

Meeting minutes for TSU/TAMU

Time: Tuesday March 5th, 2024, 10:30 – 12:00 AM.

Place: Ellehammer and Zoom: <https://syddanskuni.zoom.us/j/69692174253>

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Participants: Henrik Bindslev, Horst-Günter Rubahn, Christian Veje, Jens Ejbye Schmidt, Jeroen Bergmann, Kasper Hallenborg, Martin Houmann Thygesen, Julie Bebe-Hempler, Sanne Lefevre, Marianne Stenger, Mogens Melskens Pedersen, Kirsten Præstegaard, Susanne Arnsted, Jonas Beermann, Maja Stade (minutes)

Apologies: Birgitte Lilholt Sørensen, Hanne Vestergaard Hemmingsen

Meeting leader: Henrik Bindslev

1. Approval of agenda by Henrik Bindslev

The agenda was approved.

2. Approval of minutes from the [4th of December 2023](#) by Henrik Bindslev

Appendix 1: [UK Questions for PDR 2024](#)

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Note "tasks" for the organisation:

1. [Theme for MUS/PDR 2024: Det gode samarbejde/Good Teamwork](#)

Including:

In connection to our revision of the TEK Strategy we must also revisit our values. How do we ensure that we maintain good relations when we are under pressure and frustrated? This should be visible in our values.

The topic will be discussed in the Leadership Group, Heads of Unit group, and possibly also within the Department Councils and the Faculty Administration.

2. [Follow-up on KOP23](#)

The head of department and the working environment representative are tasked with following up on whether there is anything to pick up on in relation to KOP23 or. Susanne resends the slides that HR Arbejdsmiljø previously sent in July concerning follow-up.

The minutes were approved.

Kasper Hallenborg raised concern over the naming of the 'KOP23' and suggested such a name be avoided for future rounds of budget cuts. The number is problematic, as it suggests there will be more than one round of cuts.

Henrik Bindslev agreed and clarified that at TEK there is no intention of having a KOP24 or 25. He suggested that HoD and HoU communicate that message as they need in order to kill rumors.

3. Financial status by Henrik Bindslev

Appendix 2: [Financial Overview TEK February 2024.pdf](#)

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The financial overview is presented and discussed.

Minutes

Henrik Bindslev presented the accounts for 2023. In the beginning of 2023, we expected a deficit of 20 million kroner. In the revised budget for 2024 we are now expecting a deficit of 5 million kroner. It is a good situation for TEK if we deliver that result. SDU need a certain amount of money on the books, precisely 200 million kroner – currently we are at 100 million kroner. Despite this TEK will meet its obligations with this budget also in 2025.

Income from education demonstrates a continuous gentle rise. There are some uncertainties of the numbers which is also due to the risk of a political cap in Sønderborg.

The income from external grants is growing and it was extraordinarily high this year which had much to do with the LSP grant. But in general, TEK is growing.

Expenses in terms of salary financed by ordinary funds are growing gently. In the past there was a drop in the ordinary salary, but this is smoother now and gently growing, which is a healthy sign.

Christian Veje questioned the drop in commercial income from 2024-2025 from 21 million to 14 million kroner, and whether it includes the damping factor. Henrik Bindslev replied that it does include the damping factor and asked that TEK Economy investigate the first part of the question. Kasper Hallenborg commented that there may still be individual damping factors within the departments.

TEK ØKO explains:

The outlook for commercial income in 2024 includes the extraordinary amount for I4 of DKK 7,5 mio. kr, which, however, was registered in the account for 2023.

The account for 2023 covers a post "Ekstern virksomhed og særlige tilskud" at 2,662 mio. kr. It relates to delayed income in 2023 from invoices in 2022 creating a surplus in the accounts for 2023.

