



Management

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For the Members of the IT University Board

Comments on the minutes are kindly asked to be given in writing to the Journal (journalen@itu.dk) on May 7, 2012, the latest.

If no objections have been received within the deadline, the minutes will be regarded as approved. Subsequently, decisions and initiatives will be effectuated and the Public Available Information made public. The minutes are formally approved as the first item on the next Board meeting.

If objections of essential character are received within the deadline, the revised minutes will be sent out to the Members of the Board with a **further 8 days of deadline for objections**. If no further objections have been received within this deadline, the minutes will be made public. **In the case further objections are received within this deadline, the minutes will await approval at the next Board meeting before they are made public.**

Confidential Items are marked in grey and are only for the Board's own use. This applies to enclosures marked in grey as well.

The rest of the document and enclosures are Available Public Information.

MINUTES

Board Meeting, April 20, 2012, at 14:00 – 17:00
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Present:

From the Board: Jørgen Lindegaard, Lisbeth Malene Zornig Andersen (from item 5), Annette Stausholm Nielsen, David Jay Bolter, Joseph Roland Kiniry, Sebastian Büttrich, Kasper Videbæk Nielsen and Anders Bech Mellson.

From the Management: Mads Tofte, Jørgen Staunstrup and Georg Dam Steffensen.

From KPMG (during item 2): Charlotte Formsgaard and Peter Gath.

From the National Audit (during item 2): Lis Kjærulff and Peter Kjær Strandlyst.



Regrets: Per Ladegaard

The minutes taker:

Gitte Gramstrup

Public items:

1. Approval of minutes (decision)

No comments to the minutes from the meeting on November 25, 2011, had been received.

Recommendation:

The Management recommended that the minutes were approved.

Conclusion:

The minutes were formally approved.

2. Annual Report 2011 (decision)

During this item Charlotte Formsgaard and Peter Gath from KPMG participated, and from The Audit Department Lis Kjærulff and Peter Kjær Strandlyst participated. The Chairman welcomed the guests.

Georg Dam Steffensen gave a briefing of the main results, including a very satisfying financial result for the year. 15 PhDs have been admitted, a lot more money has been spent on research, and the administrative expenses have been the same as in 2010. The result of 2.4 mill. DKK is very good and is a tribute to the effort of the staff.

The Chairman agreed on the satisfying result and stated that by signing the Annual Report, the Board approved this very important document.

Joseph Kiniry drew the attention to a fault on page 46, A.1) – the yellow box: this is not a part of the research strategy published in 2011. Georg Dam Steffensen informed that this will be corrected in the Annual Report 2011.

Annette Stausholm Nielsen expressed that the subject of patents applied for (the number has been 0 in 2010 and 2011, see page 35 in the Annual Report 2011) is worth a future discussion at the Board. Jørgen Staunstrup agreed to that.

The Chairman gave the word to the auditors, and Peter Gath, KPMG, stressed the very good cooperation and dialogue with the IT University in the process and highlighted the externally funded activities in progress. Concerning IT security, it is recommended that the Management maintains focus on the preparation and implementation of procedures and guidelines for access control, change management and backup of research data.

There were no questions for the auditors.



The Chairman gave the word to the National Audit (Rigsrevisionen), and Peter Kjær Strandlyst mentioned a good cooperation with the KPMG, focus on the private and external funding and review of the guidelines.

The Chairman was not surprised, but very pleased with the good results and the responsible use of public money. Together with the Management he will work with the recommendations given, and the administration at the IT University deserved thanks for a job well done in 2011.

Recommendation:

The Management recommended that the Annual Report 2011 was approved.

Conclusion:

The Annual Report 2011 (enclosure 1) and the Long-form Audit Report (enclosure 2), dated April 20, 2012, were approved and signed by the Board. The above-mentioned fault on page 46 will subsequently be corrected.

3. Fulfilment of goals and accounting figures for 2011 (discussion)

Mads Tofte gave special focus to the "red lights" in enclosure 4:

T23: There is a student exchange in progress, but the goal has not been quite reached.

