FACULTY OF ENGINEERING
Dean’s Staff Advisory Committee

May 16, 2018
3:00pm to 4:30pm
CPH 2371

Meeting Minutes

Attendees: L. Quast (Chair), D. Kellendonk, F. Zhu, T. Beirness (Secretary), E. Peat, F. Bakker (for A. Kropf), N. Fritsch, I. Taylor (Vice Chair), J. Skinner, A. Muir, S. Grant (Guest Speaker)

Regrets: M. Oliver, L. Sherwood, C. Dyck, D. Delattre, S. Landy, P. Sullivan

1. **Guest Speaker – Organizational & Human Development (Susan Grant)**
   Susan Grant provided information on the various leadership workshops on campus that employees and managers are able to attend. The University of Waterloo is fostering Lifelong Learning including encouragement of participation in secondment opportunities and individual development plans. Leadership Development is very important to the workplace and its changing environment.

2. **Welcome new members**
   The committee Chair welcomed all new members asking everyone to introduce themselves around the table.

3. **Report from the Dean** – regrets from the Dean as she was unable to attend

4. **Staff Outstanding Performance Award Deadline – June 1, 2018**
   A reminder was given to the committee of the June 1, 2018 deadline for the Dean’s Staff Outstanding Performance nominations. Departments may submit two nominations, one for administrative staff and for one technical staff. Members were asked to encourage nominations in their units. A DSAC meeting will be scheduled for July to discuss the nominations to be put forward. All nominations will be shared with the committee via SharePoint prior to the next meeting to allow time to review.

5. **Faculty Strategy Planning**
   Committee members briefly discussed their involvement in and knowledge of the Faculty Strategic Planning within their departments.

6. **DSAC Committee – Goals, Objectives and Opportunities**
   The Committee reviewed the meeting format and the overall effectiveness of the Committee, in the context of the DSAC terms of reference. The DSAC was created to foster and enhance communications between the staff and the Dean. The Committee is expected to serve as a resource for inquiries and requests; to provide a forum for staff to
have a formal voice in the operations of the Faculty; and to ensure inclusion of staff on Faculty of Engineering committees. It also provides a forum for discussing staff issues, staff working conditions, and to represent their concerns. The consensus is that the Committee overall meets the expectation of the Committee members. Areas of improvement include further engagement between the Committee members and the members of the home Departments/Schools. There was also a suggestion to have committee members present topics of interest in future DSAC meetings. Following the meeting a short questionnaire will be distributed to the committee for further feedback.

7. Other Business
E. Peat (Conrad) mentioned that the “Conrad Games” held three times per year are happening at the end of May. N. Fritsch (Undergrad) offered to advertise on the electronic board outside of the new Engineering Undergrad office.

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