FACULTY OF ENGINEERING
Dean’s Staff Advisory Committee

December 5, 2018
2:00pm to 3:00pm
E7 7331

MINUTES

Present: Lorraine Quast (Chair), Pearl Sullivan, Nancy Fritsch, Donna Kellendonk, Ashley Kropf, Matt Oliver, Emily Peat, Linda Sherwood, Jen Skinner, Fred Zhu, & Tim Weber-Kraljevski (Secretary).

Absent: Daniel Delattre, Jackie Leach, Angie Muir, Caity Dyck, & Ian Taylor.

1. Report from Dean

Pearl Sullivan reported on the E7 Grand Opening, the Faculty of Engineering Strategic Plan, the new Faculty Talent Recruitment and Equity Officer, the Dean’s Office reception, the Waterloo Budget Model (WBM), domestic student recruitment, and staff movement.

The E7 Grand Opening took place on October 29, 2018 and was a big success. Nearly 2000 people attended to celebrate this big accomplishment for the Faculty of Engineering.

The Departments are currently going through the strategic planning process which includes staff representation. The Faculty will begin the strategic planning process in 2019.

Martin Scherer has been hired as the Faculty Talent Recruitment and Equity Officer for Engineering. This role is part of a commitment in a recent CRC application for the Faculty to improve diversity, particularly with the number of women. Martin will assist the department Chairs to develop a diverse pool of candidates for faculty positions by proactively scouring the top universities for candidates to recruit. Martin will also help with filling strategic positions. Pearl Sullivan thanks Donna Kellendonk for creating the job description.

The reception for the Dean’s Office is being renovated to be more effective. It will be a similar design to the Conrad School’s reception on the second floor of E7.

The Departments are working with Rick Culham, Fred Zhu and Anca Constantinescu on the WBM. Pearl Sullivan spoke to the importance of departments knowing how much they earn and spend as it keeps the Faculty responsible and allows for better strategic planning. The Faculty will ensure every department can pay for the positions it has but departments will need to become self-sufficient.

Engineering continues to recruit high quality students. Pearl Sullivan emphasized the need to continue the Faculty of Engineering’s commitment to recruit domestic students.
While international students can be very profitable, it is important Engineering does not make decisions solely for financial reasons and neglect Canadian students. DSAC members discussed how many international students stay in Canada after they graduate.

Pearl Sullivan inquired if DSAC members find that there is a lot of movement among staff? DSAC members indicated that there is some movement and discussed the effects of secondments on individuals and departments.

2. Round table Discussion of Department Events

Lorraine led a roundtable discussion of department events. On November 30, 2018, the Architectural Engineering Studio One had its grand opening. DSAC members commented how excellent the grand opening was and how great the new space is. On December 17, 2018 the Dean’s Office will host a retirement party for Linda Richard and DSAC members were encouraged to attend. Linda has been at the University of Waterloo for 30 years and served as the assistant to five Deans of Engineering.

3. Outstanding Staff Performance Awards Update

Lorraine Quast reported that Pearl Sullivan has agreed to DSAC’s proposal to increase the annual number of Dean of Engineering Outstanding Staff Performance Awards. Starting in 2019 up to two awards per each of the two categories, administrative and technical staff, per year. The nomination process will stay the same with each unit submitting only one nomination for each category. Lorraine Quast and Tim Weber-Kraljevski will update the guidelines and post them to the DSAC website. As per the current guideline, Tim Weber-Kraljevski will send an email notification of the nomination deadline to all department Chairs and DSAC members in Spring 2019.

4. Memberships

i. DSAC Membership 2019

Lorraine Quast reminded Matt Oliver, Linda Sherwood, Emily Peat, Caity Dyck, Nancy Fritsch, Ian Taylor, and Jen Skinner that their term on DSAC ends December 31, 2018 and that their units need to hold elections for 2019-2020 term DSAC representatives.

ii. DSAC Chair and Vice Chair for 2019

Lorraine Quast informed DSAC members that her term as DSAC Chair also ends December 31, 2018 and that the Vice Chair will not be returning to DSAC in 2019. Those members whose term continue into 2019 were asked if they would like to serve as Chair but no one volunteer.
Action: Tim Weber-Kraljevski will reach out to those who were unable to attend the meeting to see if they are interested in being the 2019 Chair of DSAC.

iii. DSAC EFC Representatives for 2019

Lorraine Quast asked those members whose term continue into 2019 if they would serve as one of the DSAC representative to EFC in 2019. Ashely Kroft volunteered.

5. Other Business

Donna Kellendonk informed DSAC members that Rochelle Davies of Human Resources will physically come to E7 in January to provide assistance with Workday and answer any questions. As well a Workday user guides, a FAQ page, contact information, and more are available on the Workday website at uwaterloo.ca/workday. There are also training available and a help line.

Adjourned: 3:00pm