

Board meeting

Monday, January 29th 2001, at 10.13
DataCity, 2nd floor, TY Neuvotteluhuone 3

Minutes

Present:

Christer Carlsson, Prof. (not present between 11.44 - 11.48, during item 10.)
Timo Järvi, Prof., Chairman
Juhani Karhumäki, Prof.
Risto Punkkinen, Prof.
Kaisa Sere, Prof. (not present between 11.51 - 11.53, during item 10.)
Reima Suomi, Prof., Vice-Chairman

Ralph-Johan Back, Prof., Director, Presenting Officer
Tapio Salakoski, Prof., Vice-Director

Christel Donner, Presenting Officer (personnel, financial affairs)
Thomas Sund, Secretary, Presenting Officer (personnel, educational affairs)

Mats Aspñäs, Prof., external consultant for item 10. (arrived 11.45)
Mauno Rönkkö, temporary consultant in student affairs

1. Validity of the meeting and presence of a quorum

The notice of a board meeting has to be sent three weekdays before the meeting takes place. The meeting must be valid and the members present have to constitute a quorum. The meeting constitutes a quorum when the chairman and at least five members of the board are present.

The notice of this board meeting was sent on Wednesday, January 24th 2001.

Proposal: The validity of the meeting and presence of a quorum will be recorded.

Decision: According to proposal. However, the board meetings have repeatedly started late and therefore the chairman wishes to emphasise to the members of the board the importance of arriving on time to the meetings.

2. Additional items

The agenda of possible additional items will be handed out in the beginning of the meeting.

Proposal: Possible additional items will be presented.

Decision: No additional items were presented

3. Closing of TUCS accounts 2000 (Donner)

TUCS accounts for the year 2000 show a surplus of 4.097.223,33 marks. The amount of 1.077.124,47 marks of the surplus is reserved for the salaries of graduate school students (appropriated by the Ministry of Education). The amount of 609.990,56 marks is reserved for the Academy of Finland postdoctoral salaries (must be used this year), 1.341.598,67 marks for TUCS Laboratories and 16.530,20 marks for the Countess-project. From the total surplus of 4,1 million marks about 3,05 million marks is reserved for the expenses mentioned above. The rest 1,05 million can be spent without any special restrictions.

The actual costs for TUCS laboratories, grants (students and postdoctoral), salaries for TUCS staff, furnishing, overheads, publications and travel expenses (including courses) has been below the budget. The actual costs for equipment (mainly computers) have been higher than estimated (by 25.000 marks). Salary and grant expenses (fixed) have been about 5,9 million marks (excluding the appropriation to TUCS departments, 2,5 million marks). The total amount for the flexible expenses has been about 1,2 million marks. The major flexible costs were travel 506.000mk (including TUCS short courses, 74.000mk), equipment 234.000 marks and overheads 200.000 marks.

The overhead expenses consist mainly of costs for telecommunication (postage, telephone) 52.000 mk, advertisement (in newspapers) 32.000mk social activities (Planning Day, BB-evening, theatre, Christmas-party) 23.000mk and the copy machine (rent, service) 32.000mk.

Appendix: 1/1/01

Proposal: The board will approve the closing of the TUCS accounts for the year 2000.

Decision: According to proposal. The board notes that the accounts show a planned surplus that will cover some of the deficit that will occur in 2002 and 2003. Concerning TUCS laboratories the surplus is due to the fact that the start has been delayed and actual costs have been transferred to year 2001.

4. TUCS Budget 2001 (Donner)

A budget proposal for the year 2001 is shown in the appendix.

Appendix: 2/1/01

Proposal: The board will approve the TUCS budget for the year 2001.

Decision: According to proposal.

5. Division of labour between the director and the vice-director (Back)

The division of labour between the director and the vice-director needs to be defined. The director of TUCS delegates certain tasks to the vice-director.

