

# Minutes from Joint Consultation Committee meeting of July 3, 2020



**AALBORG UNIVERSITET**  
 Institut for Materialer og Produktion

		<b>Present</b>				<b>Absent</b>
<b>Members:</b>	Minutes taker: Amra Ibrisevic  Chairman: Kjeld Pedersen (KP) Lars Rosgaard Jensen (LRJ) Peder Søberg (PS) Klaus Kjær (KK) Christine Steenberg Pedersen (CSP) Astrid Heidemann Lassen (AHL) Jette Marie Christensen (JMC)					Lars Diekhöner (LD) Brian Vejrum (BV) Kjeld Nielsen (KN)
<b>Agenda</b>						
<b>Items</b>		<b>Enclosures</b>	<b>I/B/D</b>	<b>Responsible</b>	<b>Minutes</b>	
1.	Welcome to the new SU members for the coming period and approval of the agenda		I	KP	The agenda was approved.  KP welcomed new members. Jens Henrik Andreasen has been appointed as the last management representative.	
2.	Constituency: Election of Vice President among the employees appointed as members		I		LRJ was elected Vice-President.	
3.	Order of business for SU Discussion of how SU should work	Attached: The rules of procedure for the Joint Consultative Committee at Department of Materials and Production. April 2017	B	KP/JMC	The previous rules of procedure were discussed. There were no requests for changes, so we continue with the same content. A new edition is being made to be signed.	
4.	Information from the Head of Department and Vice-President		I	KP	KP: Two faculty centers are established at MP: All extra costs associated with these are covered by the faculty <ul style="list-style-type: none"> <li>One is the SDG (Sustainable Development Goals) center under the leadership of Professor Jan Vang. Jan Vang will be bought out and allowed to hire some extra helpers.</li> </ul>	

					<ul style="list-style-type: none"> <li>The other is the E-learning center under the leadership of Kathrin Otrell-Cass and Kjeld Nielsen. An e-learning consultant has been employed in the project from August 1st: Tobias Tretow-Fish.</li> <li>The plan is to choose an entire semester (including tutors, students, courses and the like) to be supported by e-learning.</li> </ul> <p>A new research funding strategy has been developed at AAU, which will qualify the work on external funding. Our hit rate is too low. We need to use F&amp;P more and possibly even employ some.</p> <p>Input from LRJ: We need help with a professional assessment of project applications. It would be a good idea to have an experience collection of all the consulting firms that can help us with our areas.</p> <p>LRJ: Terms and conditions are negotiated at the time for the study leaders and study board chairmen, which means that it will be necessary to delegate more tasks from the study board chairmen to e.g. semester coordinators. Additional information will come from the Pro-Rector when this is clarified.</p>
5.	<p>Status of the department's finances for 2019</p> <ul style="list-style-type: none"> <li>Budget follow-up per April 30, 2019</li> <li>External financing status, where expectations have been revised downwards.</li> </ul>	<p>Note: Periode 1 to SU Change in external revenue June 2019.</p>	I	KP	<p>Budget follow-up was reviewed</p> <p>JMC: We expect to come out with a profit this year. Due to termination of employment, we have not started the activities we were supposed to. It also means that we "push" co-financing in front of us, which can present us with some challenges later.</p> <p>KP: We have a surplus this year generating a deficit for next year. The money that will not be used this year goes to the big faculty box and we will not be allowed to use it for next year.</p> <p>JMC: We have not gotten the projects home that we expected to get this year. We generally need to get some big projects home.</p>
6.	<p>Budget 2020</p> <ul style="list-style-type: none"> <li>Schedule of the process</li> </ul>	<p>Schedule attached to the minutes</p>	I	KP	<p>JMC: There are p.t. not disclosed revenue frame as the university's overall economy is very uncertain. The revenue framework adjusted to the FTE forecast is expected to be sent out on September 30. We then have to submit a budget to the Faculty on October 23. For that reason, we expect to hold an SU meeting in Week 40.</p> <p>KP: We are starting to budget our expenses in 2020, even though we do not yet know the revenue. The uncertainty about the University's income lies on the expiry of the agreement regarding tariff 1, as well as the expected increase in rent and new holiday law.</p>

					LRJ: Call for management to look at rent savings - where and how can we save? Will it be possible to get Mathematics to move into Fib 16 or Pon 103?
7.	Orientation and discussion of teaching load in F19 and E19.		D	KP/LR	<p>JMC: Unfortunately we cannot show an overview of the load, as we are late in registrations in RES and unfortunately we have not yet managed to create a template for the task. The Secretariat has been affected by long-term sick leave from those who know the system, but is now in full swing. Unfortunately, the template is not ready for use in autumn planning, but it is in the process of being developed. We are also working on updates in RES.</p> <p>LRJ: Have no confidence in RES, as the numbers in it are not always updated. Registration of teaching distribution must be in place. It was agreed that the section leaders should have an overview of the teaching load to ensure that no staff were overloaded. In addition, it was agreed that SU should have insight into these listings. Therefore, it is critical that the department has not been able to deliver these summaries for F19 to this SU meeting.</p> <p>AHL: We are missing a tool for the planning process.</p> <p>PS: It's difficult in Kbh, as there are people traveling on a regular basis. We must expect a great deal of strain on the teaching site in KBH.</p> <p>KP: In Kbh, we have to deal extensively with external challenges. Some have already been hired and Jan Vang is in the process of finding more.</p> <p>LRJ: Invites management to announce plans for load registration.</p> <p>It was agreed that teaching load will be put on the agenda for the SU meeting in September.</p>
8.	Support for competence development. Applications for the Competence Fund will be opened on September 1, 2019. There is also still the possibility that the professionals can apply for changeover funds.	<a href="https://www.en.kompetenceudvikling.aau.dk/">https://www.en.kompetenceudvikling.aau.dk/</a>	I	JMC	The State Competence Fund administers funds from the last agreement. They have announced that there is a deadline for applications on September 1 <sup>st</sup> . When the application form arrives on their website, we send out information via the section managers. We could be better off applying for more funds.
9.	Information on New Personnel Policies in the AAU Handbook	Mail: Orientation: New staff policies in the AAU Handbook Note on New rules for managing sickness absence	I	JMC	<p>JMC: New personnel policies deal with Student Policy, Code of Conduct and Sickness / Absence Policy.</p> <p>LRJ: There is also new alcohol policy on the way, which involves no alcohol during working hours without the management's approval. It will have, among other things, influence on the PhD Defense.</p>

					<p>AHL: It might be a good idea to make a local Code of Conduct.</p> <p>We have staff policies on the agenda at the end of the year to discuss whether they give rise to local policies, implementations or the like.</p>
10.	Aob.				<p>JMC: An agreement has been signed for a total study administration of the 1st academic year in Copenhagen, serving the 1st academic year, SBI and MP. This will take effect from September 1, 2019.</p>