

Faculty of Engineering
Dean's Staff Advisory Committee
Friday, February 18, 2011
10:30 a.m. – 12:00 p.m.

MINUTES

Present: Kristen Deckert, Breean Doom, Linda Kenyon, Jonathan Woodcock, Bev Rodgers, Mike Hurst, Adel Sedra, Rina Salazar, Phil Bezaire, Robert Wagner, Tracie Wilkinson, Carol Kendrick, Charlie Boyle, Bert Habicher, Sue Nelson (Secretary)

Guest: Janet Passmore, Associate Provost, Human Resources

I. **Guest Speaker: Janet Passmore, Associate Provost, Human Resources** (Handout)

Provided an overview of UWHR historically. Initially built a one year plan to stabilize HR, recruit for open positions, clear the re-classification backlog and build a three year plan. Traditional HR responsibilities included processes (payroll, benefits administration, etc.). OHD responsibilities are skill building. Now looking at work force dynamics to ensure we can hire the best people. The goal is to re-position HR to provide new services while still continuing to provide process administration. We are looking to be a leader in HR practices for our larger community. Currently HR is developing a three year plan This should be complete in the next 2-3 weeks. Ideally HR will shift from policing to enabling and will be proactive rather than reactive.

Janet responded to three particular areas of concern for DSAC:

Job Re-Classification

Managers are accountable for initiating the reclassification process however, this should be done in partnership with the staff member. HR interviews the manager and staff member jointly (unless there is some sensitivity). An evaluation is made utilizing the grid that is in place. If a manager is not receptive to initiating this process a staff member can initiate it directly with HR after three years.

If there are questions or concerns the Engineering HR Advisor, Rochelle Davies can be contacted to help.

It was suggested that it would be very valuable if our HR Advisor could be physically located within the faculty. They would gain a greater appreciation of our needs and challenges.

Action: Invite Rochelle Davies to some of our meetings.

Performance/Performance Management

Today's performance review process includes the completion of an on-line form with a rating that is to be sent to HR by March 15. This process will remain the same for 2011. Since 80% of UW's budget is for people,

performance management is very important. Performance reviews are not handled consistently. Some are submitted with a rating number only. The annual review has a negative connotation here. Ideally there should be on-going discussions throughout the year. The process has evolved into a system to determine pay increases rather than performance. The system for compensation is not working properly. There will be a proposal to begin to change this process.

It was noted that the OHD sessions for supervisors to teach them how to relate to staff are excellent and suggested that all supervisors should be taking them.

OHD/Training

Courses offered by OHD are all related to human skills. There are no specific technical courses offered. Technical training is challenging because it needs to be very specific.. There are staff in Engineering who have technical skill and knowledge . It was suggested that we should be utilizing this expertise and sharing this knowledge more widely. These individuals would have to be re-classified. Janet advised that it would be beneficial to create a small working group to explore this possibility.

In closing Janet advised that the campus has been underserved for a long time. However there are huge opportunities and ultimately we want UW to be the place where people want to work.

II. **Report from the Dean** – deferred.

III. **Visual Identity Update** – deferred.

IV. Town Hall Follow Up

Two points were addressed in relation to key priorities and aspirations. A staff member wondered if we are pursuing staff in the same manner as faculty in order to recruit the best. If we want to work to recruit the best then we need to make sure that the infrastructure and maintenance of that infrastructure is in place. In Engineering we need the support of the auxiliary units, plant ops, non-academic units, etc. in order to make Waterloo Engineering the best.

Action: DSAC members to provide the Dean with specific examples of problems with the support of auxiliary units.

It was noted that in some departments staff are not being asked to provide input for the plan. The Dean noted that as the plan is developed more input will be solicited.

V. Other Business

Bev has spoken to the Staff Association to invite someone to speak to DSAC regarding the Staff Excellence Fund.

Meeting adjourned at 12:00

