Minutes meeting Faculty Council – Faculty Board FWN
October 24, 2024

Present FC:	Jelle Oonk (chair), Martina Huber (vice-chair)Tessa Gote, Linda Holtman, Jason Hart, Lars Jeuken, Harshit Khandelwal, Nadine Potters, Darcy Reynolds, Michelle Spierings, Mark Tadema, Jeannette de Wolf, Sander van Zon
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:	Ilse van den Eng (Head of Finances & Projects) for subject 3 Marcellus Ubbink (Scientific Director LIC) and Paul de Hoog (Director of Operations CML) for subject 4
Absent:	Henk Hoekstra

1 **1. Opening**
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4   1.1 Approval agenda
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6   Huber opens the meeting at 15:31 hrs. In absence of Oonk, Huber chairs the meeting. Oonk enters the
7   meeting at subject 3.2.
8   The agenda is set without changes.
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10   **2. Previous meeting**
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12   2.1 Minutes meeting August 26, 2024
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14   The minutes are adopted without changes.
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16   2.2 Actionpoints
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18   20240708-4   Inform the council about the status of the "Klankbordgroep ICT
19   *A memo about the focus group, including the list of members, will be sent to the council shortly.*
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21   20240708-6   Inform the council about the outcome of the Taskforce AI
22   *The final report of the taskforce is expected to be published on November 14 and will be shared with the*
23   *council. Regarding to the outcome of the report, no strict regulations are expected. However, guidelines*
24   *are expected on which will be decided on how to handle them within the faculty.*
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26   **3. Financial topics**
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28   3.1 Financial Management Report 2024-2
29   Bestuurlijke Financiële Rapportage (BFR) 2024-2
30   *Informative.*
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32   On October 16 the BFR 2024-2 was discussed by Van der Pluijm, Van den Eng and the Committee of
33   Finances.
34
35   -   The council expresses its concerns on how to uphold the ongoing research projects. The BFR 2024-2,
36   and also the budget, show that costs due to salary increases and other causes have to be paid from

37	the projects within the second and third cash flow. This financial setback is difficult to absorb within
38	the research projects and may interfere with carrying out the research.
39	
40	- The institutes are requested to deliver accurate financial information for setting the BFR and the
41	budget. However, from the central level an integral overview of costs that are charged to the faculties
42	is still not provided. The integral impact of those costs therefore cannot be predicted, leading to a
43	less accurate financial overview.
44	*The Board agrees on the issue. Partly the costs are known, but because of the larger size of the faculty*
45	*in comparison to the other faculties and therefore a greater use of facilities, the costs could be*
46	*relatively high. Discussions with the central level are ongoing on whether costs should be booked*
47	*within the 35% overhead that faculties pay, or that the user should pay the costs related to the*
48	*amount of use of the provided facilities. Some products, such as the Data Center, are more used by*
49	*FWN than by other faculties. At that, faculties do not have enough funds to finance all incidental*
50	*costs. On the other hand, not all costs can be predicted, for example those of gas.*
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52	3.2 Budget 2025-2029 FWN
53	Begroting 2025-2029 FWN
54	*Informative.*
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56	On October 16 the Budget 2025-2029 was discussed by Van der Pluijm, Van den Eng and the Committee
57	of Finances.
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59	On the current budget some technical changes will be made at the request of the Executive Board. The
60	main three elements are:
61	- Start-up and incentive grants (SSB): from 2025 onwards, the Ministry of Education, Culture and
62	Science will no longer award new SSB to universities, so the budget cannot be passed on to the
63	faculty. The resources and costs for new SSB have therefore been removed from the budget as of
64	2025 and beyond;
65	- Salary costs (+1%): salary costs in direct government funding have been increased by 1% in
66	connection with the outcomes of the 2024-2025 collective labor agreement negotiation;
67	- University contribution (+0.8%): elements of the university contribution are indexed by 0.8%.
68	
69	These technical changes need not to be approved by the council, as the council has already approved the
70	budget on outlines.
71	
72	With the exception of the impact on the start-up and incentive grants (Dutch: Starters- en
73	Stimuleringsbeurzen), no additional changes on the budget are necessary for 2025. However, real
74	changes are to be expected due to the governments' outline agreement, which can possibly impact as of
75	2025. For now, a prediction cannot be made yet.
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77	The board clarifies that the outcome of a more positive budget than the previous version is due to the
78	measures that have already been taken by the institutes in preparation on the storm to come. One of
79	them is a cut on the number of student assistants. Additionally, as of 2028/2029 a decrease of 20% in
80	PhD's is expected. This cut is not easy as PhD's are an essential part of education and research. However,
81	cutting in permanent appointments is a more extreme measure with additional high costs.
82	Vacancies will not automatically be filled, leading to a financial cut in response to the outline agreement.
83	In conclusion, the budget seems more positive than before, but the expected financial situation of the
84	faculty is not.
85	
86	An update about the Internal Allocation Model FWN cannot yet be given to the council. Extra meetings
87	with the Committee of Finances will be organized when possible. In addition the council will be asked to
88	give its advice.
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90	**4. Subjects on behalf of the Faculty Board**

