

**Draft minutes meeting Faculty Council – Faculty Board
October 30, 2023**

Invited FC: Anastacia Peters (chair), Martina Huber (vicechair), Sophia van Goor, Tessa Gote, Adela Gregáňová, Laura Heitman, Floris Hessels, Linda Holtman, Henk Hoekstra, Leon Huiszoon, Lars Jeuken, Joey van Oirsouw, Michelle Spierings, Veerle Verbeek

Invited 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:

Maaïke Barkema (*Strategic Secretary, 4*), Henriëtte Pluimers (*Organizational advisor, 8*), Marjolein van Schoonhoven (*Head of Communication and Marketing, 8*)

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

2 Peters opens the meeting at 15:31 hrs. and welcomes the participants and guests.

3 The agenda is set without changes.

4

5 **2. Financial management report 2 2023**

6 (Bestuurlijke Financiële Rapportage 2 2023)

7 Informative.

8 - *Attachments:*

9 *255-23 BFR2 FWN 2023*

10

11 On October 25, the committee discussed the report in detail with Van der Pluijm en Van den Eng.

12 The council has no additional questions.

13

14 **3. Budget FWN 2024-2028**

15 (Begroting FWN 2024-2028)

16 Informative.

17 *Attachments:*

18 - *285-23 revised budget FWN 2024-2028*

19 - *Cover letter budget FWN 2024-2028*

20 - *Explanation budget FWN 2024-2028*

21

22 On October 25, the committee discussed the budget in detail with Van der Pluijm en Van den Eng.

23 On August 28, the Faculty Council approved the outlines of the Budget FWN 2024-2028 including the budget for the Quality Agreement funds. However, as instructed by the Executive Board an adjusted budget was formulated and submitted on October 16.

26 Van der Pluijm clarifies that for the coming years a deficit is expected. As instructed by the Executive Board to uphold the 5% reserve, the Faculty Board has decreased that deficit in the final budget in order to work towards upholding the reserve. The reserve is calculated by 5% of the faculty's turnover, which is the norm at Leiden University. Due to the expected nationwide economic hardships, in part caused by several disrupting events across the globe, cuts by the government in budgets for universities are expected in the near future. Therefore, the reserve should preferably be upheld at 5% to provide a buffer for expected difficulties in the future.

33 The budget has been discussed with the institutes while looking for possible cuts. For example, open vacancies will not be fulfilled immediately which contributes to a more positive outcome of the budget.

36 With the final budget it is clear that some institutes will not be able to uphold the reserve completely
37 at 5%. Even though the Executive Board has for now accepted the final budget, the faculty is
38 instructed to look for other possibilities to increase the reserve. The Executive Board however has
39 allowed the faculty more time to work this out in more detail.

40
41 Questions from the council:

42
43 *“That is why a technical improvement in results has been chosen for the multi-year budget from 2025*
44 *onwards.” – page 2 attachment 285-23 revised budget FWN 2024-2028. What does this mean?*
45 A better result is expected without a detailed plan to back this up. Meaning an overall improvement
46 was processed in the final budget, but without detailed plans or underlying policies for improvements
47 within the institutes.

48
49 *What is the policy for allocating starter and incentive grants?*

50 For the coming two years, two starter grants per institute can be allocated.
51 The allocation of the incentive grants is based on the AEG-model. In practice, this means one grant
52 for the smaller institutes and two for the larger ones during 2023-2024. The current faculty policy and
53 internal distribution will be evaluated in 2024.
54 The policy on how to distribute the grants has been discussed with the scientific directors and was
55 agreed upon to be fair.

56
57 *Due to the revision of recognition and rewards, as part of the Strategic Plan, possibly personnel costs*
58 *will rise when staff is promoted more quickly in comparison than in the current situation. Is this taken*
59 *in account within the budget?*

60 Limiting the number of promotions is not for a goal in itself, however, one of the future key questions
61 will be whether it is desirable that all academic staff members are able to promote to the highest
62 levels. This topic will be discussed as part of the upcoming faculty programme for recognition and
63 rewards.

64 65 **4. Implementation agenda Strategic Plan FWN 2023-2028**

66 (Uitvoeringsagenda Strategisch Plan FWN 2023-2028)

67 Informative.

68 *Attachments:*

- 69 - *Cover letter explanation implementation agenda Strategic Plan*
- 70 - *Memo to FB about implementation agenda Strategic Plan*

71
72 Maaïke Barkema, Strategic Secretary, presents how the process of formulating the agenda is planned
73 and how the execution of the chosen programmes will be organized.
74 The presentation will be sent to the council afterwards.

