Minutes 114th meeting Faculty Council FSW, July 7th, 2016

Present

Faculty Council
Dr Jacko van Ast (JvA), chairman
Evelien Schrijver (ES)
Sharona Boonman (SB)
Raquel Dos Santos (RS)
Adriana Vries (AV)
Else Kappenberg (EK)
Dr Huib Tabbers (HT)
Christiaan Tieman (CT)
Trude Michels (TM)

New students of the Council 2016-2017
Olivia Manse (OM)
Patrick Aarnoudse (PA)
Ben van der Erve (BE)
Kim Kentin (KK)
Anam Malik (AM)

Faculty Board
Prof.dr. Henk van der Molen (HvdM), dean
Mark Adriaans MSc (MA)
Jessica Dekkers-de Leeuw MSc (JD)
Dr Mariette de Jong (MdJ)
Bart Looijje (BL)
Maxime de Winter (MW)

Absent with notice:
Valmir Xhemaili (VX), Dr Maartje Luijk (ML), Dr. Gera Noordzij (GN), Natalia Batres (NB)

1. Opening
The Chair opens the meeting at 15.00 and welcomes all attendees. He mentions that it is the last meeting of our student members of the Council.

2. Approval agenda
Approved without changes.

3. Approval minutes 113th meeting dated June 6th, 2016
The minutes are approved with thanks to Manou Windhausen.

4. Announcements
JvA announces that, since Suzanne Overbeeke is leaving the FSS, Barbara van Zeijl, senior secretary Examination Board FSW, is the new member of the Council.

5. Decisions in meeting of Management Faculty Board (FMO)
ES asks if the decisions of the FMO in the future can be made in English. HvdM thinks this a good point and he agrees.
6. Framework budget and financial planning

BL shortly explains the Framework budget 2017-2020 of which the presented budget period is four years, one year longer then last year. JvA thinks it is a well structured plan. HT has a few questions. 1) Is the new way of budgeting the only thing that changed? BL answers that there are several improvements. The first money-stream is based on the education planner and the deployment of PhD's and postdocs is covered by specific first stream money like REI resources and by second and third money. 2) The student intake numbers are not the same as in the allocation model. MA adds that these numbers are not clear; there is an uncertainty about the yes/no funded students (diploma funding) and the allocation model is based on intake numbers. 3) Were the operational coordinators of the Department Boards involved in the budget plans? BL answers that there was a close cooperation in this.

EK likes to know what will be done if the estimation is optimistic and the number of student intake is decreasing; in which way the risk of the uncertainty of student intake numbers will be reduced? BL answers that calculating is done based on provided numbers from the directors of education and on a 3 year average.

MA replies to the question of AV about the study grant advance (extra budget) that the FC and the programme committees have already approved the projects; in September the projects will start for 2 years. In the plans the cost and fte’s per project are specified. Update and follow up to inform the FC will come in September.

HvdM remarks that the directors of education of the departments are responsible for the money and for the deployment or personnel. The programme committees have to advise how to implement the plans and give their advice.

CT asks what would be a good reserve; is the FSW reserve very high compared with others; where to be used for? BL answers that the reserve policy is that the maximum reserve should be between € 4 and € 5 million. The result for the coming years are under the target, which is 1% of the total income. In the Investment plan at page 31 of the Budget plan 2017 - 2020 more information can be found about the proposed expenditure from the reserves. HvdM remarks that the reorganisation worked out well.

HT is very pleased with the results of the budget. It is remarkable that in 2015 the forecast 2017 showed a negative deficit after 2 years and that in the last financial newsletter of July 2016 a positive result of 2.179 million euro for 2015 is mentioned. What happened? He is not pleased with the fact that, despite of the agreement to show the budgets of 1st, 2nd and 3rd money stream in the plan, this has not been implemented in the budget 2017-2020. BL answers that the reorganisation project is not finished yet. In the SAP-system there is no distinction between first, second and third money stream. It is difficult to calculate the streams separately, and it is not possible to get this information out of the system. This project is still ongoing. HT: why has it been agreed then; this could have been foreseen earlier.

HvdM apologizes that he did not check the agreements made in the reorganisation plan MA adds that this is one of the reorganisation projects and still going. JvA remarks that the reorganisation projects were on the agenda of FC, but the fact that it was not discussed, because of more issues had to be discussed, is no reason not to inform the FC.

