

16 December 2024

Minutes of meeting

Subject:	IGT Department Council
Date and time:	11 December 2024, 12.30 – 14.30
Location:	TEK Ellehammer (Ø28-600-3)
Participants:	Jens Ejbye Schmidt (JESC) Henrik Karring (HKA) – <i>left the meeting 13.30</i> Mathias Porsmose Clausen (MPC) Martin Aage Barsøe Hedegaard (MARHE) Knud Villy Christensen (KVC) Lars Yde (LAY) - <i>online</i> Lars Duelund (LAD) - <i>online</i> Rikke Klindt Muller (RIKM) Jakob Lindemann (JL) – <i>substitute</i>
Cancellation from:	Birgitte Lilholt Sørensen (BLS) Lilla Simon (LISI) Cathrine Gudtmann Juhler (CGJ) Line Boysen Christensen (LBC)
Minutes:	Mette Kornelia Hansen (MKH)

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Agenda:

1. Approval of the agenda
2. Introductory remarks and messages by the chairman
3. APV results
4. Diversity Survey results
5. Status on budgets for 2025 – 2029
6. Various IGT documents on guidelines and procedures (please provide your input at the meeting):
 - A. “Guide for guests and visitors at IGT” (*draft*)
 - B. “Maternity and Parental Leave Obligations and Procedures” (*draft*)
 - C. “Onboarding procedure for new employees at IGT” (*draft*)
7. IGT office space - status
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

This meeting is the last meeting in the IGT Department Council for this election period. A new council will come into force on 1 January 2025.

Unfortunately, no students have been appointed for the positions in the department council. When we find interested students, they will therefore be appointed by the rector. There are 3 vacant seats for students in the council (+ 1-2 alternates).

If you know any students who are interested in joining the council, please send an email to mkh@igt.sdu.dk.

Meeting invitations for the next meeting in the council will follow as soon as the members are known.

Ad. 3

JESC presented the overall results of the APV at departmental level and pointed out specific areas that the department will focus on in the near future.

The results will also be presented at the department meeting 12 December, incl. a poll with the possibility of asking questions anonymously.

Based on feedback and discussion the working environment group will come up with focus areas. These focus areas will be presented at coffee meeting in January or February 2025 and then an action plan will be formed.

At the end of April, the actual action plan must be reported to central administration.

We experience many comments in the APV from staff sitting in offices with windows facing the hallways. Several requests having the windows "frosted". JESC has discussed this with Susanne Arnsted but unfortunately her response is that frosting the windows are not allowed. It is a requirement that a certain amount of light needs to come in the offices. If the windows are frosted there will not be enough light coming in.

This information will also be given at our IGT Coffee meeting before Christmas.

Some people are more vulnerable to the disturbance when people are passing in the corridors – others are not disturbed by this. The department will try to take this into consideration when flexible offices are implemented.

Concerning cases of bullying etc.:

These cases seem to have not been reported. It is therefore difficult for the IGT Leadership Group, and the IGT Working Environment Group, to act on the cases if they are unaware of them going on.

When cases are officially reported, the procedure is that the learning from these is being shared across TEK.

Ad. 4

IGT has made its own Diversity Survey. SDU GET (Gender Equality Team) has processed the data. We don't have the raw data but are able to request information from GET. 33 completed the survey and 7 have partially completed the survey.

The range is wide across VIP and TAP.

JESC presented the results of the diversity survey and a discussion on the main focus areas took place.

Eva Arnsfang Christensen and JESC will have a meeting with SDU GET in the new year and JESC will present the initiatives to the IGT Working Environment Group.

A follow-up survey will take place at the end of next year.

Ad. 5

Looking at the budgets there is a huge increase in external funded projects next year. Please be aware of hiring people as quickly as possible. As previously discussed, also at Head of Unit meetings, it is a problem when staff are hired on a project from day one as this will rarely come into effect. It can easily take up to 1/2 year before the new staff start at the department.

