MEETING NOTES

Present:
Carol Kendrick, Architecture
Ralph Dickhout, Chemical Engineering
Bev Rodgers, Management Sciences
Andy Barber, Mechanical and Mechatronics Engineering
Tariq Naqvi, Systems Design Engineering
Tracie Wilkinson, Centre for Business, Entrepreneurship and Technology
Dave Walsh, Engineering Computing
Nenone Donaldson, Dean’s Office
Rick Forgett, Engineering Machine Shop
Shabnam Ivkovic, Engineering Undergraduate Office
Leo Rothenburg
Linda Kenyon

I. Staff Training

Action: L. Rothenburg to follow up with the Office of Human Development regarding the courses offered and their suitability for staff training needs in Engineering.

Action: A. Barber and S. Ivkovic to develop a draft survey for Committee members to use to assess the specific training needs of staff in their areas.

II. Committee membership

- Bonnie Neglia to join group effective October 1
- Given the resignation of the current chair and with no rep from ECE currently on the committee, N. Donaldson will serve as chair until December 31, 2008
- D. Walsh will serve as vice chair, then assume chair January 1, 2009
- D. Walsh to serve as the DSAC rep on the Nominating Committee
- DSAC members serving on EFC: C. Kendrick, A. Barber, N. Donaldson, D. Walsh
- ECE position still vacant

Action: L. Rothenburg to talk to M. Sachdev about filling the vacancy
III. Outstanding Performance Awards

- Committee members discussed selection criteria and agreed on the following guidelines:
  - winners should not be selected based on years of service
  - no restriction on which department winners are from (i.e., it’s okay for winners to come from the same department two years in a row)
  - committee members may vote for the candidate from their own area
- Reviewed nominations and selected this year’s winners:
  - Linda Lyman, Dean of Engineering Office (Administrative)
  - Terry Ridgway, Civil and Environmental Engineering (Technical)
- Next year, call for nominations will go out in April with a deadline for submissions that
  - will allow committee to select winners at the June meeting
- Call for nominations to include the following guidelines for format of nominations:
  - one page maximum
  - no attachments or enclosures
  - provide specific examples to support assertions

IV. Priorities for the fall term

- Training
- Career path

V. Other business

- The issue of parking was raised. L. Rothenburg clarified that faculty do not get preferential treatment in the assigning of parking spaces.