



UNIVERSITY  
OF WARSAW

University Council

UNIVERSITY COUNCIL MEETING  
8-9 June, 2020

University of Warsaw  
Krakowskie Przedmieście 26/28, 00-927 Warsaw

**Participants:**

University Council:

Prof. Janusz Bujnicki (Chair)  
Prof. Pearl Dykstra  
Prof. Poul Holm  
Prof. Krzysztof Redlich  
Katarzyna Zajdel-Kurowska  
Marynika Woroszyńska-Sapieha  
Kamil Bonas

University of Warsaw:

Paulina Bełdyga  
Bartosz Jurczak

**MONDAY – JUNE 8th, 2020**

**(1) Internal meeting of the University Council**

- (1) Adoption of the agenda - the agenda was adopted unanimously.
- (2) Approval of the minutes of the meeting of the University Council held on February 20-21, 2020 - the minutes were adopted unanimously.
- (3) Technical and organisational matters - Professor Bujnicki informed that some slight changes were introduced to the agenda on the second day. Next, the legal environment to conduct distant meetings and work of the University Council was presented including information that voting will be conducted via chat.

**(2) Estate management at the University of Warsaw**

At the beginning of the meeting Chancellor Jerzy Pieszczyrkow – presented detailed information on properties managed by the University of Warsaw, then the session of questions and answers was handled, and it was followed by comments from the members of the University Council on the presented content.

**(3) Multiannual plan "University of Warsaw 2016-2025"**

At the beginning of the meeting Ms. Anna Dobrowolska – the programme manager of the Multiannual plan of the University of Warsaw delivered a presentation on the programme, including general information, strategic and operational issues, internal and external regulations and monitoring of programme implementation. Next, the session with questions and answers took place, and was followed by comments from the members of the University Council on the presented content.

#### **(4) Meeting with the Senate Committee on Budget and Finance**

To receive a possibly wide point of view, the University Council decided to invite representatives of the Senate Committee to take part in a discussion on the financial reports of 2019. During the meeting committee's perspective on given documents was presented and recommendation to the University Council to approve all documents was formulated. Next, the session with questions and answers took place, and was followed by comments from the members of the University Council.

#### **(5) Internal meeting of the University Council**

An internal meeting of the University Council was dedicated to the short informal discussion on information received earlier that day on the estate management system, Multiannual plan and financial statements of 2019. The preparation for the next day's meetings also took place.

**TUESDAY – JUNE 9th, 2020**

#### **(6) Material and Financial Plan 2020 – introduction**

At the beginning of the meeting there was a short introduction to the document and to the principles taken into account during its preparation. Then the session of questions and answers followed.

During the internal discussion among members of the University Council following issues were raised:

- a questionable way of the choice of the external auditor – it is good practice to change the person who audits the books especially in the institution of the size of the University;
- the presentation of the finances should be more transparent and understandable to every member of the university community;
- in the financial planning there are no clear indicators where the university is going or where the soft spots are.

**(7) Resolution on approval of the Report on Implementation of Material and Financial Plan of the University of Warsaw for 2019** (voting) - the voting took place and the resolution passed (all in favour).

**(8) Resolution on approval of the Financial Report of the University of Warsaw for 2019** (voting) - the voting took place and the resolution passed (all in favour).

#### **(9) Scheduling and planning of the next meeting(s)**

The dates of the next meeting were confirmed:

- June 18th - 14.00 - 15.00 - resolution on the opinion of Material and Financial Plan 2020
- June 29th - 14.00 - 15.00 - resolution on the remuneration of the rector-elect
- October 1st-2nd (September 30th – dinner)
- December 14th.

#### **(10) Internal discussion of the University Council on estate management at the University of Warsaw and Multiannual plan "University of Warsaw 2016-2025"**

The key issues named in the discussion included:

- Paucity of funds for estate management, which is only partially addressed by the multiannual plan, the need to strengthen excellence;
- There is big uncertainty and the need to handle it;
- The multiannual plan should be viewed in a longer perspective; there should be a long-term committee/body which should think in the longer term, which should deal with real estate on a strategic level in the longer term than one term, which would have a more global view of the future of the university;
- The university needs a longer-term vision also on estate management; a SWOT analysis is also needed (especially analysis of threats);
- Estate management should take into consideration the users' perspective and needs;
- There is a lack of strategic thinking in the context of pandemic and other opportunities;
- The administration of the university needs a change, need to be shaken up; there is a visible lack of openness to try new things;
- The information on Multiannual plan is confusing; in order to ensure success of the Multiannual plan, the strengthening of the role of the management of the Multiannual plan is crucial;
- A need to find new solutions on how the information regarding building costs is collected and presented, how the university estimates the needs and secures financing;
- A need to verify the way information on the cost of running the buildings is collected and presented; also there is a need to verify the way needs are estimated and financing is secured;
- There should be a scorecard for achieving the goals; such a scorecard would be beneficial to see if the objectives of a given initiative have been met;
- The University Council has been provided with a lot of information, many tables, spreadsheets; however, the information is not properly integrated and therefore it is difficult to give specific advice; the information should not be more detailed, it should be more integrated to show possible flaws.

#### **(11) Remuneration of the rector-elect – introductory meeting**

During the meeting the general information on the matter of the Rector's-elect remuneration was provided by Mr. Grzegorz Kołtuniak – Head of HR Department; also a short questions and answers session took place. It was decided that the Council will continue to work on that issue during next meetings in June.

#### **(12) Crisis management at the University of Warsaw (COVID-19)**

In the context of the pandemic, the current state of affairs, recent developments and decisions as well as plans for the academic year 2020-2021 were presented and discussed. The key issues included:

- In March most courses were moved into distance learning mode;
- the most important principle in decision making process is to keep people healthy; the university encourages all those who can work from home to do so;
- the deadline to complete all courses was extended until August 28th;

- the recruitment process for the first cycle is planned for August and partially September; for the second cycle - in September (but the units are responsible for setting up the exact plan);
- in the next academic year the University plans to rely on blended learning (due to the second wave of the pandemic); the people responsible for teaching were asked to prepare contingency plans for September;
- the rules for the remote defense of diploma work and PhD theses, as well as the archiving of exams held in the electronic form were set up, so the internal legal framework is generally ready;
- there is a need for strengthening and developing platforms for remote teaching; the university does not currently have a full capacity to provide such solutions to all courses; an inventory of all the IT infrastructure within UW should be carried out; so far the departments / units have treated their IT infrastructure as their own and were not always willing to share;
- the University doesn't yet have a full concept of how to archive and access electronic documents; it gradually switches from paper to electronic documents;
- there is a need for electronic signatures and developing e-procedures;
- there is also the issue of providing hardware for home office;
- there is a need to provide full coverage of internet access on the campuses;

#### **(13) Steering Committee of Excellence Initiative – Research University**

The meeting focused on the issue of delegating two members or representatives to the Steering Committee of the Excellence Initiative – Research University Programme. During the discussion different aspects and approaches were analyzed as well as information regarding the particular needs of the University in given matter was provided. It was decided to return to the issue during one of the future meetings.

#### **(14) AOB**

No additional matters were raised.