

FACULTY OF ENGINEERING
DEAN'S STAFF ADVISORY COMMITTEE

Wednesday, March 21, 2012

1 – 2:00 p.m.

CPH 2371

Minutes

Present: Robert Wagner, Rob Kraemer, Rina Salazar, Bev Rodgers, Linda Kenyon, Stephanie Massel, Carmen Caradima, Kristen Deckert, Liz Bevan, Steph Sempson, Sue Nelson (recording secretary)

Excused: Matt Oliver, Phil Bezaire, Adel Sedra

I. Preparation for Vision 2015 Staff Town Hall

- Thursday, March 22, noon-1:30pm, EIT 3142.
- In the Dean's absence Linda provided a brief synopsis of the key items to be covered in the Dean's Town Hall presentation to inform all DSAC members in advance of the meeting.
- The plan is still in draft form until all feedback is received from the various town hall meetings.
- The aspirations and six key priorities that guide the plan were reviewed.
- The Engineering Staff compliment will increase by 25% as of 2015. The Faculty compliment will increase by 20%.
- Four Staff objectives in the Plan: Customer Service, Improving Internal Communications, Recognize and promote faculty and staff achievement, support career long development of faculty and staff.
- Resources are in place to implement the plan objectives although processes will be developed during the plan period.
- Advice will be solicited from DSAC in order to achieve the staff objectives in the Plan.

II. Outstanding Staff Performance Awards

- Department heads and chairs will be asked to nominate one administrative and one technical staff member.
- Full time staff are eligible to receive the award. DSAC members are ineligible.
- Nominations are submitted to DSAC via the Dean for review.
- Nominations are normally due by mid-May. Decisions will be made at the June DSAC meeting.
- DSAC committee members are to remind department heads of these awards and alert them to the upcoming call for nominations to be sent by L. Kenyon.

III. Other Business

- The Staff conference is being held on April 3rd and 4th. DSAC Committee members are to encourage thier constituents to attend.
- DSAC members will meet with the external assessors on April 20th. Each will receive a copy of the draft plan to review prior to the meeting.
- The lengthy time required to fill open positions is due in part to HR processes. The revision of job descriptions may cause additional delays as has the mission critical requirement.