FACULTY OF ENGINEERING
Dean’s Staff Advisory Committee

March 29, 2016
2:00 am – 3:30 pm
E2 3324

MINUTES

Present: Jennifer Moll (Chair), Graeme Adair, Pat Anderson, Daniel Delattre, Tara Gingerich Hiebert, Andrea Hagedorn, Donna Kellendonk, Zivoijn Pantic, Wayne Parker, Jen Rathlin, Mona Skuterud, Mark Sobon, Ian Taylor, Tim Weber (Secretary)

Regrets: Martin Scherer, Trevor Smouter

1. Welcome New Members

Jennifer Moll introduced herself, welcomed new DSAC members, and informed members of the mandate of DSAC. Roundtable introductions were made.

2. Report from the Dean

Wayne Parker spoke on his vision of DSAC, focusing on the advisory nature of the committee and encouraged DSAC members to provide him with feedback and information. Wayne Parker also provided updates on department Chair searches, the New Resource Allocation Model (NRAM), and federal regulations for hiring international workers.

Eric Croiset has been renewed as the Chemical Engineering Chair. The School of Architecture, Electrical & Computer Engineering, and Civil & Environmental Engineering are going through the Director/Chair search process and it is anticipated that they will put forward a candidate soon. Wayne Parker noted that he has been impressed with the contributions of the staff members who have served on the Chair search committees and that the Chair search process is a good reflective exercise for departments.

NRAM will continue to be an ongoing item for the next few years. Much of the information about NRAM is not yet available but it is anticipated that more information will be communicated in the next few months. The discussions at the University level have focused on how revenues will be distributed out to the Facilities and how the Faculties will pay for the services provided by the University. The next phase will take place in a year or so and will focus on Faculties developing a fair and equitable model to distributed funds among the departments. DSAC members inquired about NRAM impact on Staff hiring. Wayne Parker noted that he cannot foresee NRAM directly impacting staff hiring as Engineering is doing well as a Faculty but it is impossible to know at this moment. NRAM is anticipated to be a positive improvement that will allow the Faculty to better understand its revenue and spending.

The recent changes to the Federal Government regulations on hiring of international citizens have been quite strict and the University of Waterloo has faced very rigorous processes for hiring at all levels, especially with the Labour Market Impact Assessments (LMIAs). There is a concern that
faculty members will see staff as barriers instead of facilitators for faculty hiring. Wayne Parker encouraged DSAC members to inform the Dean’s Office if this is the case as he does not want staff members to bear the brunt of the imposed rules. DSAC member inquired about the recent hiring changes and Donna Kellendonk clarified that LMIAs have been in place for a while but the focus has expanded to include short term hiring.

DSAC members provided Wayne Parker with feedback on safety on campus, a Faculty wide list of available equipment, a university procurement services.

Concerns were expressed with the University of Waterloo weather closing guidelines as the university stayed open during a recent ice storm when all other similar institutions in the area closed. Members felt a number of mobility and safety issues were not being properly addressed. It was also noted that staff members would like the thoroughness and care of lab safety extended to the rest of the university.

Concerns were also expressed with the Procurement & Contract Services at the University of Waterloo. A number of DSAC members noted issues with the Online Purchasing Requisition Form as it does not allow users to view their orders, and it often makes errors or drops orders without informing the user. Users of the systems felt frustrations that constant follow ups were required and that departments were having to pay for errors caused by the system. It was noted that the new financial system Unit4 will have a procurement systems and in the meantime concerns should be directed to Stephen Cook, Director, Procurement & Contract Services.

It was suggested that the Faculty of Engineering could benefit from a universal list of equipment that is available for use or rent. Chemical Engineering currently has a list and this model could be expanded to the rest of the Faculty.

Wayne Parker noted he would pass on the feedback to the appropriate sources.

3. Staff Performance Award Guidelines

DSAC members reviewed and discussed a revised version of the Staff Performance Award Guidelines. The revisions were based on discussion and suggestion from the November 26, 2015 meeting and attempted to streamline and add clarity to the nomination process.

Decision: DSAC approved the revised Staff Performance Award Guidelines.

4. The Faculty of Engineering Strategic Plan Update

Continued from the November 26, 2015 meeting, Andrea Hagedorn encouraged DSAC members to provide feedback on sections of the Engineering Strategic Plan involving staff members. DSAC members discussed external training and communication within the Faculty. Also discussed was the creation of best practice groups which would have a similar model to the Administrative Officer meetings which have proved extremely useful. These groups would be for those with similar positions throughout the Faculty, such as lab instructors or graduate coordinators, to meet, share ideas, support each other, and develop more coordinated efforts throughout the faculty.
**Action:** DSAC members will reflect more on the strategic plan, collect feedback from their departments, and pass suggestions on to Andrea Hagedorn.

5. **DSAC Website**

Tim Weber presented a new webpage for DSAC and solicited feedback. DSAC members discussed the website and requested that a feedback form be added to the site as a tool for staff members to voice their concerns, give suggestions, and pass on positive feedback.

**Action:** Tim Weber will update the webpage to add the feedback form.

6. **Potential Guest Speakers**

Jennifer Moll reported on the previous year’s guest speakers and encouraged DSAC members to recommend suggestions for future guest speakers. DSAC members discussed topics they would like to hear about and suggested the following guest speaker: Mahejabeen Ebrahim, Director of Equity at the University of Waterloo; someone from another university who has already transitioned to a resource allocation model; a representative of Excellence Canada; someone to speak on customer service; and OHD Staff Conference workshop presenters that DSAC members found appropriate for the committee.

7. **Other Business**

There were no other business.

Adjourned: 3:30 pm