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92   4.1 <u>Programme plan for Leadership, Recognition and Appreciation</u>
93   *Informative.*

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95   A few introductory meetings were held last year about the Program plan for Leadership, Recognition and
96   Appreciation, which is part of [Academia in Motion](#).
97   Within the Program, three workgroups will develop the policy regarding scientific staff (chaired by
98   Marcellus Ubbink), support staff (chaired by Paul de Hoog) and leadership (chaired by Elice Schöne).

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100   <u>Workgroup scientific staff.</u>
101   Marcellus Ubbink explains that the workgroup was assigned to give an advice to the Faculty Board about
102   the perspectives of the whole career of scientific staff and how this is mentored from assistant professor
103   to professor.
104   The consultation of a delegation of the scientific staff has started within the institutes; with the Scientific
105   Committee (WeRa), with the Institute Board members and separately with all that have a teaching
106   function. Input is asked about current practices and welcome changes in policy. Additionally, external
107   information will be sought and the central level be consulted.
108   Aimed for is to draw up an advice for an overall procedure, however, it seems unlikely that this can be the
109   same for all institutes.

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111   Not specifically mentioned in the Program are the four domains of Leidens' framework of Academia in
112   Motion, however, they will be aimed for.

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114   <u>Workgroup support staff.</u>
115   Paul de Hoog explains that first, an inventory will be made about what possibilities exist for support staff
116   regarding to talent managing on university and faculty level. A lot is expected to exist, however, it is hard
117   to find for employees.
118   Consultations with support staff will be organized. The diversity of this group makes it difficult for the
119   workgroup to give an advice suitable for all professions.

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121   The objectives for the workgroups are the same as for the workgroup for scientific staff. However, the
122   intended results differ and are less ambitious for the support staff. This is due to the lack of policy in
123   career perspective, which leads to starting off with an inventory. Depending on the outcome, appropriate
124   career models can be drawn up. The next step of making policy decisions will be done, but is not part of
125   the current assignment of the Workgroup.
126   Additionally to this process, within GROW the career perspective of the support staff is discussed.

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128   The advice of the workgroups will be given no later than March 1, 2025.
129   The council is looking forward to the outcome of the Workgroups, and wishes them good luck.

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131   Thanks to Ubbink and De Hoog for explaining.

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133   4.2 <u>Received and sent documents (August & September)</u>
134   *Informative.*

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136   At the request of the council the meaning of "memorandum van overeenstemming – MoU" is explained.
137   This memorandum of understanding stands for a friendly intention to collaborate. MoU's are commonly
138   made with al lot of foreign universities.