T25: On inquiry from Annette Stausholm Nielsen, Mads Tofte stated that international marketing involves, among other things, selective choice of countries and use of professional networks. Jørgen Staunstrup stated that this could be given focus at the Board's Strategy Seminar in June (marketing efforts etc.). Annette Stausholm Nielsen agreed that it would be nice to have information on this and mentioned to be careful about having targets which cannot be controlled.

T26: Is red because the outsourced EBUSS has not been part of the investigation.

T44: Is red because the money was spent on different and more important things.

T46: Concerning the Cloud computing, our plan A (to get the approval from Datatilsynet) is progressing, but not there yet. Therefore our plan B (to outsource e-mail and calendar use to a Danish provider) has been set in motion. There has been some discussion with a vender, and the prognosis says that a solution will have been implemented by the summer. To go from plan B to A will be very simple. On inquiry from Annette Stausholm Nielsen about plan B, Sebastian Büttrich confirmed that it will be necessary to switch provider.

4. Strategy 2012-2016 and Development Contract 2012-2014 (decision)

Mads Tofte drew up the state of affairs on these documents (enclosure 5 and 7) which are closely related. There has been an internal process with comments from several sides. The Management is quite excited about the student-led innovation and sees a lot of opportunities here. On inquiry from Jørgen Lindegaard, Anders Bech Mellson and Sebastian Büttrich expressed satisfaction among the students with the process. Mads Tofte informed that Per Ladegaard has expressed satisfaction with the strategy, especially the fact that the IT University wants to move up the reputation ladder.



About the Draft Development Contract (enclosure 7), Mads Tofte informed that the headings 1-4 come from the minister; the rest is the university's own text. It remains to be seen what comes out of the negotiations with the officials in May. Jørgen Lindegaard expressed that in his opinion, the minister has been very open in the process. Mads Tofte informed that the Management has to submit the draft document to the ministry on April 23, followed by negotiations in May. Georg Dam Steffensen added that the ministry wants a signed contract by June 1, and Mads Tofte stated that of course the Board Members will be asked if necessary, during the negotiations.

About R3, Mads Tofte explained that a regulation gives the bachelor students the right to continue as MSc students at the IT University. Therefore, if more than 25% of the admitted students on the MSc programme are bachelor graduates from the IT University, we cannot live up to this goal. The university has done some prognosis on this, and on inquiry from Kasper Videbæk Nielsen, Mads Tofte confirmed that R3 is considered an ambitious, but realistic goal.

Recommendation:

- 1. The Management recommended that the Board approved the strategy 2012-2016 (Enclosure 5).*
- 2. The Management recommended that the Enclosure 7 – translated into Danish – was submitted to the ministry on April 23, 2012, as the IT University's starting point of the negotiations.*

Conclusion:

The Chairman and Mads Tofte concluded that the Strategy 2012-2016 was unanimously approved, and that the Draft Development Contract – translated into Danish – was approved by the Board as the document to be submitted to the ministry on April 23, 2012, as the IT University's starting point of negotiations.

Confidential items:

5.

Public items:

6. Organisational matters (briefing)

Mads Tofte gave a short briefing on the following:

- Information about the final result of organizational changes of the department: A number of sections are now established, and Jens Christian Godskesen temporarily functions as head of one. A formed department management has weekly meetings. Jørgen Lindegaard suggested inviting the department management for a presentation at the Board's Strategy Seminar in June, and Jørgen Staunstrup responded positively to this.



- New Head of Study Administration: Lene Rehder, previous Aarhus University, has started in April as new Head of Study Administration.
- Results from workplace assessment: The latest APV shows that, overall, the IT University is above of the national index in this area, although there are also focus areas, e.g., stress among faculty. On inquiry from Lisbeth Zornig Andersen, Georg Dam Steffensen promised to have the APV result sent out to the Board.
- Information about the building Rued Langgaards Vej 7: Georg Dam Steffensen informed of initiatives taken; the Management hopes to have a proposal ready for the Strategy Seminar in June. Jørgen Lindegaard found this issue on possible ownership of the building both interesting and challenging.

