

FACULTY OF ENGINEERING DEAN'S STAFF ADVISORY COMMITTEE

Monday, May 14, 2012
1 – 2:30 pm
CPH 2371

Minutes

Present: Robert Wagner, Phil Bezaire, Carmen Caradima, Anca Constantinescu, Kristen Deckert, Stephanie Massel, Matt Oliver, Bev Rodgers, Rina Salazar, Adel Sedra, Stephen Sempson, Sue Nelson (Recording Secretary)

Regrets: Liz Bevan, Linda Kenyon

I. Report from the Dean

- Over his last several weeks of his term the Dean will conclude current initiatives and new initiatives will be undertaken in cooperation with the in-coming Dean to make the transition as seamless as possible.
- The Vision 2015 Plan is complete, published and hard copies mailed. A PDF version of the plan has been posted to the web.
- Some changes were made as a result of the Assessor visit.
- The departments and units will conduct annual reviews each spring/summer using updated data. Annual reports will be produced in September.
- Annual reviews will determine if the plan is proceeding as desired and will allow us to change direction if required to take advantage of new opportunities and challenges.
- Several changes of senior management at the Centre has/will occur.
- VP and Provost Academic - Sallie Ann Keller
- VP University Relations - Tim Jackson. This position includes communications, public affairs (media) and government relations.
- VP Advancement - Ken McGillivray will assume position on August 1/12. Includes fundraising and alumni relations. Now a more supportive relationship between DOE and Central Advancement.
- University Secretary – Logan Atkinson assumes position July 1/12.
- Chief Information Officer – to be announced soon.
- Fundraising for buildings will be a central activity for the faculty.
- Sedra will continue to work on fundraising for E7 when he retires.
- More space is required as a result of growth.
- DWE C-Wing renovations are expected to be complete by January 2013. Civil Engineering research and teaching labs will be located there.
- It is intended to improve the Courtyard created by CPH, DWE and E2 when the portable is removed.
- The Quantum-Nano building official opening is on September 19/12.
- The recruitment of CPR graduate students will be a focus of the faculty.
- In order to actively recruit graduate students, to improve our image and establish a reputation as a graduate school M. Bauman has been hired as the new Graduate Student Recruitment Officer.
- External Research funding for 2011/12 increased to \$66M. The Vision 2015 target of \$80M is possible.
- The Staff Relations Committee is working on revisions to Policy 18.

II. Debrief on the Vision 2015 assessor session

- A DSAC member commented that the WIE concept is used as a marketing tool to attract female students and faculty. Administrative staff are over-represented by females however, technical staff are under-represented by females and are not receiving the same level of support as female faculty and students. Staff commented to the external assessors that a lot of emphasis is placed on hiring female faculty but not on females in technical areas. Females in administrative roles feel they receive sufficient support. The assessors misinterpreted the comments made by staff and unfortunately included this in their report.
- Positive aspects of the faculty were stressed to the assessors: DSAC, undergraduate lab upgrades.
- Training, Development and Service were stressed as important issues.
- Technical courses are not offered on campus and the costs for training off-campus are very high. A suggestion was made to include a "surcharge" on research contracts that could be used for technical training.
- There are inconsistencies across the faculty with regards to job levels, expectations and rewards. Long term staff members are particularly affected by it.
- Internal communication should be horizontal rather than vertical.
- New positions proposed in the plan are very specific and may not be suitable for current staff members. This highlights the lack of career paths.
- More funds are required for IT and there are inconsistencies in service across the faculty. Staff comments were relayed to the Associate Dean Computing. There are three levels of IT service on campus: Central IST, Engineering Computing and Departmental IST staff. The three levels must be coordinated to work seamlessly together.
- A Chief Information Officer has been selected and will be announced soon.
- Needs of three groups of staff are different: technical, administrative, IST

III. Reminder re: Outstanding Staff Performance Awards

- A reminder has been sent to Chairs and department heads to submit nominations.
- DSAC members are to remind department heads in a couple of weeks.
- The nominations will be reviewed and a decision made on the two award recipients; one technical and one administrative, at the June DSAC meeting.

IV. Other Business

- A concern was raised about higher level USG positions and the steps being taken to prepare/attract current staff rather than going to external sources.
- There is a lack of career path initiatives.
- This was discussed by the Staff Relations Committee as it is a general concern at the university level.
- This is a good issue to discuss with the HR representative when they present to DSAC.
- Processes need to be in place to prepare internal staff for higher positions.
- Cultural change is needed in departments to encourage the development of career paths and cross training.

Next meeting: Thursday, June 14, 1-2:30pm, CPH 2371