

- MINUTES –

NUAS BOARD MEETING Thursday May 12, 2022

The meeting took place at Gróska, Fenjamýri: University of Iceland

**Participants:**

- NUAS Chair Guðmundur Ragnar Jónsson, University of Iceland
- Henriette Nolsø Rosing, University of Greenland
- Kent Waltersson, Linköping University
- Kristel Skorge, Oslo National Academy of Arts
- Tove Kristin Karlsen, University of Oslo
- Wilbert van der Meet, Copenhagen Business School
- Samu Leskinen, University of Vaasa
- Søren Lind Christiansen, Aalborg University

**Online participation:**

- Johan Ísak Suni Hansen, University of the Faroe Islands
- Anne-Christine Larsson Ljung, Karlstad University

Representing group leaders:

- Ína Dögg Eypórsdóttir, International Admission and Recognition of Qualifications
- Dan Guttke, Economy
- Ari Nissonen, Facilities and Environment
- Minna Domander, Faculty Administration

Absent:

Essi Kiuru, University of Oulu

Group leaders:

- Kristín Ása Einarsdóttir, Communication
- Pål Vegar Storeheier, Research and Innovation
- Stefan Kaasalainen, Student Administration and Counselling
- Irinja Paakkanen, Internationalization
- Guðrún Margrét Eysteinsdóttir, Human Resources,
- Johan Johansson, Information Technology
- Jesper Christian Mørch, Library

Absent:

Kristina Von Oelreich, Sustainability

Per Johan Rødland, Archives and Records Management

## AGENDA

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1.	<p><b>Welcome - Guðmundur R. Jónsson</b></p> <ul style="list-style-type: none"> <li>- Introduction round of participants</li> <li>- Minutes for approval from the Board Meeting, October 2021 - AGREED</li> </ul>
2.	<p><b>NUAS website - presentation of a new website</b></p> <p>Ragna Skinner presented a framework for a new NUAS website where the main idea is to have a more interactive facad.</p> <p>Proposal is that for time being, the new website is located at UI. Group leaders and groups obtain access and test a beta version of the new website. Group leaders send in comments/remarks for their groups. All comments evaluated and possible changes made to the website. Need to find an administrator for website.</p> <p>NUAS.org launched in the autumn!</p> <p><b>Voted on proposal and approved to go further. General secretary will follow up with group leaders and board.</b></p>
3.	<p><b>Presentation of NUAS group activities - seminars in the period '21-'22.</b></p> <ul style="list-style-type: none"> <li>- Group leaders presented activities for the time period. In general good activity despite covid. Many group are planning future events and conferences</li> <li>- According to NUAS minutes from October 2020 it was agreed that the University of the Faroe Islands could have representatives in the groups. Joahn Ísak Suni Hansen points out that participation in groups would benefit the development at the Univrsity of Faroe Islands and can bring in members.</li> <li>- Board is pleased with activities of groups during the past year in view of Covid-19 circumstances</li> </ul>
4.	<p><b>NUAS financing Economy in connection with seminars</b></p> <ul style="list-style-type: none"> <li>- Presentation on behalf of all NUAS groups - Ína Dögg Eypórsdóttir and Dan Guttke</li> </ul> <p>PROPOSAL</p> <ol style="list-style-type: none"> <li>1. Discontinue the 200 DKR participation fee per participant for events</li> <li>2. Add to NUAS guidelines that webinars can be offered for free to NUAS members as long as they do not incur any cost</li> <li>3. If financial compensation is needed for NUAS a solution is to raise the annual fee by 10%</li> <li>4. If there is a deficit after a seminar/conference, NUAS will split the deficit 50/50 with the host institution up to a maximum amount of 100.000 NOK</li> <li>5. We ask the Board to encourage member institution to allow for Group leaders/members to be able to travel to physical meetings each year.</li> <li>6. General Secretary and Group Leaders work on reviewing the guidelines for financing of activities, writing guidelines for seminars/events and reframe the set up for a "Welcome to NUAS" pack for new members</li> </ol> <p>Comments from Board member: Anne-Christine Larsson Ljung</p> <p style="padding-left: 40px;">I believe that NUAS can raise the fee to get financies in the seminars</p> <p>In regards to item 5 it was agreed that the Chair and Board would remind member institutions of their obligations to NUAS and this will be followed up with a letter of recommendation.</p>

