

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

Thursday, April 23, 2009

1pm – 3pm

E2 3324

- Present:** Andy Barber, Mechanical and Mechatronics Engineering
Breean Doom, Systems Design Engineering
Rick Forgett, Engineering Machine Shop
Bonnie Neglia, Civil and Environmental Engineering
Andrea Piños, Dean of Engineering Office
Leo Rothenburg, Dean, Faculty of Engineering
Wendy Stoneman, Electrical and Computer Engineering
Dave Walsh (Chair) Engineering Computing
Tracie Wilkinson, Centre for Business, Entrepreneurship and Technology
Shabnam Ivkovic, Engineering Undergraduate Office
Ralph Dickhout, Chemical Engineering
Linda Kenyon, Dean of Engineering Office
- Regrets:** Carol Kendrick, School of Architecture
Julie MacMillan, Management Sciences
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MEETING NOTES

I. Information Items

- The DSAC mailman list is now up and running
 - The email address is DSAC@engmail.uwaterloo.ca
 - Only people on the committee will be able to send (or see) emails. All emails sent are archived on the site.

II. Report from the Dean

- L. Rothenburg recently attended a meeting of the National Council of Deans of Engineering and Applied Science (NCDEAS) where issues facing the engineering profession as well as the impact of the current economic state were discussed. The Dean reported that the University of Waterloo is in a much better economic position than other Canadian universities.
- The Dean provided the following report on the 2009 Ontario Budget:

- The provincial government has committed \$150 million in operating relief funding for 2008-09 for colleges and universities; UW will receive approximately \$6M of this funding.
 - The 10 percent Co-op Education Tax Credit rate has been increased to 25 percent and the enhanced 15 percent rate for small businesses to 30 percent; the maximum tax credit available was increased from \$1,000 to \$3,000 per work term.
 - \$780 million in infrastructure funding has been committed for universities and colleges. These funds will be matched by Federal funding through the Knowledge Infrastructure Program.
- NSERC introduced changes to this year's Discovery Grants Program (DGP) peer review system. The 2009 competition saw the introduction of a two-step process, whereby the scientific merit was assessed first and the funding level was recommended second. As a result, success rates went down but average grants increased substantially.

III. Memo from the Provost re: workload

- Discussion centred on the recommendation that units consider adopting flex time as a way of dealing with workload issues. Although this would work in some units, it is not practical for many. Concern was expressed about workload pressures increasing as faculty and student numbers continue to rise but staff numbers remain flat.

IV. Staff Training Survey

- Pinos presented a summary of information gathered through the staff training survey.
- She provided an overview of the kinds of courses staff in Engineering are looking for and courses that are currently available on campus. She reported that with the exception of technical courses, most courses sought by administrative staff are available on campus.

Action: A. Pinos to prepare a list of links to courses available on campus for posting on the DSAC website.

- The committee discussed the lack of training opportunities for technical staff, and identified lack of funding for training on new equipment as a problem.

Action: L. Rothenburg to bring forward at CAD the possibility of including a staff training component in CFI grant applications.

V. Vision 2010 Staff Relations Task Force

- The committee focused on the Career Development section of the report of the Vision 2010 Staff Relations Task Force.

Action: L. Kenyon to contact HR and request a presentation on career path jobs at a future DSAC meeting.

Meeting adjourned at 2:45pm. The next meeting is May 21, 2009.