

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

**Monday, November 16, 2009
2—3:30pm
E2 3324**

Present: Dave Walsh (Chair) Engineering Computing
Adel Sedra, Dean of Engineering
Andrea Piños, Dean of Engineering Office
Andy Barber, Mechanical and Mechatronics Engineering
Bonnie Neglia, Civil and Environmental Engineering
Carol Kendrick, School of Architecture
Julie MacMillan, Management Sciences
Kristen Deckert, Systems Design Engineering
Linda Kenyon, Dean of Engineering Office
Rick Forgett, Engineering Machine Shop
Shabnam Ivkovic, Engineering Undergraduate Office
Wendy Stoneman, Electrical and Computer Engineering

Regrets: Ralph Dickhout, Chemical Engineering
Tracie Wilkinson, Centre for Business, Entrepreneurship and Technology

MEETING NOTES

I. Report from the Dean

- A. Sedra reported on his recent visit to Dubai to participate in the opening of the UAE campus. The main facilities, provided by our partner institution in the UAE, are excellent. The student residence is close to campus, but not within walking distance, something we need to improve next year. There are 23 students enrolled this term and they are as well prepared academically as UW students. Economically, Dubai is doing much better than it was in February, when the Dean last visited the area. Priorities for the year ahead include making sure these students succeed and recruitment.
- Waterloo has done well in a number of recent reputational rankings
 - Maclean's magazine ranked Waterloo Canada's most innovative university for the 18th year in a row; also ranked us best overall for 16 of 18 years
 - Waterloo ranked first or tied for first in career preparation, quality of education, and academic reputation in the Globe and Mail University Report Card this year

- Waterloo Engineering rose three places in the IT and Engineering category of the Times Higher Education World University Rankings 2009, to 27th worldwide, above such schools as Purdue, UT Austin, and Ecole Polytechnique

II. Discussion items

- The question of P-Cards was raised. The Dean indicated that the decision to move to P-Cards was made at the university level two years ago and that the Faculty of Engineering will not request exemption. We will be moving ahead with the implementation P-Cards.
- D. Walsh brought forward a request from the Machine Shop to skip its turn to chair DSAC.

Decision: Shabnam Ivkovic, Engineering Undergraduate Office, will be the chair of DSAC in 2010 and Julie MacMillan, Management Sciences, will serve as vice chair.

- D. Walsh reminded committee members that in the event they are unable to attend a DSAC meeting, they should not send an alternate.

III. Staff stats

- L. Kenyon presented revised NCDEAS stats to replace numbers presented at the last meeting which included Architecture faculty and staff but not Architecture students
 - Although raw numbers change, faculty/staff ratios remain the same
 - It is not possible to calculate comparative student/staff ratios because raw numbers for staff at other universities not provided
- L. Kenyon circulated a copy of the Annual Performance Indicators report
 - Staff to faculty ratio has remained relatively constant over the last 10 years at around 2.0
 - Age distribution data indicates that the university faces a significant challenge managing retirements
 - The full report is available on the web at http://www.analysis.uwaterloo.ca/docs/pi/PIReport_2009_FINAL.pdf

IV. Lieu time

- Various methods of tracking and granting lieu time were discussed. Very few departments have full flex time, but most have a formal or informal method of tracking time worked outside of regular hours and granting equivalent time off.
- The Machine Shop was a notable exception: due to the nature of the work in that department, staff members are paid overtime for extra hours worked.
- In all cases, work outside of regular hours must be approved in advance.
- Generally, lieu time must be used within the vacation year.
- Most departments have fixed hours, though some identify core hours and allow individuals to work different hours as long as they are there during core hours.

- In every case, staff members must have their regular hours approved by their supervisor and must work fixed hours
 - For example, in some departments and with approval, a staff member can work from 8am to 4pm each day, but may not come in at 8am one day and 8:15am the next.
 - Staff members who work anything other than 8:30am to 4:30pm must post their hours on their office door.
- The subject of closing over the noon hour was discussed. In many departments this is the practice, but in some service departments it is not possible. It was noted that in departments that are required to stay open, covering the noon hour can cause hardship for the staff.
- Generally, staff reported satisfaction with the arrangements in their departments; no particular problems were noted.

V. Communication: Best practices

- A full discussion of best practices with respect to communicating with staff was deferred to the next meeting.

Action: DSAC members to assess communication with staff in their area and come to the next meeting with suggestions for improvement. The goal will be to identify and share best practices.

- The strong relationship between stress and lack of communication was noted.
- The Office of Human Development offers an effective workshop on team communication.

Meeting adjourned at 3:20pm. The next meeting is Thursday, December 17, 2009 at 1:30pm.