

Minutes of meeting

Subject: IGT Department Council
Date and time: 10 October 2024, 11.00 – 12.30
Location: TEK Ellehammer (Ø28-600-3)
Participants: Jens Ejbye Schmidt (JESC)
Henrik Karring (HKA)
Mathias Porsmose Clausen (MPC)
Martin Aage Barsøe Hedegaard (MARHE)
Knud Villy Christensen (KVC)
Lars Yde (LAY)
Lars Duelund (LAD)
Rikke Klindt Muller (RIKM) – leaving at 12.00
Line Boysen Christensen (LBC) – leaving at 12.00

Cancellation from: Birgitte Lilholt Sørensen (BLS)
Lilla Simon (LISI)
Cathrine Gudtmann Juhler (CGJ)
Jakob Lindemann (JL) – *substitute*

Minutes: Mette Kornelia Hansen (MKH)

21 October 2024

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Agenda:

1. Approval of the agenda
2. Introductory remarks and messages by the chairman
3. Economy incl. external funded projects and covering of salary for permanent staff
4. Uptake IGT educations, fall 2024
5. SDU SAFE – background check of prospective employees
6. Green Lab Certification
7. Update office space
8. IGT Student Club - status
9. Planned future recruitment at IGT (fixed point)
10. Welfare and working environment at IGT (fixed point)
11. AOB

Ad. 1

Approved.

Ad. 2

Elections at SDU are approaching again.

The election period is 25-28 November 2024 and before then, you can read much more about where to stand for election and what to vote for.

Read more on the election websites:

For employees: <https://sdunet.dk/en/stilop> + <https://sdunet.dk/en/valg>

For students: <https://mitsdu.dk/stilop> + <https://mitsdu.dk/en/valg>

If you want to stand as a candidate, you should go to the electronic candidate list. The deadline for nomination of candidates is Tuesday 5 November at 12:00 noon. You can now check your election rights on the election list, which can be found on the election websites or by logging on the [electronic candidate nomination via E-vote](#).

For the department council 5 academic staff representatives (including at least 3 recognized researchers) and 3 administrative staff representatives are elected for a 4-year period, in addition to 3 student representatives for a 2-year period.

The new election period enters into force 1 January 2025.

Ad. 3

The last rebudgeting for this year has been made.

Overall, IGT will end up in 2024 with a surplus of 1,5 mill.kr.

Next year, a deficit of 2,5 million is budgeted. This has been approved by the dean.

JESC briefly reviewed TEK manager, including forecast for the coming years.

A surplus from the administration unit is used, among other things, to hire 1 laboratory technician in biotech (10-25% of this position is expected to be on external projects).

Expected employment start will be 1 December or 1 January.

Also, a new person will be hired to replace Lone in the dishwashing area.

Both will be employed on basic funds and can be purchased by agreement for work on external projects.

Before the position for the technician is posted, it will be sent to SDU GET (Gender Equality Team). They help with corrections and their input has recently resulted in more applicants for our advertised positions.

HKA emphasized the importance of the distribution of tasks for the new laboratory technician being clearly scheduled, so that there is no doubt what his or her task portfolio is. This has previously been partially unclear for this type of employment which can lead to misunderstandings and frustrations.

Generally, it must be clearer who is responsible for what in the laboratories. A list must be drawn up so that you know who you go to with what.

JESC will call the technician team for a meeting with the purpose of creating this list.

Advertisement of DIAS professor position

IGT has been allowed to advertise a DIAS professor position in recycling, substances in circular systems. The purpose is to build a strong profile within "safe and sustainable by-design".

Ad. 4

Status meetings are currently being held on our education programmes. At the meetings, uptake, drop-out rates, whether students get a job, etc. are reviewed. On our environmental education, we currently admit the students we are allowed to. Since the introduction of admission requirements, we have experienced a lower uptake on our chemistry and biotechnology programmes.

At the bachelor's degree (not diploma), we have the highest drop-out rate at TEK. The fact is that some of our bachelor students transfer to the diploma but regardless of this, the dropout rate is generally too high.

