV: It is very important to VIP-employees to know exactly whom they can contact in administration with different tasks. JMC: We will update the information on Intranet as soon as possible, so VIP employees know exactly who they can contact in administration.KP: There has also been a staff reduction on TAP LAB, since Mette stopped. There will not be found a replacement for Mette’s position. The management is also aware that the management task must be solved. LAB in CPH continues as long as it is needed in relation to the students and Volker Krugers Project.   |
|  | **Merging administration for MP and MATH.**All administrative staff now belong to MP’s SU. |   | I | JMC | JMC informed that a joint secretariat for MP and MATH has now been established. All administrative staff from MATH are now employed at MP and belong to MP’s SU. LT is representative of the entire TAP-group. We are in the process of finding some good ways to service the two different departments, which is a challenge.  |
|  | **ETC.** |  |  |  | We will soon have a re-appointment for SU. We need also together with TR to discuss the size of the committee. A meeting will be convened in April, if possible. VIP-employees presence at FIB was discussed. Many employees work at home and even when they are here, their doors are closed. It provides a better working environment if you meet your colleges regularly. Perhaps, we should focus on it and discuss how we can communicate to all employees, that the presence at MP is an important party of a good working environment.  |