

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

Thursday, June 19, 2008
1pm – 2pm
E2 3324

MEETING NOTES

Present:

Carol Kendrick, Architecture
Ralph Dickhout, Chemical Engineering
Bruce Stickney, Civil and Environmental Engineering
Bev Rodgers, Management Sciences
Andy Barber, Mechanical and Mechatronics Engineering
Tariq Naqvi, Systems Design Engineering
Tracie Wilkinson, Centre for Business, Entrepreneurship and Technology
Dave Walsh, Engineering Computing
Nenone Donaldson, Dean's Office
Rick Forgett, Engineering Machine Shop
Shabnam Ivkovic, Engineering Undergraduate Office
Bill Pudifin
Adel Sedra
Linda Kenyon

I. Information Items

Vision 2010 Plan update is now on the web. Adel Sedra encouraged DSAC members to review the update and bring any questions, comments or concerns to the committee

- Note that the tremendous growth in staff hiring is distorted by the regularizing of a number of PDEng positions in 2007/08

Discussion: No mention of the machine shop in the plan.

Action: L. Kenyon to discuss the possibility of including a brief update on the machine shop in future years with the the Director of Planning.

II. Outstanding Performance Awards

Only three departments have forwarded nominations for the 2008 Outstanding Performance Awards.

Action: Committee members to urge their chairs and unit heads to forward nominations.

Action: L. Kenyon to send reminder to chairs and unit heads.

III. Committee Membership

At the end of 2009, the terms of all committee members will be expiring.

Decision: The terms of committee members will be adjusted as follows:

- Architecture December 2009
- CBET December 2010
- Chemical December 2009
- CEE December 2010
- Dean's Office December 2008
- ECE December 2009
- Eng Comp December 2009
- Eng Machine Shop December 2009
- Eng UG Office December 2010
- MSci December 2008
- MME December 2009
- SDE December 2008

Once these terms are over, members from all units will be appointed for a two-year term. The order above is the order in which the chair of the committee will be appointed.

IV. Other Business

- The Faculty of Engineering's submission of ideas for using the UW staff excellence fund.
 - **Action:** B. Pudifin to draft submission.
- Priorities for the fall:
 - Staff training
 - Career path
 - Job reclassification