	<b>Voted on financial proposal - approved to go on initiating new NUAS financial guidelines</b>
5.	<p><b>NUAS economy Guðmundur R. Jónsson</b></p> <ul style="list-style-type: none"> <li>- Overview of 2021 and preliminary budget plan for '23 – '25</li> </ul> <p>Discussion about surplus after seminars – how is it used and distribute</p> <p><b>Budget will be set for meeting fall '22</b></p>
6.	<p><b>NUAS Program for Leaders in Administration - Guðrún M. Eysteinsdóttir</b></p> <p>A presentation of the upcoming <b>Leadership Programme</b></p> <ul style="list-style-type: none"> <li>▪ “Developing leadership skills and providing an opportunity for networking and knowledge sharing.”</li> <li>▪ Consists of five seminars, each seminar is hosted at a NUAS member university in each of the Nordic countries.</li> <li>• <b>2019/2020</b> <ul style="list-style-type: none"> <li>▪ Started in Oslo in April 2019 - Administrative Leadership in a Changing Nordic Higher Education Context</li> <li>▪ Should have ended in June 2020 in Reykjavík</li> <li>▪ Will be held on May 31<sup>st</sup> – June 1<sup>st</sup></li> </ul> </li> <li>• <b>Next Leadership Programme</b> <ul style="list-style-type: none"> <li>▪ Should start in spring 2023 and end in May/June 2024</li> <li>▪ Content, fee, registration deadline and budget should be decided in the fall</li> <li>▪ Five host universities and one representative from each Nordic country</li> </ul> </li> </ul> <p>The board agreed that the next program will start in spring 2023</p> <p>There will be five host universities:</p> <p>Univeristy of Iceland (IS)  Karlstad University (SE)  Helsinki University (FI) ?  Aalborg University (DK)  Norway ?</p> <p>By the end of June there needs to be a conclusion of what universities in addition will host. Conclude what univesities – end of june. Registration can start in September '22. Co-ordination group needs to be appointed.  Registration fee will be 30.000 NOK</p> <p>There will be no other expenses for consultant as NUAS will rely on inner consultants. The countries that have not yet appointed a university for hosting a seminar are urged to do that before end of June. Board members from Norway need to contact a university that can host and finnish board member, Samu Leskinen ,will talk to finnish network and solution will be found.</p> <p>Please keep in mind travelling time to the institution!</p> <p><b>Board and representatives in agreement.</b></p>
7.	<p><b>Teams for NUAS as a communication platform? - Ína Dögg Eypórsdóttir &amp; Guðmundur R. Jónsson</b></p> <p>Presentation made by Ína Dögg &amp; Guðmundur along with IT specalist from University of Iceland in regards to the advantages of NUAS investing in Microsoft 365, the financial cost and maintenance of getting a cloud solution for NUAS.</p> <ol style="list-style-type: none"> <li>1. NUAS uses Teams for communication and preserving files and data for its activities</li> <li>2. NUAS uses a cloud solution for Teams and location of the new NUAS website</li> </ol>

	<p>3. Better preservation of data and continuity of projects Estimated annual cloud solution cost 30.000 NOK</p> <p><b>Board and representatives agree on proposal and to go forward and initiate.</b></p>
8.	<p><b>Major Calendar dates and location for future meetings '22 -'23</b></p> <ul style="list-style-type: none"> <li>- <b>Fall meeting - online</b> <ul style="list-style-type: none"> <li>o Group leader meeting online October 20 <ul style="list-style-type: none"> <li>▪ Preliminary time 10 – 12</li> </ul> </li> <li>o Board meeting online October 20 <ul style="list-style-type: none"> <li>▪ Preliminary time 13 – 15</li> </ul> </li> </ul> </li> <li>- <b>Spring Meeting 2023– Copenhagen ?</b> <ul style="list-style-type: none"> <li>o Group leader meeting May, 10 - afternoon</li> <li>o Board meeting May 11 - monring</li>   <li>o Director Meeting <ul style="list-style-type: none"> <li>▪ May 11 -12</li> <li>▪ Evening til 14:00</li> <li>▪ Tove Kristin Karlsen is ready to assist in the preparation for the Directors meeting</li> <li>▪ Meeting place Copenhagen</li> </ul> </li> </ul> </li> <li>- <b>Next „storseminar“</b></li> </ul> <p>Suggestion from Groups to have a storseminar in spring 2025</p> <ul style="list-style-type: none"> <li>- Need for updated NUAS strategic approach Suggestion from the Group leaders and supported by Tove Kr. Karlsen that NUAS take on a strategic session documenting where is NUAS in 5 yrs. This would be a a session with members of all groups. Alongside this could be a kick off for preparation for storseminar. <b>To take place in Fall 2023.</b> <b>Board sees this as a positive step and would like to see a specific proposal sent for this event</b></li> </ul>
9.	<p><b>News from Board members</b> Kristel Skorge is new norwegian board member. Discussion about Directors meeting in a year’s time.</p>
10.	<p>Directors’ meeting</p> <ul style="list-style-type: none"> <li>- Discussion about the future Directors meetings</li> </ul> <p>Possible survey</p>
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