

FACULTY OF ENGINEERING
DEAN'S STAFF ADVISORY COMMITTEE
MINUTES OF MEETING, JANUARY 8, 2007

Minutes of the Dean's Staff Advisory Committee, Monday January 8, 2007, 10:00 am – 12:00pm, room E2-3324

The meeting was chaired by Ralph Dickhout, Chemical Engineering.

Attending the meeting:

Carol Kendrick, Architecture
Karen Gallant, CBET
Ralph Dickhout, Chemical Engineering (Chair)
Bruce Stickney, Civil Engineering (Vice-Chair)
Cutberto Santillan Rios, Electrical and Computer Engineering
Bev Rodgers, Management Sciences Engineering
Andy Barber, Mechanical and Mechatronics Engineering
Tariq Naqvi, Systems Design Engineering
Nenone Donaldson, Dean of Engineering Office
Dave Walsh, Engineering Computing Dept
Rick Forget, Engineering Machine Shop
Kim Boucher, Engineering Undergraduate Office
Adel Sedra, Dean of Engineering
Bill Pudifin, Executive Assistant (Secretary)

I Opening Remarks – Adel Sedra, Dean

- the Dean welcomed everyone to the first meeting of the Dean's Staff Advisory Committee and thanked everyone for coming forward to participate
- the Dean provided some background to the formation of the committee, reference to Staff Issues Task Force Report recommendations and Vision 2010, Engineering Plan
- role of members to bring issues from departments to DSAC for discussion
- provide Dean with feedback on issues both inside and outside the faculty

II Committee Membership and Terms of Office

- terms of office are set at 2 years with a restriction that no person can be a member for more than 2 consecutive terms
- issue of staggering terms so only approx: ½ of membership turns over each year particularly in first two years
- committee felt that rather than trying to devise a formal plan it would be advisable to wait until end of first year to discuss
- suggested that attrition may provide some natural turnover etc.
- if members had to drop out during year, departments would carry out an election to find replacement

III Communications

- Secretary will provide minutes of meetings to members of the committee
- as soon as possible a web site will be set up to hold information about the committee, dates of meetings, agenda and minutes etc similar to the EFC website
- will be made password accessible to staff and faculty

IV Meetings

- to be held once a month initially and to be 1 ½ hours long
- members can communicate to Secretary any items to be included on the agenda
- Chair, Vice-Chair, Dean and Secretary will finalize agenda which will be sent to committee members and ultimately included on the website

V Staff Membership on Engineering Faculty Assembly and Council

- Engineering Faculty Assembly and Council have approved the addition of 4 staff members
- two of the staff members will be the Chair and Vice-Chair of the DSAC
- an additional two staff members were to be from the DSAC but to be elected by staff in the Faculty
- this was discussed by the committee and decided that it would be more effective to have the committee determining the two members to go to council
- this could be re-evaluated if there were concerns by staff on this process
- the committee then continued to choose the two members and determined by general discussion that Carol Kendrick, Architecture and Andy Barber, Mechanical and Mechatronics Engineering would be the additional two members

VI EFC Committees

- staff have been given membership on two EFC committees, namely the EFC Agenda Committee and the Nominations Committee
- the Chair of DSAC is automatically a member of the EFC Agenda Committee
- DSAC discussed the method of determining the staff member for the Nominations Committee which normally would have been done by the Nominations Committee in December
- since that has already taken place it was decided that the committee would designate a member from DSAC for this time only
- Kim Boucher, Undergraduate Office, was designated to be the staff member on the EFC Nominations Committee

Meeting adjourned at 11:45 am.

W. J. Pudifin
Secretary