75
76 Questions and remarks from the council:

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78 The council emphasizes their wish to be closely involved in the implementation and planning of the
79 various projects from the Strategic Plan.

80 Barkema and the FB ensure that the council will be informed regularly and that their input is
81 welcome.

82 It depends on the kind of topic how and when the council will be involved and if it will only be
83 informed, or if the council will be asked for advice or for its approval. The FB foresees a lot of
84 consultation sessions being carefully planned with a lot of groups, the council included. This will be
85 mapped out per program. Probably about three topics will be handled per year.

86
87 *How are the project groups organized and who will participate?*

88 At the last conference names were asked for participation. The groups will be broadly composed with
89 members of different disciplines.

90 The process of the projects will be organized similar to how the projects of the Strategic Plan and the
91 management model were executed. This approach of using dedicated project groups, not too big, but
92 from the whole faculty, have functioned very well so far.

93

94 *The whole framework is presented for the next year, how were the topics chosen for this year?*

95 The FB has chosen the first topics based on urgency, and based on the input from the strategy
96 consultations last March.

97

98 Thanks to Barkema.

99

100 **5. Action points and minutes from the previous meeting**

101 *Attachments:*

102 - *Minutes meeting FC-FB August 28, 2023*

103

104 The minutes have been approved by the former councilmembers of 2022-2023.

105

106 Action points:

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108 *20220530-4*

109 *To inform the council about the outcome of the evaluation by SOZ on mandatory matching.*

110 The evaluation is completed and will be sent to the council.

111 Addition: the evaluation was sent to the council on November 13.

112

113 *20230530-2*

114 *Find out if the education committees have received information about retaking exams when a grade is*
115 *sufficient.*

116 The deadline is moved to the next meeting on December 4.

117

118 Questions about the minutes:

119

120 *Lines 27 – 31*

121 *What is the status on the discussion about workplaces with the institutes and how will flexible*
122 *workplaces be implemented?*

123 The institutes know how much work and (lab)space is available in the new building. It is not a given
124 that every staff member can have their own workplace. Rules and regulation norms must be
125 followed, but it is the institute's responsibility how to arrange and divide the workplaces. They are
126 advised to discuss flexible working with their staff before moving into the building. However, this is
127 not a new topic as this has been discussed for the past few years.

128

129 *Line 54*

130 *"It remains to be seen whether the many international students who have registered for this will*
131 *actually participate in the course". Are there updates on this?*

132 The FB is under the impression that the size of intake is manageable. Although the number of people
133 filling in the application forms is larger than last year, expectations are that there will be sufficient
134 class rooms available to facilitate the number of applicants.. However, it is of course difficult to
135 predict how this will develop in the future. If needed, a numerus fixus could be considered.

136

137 **6. Questions, comments and open forum on behalf of the Faculty Board**

138 a. Received and sent documents Aug-Sep 2023

139 *Attachment:*

140 - *Received and sent documents Aug-Sep 2023*

141 The council has no remarks or questions.

142

143 b. Decisions of the Faculty Board Aug-Sep 2023

144 *Attachment:*

145 - *Decisions of the Faculty Board Aug-Sep 2023*

146 The council has no questions or remarks.

147

148 **7. Questions, comments and open forum on behalf of the Faculty Council**

149 *What is the status of the CSC PhD students and their top up as their scholarship, provided by their*
150 *country of origin, remains below the required threshold?*

151 This issue started before summer. The IND set the income threshold too high, which led to the
152 possibility of PhD students losing their permit for residing in the Netherlands. The Executive Board
153 decided to provide a temporarily top up, which is paid for by the institutes. It is not clear yet if the top
154 up will continue next academic year, however, foreign PhD students can currently still register.

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156

157 **Closed part of the meeting:**

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160 **8. Communication plan about the reorganization**

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162 **9. Closure**

163 Peters closes the meeting at 16:45 hrs.

Action points:

Number	Who	Action	Status
20230220-5	Van der Pluijm	Investigate the possibilities for catering around the fifth college.	Pending
20230530-2	FC	Investigate by asking the committees of education if students received the information about the one-time option for retaking a passed grade.	Pending