It is difficult to find a solution to reduce the high drop-out rate. We have continuously launched many initiatives, but it does not seem to have the desired effect. The IGT Leadership group is very interested in receiving suggestions and possible solutions to avoid so many students dropping out in the future. Unconventional methods may be used.

Some of our recent initiatives at the department is our "IGT Student Club", mentoring etc.

Possible reasons for drop-out were discussed. Company visits could be reintroduced as a motivating factor. JESC encourages both staff and students to submit proposals. This point will be followed up at the next meeting in the department council in December.

Ad. 5

SDU Safe is in the process of setting up guidelines. Screening of the people who are recruited must take place. Currently, for each new employment, JESC must consider whether SDU Safe must be involved for screening. Fixed procedures have not yet been established.

It is primarily specific countries that are in focus at the moment. JESC encourages to contact him, and the head of unit, well in advance if you have candidates, you are considering hiring. This to avoid delays in connection with the possible screening process. This also applies to visiting guests.

At the same time, JESC emphasizes that we must be careful not to create a culture that shames people because they come from a given country. JESC announces the final procedures when they are available.

Ad. 6

We have started certification in BIO. This is done by sending out a questionnaire and making a "baseline", where 1/2 year is given to improve things. After that, we should get a certification if the improvements have been achieved.

The individual laboratory managers appoint the persons (employees or students) who are to respond to the questionnaire.

The Chemistry unit will follow at the end of the year.

Jeroen Bergmann from ITI, together with Marianne Due, is preparing a process to make it possible to also obtain certification if you are sitting in an office.

Ad. 7

JESC will call research assistants, PhDs and postdocs to a meeting to hear their opinion on having flexible offices (“flyverkontorer”). This possible action will be on a voluntary basis so far and with the purpose of building up some experience in the field.

Some employees use their office at SDU every day, while others don't come very often or work a lot in the laboratories. In situations like this, it could make sense to share desks with more people.

Definition of “flexible offices”:

You share an office/desk with someone else, meaning that you do not have a fixed seat/office.

An office space must therefore be booked from day to day in a booking system.

Some employees will find it easy to settle into such a structure, while others will have a hard time getting used to not having their own fixed space/office.

This topic will be discussed again at the next department council meeting, where JESC has held the above-mentioned meeting with research assistants, PhDs and postdocs.

Ad. 8

The possibility of initiating more activities organized by the students themselves was discussed. MARHE informs that FYS-TEK students have arranged activities e.g. company visits. Employees may be able to help mediate contact with relevant companies.

This topic is postponed until next meeting to have students present in this discussion.

Ad. 9

ADM

01.01.2025 Technician

01.01.2025 Dish washer

CHEM

No updates

BIO

15.11.2024 Assistant Professor, Fermentation

01.02.2025 Assistant Professor, Bioimaging

LCE

01.01.2025 Secretary

01.01.2025 Associate/Assistant Professor, System integration

Spring 2025 - DIAS professor

Ad. 10

Postponed.

Ad. 11

MPC has suggested a discussion to investigate what principles we have at IGT for the allocation of laboratories that can reflect ongoing changes in research groups and student compositions.

It is requested that there can be a form of “buffer lab” (available to all) at laboratory level when research groups become larger or smaller. At the moment, the Food Lab is under a lot of pressure due to many students and new employees.

The above request will be very difficult to accommodate!

Laboratories are individually assigned to activities – and space can continuously be increased or decreased after agreement with JESC. However, we don't have more space than the space we have.

During rounds, the IGT AMO Group gets a sense of whether there is a lot or a little activity in the individual laboratories.

Special requests in relation to laboratories must be directed to the JESC.

IGT Welfare Committee

We still have available seats in the “IGT Welfare Committee”.

Employees interested are encouraged to send an email to mkh@igt.sdu.dk.

Next meeting in the IGT Department Council: 11 December, 12.30 – 14.30 (Benz)