7. Agenda for the Board ´s strategy seminar 2012 (decision)

Mads Tofte informed that the Management will try to supply the agenda with suggestions given previously at the actual meeting. On inquiry from the Chairman there were no objections among the members having the Strategy Seminar at the IT University – as last year. On inquiry from Sebastian Büttrich, it was Mads Tofte ´s opinion that goals concerning digital processes and efficient administration should be discussed as part of the IT Strategy.

The Chairman expressed that the Board Members are free to send any suggestions to him or Mads Tofte.

- Anders Bech Mellson suggested to discuss how the student led innovation is going to be realised.
- Annette Stausholm Nielsen suggested the creation of patents as a possible subject for discussion.
- Jørgen Lindegaard mentioned the minister ´s announcement for compulsory practical experience as part of everyone ´s education.
- Annette Stausholm Nielsen suggested to discuss the ways of attracting non-Danish students to Global Business Informatics (see Item 3, T25).
- Jørgen Lindegaard suggested inviting the department management for a presentation (see Item 6).

Recommendation:

The Management suggested the following agenda for the strategy seminar:

- 1. Review of existing strategies (overarching strategy; globalization strategy; education strategy; research and communication strategy)*
 - 2. Discussion of new sub-strategies (only one: IT strategy)*
 - 3. Possible ownership of the building*
- and will try to supply with suggestions given at the actual meeting, as mentioned above.*

Conclusion:

The recommendation was approved by the Board.

8. Rules of Procedure (decision)

Mads Tofte and Gitte Gramstrup informed that as a result of the decisions made at the previous Board Meeting and the following discussions with the ministry on



the revised Regulations of the IT University of Copenhagen, two minor changes have been made in the Rules of Procedure:

In §7 (and not §8 as mentioned in the comments for the agenda), is the new subsection 10 on the ministry's recommendation transferred to the Rules of Procedure from the Regulations of the IT University of Copenhagen.

In §9, in subsection 4, is added a sentence: "In connection with the Confidential Information in the document is specified a short explanation"; according to decision made at the Board Meeting in November 25, 2011.

Recommendation:

The Management recommended that the revised Rules of Procedure were approved.

Conclusion:

The revised Rules of Procedure were approved by the Board and signed by the Chairman.

9. Questions regarding mail delivered briefings (briefing)

The Chairman and Mads Tofte concluded that there were no questions concerning the previous sent out briefing.

10. Any Other Business

Kasper Videbæk Nielsen asked for a discussion on how to communicate by e-mail as board members to the rest of the university. Joseph Kiniry stated that the Rules of Procedure mention how the Board Members can act, but how about the audience? The Chairman informed, that he and Mads Tofte have had a discussion on the subject. The IT University Board has a degree of openness and genuine trust and confidence. The Board Meetings are open to the public – except for any confidential items on the agenda – but normally no audience attends. If an audience was present at the meetings, the Board Members would probably talk less freely than is the case now. Each member has the right, but also the duty to represent the Board. This right and duty is complicated if you as a member feel that you have to go back and inform a group of people. Sebastian Büttrich informed what he had told his group of people that he does not send out his own notes from the meetings, but he is always willing to discuss the minutes with his group of people.

Mads Tofte, having looked into the subject, noted that as an individual, elected Board Member one is not allowed to send one's own minutes from the meetings to colleges after the meetings. The legal reason for this is that the receivers will not be able to distinguish whether it is the Board or the employee who has made the statement. As an employed audience, one is allowed to take notes at a Board Meeting. If these notes are distributed, one must either sign and communicate them as a private person, or – if one does not explicitly communicate privately – one communicates as an employee and is responsible for what one writes and communicates, as in all other forms of work-related correspondence. The Rules of Procedure are based on the idea that one can get information about Board Meetings by turning up at the meetings or by reading the minutes, once the minutes have been approved by the Board.



Joseph Kiniry stated that this was not aligned with his previous experiences with public boards, but he was satisfied with the discussion.

Annette Stausholm Nielsen asked what would happen if people outside the IT University (press or others) attended a meeting as an audience? The Chairman and Mads Tofte stated that this would be entirely legal, but that the meetings would probably change radically.

The Chairman rounded up the discussion and found that the Board was pretty aligned in this area.

A planned photo of the Board was postponed for the Strategy Seminar.

Respectfully submitted,

Gitte Gramstrup
Assistant to the Management