

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

Thursday, October 16, 2008
1pm – 3pm
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
Shabnam Ivkovic, Engineering Undergraduate Office
Leo Rothenburg
Linda Kenyon

Regrets:

Carol Kendrick, Architecture
Bev Rodgers, Management Sciences
Tracie Wilkinson, Centre for Business, Entrepreneurship and Technology

MEETING NOTES

I. Information Items

- Draft Memorandum of Agreement for staff has been circulated to all staff members
 - The Dean noted that the MOA has not yet been approved by the Board of Governors.
 - Members of DSAC noted that the memo was drafted by the executive of UWSA without consulting widely, but agreed that the document was a first step in formalizing the relationship between staff and the university.
 - The Dean noted that the document includes a comprehensive list of policies relating to staff.

Action: L. Kenyon to contact UWSA and suggest that when document is approved and put on the UWSA website, live links to all of the policies be included.

- Office of Human Development course offerings
 - Dean reviewed the course offerings and solicited the committee's feedback on the Leadership for Results offering
 - Committee members who had taken the course found it generally very elementary, useful as a refresher on basic concepts
 - IST courses much more useful

Decision: Committee will develop a list of specific courses that would be useful to staff members in Engineering modeled on those offered by IST. Several topics were suggested, including

- career paths (HR)
 - job reclassification (HR)
 - hiring procedures (HR)
 - UW's financial system (Finance)
 - student records (Registrar's office)
 - work requests (Plant Operations)
- Other topics will be added to this list once the Staff Development Survey has been completed.

II. UW Staff Excellence Fund

- Committee discussed specific recommendations to the Provost's Advisory Committee on Staff Compensation for replacing the discontinued Special Recognition Award Program for University Support Staff

Action: L. Rothenburg to draft a memo on the committee's behalf and forward it to the Provost's Advisory Committee on Staff Compensation.

III. Staff Development Survey

- A first draft of the Staff Development Survey was circulated.

Action: S. Ivkovic, R. Forgett, and A. Barber to incorporate committee's suggestions into the survey and circulate it electronically to committee members for feedback.

Action: Once committee is happy with the survey, S. Ivkovic to submit to Office of Research Ethics for approval.

Meeting adjourned at 2:30pm