The vice-directors tasks:

- invoices, including travel invoices
- travel grants
- purchases (computers and other equipment)
- TUCS Magazine and public-relations activities
- TUCS infrastructure
- co-ordinating the educational programmes
- human resource management

Proposal: The board will approve the division of labour between the director and vice-director of TUCS.

Decision: According to proposal. Concerning human resource management, the board however specified that the vice-director is responsible for the administrative staff and the technical staff, while the director is responsible for all other groups of employees at TUCS.

6. TUCS student office (Salakoski)

The purpose of the student office at TUCS would be to plan and co-ordinate teaching as well as student advisement and recruitment in a integrated and unified way. The TUCS student office would act as the integrated interface of the departments towards the faculties and central administration of the three universities, and towards the basic

students.

Study programmes in question

The new arrangement is suggested to concern directly the following study programmes. The indirect impact is TUCS-wide.

- Computer science (M.Sc., TY)
- Computer science (M.Sc., ÅA)
- Electronics & Telecommunications (M.Sc., TY)
- Information technology (M.Sc. (Tech.), ÅA / TY)

Premises

A room for two would be arranged in DataCity 14 A on the fourth floor.

Personnel

It is proposed by TUCS that Administrative Officer Päivi Ritvo from the CS department (TY) and Administrative Officer Britt-Marie Villstrand from the CS department (ÅA) move as soon as possible into the student office that will be established on the fourth floor. In addition, contact persons for mathematics (TY) and information systems (ÅA & TuKKK) are preliminary defined as follows:

- Administrative Officer Lasse Forss (TY / Math.)
- Administrator Micaela Svennblad (ÅA / IS)
- Administrative Officer Eila Wilkman-Korkiamäki (TuKKK / IS)

Proposal: TUCS proposes to the institutions that the student office will be founded as soon as possible as described above. The student office will be located in the premises of TUCS on the fourth floor in DataCity.

Decision: The board accepts the principles of the matter. The board notes that the Administrative Officer of TUCS (personnel and educational matters) is responsible for the administrative work concerning the Ph.D. students.

7. New editor-in-chief for the TUCS general publication series (Back)

Director Ralph-Johan Back has acted as the editor-in-chief for the TUCS general publication series. It is proposed that Professor Mats Aspnäs would take over this task.

Proposal: Professor Mats Aspnäs will be the new editor-in-chief for all TUCS publication series.

Decision: According to proposal.

8. Board meeting notice in electronic format (Sund)

The notice of a board meeting is currently been sent to the members of the board in paper format. In order to speed up the practical arrangements concerning a board meeting it would be good to switch over to more modern methods and send the notice and the appendices in electronic format to the members. Certain appendices, e.g. student applications, could however be sent also in paper format.

Proposal: The notice of a board meeting and the needed appendices will be sent to the members of the board in the future in electronic pdf format through email. If needed, can certain appendices in the future also be sent in paper format.

Decision: The notice of a board meeting and the appendices will be sent in the future in electronic pdf format. The board however notes that the board members have the possibility to receive the notice of a board meeting and appendices also in paper format. The members should in such cases contact the Administrative Officer of

TUCS.

9. Post doctoral applications (Sund)

TUCS has received one postdoctoral application. The applicant is shortly presented below.

- Stepan Holub (b. February 2nd, 1971), Czech.
- Dr. Holub applies for a postdoctoral position in Discrete Mathematics.
- Ph.D. degree (Algebra) from Charles University, Prague. Doctoral thesis "Equations in free monoids" defended in September 2000.
- Research interests include equations in free semigroups, more specifically test sets of formal languages.
- TOEFL score 630.
- Wishes to start his postdoctoral position at TUCS in September or October 2001.
- Professor Juhani Karhumäki has shown interest towards the application and is ready to be Dr. Holub's contact person should he be accepted to TUCS.
- Dr. Holub would be placed in the Theory Group: Mathematical Structures in Computer Science (TY).
- TUCS has specific salary money that has to be used this year. In other words, the financial situation would allow the hiring of Dr. Holub.

