

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

Thursday, March 19, 2009

1pm – 3pm

E2 3324

Present: Andy Barber, Mechanical and Mechatronics Engineering
Breean Doom, Systems Design Engineering
Rick Forgett, Engineering Machine Shop
Julie MacMillan, Management Sciences
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

Regrets: Ralph Dickhout, Chemical Engineering
Shabnam Ivkovic, Engineering Undergraduate Office
Carol Kendrick, School of Architecture
Linda Kenyon, Dean of Engineering Office

MEETING NOTES

I. Information Items

- None.

II. Report from the Dean

Budget

- The university budget will be presented at the April 2009 Board of Governors meeting for final approval.
- UW will undergo a 3 percent expenditure reduction for 2009-10, and a 5 percent budget cut for 2010-11. The hiring postponement will continue; the Provost will approve hiring in mission critical areas. Challenges for next year include the performance of the pension and endowment funds.
- Infrastructure at colleges and universities will receive a \$2 billion boost from the Federal government to repair, retrofit, and expand facilities. Universities can apply for this funding

with project proposals that are “shovel-ready” and can be completed in two years. The funding provided by the government must be matched by the University. At this time, the Provincial government has not committed any funds for this initiative.

- The provincial government will pay for graduate expansion as promised.

Iron Ring Ceremony

- The 2009 Iron Ring Ceremony will take place on Saturday, March 28 in order to reduce the number of unsanctioned activities that took place when the ceremony was held on a Friday.
- Arrangements have been made for additional police to patrol the campus on the Thursday and Friday evening before the ceremony.
- GradComm has not planned any on-campus activities; students attending any off-campus activities will attend as individuals, not as UW students.
- The Faculty of Engineering will not condone any poor behaviour by students. Faculty and staff who witness poor behaviour are to report it to UW Police.

Dubai

- Recruitment is the main challenge of the UW-UAE initiative.
- On March 24, 2009 prospective students will be invited to attend an ‘open house’ of the Dubai Men’s College campus. There have been some perception issues because the facility is identified as a ‘Men’s College’, however both men and women will be accepted into the program. Leo Rothenburg, Acting Dean and Professor of Civil and Environmental Engineering, and Ali Elkamel, professor of Chemical Engineering will both speak at this event.

III. Staff Training Survey

- Committee members orally reviewed the results of the data generated by the staff training survey for each department.

ACTION: Committee members will email their data summaries to Andrea Piños.

ACTION: Leo Rothenburg and Andrea Piños will determine what kind of analysis can be done with the data summaries and will report back to the committee at the next meeting.

IV. Other business

DSAC Website:

- D. Walsh would like to make certain that the DSAC website is up-to-date for 2009.

ACTION: Andrea Piños will ask Karen Dubois to update the DSAC website to ensure all minutes from previous meetings are posted and the membership list for 2009 is current.

Dean of Engineering Outstanding Staff Performance Award:

- D. Walsh reminded the committee that the nominations process for the Staff Performance Awards takes place around the time of the annual staff performance reviews. Nominations are to be submitted by June 1st each year.

ACTION: Andrea Piños will ask Linda Kenyon to send out nomination forms to the Faculty for the Staff Performance Awards.

Update on Parking:

- UW Parking Services has announced a pilot project "in cooperation with the Federation of Students", to operate a shuttle service between the main campus and the Lot X (behind the Optometry building).
- The shuttle service will start Monday, March 23, and continue until the end of winter term exams. The hours of operation will be 7:30 to 9:00 a.m. and 4:00 to 5:30 p.m. each business day.

VISION 2010:

- D. Walsh reminded committee members that the planning process for the Faculty of Engineering is underway for 2009.

ACTION: Committee members are asked to review the report of the VISION 2010 Staff Relations Task Force and focus specifically on career development and training for further discussion at the next meeting.

ACTION: L. Rothenburg will revisit the possibility (as specified in the original plan) of establishing an HR expert within the Faculty of Engineering, with Adel Sedra.

Meeting adjourned at 2:15pm. The next meeting is April 23, 2009.