4. Evaluation of flexible work at SDU - discussions in the faculties' and central administration's liaisons and work environment committees by Henrik Bindslev

Appendix 3: [Objectives, local agreement and template at SDU net/HR's servicepage/Employment conditions](#)

Appendix 4: [SDU's Local Agreement on permanent recurring remote working for TAP](#)

Appendix 5: [Template for Individual Agreement on permanent recurring remote working for TAP](#)

Appendix 6: [Referat fra HoAMU møde den 23. oktober 2023](#)

In November 2022, HSU adopted objectives for SDU as a flexible workplace, as well as a number of formal documents that can support the objectives. Objectives, local agreement and template as well as note on working environment were disseminated and made available to the organisation. And there is now a year's experience with the new framework for SDU as a flexible workplace.

As it is expected that there will be a need to discuss and adjust the objectives as SDU develops as a flexible workplace, it was decided in 2022 that the objectives and local agreement will be evaluated

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through discussion in local liaison and work environment committees as well as HSU and HoAMU in 2023 and every two years thereafter. SDU HR initiates the evaluation and picks up on any need for ongoing adjustment.

TSU/TAMU is requested to discuss and evaluate the experience of flexible work at TEK. TEK's input must be submitted to HR no later than 1 April 2024.

Minutes

Kirsten Præstegaard explained that HSU decided that the faculties should evaluate after 2 years of experience. From a general point of view most people seem happy with the flexibility.

Horst-Günter Rubahn agreed and explained that people are very happy with the flexibility. They are also cautious of when to use the flexibility. It is a good idea and sends a good signal from SDU to its employees.

Henrik Bindslev asked whether the flexibility often means empty hallways and offices, to which the answer is that there sometimes are some empty hallways. You don't always know if your colleagues are physically at work.

Kirsten Præstegaard invited all to send her input before the 21st march.

5. Additional questions for the coming APV and Well-being Survey by Henrik Bindslev

Discussion on whether additional questions should be an option for the coming APV and Well-being Survey.

Additional questions were an option during the APV21. The steering group for APV and Well-being Survey would like to know whether TEK also wants the option of additional questions for this years survey.

TEK's answer for the steering group should be submitted March 8th, 2024.

Minutes

The additional questions can be placed both at TEK level and department level. Employees also ask for an IT-APV, and this is a concern not just at TEK. Henrik Bindslev will mention the issue with the executive board as IT-issues can be compared to issues with the buildings, as both are handled centrally at SDU.

Horst-Günter Rubahn suggested the discussion of IT-APV questions be placed in the work environment groups in Odense and Sønderborg.

6. Evacuation and emergency drills at TEK by Susanne Pia Arnsted

Evacuation and emergency drills at TEK are presented and discussed.

Appendix 7: [2024-02-16 Evacuation-and-Emergency-Drills-at-TEK.pptx](#)

The task of planning and executing evacuation drills has been delegated to the departments at SDU (previously the responsibility of Technical Services).

<https://sdunet.dk/en/servicesider/beredskab-paa-sdu/oeverlser>

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Minutes

Susanne Arnsted gave a presentation of the different evacuation and emergency drills at TEK. There has been a demand in the APV for more drills. New employees need to be instructed and more senior employees need to be reinstructed.

The presentation can be found on TSU/TAMU's Sharepoint-site in the meeting folder. Susanne Arnsted can be booked for help with drills, and she encouraged the departments to look into the plan for the drills and make sure it works for them.

Alsion already has an annual evacuation drill, which also covers TEK/SDU. Only exception is the CIE building as this is owned by SDU. The owners of Alsion have however confirmed that the building can be included in the drill with the rest of Alsion. Horst-Günter Rubahn commented that the topic should be taken up at an upcoming owners meeting.

Jeroen Bergmann asked whether the test/quiz in model 2 are conducted online. Susanne Arnsted is in the process of finishing the_a quiz, which ~~for now is made for a meeting setting, and not online will be made available to all employees. It could also be an online quiz, but will not replace the drill model 2 as~~ the direct contact between people in the quiz is important.