HT wants more information about risks, financial health, financial future to prevent unpredictable results like in 2015. BL answers that 2015 is not a good reference, because this was the year of the
reorganisation; we are now checking the figures with the department boards in total and conclude that all is in control and that we can explain the variances. We are working in projects to improve the management information and we want to invest in systems to get better information.

HvdM says the budget plan 2017 – 2020 has been discussed in FMO and the boards of the departments have agreed to it. MA adds that the education planner is a steering instrument to bring staff in match with the plans.

After a suspension of 10 minutes HvdM re-opens the meeting with apologizes for the omitted point and offers the FC extra information about the split between 1st and 2nd/3rd money stream, REI-money, PhD’s and postdocs. In addition, one of the FC members can join the project group new budgetstructure. For a total transparent final result, each of the personnel should fill out time sheets. The chair of the Executive Board of EUR has experienced the positive atmosphere in the departments of FSW and it is important to keep this spirit that way.

JvA accepts the offer and should discuss it with the members of the FC. HvdM hopes to receive the positive advice to the budget plan within 1 week.

7. Projects Implementation Reorganisation Plan

C. Organization (10-11 and 22)
The aim of project Flow! is to improve the supporting processes within our faculty by using Lean management, and, in addition, to ensure that this way of working is embedded permanently within our organisation. This project is on schedule. All training activities (Lean coaches and Lean leaders) have been completed. Most teams have also completed their first improvement phase, and have implemented working with Lean in teams (daily or weekly stand-up meetings). It is the intention to complete the second improvement phase just before the summer break. At the moment we have two trainees working with us in the programme. So far, Flow! has led to a number of results, including improved processes for awarding degrees, communication with the bachelor applicants, processing of test results and the logistics of written tests, digitizing course manuals, and registration of student information by the study advisors.

The project Management of research projects is initially being addressed as part of the Flow! programme, in an improvement phase ‘project management’. It is possible to follow this project on the panels on T15. JvA likes to follow up.

Since the Flow! programme is very important for almost all support projects, MdJ invites the members of the FC for an informal meeting in September to provide more information on this project, including the visual management part on T15.

D. Marketing (12)
The development of the new team Marketing, Recruitment and Admissions is well on schedule. Some major changes have already been implemented:
- The focus of the first improvement phase in the Flow! programme was on communication/information to applicants for our bachelor programmes.
- MRA is working on new means to improve the experience of our target groups and the visibility of our educational portfolio. Examples are: improvements to our websites, a new app for communication with the applicants and the e-magazine.
- A traineeship with focus on improvement of the exchange programme was concluded. The MRA team will work with the departments on the implementation of the recommendations.
E. HR (13)
A working group, chaired by prof. Koppenjan and with representatives from all FSS units and the Faculty Council, advised the FMO on how to implement talent management within our faculty. This advice has been or will be discussed within the academic departments of the FSS. Based on the advice and the discussions within the departments we will prepare an implementation plan. After discussion in the FMO, we will submit this plan to the Faculty Council.

F. Policy (16-18)
The strategy document is planned for Q3 of 2017. The internationalisation vision is a bit behind on schedule as it was planned for the spring of 2016. There has however been a very productive away day of the FMO which will lead to an internationalisation vision that can be sent to the Faculty Council in Q3 of 2016.
The planning of the depth strategy research project is tuned with the planning of this topic at the EUR central level. The EUR is now in the process of establishing three flagships through which certain research groups and topics receive extra funding in order to rise to or stay at an internationally acclaimed position. The dean of FSS is the principal dean for development of the flagship Vital Cities and Citizens for which the deans of ESHCC and ISS are the other trusted deans. A working group was established consisting of six leading scientists (two per faculty), the three deans, and two project managers. The flagship Vital Cities and Citizens will focus on three sub themes: 1) Migration and Diversity, 2) Safety/Security and Resilience, and 3) Culture and Creativity.

8. Other Business
AV: Referring the Internationalization she understands that the starting page of BSK-web is in English, but she stresses that it is preferable to have the information in two languages (Dutch and English). MdJ answers that this should be discussed with the Education Director. MA remarks that information in both languages implicates that the pages should be updated in two languages too.

HT expresses his gratitude for the great input of the students of this Council.

9. Closure
The chair closes the meeting at 17:10 hour.