

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

Thursday, February 14, 2008
1pm – 2pm
E2 3324

MEETING NOTES

Present:

Carol Kendrick, Architecture
Rick Forgett, Engineering Machine Shop
Andy Barber, Mechanical and Mechatronics Engineering
Cutberto Santillon Rios, Electrical and Computer Engineering
Ralph Dickhout, Chemical Engineering
Dave Walsh, Engineering Computing
Nenone Donaldson, Dean's Office
Kim Boucher, Engineering Undergraduate Office
Bill Pudifin
Adel Sedra
Linda Kenyon

Regrets:

Bruce Stickney, Civil and Environmental Engineering
Bev Rogers, Management Sciences
Tariq Naqvi, Systems Design Engineering

I. Information Items

Linda Kenyon provided an update on all-staff meeting scheduled for February 28th. A notice has gone out to staff soliciting topics to address at the meeting. Committee members provided the following suggestions:

- Space update
- Short- and long-term parking implications of space expansion
- Update on the activities of DSAC
- Update on faculty, staff, student numbers, performance to target on Vision 2010 goals
 - Applications/admissions for fall 2008
- The Abu Dhabi program: how it will affect staff

II. UW staff recognition program

The committee discussed ideas for a new university-level staff recognition program. Members strongly supported the adoption of a performance-based system similar to the UW "Outstanding Performance Award" for faculty members.

III. Staff training

Committee members shared feedback from staff in their areas regarding staff training.

The following problems were identified:

- Courses offered by the University Office of Organizational and Human Development focus on soft skills
- With the exception of the courses offered by IST, staff members have few options for developing hard skills
- Training for technical staff is expensive and generally not available on campus
- Many staff members feel that workload prevents them from pursuing training opportunities
- Staff in some areas are reluctant to ask their managers for training
 - managers in some areas are unaware of policies regarding staff training
 - some managers do not have funding for training or are unaware of funding options available
 - managers in some areas are not flexible about time
 - some managers will not give staff permission to take courses which are not directly related to their current responsibilities

The following courses of action were proposed:

- Bringing these problems to the attention of chairs, associate deans, and directors
- Identifying specific staff training needs within the Faculty of Engineering and developing offering courses at the Faculty level to address them

Action: Adel Sedra to share with Catherine Scott the general view that courses currently offered by the University Office of Organizational and Human Development, which focus on soft skills, are of limited use to staff in the Faculty of Engineering.

Action: A discussion of staff training to be added to the agenda of the next Engineering Planning Committee meeting.

IV. Task Force on Staff Issues Report

Action: Committee members to review the task force report and to email their top 2-3 priorities to be addressed at upcoming meetings to Linda Kenyon.