

Minutes from Joint Consultation Committee meeting of October 2, 2019



AALBORG UNIVERSITET
 Institut for Materialer og Produktion

		Present				Absent
Members:		Minutes taker: Amra Ibrisevic Chairman: Kjeld Pedersen (KP) Lars Rosgaard Jensen (LRJ) Lars Diekhöner (LD) Brian Vejrum (BV) Peder Søberg (PS) Klaus Kjær (KK) Christine Steenberg Pedersen (CSP) Jan Anker Nielsen (JAN)				Astrid Heidemann Lassen Jette Marie Christensen (JMC) Kjeld Nielsen (KN)
Agenda						
Items		Enclosures	I/B/D	Responsible:	Minutes	
1.	Approval of the agenda			All	LRJ: Composition of SU - we are missing an A member instead of Mette. Paragraph 3 was changed to Budget 2019 and 2020 LD: The agenda and annexes may be attached to the meeting notice.	
2.	News from the head of department, including: a) Career development is part of MUS talks for all VIPs			KP	KP: Career development applies to all VIP employees throughout. LRJ: The employee should request a conversation with his immediate manager regarding career development. KP briefed on the situation in Kbh. Section Manager Jan Vang quit and got a job at SDU as head of a newly formed section, which mainly consists of people coming from AAU in Kbh. Peter Hasle and Niels Rytter are also on their way to SDU. Peder is very charged with teaching, he has also been given a role as coordinator. Astrid also becomes the section manager at Kbh to help, as she has experience with personnel management. PS: An overview of teaching distribution has been made for the next three years, spring semester is a challenge. KP: We still have to figure out what we do with master's programs. And we need to find a solution for the PhD students to be completed.	

3.	Budget 2020. Oral briefing on the status of the process.			Jan/all	<p>JAN: The new Finance Act has delayed the process of canceling the revenue framework. And the budget must be submitted to the Faculty as early as October 23. There is no need to worry about budget 2020, it will be a good fit for our Institute.</p> <p>In terms of budget 2019, there has been less turnover of the projects than had been expected, which impacts on operating economy due to less overhead. We expect to land at zero in 2019.</p> <p>KP: Less revenue from the projects is due to more things. Kbh closes and people move and take their projects with them. We are also a little behind with the hours. In addition, the hiring procedure has become more cumbersome. There are generally problems with recruiting in the production section.</p> <p>HUM / SAMF deficits due to lack of taximeter allowance will be distributed to all faculties and will therefore also affect ENG's budget.</p> <p>BV: How should the minus at the University be distributed for next year?</p> <p>LRJ: If the Faculty goes in plus, it does not matter that the Department goes in minus.</p> <p>KK: What about the rent?</p> <p>KP: The rent has fallen slightly over the year. We will also try to get rid of some premises at Pon. 103.</p> <p>LRJ: We have to try to get math moving on FIB, and in that way save a little on rent.</p>
4.	Overview of teaching load. Capacity overview is attached				<p>LRJ: The numbers in RES lack quality control because a quick sample revealed that they did not match at the individual level but only at the group level. The overview of the load does not match, as e.g. PhD students are included with 100% teaching capacity.</p> <p>LD: We have to agree on what the numbers are going to be used for; what are the success criteria. We must ensure that all employees have reasonable working conditions.</p> <p>KP: The employees have not been happy with the schedules we have had. We need to make a schedule that works. Bio has had a well-run schedule.</p>

5.	Norms for teaching				<p>KP: Discussion about hourly standards does not work in a sensible way if you do not have a norm set. A committee with one representative from each group must be set up to negotiate the norm agreement.</p> <p>LRJ: Initially, the standard agreement could only be about teaching and guidance which would facilitate the negotiation work. New forms of teaching, such as e-learning - how do we honor it.</p> <p>KP: All employees are welcome to provide input; they may come up with some figures that correspond to the load that each teacher and supervisor has.</p> <p>LRJ would like to be an observer on the committee.</p>
6.	Employee benefits: Discussion of existing schemes: Skjernvej and Kbh: fruit scheme; FIB: Friday bread			KP	<p>KP: There is fruit on Skjernvej, because Mathematics also has a fruit scheme and they have a common lunch room. The FIB has Friday bread paid by the Institute. In terms of expenditure, there is no great difference between the two schemes.</p>
7.	Communications in the Department				<p>LRJ: More written communication is demanded at the department in the form of newsletters, in which employees are informed about, for example management decisions, financial situation and what else is going on at the department.</p> <p>KK: It would be a good idea to buy an info screen that is placed in both FIB 14 and FIB 16.</p>
8.	Consideration of complaints about teaching				<p>LRJ: Students can now apply for access to documents. We need to find out what is the note requirement, what should it contain in relation to the exam. There are several employees who get complained about exams and teaching and they feel that they are left alone. How can we follow up and best help the employees who get complaints.</p> <p>KP: We need to make a procedure how to handle complaints; contact section managers who can talk to them to provide the best support.</p> <p>PS: It is also a good idea to contact the semester coordinators.</p> <p>LRJ: It must be examined whether a complaint must be forwarded to the semester coordinators.</p>
9.	Aob.			All	<p>KK: New rules have been established for the placement of employees with close personal affiliation, we need to look into this and find out if there may be some relocation of some employees.</p>

