

DEAN'S STAFF ADVISORY COMMITTEE MEETING
OCTOBER 17, 2007

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
Rick Forget, Engineering Machine Shop
Kim Boucher, Engineering Undergraduate Office
Adel Sedra, Dean of Engineering
Bill Pudifin, Executive Assistant (Secretary)

Regrets

Dave Walsh, Engineering Computing Dept

1. **Staff awards**

The Committee discussed the Engineering Staff Performance Awards and it was felt that the awards were very well received. Next year the nominations process will be carried out much closer to the staff performance reviews. Efforts will be made to provide departments with additional guidance as to the nominations process. The Committee further defined who would be eligible for the awards. Those eligible would be all regular full-time and part-time employees of the Faculty of Engineering.

2. **Dean's Staff Issues Task Force Report**

The Committee continued its review and discussion of the recommendations of the Dean's Staff Issues Task Force Report as follows.

(a) **Report Item I2 - Job Classification/Reclassifications**

The Committee was reminded of the positive result from discussions and concerns related to job classifications and reclassifications. Specifically:

"As a result of discussions at the Dean's Staff Advisory Committee meeting of June 4, 2007 regarding staff reclassification procedures, the Dean mentioned at Dean's Council that there was no recourse for staff to ask HR to conduct a reclassification review. In a response from Catherine Scott to the Dean's Inquiry, it turned out such a change to policy had been agreed upon by the Staff Compensation Committee in March 2005, but had never been added to Policy 5 – Salary Administration. The result was that this change has now been made as reported in the Daily Bulletin of July 12, 2007. A positive result from the efforts of the committee and the Dean which not only affects staff in Engineering but all staff on campus." The Faculty will

continue to encourage managers to be aware of the need to consider reclassifications particularly as part of the annual staff performance review process.

(b) Report Item I3 – Career Path

The Faculty has encouraged and will continue to encourage the establishment of career paths wherever feasible. Instances of career paths already set up include technical staff in both ECE and Engineering Computing and Development staff in the Office of the Dean. Where it is not feasible to have career paths within a department with too few staff members in certain jobs, it may be possible to establish faculty wide career paths. The Dean will bring this to the attention of the Chairs and Department Heads and also to the new HR person for Engineering, Renee Rahamut.

(c) Report Item I4 – Training and Development

The discussion on training and development touched on a number of points including:

- the amount of time staff are allotted for training and development
- funds available
- university policy
- the new University Office of Organization and Human Development

The Committee decided on the following courses of action:

- obtain feedback from staff on their perception and concerns related to training and development both within the Faculty and the University. Each member of the Committee will be contacting staff members in their department over the next couple of weeks.
- invite Katrina DiGravio of the Organization and Human Development Office, to speak to the Committee and provide information on what this office will be doing regarding training and development. This has been arranged and she will be attending the next meeting of the DSAC on November 22.
- heighten awareness within the Faculty of training and development issues including having it addressed at the time of staff performance reviews.
- the Dean to bring the topic to the attention of Chairs at the next Faculty Planning Retreat scheduled for October 23.

Bill Pudifin, on behalf of the Committee