

**FACULTY OF ENGINEERING
DEAN'S STAFF ADVISORY COMMITTEE**

Thursday, December 18, 2008
1pm – 2pm
E2 3324

Present:

Ralph Dickhout, Chemical Engineering
Andy Barber, Mechanical and Mechatronics Engineering
Tariq Naqvi, Systems Design Engineering
Dave Walsh, Engineering Computing
Nenone Donaldson, Dean's Office
Rick Forgett, Engineering Machine Shop
Carol Kendrick, Architecture
Bev Rodgers, Management Sciences
Tracie Wilkinson, Centre for Business, Entrepreneurship and Technology
Leo Rothenburg
Linda Kenyon

Regrets:

Shabnam Ivkovic, Engineering Undergraduate Office

MEETING NOTES

I. Information Items

- DSAC membership for 2009
 - Last meeting for Nenone, Bev, and Tariq
 - Replacements still to be named
 - Dave Walsh begins his term as Chair in Jan 2009
 - Rick Forgett will be new Vice Chair
- DSAC members to EFC for 2009
 - Dave Walsh, Rick Forgett, Carol Kendrick, and Andy Barber are our representatives to EFC
 - Chair also serves on EFC Agenda Committee and Nominations Committee

II. Update from the Dean

- Financial situation
 - Dean's Council meetings are focusing on financial uncertainty
 - UW doing well in comparison to other Ontario universities; we've been addressing cuts to continuity funding by reducing budget by 2% each year
 - This fiscal year the cut could be 2-3%
 - Hiring and spending freeze continue
 - The Provost is approving mission critical hiring and spending

- Staff Excellence Fund
 - The Provost's Advisory Committee on Staff Compensation has received a wide range of suggestions on ways to use the Staff Excellence Fund
 - The committee expects to make recommendations to the Provost soon

III. Discussion Items

- Graduate admin staff in the departments are experience an increase in workload as a result of changes in HR and enrolment processes related to graduate students

Action: The Dean to encourage Chairs to use graduate income sharing revenue to address staffing concerns.

- Concern was expressed about job security if the Provost's Task Force on IT recommends centralizing activities
 - The Dean assured committee members that the intent of this task force is to rationalize IT activities, not to centralize them

Meeting adjourned at 2pm.