Henrik Bindslev pointed out that an online quiz in addition should be explored.

7. Annual review of MUS/PDR by Henrik Bindslev

TSU is obliged to review the PDR's once a year to ensure that all employees with more than 15 hours a week are offered reviews.

Appendix 8: [Overview of MUS/PDR 2023](#)

The overview is presented and discussed.

Minutes

Henrik Bindslev encouraged that the PDR is held in time.

8. SDU strategy by Henrik Bindslev

The dean provides a status of the revision of the TEK strategy.

Minutes

Two extended strategy sessions with HoD, HoU and leadership in administration have been held. There were works sessions, although there has been good progress the strategy is not complete yet. Revision inputs concerning the administration will be discussed at the next HoU meeting. This will most likely be the final work on the strategy. We will also look at the values. Lastly there will be a public hearing with all employees via mail. There has been an extensive inclusion at departments, sections, academic council, as well as the department councils have provided input. The Leadership group will reflect on the public hearing, as well as TSU/TAMU will hear it too. After this, the strategy revision is complete.

9. News from HSU by Birgitte Lilholt Sørensen

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Minutes

Birgitte was absent and the topic was not discussed.

10. News from HoAMU by Jonas Beermann

Minutes

The following topics were on the agenda for the latest HoAMU meeting, which Jonas did not attend.

- The hearing on the local agreement for the organisation of work environment work at SDU.
- Time registration as a requirement from EU – starts 1st of July.
- Competences in good dialogue concerning working environment.

11. Status of near misses and accidents at work by Heads of Department

Appendix 9: [Accidents, near misses og work injuries](#)

Jeroen Bergmann explained the incident. Users will make sure it is fully safe to operate the machine. The department notices there are no posters in the lab of what to do when there is a near-miss accident. People need to have a culture where people come and inform on the things they see.

Henrik Bindslev stated that there are important learnings from this – near miss accidents must be reported. It is also important that we refresh our memory often. We forget things even though we have been introduced to them previously. Lacking information does not mean you should progress. The action should be that you don't run if you don't have enough information. This is relevant for all departments.

Henrik Bindslev thanked Jeroen for his efforts in handling this incident.

12. Status APV21 and Mini-APV23 (KOP-23) by Susanne Pia Arnsted

Discussion on whether APV21 and Mini-APV23 can be concluded and thus taken off the TSU/TAMU agenda.

All departments and FAK ADM provide a status.

In 2024, a new APV will be carried out, and a working group has been set up at SDU.

Minutes

The APV21 is considered completed, even though there are things from the APV21 we still are following up on. TEK will strive towards finishing the APV's within one year of their beginning.

- Mærsk McKinney Moller Institute** by Kasper Hallenborg
 - Department of Technology and Innovation** by Jeroen Bergmann
 - The Mads Clausen Institute** by Horst-Günter Rubahn
 - Institute for Mechanical and Electrical Engineering** by Christian Veje
- Information about anniversaries for employees at SDU are not correct. The issues can be seen in relation to the transfer of data to the new HR system, HCM. Whether a solution and thereby

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correct data is on its way is not clear. Kasper Hallenborg informed that from now on it is only the SDU celebration that we will be invited to, not the anniversaries in the 'Staten'.

Some employees are unhappy with the idea of closing the lunchroom to use the space for offices. Henrik Bindslev commented that the faculty needs office space. Solutions to avoid using the lunchroom are welcome.

One suggestion was to place more people in the existing offices as well as offering flexible workspaces. The topic will be discussed at a coming LG-meeting.

- e. **Department of Green Technology** by Jens Ejbye Schmidt
- f. **The Faculty Administration** by Kirsten Præstegaard
- g. **Common physical APV** by Susanne Arnsted

13. AoB

- Kirsten Præstegaard reminded HoD that they are welcome to send input for the hearing on the local agreement for the organisation of work environment work at SDU. Deadline is the 11th of March and input can be sent to Susanne and/or Kirsten.