FACULTY OF ENGINEERING
Dean’s Staff Advisory Committee

March 31, 2017
3:00 pm – 4:30 pm
E2 3324

MINUTES

Present: Zivojin Pantic (Chair), Rick Culham, Caity Dyck, Tara Gingerich Hiebert, Andrea Hagedorn, Donna Kellendonk, Lorraine Quast, Chris Rennick, Linda Sherwood, Jen Skinner, Trevor Smouter, Ian Taylor, Tim Weber-Kraljevski (Secretary)

Regrets: Daniel Delattre, Matt Oliver, Graeme Adair

1. Welcome New Members

Rick Culham welcomed new members and round table introductions were made.

2. Report from the Dean

Rick Culham introduced himself as the Faculty of Engineering Acting Dean, Vice Dean, and Associate Dean International, and reported on Pearl Sullivan, the new budget model, renovations, the proposed Architectural Engineering program, Engineering 7 (E7), the Strategic Mandate Agreement, and WHMIS training.

Pearl Sullivan is recovering and is anticipated to be back part time on May 1, 2017 and full time starting June 1, 2017. She will also be standing for a second term as Dean. A Dean Nominating Committee has been formed and Caity Dyck will be the staff-at-large representative to the committee.

The Waterloo Budget Model (WBM) will take effect May 1, 2017. The Faculty of Engineering will be using the 2017-2018 fiscal year as a shadow year with the base budgets the same as the 2016-2017 fiscal year. As of May 1, 2018 the revenue will be rolled down to the Departments. Rick Culham emphasized that the staff members do not need to worry about the new model as it will work well for the Faculty of Engineering and increase transparency. There are still some uncertainties but the model will evolve as necessary and an Accountability Committee will be created to be vigilant of the 40 service units to ensure that there will be value for service. DSAC members inquired about the cost of space and if the model was designed to subsidize other Faculties. Richard Culham noted that there will be a transition period to allow programs to become viable if they currently aren’t. He also emphasized the importance of sharing space and the age of many of Engineering’s building. Many of the Faculty buildings are old and are expensive to bring up to code. Under the new budget model the University rents space to the Faculties and Richard Culham felt that the University should cover the cost to get buildings to today’s standards.

The Faculty of Engineering is renovating space on the first floor of E2 to accommodate the new Engineering Undergraduate Office. Work is being done to remove asbestos and update the air handling which will cause the corridor on the first floor to be closed for 6 weeks. The WEEF lab will continue to
be accessible during the closure. When the Engineering Undergraduate Office moves, the space they are currently in will be renovated into a studio space for the proposed Architectural Engineering program.

An Architectural Engineering program is being proposed and will be going to approval at the Engineering Faculty Council (EFC) in April 2017. The program will have 85 students and is anticipated to start in Fall 2018. It will be housed partially on main campus and partially at the School of Architecture in Cambridge. This will be the first new program to fit in the new budget model. Richard Culham noted that it should be a good program that will have a large draw of students.

The construction of E7 is a little ahead of schedule and it’s on budget. It will be officially open in September 2018 but it is anticipated people will slowly be moving in prior to then. Richard Culham gave a walkthrough of the building, highlighting the number of classrooms.

The University of Waterloo is renewing its Strategic Mandate Agreement with the Government of Ontario. The province is changing the funding model to a corridor based system for enrolment where universities set enrolment targets and must be within 3% of the target to receive funding without penalization. The first draft will be due in mid-April 2017 and the agreement will be for the next three years. Richard Culham noted that there will not be new funding available for growth but there will be room for redistribution among Ontario institutions.

The Safety Office has reported that not everyone within the Faculty of Engineering has completed the WHIMIS training. Richard Culham reported that it is mostly faculty members who have not done the training but requested that anyone who has not yet done so, complete the training as soon as possible.

3. DSAC Website

Tim Weber-Kraljevski reminded DSAC members about the DSAC webpage. It is available at https://uwaterloo.ca/engineering/dsac and has an online feedback form to allow staff members to provide DSAC with feedback, concerns, and suggestions for the Faculty of Engineering. DSAC members were encouraged to share the website with members of their units.

4. Staff Performance Award

Tim Weber-Kraljevski reminded DSAC members that nominations for the Dean of Engineering Outstanding Staff Performance Award are June 1, 2017 and that they should be encouraging nominations within their units.

5. Potential Guest Speakers

DSAC members discussed issues facing the University of Waterloo concerning mental health and the desire to see more training for staff members.

6. Other Business

There was no other business.

Adjourned: 4:00pm