Minutes meeting Faculty Council – Faculty Board  
April 15, 2024

Present FC: Anastacia Peters (chair), Martina Huber (vicechair), Tessa Gote, Adela Gregáňová, Floris Hessels, Linda Holtman, Leon Huizsoon, 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: Lis lore 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. Opening remarks and approval of the agenda

Peters opens the meeting at 15:38 hrs. and welcomes those present. The agenda is set with the topic “Relocation staff LION” added to subject 8.

2. Catering Services – UFB

Informative and for discussion.

Attachment:
- Questions to UFB on behalf of FC FWN
- 2024 Presentation UFB - catering

Resume and highlights from the presentation:

The UFB offers food made by the PURE concept, which represents a commitment to fostering an environment characterized by attention and responsibility in three key areas; health, people & environment and social cohesion. Efficient waste management leads to less than 4% of product wasted. The UFB makes no profit from the catering department.

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

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 The outdated location led to a significantly reduced number of passers-by, leading to fewer customers.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

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

Prices are competitive compared to similar catering services offered by other universities or at train stations. Twice a year benchmarking is conducted to ensure competitive pricing.
The UFB encourages customers to provide feedback. This can be done directly to the staff members, or to the faculty’s supervisor Iris Gallart. Also, a customer panel is being formed. Information on joining this panel can be found on the website.

Additional recommendations on behalf of the council:

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

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

3. Management report 3 2023 FWN (annual accounts)

(Bestuurlijke Financiële Rapportage 3 2023 – BFR1)

Informative.

Attachment:
- 108-24 BFR3 2023

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

The council asks the following questions:

- The report states that some goals of the strategic plan cannot be realized as quickly as intended and have to be postponed until the prospects about the faculty’s financial situation become clearer. How does this affect the development of the strategic plans the next year and also in the long run?
- A few topics are being slowed down, but certainly not cancelled. If more financial means had been available, more (external) people could have been attracted to support certain projects. For now, the faculty’s own personnel will have to carry out most of the work. To make sure not to increase their work load further, certain projects are delayed or will take more time to implement. Especially matters regarding operational management (bedrijfsvoering), as well as “Recognition & Rewards”, will proceed at a slower pace.
- The faculty is cutting back on costs for student assistants. However, the workload of the PhD’s is already expected to get higher in the coming years due to the increased number of mandatory training hours and the expectation of less contracts being extended. When means are available, will these be prioritized to education or is it possible to fund student assistants from the Quality Resources?
- The reason of downscaling the number of student assistants is the lack of funding. Provided that enough future funding will be available, priority will be given to education.
- It differs per institute if or how the number of students assistants will be reduced. Therefore, one faculty directive on this topic is not possible. The discussion on how to cut budgets without harming education and research is taking place in the institutes and also with the Faculty Board. Difficult discussions like these are expected in the upcoming years, because of the expected lack of growth for the faculty for at least the next two years.
- A few institutes are funding student assistants by using the Quality Resources. This is allowed as long as it can be justified afterwards.

Thanks to Van den Eng for providing explanation.

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

(OER - Onderwijs- en Examenregeling FWN)

Request for advice.

Attachments:
- Memo FR OERen 24-25
- Model OER Ba 2024-2025 NL met track changes (received on April 15)
- Model OER Ma 2024-2025 NL met track changes (received on April 15)
The main changes in the Course and Examination Regulations FWN were discussed on April 10 by De Smit, Tieks and the Committee Students and Education Policy.

On May 1 the council advised as followed:

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

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

The advice is consistent with that of the Programme Committees.

5. Procedure appointment student members Programme Committees 2024-2025

For approval.

Attachment:
- Procedure appointment members Programme Committees 2024-2025

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

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

6. Action points and minutes from the previous meeting

Attachments:
- Minutes meeting FC-FB February 26, 2024

The minutes are adopted without changes.

Action points 20240122-5 and 20240122-5 are completed.

7. Questions, comments and open forum on behalf of the Faculty Board

a. Received and sent documents Feb-Mar 2024

Attachment:
- Received and sent documents Feb-Mar 2024

The council has no questions or comments.

b. Decisions of the Faculty Board Feb-Mar 2024

Attachment:
- Decisions of the Faculty Board Feb-Mar 2024

The Council asks for clarification about Faculty Board decision 2403-03:

“The faculty board decides to allocate €29 from the faculty policy resources to promote gender diversity in scientific personnel, which will go towards the recruitment costs for a position at the level of associate professor at LION, provided that this results in an appointment in accordance with the criteria set for the policy resources.”

To promote gender diversity, a limited amount of policy funds are available for recruiting female scientific staff. The amount of funds available had to be downsized somewhat due to the faculty’s financial situation. At this moment, the recruitment to which the decision refers is still in process.
Van der Pluijm leaves the meeting.

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

a. Relocation staff LION

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

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

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

Closed part of the meeting:

9. Update reorganization process

Informative.

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

Action points

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<td>Leon &amp; Veerle</td>
<td>plan opstellen voor budget extra middelen voor de medezeggenschap</td>
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