

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

Thursday, September 18, 2008  
1pm – 3pm  
E2 3324

**MEETING NOTES**

**Present:**

Carol Kendrick, Architecture  
Ralph Dickhout, Chemical 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  
Leo Rothenburg  
Linda Kenyon

**I. Staff Training**

**Action:** L. Rothenburg to follow up with the Office of Human Development regarding the courses offered and their suitability for staff training needs in Engineering.

**Action:** A. Barber and S. Ivkovic to develop a draft survey for Committee members to use to assess the specific training needs of staff in their areas.

**II. Committee membership**

- Bonnie Neglia to join group effective October 1
- Given the resignation of the current chair and with no rep from ECE currently on the committee, N. Donaldson will serve as chair until December 31, 2008
- D. Walsh will serve as vice chair, then assume chair January 1, 2009
- D. Walsh to serve as the DSAC rep on the Nominating Committee
- DSAC members serving on EFC: C. Kendrick, A. Barber, N. Donaldson, D. Walsh
- ECE position still vacant

**Action:** L. Rothenburg to talk to M. Sachdev about filling the vacancy

### **III. Outstanding Performance Awards**

- Committee members discussed selection criteria and agreed on the following guidelines:
  - winners should not be selected based on years of service
  - no restriction on which department winners are from (ie, it's okay for winners to come from the same department two years in a row)
  - committee members may vote for the candidate from their own area
- Reviewed nominations and selected this year's winners:
  - Linda Lyman, Dean of Engineering Office (Administrative)
  - Terry Ridgway, Civil and Environmental Engineering (Technical)
- Next year, call for nominations will go out in April with a deadline for submissions that
- will allow committee to select winners at the June meeting
- Call for nominations to include the following guidelines for format of nominations:
  - one page maximum
  - no attachments or enclosures
  - provide specific examples to support assertions

### **IV. Priorities for the fall term**

- Training
- Career path

### **V. Other business**

- The issue of parking was raised. L. Rothenburg clarified that faculty do not get preferential treatment in the assigning of parking spaces.