The application of Dr. Holub and a presentation of the current financial situation concerning postdoctoral researchers can be found in appendix 3/1/01.

Appendix: 3/1/01 (electronic)

Proposal: Dr. Stepan Holub is accepted as a postdoctoral researcher to TUCS for a period of one year, starting September 1st 2001. He will be placed in the Theory Group: Mathematical Structures in Computer Science (TY) and his contact person at TUCS will be Professor Juhani Karhumäki. TUCS will pay Dr. Holub the normal postdoctoral salary.

Decision: According to proposal.

10. TUCS Facilities (Back)

The city of Turku has asked consultant Jussi Kaisti to give an account for the need of new facilities concerning the planned IT campus. Kaisti has therefore contacted TUCS and asked TUCS to present a plan for the space needed regarding TUCS and TuAMK. Professor Ralph-Johan Back has together with Professor Mats Aspnäs written a plan that can be found in appendix 4/1/01. The report is based on facts collected from the institutions that are a part of TUCS.

Appendix: 4/1/01

Proposal: The board approves the plan presented in appendix 4/1/01.

Decision: The board approves the general guidelines presented in the plan. The plan will however be modified and possible adjustments should be sent to Professor Mats Aspnäs.

11. Appointment of a deputy member for the external member of the Board (Back)

The external member in the TUCS board, Managing Director Tarmo Hahto, has at the moment no deputy member. The board should therefore appoint a deputy member for the external member.

Proposal: The vice-chairman of the TUCS advisory committee, Mr. Teemu Hovi (Tekes) is appointed deputy-member to the TUCS board. The term of Mr. Hovi is the same as the term of the chairman of the TUCS advisory committee, Mr. Hahto.

Decision: According to proposal.

12. Items for discussion (Back)

12.1 TUCS Laboratories

Professor Ralph-Johan Back presents a model for organising the TUCS laboratories.

Appendix: 5/1/01

The item was postponed to the next board meeting due to lack of time.

13. Announcements

13.1 Minutes of the TUCS board meeting of November 28th, 2000.

Appendix: 6/1/01

13.2 Announcements by the Director concerning the time period November 29th - January 29th, 2001.

Appendix: 7/1/01

13.3 Personnel changes

Åbo Akademi University

- Professor Joakim von Wright will be on leave of absence until December 31st 2001. His replacement during this time period will be Ph.D. Jan Westerholm.
- Administrative Officer Christer Sundqvist (Åbo Akademi University / department of computer science) will be on leave of absence until June 30th 2001. His replacement during this time period will be M.Soc.Sc. Britt-Marie Villstrand.
- Ph.D. Patrick Sibelius will work as a lecturer at the department of computer science, Åbo Akademi University, during the time period January 1st 2001 - July 31st 2001.

Turku School of Economics and Business Administration

- D.Sc. (Econ. & Bus. Adm.) Markus Granlund will work as a Professor during the time period 1.1.2001-31.7.2001

TUCS Advisory Committee

- Kaisa Nyberg (NRC) has resigned from the TUCS Advisory Committee due to her new position at the Finnish Academy.

13.4. Public defence of a doctoral thesis

Mr. Jianming Liang has defended his Ph.D. thesis, "*Dynamic Chest Image Analysis*" on Friday, January 19th 2001. The opponent of Mr. Liang was Professor Heikki Kälviäinen from Lappeenranta University of Technology. Professor Timo Järvi acted as the custodian.

The next board meeting will be held on February 26th 2001. The meeting will start at 13.00 and it will be held in DataCity, 2nd floor, TY Neuvotteluhuone 3.

Turku, January 29th, 2001

Timo Järvi
Chairman of the board

Ralph-Johan Back
Director

Tapio Salakoski
Vice-director

Christel Donner
Administrative Officer

Thomas Sund
Administrative Officer