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140   4.3 <u>Decision of the Faculty Board (August & September 2024)</u>
141   *Informative.*

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143   Decision 2409-11

"The Faculty Board decides that the 'Mandate Regulations of the Board of the Faculty of Science to the scientific directors of the institutes' dated September 24, 2018 applies to all members of the boards of the scientific institutes, the members of the Hortus botanicus Leiden management and the director of the Lorentz Center, until the moment of adoption of a new faculty mandate arrangement."
This decision was taken in anticipation of establishing the new faculty regulations. In practice, the decision about mandating will be made by the Institute Board members among themselves.

Besluit 2409-08
The faculty board decides to appoint a program manager for the implementation of faculty strategic programs, whereby the personnel costs for the period 2024-2026 are financed from the resources allocated to the faculty from the university workload fund.
After applying on two topics for the university workload fund, the one mentioned in the decision was allocated to the faculty. To start the program for education logistics with the goal of lowering workload of employees, additional personnel was needed. However, in the current financial climate, no staff can be hired. The funds are used to appoint a temporary project manager.

5. Subjects on behalf of the Faculty Council
The council requested information about the following ICT related topics.

5.1 Replacement software system enterprise resource planning (ERP)
Informative.

The ERP is used for the administration of salaries, holidays and finances. When it turns out that it does not function well, this will have a big impact. The current ERP (SAP) has been qualified as being end-of-life, meaning no support will be provided by the vendor after a specific date.
The mandatory tendering procedure resulted in an agreement with a new ERP, called AFAS. Because of it being a completely different system from a different supplier, migration is expected to be a lot of work. A workgroup, formed in the beginning of 2024, has been involved in the implementation of AFAS. Going live is scheduled for Januari 1, 2026. A lot of work needs to be done regarding implementation, risk management and anticipating to other challenges not yet known. There will be no parallel use of SAP.

5.2 Tendering procedures ICT software systems
Informative.

The service level agreement between FWN and ISSC is agreed on annually. For now no big changes are to be expected, but next year the system ALICE will be an important addition. Indexation of the costs is expected next year.
Discussions with the ISSC about storage of data, and also about certain services that the ISSC might refuse to or not be able to provide, are ongoing.

5.3 Communication about the use of ICT tools
Informative.

When in need of information about ICT-tools, employees are recommended to search for this through the following links.

Microsoft
Everybody has access to a number of applications; the Office suite can be installed from the Microsoft 365 portal: https://www.office.com/
Online, there is a wide variety of tools available in Microsoft 365 for all employees. Guests can request the appropriate A5 license for the full experience.
Other application can be found in the Software Center for Windows 10 users, in the Company Portal for Windows 11 users.

198   Other applications
199   If an application isn't available, it can be requested via the helpdeskportal: Software & licenties -
200   helpdesk portal (universiteitleiden.nl).
201   The helpdeskportal is the go-to portal for all ISSC related subjects, ordering laptops, webcams, software,
202   e-mail, etc.
203
204   Toolpicker
205   The university has lauched a toolpicker to help selecting appropriate tools for certain functions:
206   Tool picker (universiteitleiden.nl)
207
208   Software on BYOD platform
209   Information management has build an overview of all software available on the BYOD platform and
210   communicated this via the Education Directors. The overview can be found on the intranet site: BYOD
211   Softwaredistributieplatform Academic Software (sharepoint.com)
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6. Conclusion

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214   6.1 Any other business
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216   The council asks two additional questions.
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218   Are all the Institute Boards currently complete according to the new governance model?
219   *All Institute boards are now complete except for one Institute that has not managed to fill one position.*
220   The council hope that the FB is doing its best to help in that process.
221
222   What is the status new LMUY building and the new connection between Huygens and LMUY? Employees,
223   especially from the department of Physics, do not seem to be informed.
224   *An available contractor is being sought. Until found, no update can be given about the process. Preferably*
225   *before the end of the year a contractor will start.*
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227   6.2 Closure
228   Huber closes the meeting 17:03 hrs.

Action points

Number	Who	Action	Status	Deadline
20240708-6	De Smit	Inform the council about the outcome of the Taskforce AI	Pending	Oct/Nov 2024