There needs to be more focus on this dilemma next year when making budgets for new proposals. We need a TEK-manager number before hiring. However, from next year there will be more flexibility on this issue. If there is a clear indication that we will get the project, it will now be possible to initiate the project and start hiring staff.

Ad. 6

The three documents are:

- A. "Guide for guests and visitors at IGT"
- B. "Maternity and Parental Leave Obligations and Procedures"
- C. "Onboarding procedure for new employees at IGT"

JESC presented the overall changes/corrections in the documents.

A)

SDU SAFE will soon come up with guidelines on this area.

B)

This document only focuses on what is specific for the department. Overall rules and guidelines are available at SDU.net.

Correction input: The headline "Research project management during absence" will be corrected to "Research project management and teaching during absence".

MKH will implement this correction in the final document.

C)

The buddy must tell the new employee about the emergency plan. All new staff are invited to a common welcome meeting with JESC where this information will be given. However,

the welcome meeting may take place up until a month after the new employee's arrival at the department.

Also, the new employee must consult RIKM and LAD if going to the labs.

The link to maps.sdu.dk will be included in the document.

There was no further input from the department council to these three documents.

The documents are now official and will be shared at IGT's Teams site.

Ad. 7

JESC had a meeting with the PHD's and postdocs at IGT.

Generally, they were not positive towards implementing flexible offices at the department.

Some were positive but the majority were not.

JESC therefore suggests making voluntary arrangements on a trial period of 6 months and then afterwards evaluate the initiative.

JESC will have a meeting with LAD to discuss a booking system before implementing.

MKH will set up a meeting for JESC and LAD.

Ad. 8

JL stated that the IGT student rooms are used very frequently by both bachelor students and master students.

This is positive news. If the rooms are not used, we may risk having them taken again for other purposes.

JESC has a meeting planned with the student representatives in January to discuss how things are going.

Ad. 9

ADM

Friday 13 December there will be interviews for the lab position. We hope to hire a new employee in January or February 2025. The salary will be paid by the IGT ADM the first year and then transferred to the Bio section.

Our dish washer, Lone, has new tasks in the labs. A new dish washer will therefore be hired. It has been agreed to increase the number of hours for this position (around 12 hours). Meetings concerning this position are planned for January.

The position will be placed in a unit and not in the administration.

CHEM

No updates.

BIO

Assistant Professor in Fermentation: There has been one interview, and another applicant has been invited to visit the department. A decision will be made after this visit.

Assistant Professor in Bioimaging: It has been stated in the posting that there are 1-2 positions. We will have 1 job interview in December. The other will be planned for spring.

LCE

Secretary/admin for Morten Birkved:

A position has been posted (½ time). Morten is in the process of hiring.

Associate/Assistant Professor, System Integration: Position is set on stand-by.

Spring 2025 - DIAS professor: The position has been posted. Deadline is 28 February.

Ad. 10**IGT Welfare Committee**

We still have available seats in the "IGT Welfare Committee".

Current members are: RIKM, Hanne Vestergaard Hemmingsen, Srinivasa Raghavendra Bhuvan Gummidi.

Please contact MKH if you are interested in becoming a member.

4 December the department had the annual Christmas Event. This year the event took place at Brandts Klædefabrik followed by a visit to Creative Space.

At present, we are starting to plan our summer seminar 22 May 2025. At this seminar we will have poster presentations by our PhD's and postdocs.

Also, based on the recent APV results, the content this day will deal with the topic of stress and how to manage your work tasks. We are considering dividing staff into groups as different employee groups may have different challenges/issues.

IGT excursion in June 2025 (day trip)

Eva and Massimiliano will try to plan for a company visit - possibly in June.

Last year we went to visit Crossbridge.

More information will follow.

Ad. 11

Female hygiene products at campus are requested. This topic is also mentioned in the APV and will be looked into.

Next meeting in the Department Council will take place in February 2025.
