

## Minutes meeting Faculty Council – Faculty Board

April 15, 2024

**Present FC:** Anastacia Peters (chair), Martina Huber (vicechair), Tessa Gote, Adela Gregářová, Floris Hessels, Linda Holtman, Leon Huiszoon, Lars Jeuken, Joey van Oirsouw, Veerle Verbeek

**Present FB:** Jasper Knoester, Bart de Smit, Suzanne van der Pluijm, Nalani Verwoord, Floris van Kampen (Secretary of the Board)

**Official secretary FC:** Liselore Brederode

### Guests:

Meta Topée (Manager Catering) and Iris Gallert-Bioch (Horeca Supervisor) for subject 2

Ilse van den Eng (Head of Finances & Projects) for subject 3

**Absent:** Laura Heitman, Michelle Spierings, Sophia van Goor, Henk Hoekstra

### 1 1. Opening remarks and approval of the agenda

2

3 Peters opens the meeting at 15:38 hrs. and welcomes those present.

4 The agenda is set with the topic “Relocation staff LION” added to subject 8.

5

### 6 2. Catering Services – UFB

7 Informative and for discussion.

8 *Attachment:*

9 - *Questions to UFB on behalf of FC FWN*

10 - *2024 Presentation UFB - catering*

11

12 Resume and highlights from the presentation:

13

14 The UFB offers food made by the PURE concept, which represents a commitment to fostering an environment  
15 characterized by attention and responsibility in three key areas; health, people & environment and social  
16 cohesion. Efficient waste management leads to less than 4% of product wasted.

17 The UFB makes no profit from the catering department.

18

19 Product cards show the allergen codes. Customers are encouraged to communicate special requests or  
20 allergies with the UFB employees. A suitable option will be looked for.

21

22 The Beta Café was not designed to function as a restaurant, which led to a smaller range of products than  
23 wanted by customers and the UFB. The outdated location led to a significantly reduced number of passers-by,  
24 leading to fewer customers. Therefore, the venue will be closed as of April 26. On April 29 the new Brasserie  
25 next to the new entrance at the Gorlaeus Building will open. The Brasserie will offer a broad range of  
26 vegetarian food options and different kinds of coffees and it will be open during the whole day. At the  
27 refurbished restaurant in the Gorlaeus Lecture Hall (de “schotel”) an even broader range of food options will  
28 be available, including non-vegetarian options. Closing time depends on when lectures or exams end. Special  
29 deals will be available at both venues.

30 Although it seems that both venues are a bit far from all the buildings, it is comparable to what employees  
31 and students currently need to walk between buildings. Also, opening more venues leads to higher prices  
32 which is undesirable.

33 Prices are competitive compared to similar catering services offered by other universities or at train stations.

34 Twice a year benchmarking is conducted to ensure competitive pricing.

35

36 The UFB encourages customers to provide feedback. This can be done directly to the staff members, or to the  
37 faculty's supervisor Iris Gallart. Also, a customer panel is being formed. Information on joining this panel can  
38 be found on the [website](#).

39  
40 Additional recommendations on behalf of the council:

- 41 - Students do not seem to be aware of the possibility of requesting special foods for example when
- 42 having allergies. Improvements in the UFB's communication are recommended;
- 43 - A wider range of meals is recommended, especially for the international staff and students.

44  
45 Thanks to Topée and Gallert-Bioch for informing the council.

### 46 **3. Management report 3 2023 FWN (annual accounts)**

47 (Bestuurlijke Financiële Rapportage 3 2023 – BFR1)

48 Informative.

49 *Attachment:*

- 50 - 108-24 BFR3 2023

51  
52  
53 The management report 3 2023 was discussed on April 10 by Van der Pluijm, Van den Eng and the Committee  
54 of Finances.

55  
56 The council asks the following questions:

57  
58 The report states that some goals of the strategic plan cannot be realized as quickly as intended and have to  
59 be postponed until the prospects about the faculty's financial situation become clearer. How does this affect  
60 the development of the strategic plans the next year and also in the long run?

61 *A few topics are being slowed down, but certainly not cancelled. If more financial means had been available,*  
62 *more (external) people could have been attracted to support certain projects. For now, the faculty's own*  
63 *personnel will have to carry out most of the work. To make sure not to increase their work load further,*  
64 *certain projects are delayed or will take more time to implement. Especially matters regarding operational*  
65 *management (bedrijfsvoering), as well as "Recognition & Rewards", will proceed at a slower pace.*

66  
67 The faculty is cutting back on costs for student assistants. However, the workload of the PhD's is already  
68 expected to get higher in the coming years due to the increased number of mandatory training hours and the  
69 expectation of less contracts being extended. When means are available, will these be prioritized to  
70 education or is it possible to fund student assistants from the Quality Resources?

