

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

Friday, March 19, 2010

10:00 a.m. – 12:00 p.m.

E2 3324

Present: Adel Sedra, Dean of Engineering  
Andy Barber, Mechanical and Mechatronics Engineering  
Charlie Boyle, Engineering Machine Shop  
Kristen Deckert, Systems Design Engineering  
Breann Doom, Electrical and Computer Engineering  
Bert Habicher, Chemical Engineering  
Mike Hurst, Engineering Computing  
Julie MacMillan, Management Sciences  
Andrea Piños, Dean of Engineering Office  
Linda Kenyon, Dean of Engineering Office  
Bonnie Neglia, Civil and Environmental Engineering

Regrets: Shabnam Ivkovic (Chair) Engineering Undergraduate Office  
Carol Kendrick, School of Architecture  
Tracie Wilkinson, Centre for Business, Entrepreneurship and Technology

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**MEETING NOTES**

**I. Information items**

- Reminder of OHD Staff Conference April 6-7, 2010

**II. Report from the Dean**

- a) **Federal budget:** The Federal budget provided some positive news about research funding. More money was announced for NSERC, SSHRC and CIHR. As well, transfer payments from the Federal government to the Provinces was left intact, but it has yet to be seen whether the Province will pass it along.
- b) **Provincial budget:** There were some positive announcements in the throne speech but whether and how they will be implemented remains to be seen. The Province promised 20,000 new places in Ontario universities and colleges for domestic students. Waterloo Engineering's challenge will be to determine whether or not it is prudent to expand. There are some concerns about maintaining standards if we increase our numbers. We are already taking the top students. Are there enough good students in the pool?

A second possibly separate priority in the Provincial budget is to increase international enrolment. Waterloo already plans to recruit international students more aggressively. Our goal for 2010 was to increase international undergraduate

enrolment to 8%; we are up to 6%. Increasing international undergraduate enrolment helps our financial situation—half of the \$25K tuition per student comes to the Faculty. This additional revenue has helped us cope with budget cuts in recent years and has also been used to support additional faculty and staff. We may increase international undergraduate enrolment to as high as 10% depending on what the government provides.

- c) **UW budget:** The University budget for 2010-11 assumes that basic government funding will remain the same. Tuition fees are unknown at this time. Spring session tuition fees have been assessed following the same formula as in the past. A 3.5 budget cut has been announced for the coming year. The Dean will be meeting with department chairs to determine how to handle the cut, which is the highest in the last 7 years. The hiring freeze will continue but the University is committed to not laying off people. The Dean welcomes suggestions from staff for dealing with budget cuts.
- d) **Staff salary increase:** The university has offered a 1% scale increase for faculty and staff for the coming year. This year, inflation was around 1% so this offer seems appropriate. Neither the staff nor the faculty association has agreed to the offer at this point and it is unlikely that an agreement will be reached before May 1. The Provost has sent out a memo indicating that if the increase is higher than 1% layoffs or at least a hard freeze will be necessary. Engineering will certainly look at reorganization before layoffs are considered.
- e) **Visual identity:** Engineering has opted to keep a more traditional look using the university crest. A new colour—purple—has been adopted by the Faculty with strong support from the students.
- f) **UAE update:** We are predicting that we will meet our enrolment targets for the coming year and continue with our programs in the UAE. This year the number of applicants is up sharply, and in the UAE students put a lot of thought into applying and usually confirm. A high percentage of women have applied, and approximately one-third of applicants are from African countries.
- g) **Building update:** E5 will be ready for move-in within a month or two and should be fully functional by the fall. The Faculty is working hard to find the remaining funding for E5 and E6, which is also progressing as planned. Vacated space will be renovated and allocated to departments that are not moving into E5 and E6. There will be considerable changes in E3 in space vacated BY the student teams, the student shop and MME.

### III. Next Strategic Plan

- The Faculty is in the process of preparing the final Vision 2010 plan report and beginning to plan for beyond 2010. Chairs and Associate Deans have had a retreat to focus on undergraduate studies and next week will have another retreat focusing on graduate studies and research. Other retreats are planned through the spring term and brainstorming and seeking input from faculty, staff, students and other stakeholders will continue until the end of the year, when we hope to have a plan in place.

- Staff input will be solicited through DSAC at two stages. The Engineering Planning Committee will frame a number of questions for DSAC members to take to staff in their areas for input, and DSAC will be asked to provide comments on the draft plan.

#### **IV. Task Force on Staff Issues**

- Discussion on outstanding issues from the Task Force report was deferred to another meeting.
- Task Force on Staff Issues

#### **V. Guest speakers**

- Committee members were asked to provide ideas for possible guest speakers.

**ACTION:** L. Kenyon to invite someone from Career Services to speak to DSAC members about services available to staff.

*Meeting adjourned at 11:50am. The next meeting is on Thursday, April 22 at 1:30pm.*