FACULTY OF ENGINEERING
Dean’s Staff Advisory Committee

November 26, 2015
11:00 am – 12:15 pm
CPH 3623

MINUTES

Present: Jayne Dean (Chair), Pat Anderson, Tara Gingerich Hiebert, Sue Gooding, Andrea Hagedorn, Michael Herz, Jen Ratlin, Karl Janzen, Donna Kellendonk, Vicky Lawrence, Martin MacLeod, Jennifer Moll, Wayne Parker, Martin Scherer, Mona Skuterud, Mark Sobon, Ian Taylor, Tim Weber (Secretary)

1. **Guest Speaker:** Sue Gooding, Manager, Facilities and Space, Faculty of Engineering

   Sue Gooding presented on Engineering 7 (E7) and the Faculty of Engineering space needs. DSAC members inquired about details of E7 and East Campus Hall (ECH). Sue Gooding also gave a detailed walkthrough of the E7 floorplan.

2. **Report from the Dean**

   Wayne Parker introduced himself and spoke on DSAC original mission to provide continuous improvements of the staff condition within the Faculty and continuous improvement of service to students and the University of Waterloo. Wayne Parker also articulated the importance of the committee as a communicator between staff and the Dean, and encouraged DSAC members to reach out to their departments in order to provide grassroots feedback. DSAC members inquired about what type of feedback was appropriate to bring to meetings.

3. **DSAC Membership for 2016**

   The representatives from Electrical and Computer Engineering, Engineering Computing, the Engineering Machine Shop, and Systems Design Engineering were reminded that their term on DSAC ends December 31, 2015 and their area needs to elect a new representative to serve for a two year term starting January 1, 2016.

   DSAC members were informed that Jennifer Moll will Chair DSAC for 2016

   Due to staffing changes, the order of which area the Vice Chair of DSAC would come from had been altered. DSAC members discussed who would serve as the Vice Chair of DSAC in 2016.

   **Decision:** The Vice Chair of DSAC for 2016 will be the representative from Systems Design Engineering and DSAC will revert back to the original order in 2017 with the Vice Chair being the representative from Civil and Environmental Engineering.
4. **Engineering Faculty Council 2016 Staff Representatives**

DSAC members discussed which members will represent DSAC on the Engineering Faculty Council (EFC) for 2016.

**Decision:** Jennifer Moll (Chair), the representative from Systems Design Engineering (Vice Chair), Mona Stukerud, and Pat Anderson will represent DSAC on EFC for 2016.

5. **DSAC Terms of Reference**

Jayne Dean presented a draft of the DSAC terms of reference. DSAC members discussed the DSAC terms of reference and approved them. Jayne Dean also presented updated Staff Performance Award guidelines. DSAC members discussed award eligibility, the need to better communicate the timing of the award, and the need for better clarification of the nomination process.

**Action:** the Staff Performance Award guidelines will be revised, distributed and discussed at the next DSAC meeting.

6. **The Faculty of Engineering Strategic Plan Update**

Andrea Hagedorn highlighted sections of the Engineering Strategic Plan involving staff members. As the Plan is being extended to 2018 DSAC’s feedback was requested for these sections. DSAC member discussed the possibilities of increase communication for staff opportunities, support through endowment funds for off campus professional development, increased availability of required tools, additional OHD courses, and increased time for equipment training.

Due to time this item will be continued at a future DSAC meeting.

7. **DSAC Website**

Due to time this item was deferred to a future DSAC meeting.

8. **Guest Speaker:** Michael Herz, President, University of Waterloo Staff Association (UWSA)

Michael Herz introduced himself and spoke on the work of the UWSA and the urgent need for nominations for the president elect of UWSA. DSAC members inquired about the role of the president and about some UWSA initiatives. Michael Herz also encouraged DSAC members to direct interested candidates his way, to invite him to departmental meetings, and to get involved with the UWSA.

9. **Other Business**

None.

Adjourned: 12:30 pm