71 *The reason of downscaling the number of student assistants is the lack of funding. Provided that enough*  
72 *future funding will be available, priority will be given to education.*

73 *It differs per institute if or how the number of students assistants will be reduced. Therefore, one faculty*  
74 *directive on this topic is not possible. The discussion on how to cut budgets without harming education and*  
75 *research is taking place in the institutes and also with the Faculty Board. Difficult discussions like these are*  
76 *expected in the upcoming years, because of the expected lack of growth for the faculty for at least the next*  
77 *two years.*

78 *A few institutes are funding student assistants by using the Quality Resources. This is allowed as long as it can*  
79 *be justified afterwards.*

80  
81 Thanks to Van den Eng for providing explanation.

### 82 **4. Main changes of the Course and Examination Regulations FWN 2024-2025**

83 (OER - Onderwijs- en Examenregeling FWN)

84 Request for advice.

85 *Attachments:*

- 86 - Memo FR OERen 24-25
- 87 - Model OER Ba 2024-2025 NL met track changes (received on April 15)
- 88 - Model OER Ma 2024-2025 NL met track changes (received on April 15)

90  
91 The main changes in the Course and Examination Regulations FWN were discussed on April 10 by De Smit,  
92 Tieks and the Committee Students and Education Policy.

93  
94 On May 1 the council advised as followed:

95 Relevant article: Article 3.4.2. Tevens is opgenomen dat de uiterste termijn voor inschrijving van een 2e  
96 tentamengelegenheid in het lopende studiejaar vijf kalenderdagen voor aanvang bedraagt.

97  
98 Concern: This results in more pressure on the teacher and/or TAs for faster grading. This is a positive  
99 development for students, since they will receive their grades faster and thus have more time to study for a  
100 possible retake, however, this might be too heavy for the graders of the initial exam. There's also a concern  
101 that exams are adapted so that they can be graded more quickly (f.e. by implementing a multiple-choice  
102 exam instead of open questions), which might lead to a decrease in the quality of testing the students.

103  
104 The advice the advice is consistent with that of the Programme Committees.

## 105 106 **5. Procedure appointment student members Programme Committees 2024-2025**

107 For approval.

108 *Attachment:*

- 109 - *Procedure appointment members Programme Committees 2024-2025*

110  
111 The procedure was discussed on April 10 by De Smit, Tieks and the Committee Students and Education Policy.

112  
113 The council has no further questions and the council unanimously approves the procedure for appointing  
114 student members of the Programme Committees 2024-2025.

## 115 116 **6. Action points and minutes from the previous meeting**

117 *Attachments:*

- 118 - *Minutes meeting FC-FB February 26, 2024*

119  
120 The minutes are adopted without changes.  
121 Action points 20240122-5 and 20240122-5 are completed.

## 122 123 **7. Questions, comments and open forum on behalf of the Faculty Board**

- 124 a. Received and sent documents Feb-Mar 2024

125 *Attachment:*

- 126 - *Received and sent documents Feb-Mar 2024*

127  
128 The council has no questions or comments.

- 129  
130 b. Decisions of the Faculty Board Feb-Mar 2024

131 *Attachment:*

- 132 - *Decisions of the Faculty Board Feb-Mar 2024*

133  
134 The Council asks for clarification about Faculty Board decision 2403-03:  
135 "The faculty board decides to allocate K€ 29 from the faculty policy resources to promote gender diversity in  
136 scientific personnel, which will go towards the recruitment costs for a position at the level of associate  
137 professor at LION, provided that this results in an appointment in accordance with the criteria set for the  
138 policy resources."

139  
140 *To promote gender diversity, a limited amount of policy funds are available for recruiting female scientific*  
141 *staff. The amount of funds available had to be downsized somewhat due to the faculty's financial situation. At*  
142 *this moment, the recruitment to which the decision refers is still in process.*

143

144 Van der Pluijm leaves the meeting.

145

146 **8. Questions, comments and open forum on behalf of the Faculty Council**

147 a. Relocation staff LION

148 The Faculty Board received an email with concerns about the relocation of LION staff and PhD's from the  
149 Oort building to the Huygens. One of the concerns is about the state of the offices in Huygens, which  
150 don't seem to have windows for providing daylight. The council received a copy of this letter and would  
151 like to hear a first response of the board.

152

153 *Van der Pluijm recently visited LION for clarifying issues about the relocation.*

154 *Understandably, the LION staff is not enthusiastic about relocating. However, the Oort building needs to*  
155 *be closed due to the poor status of the building and the fact that the boiler house will be closed, so the*  
156 *building will have no heating. A relocation is inevitable, but the Faculty Board is focused on listening to*  
157 *suggestions from the staff to make sure it will be as pleasant as possible.*

158

159

160 **Closed part of the meeting:**

161

162

163 **9. Update reorganization process**

164 Informative.

165

166 Peters closes the meeting at 17:10 hrs. and thanks those present.

Action points

Number	Who	Action	Status
20231204	Leon & Veerle	plan opstellen voor budget extra middelen voor de medezeggenschap	Pending