

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

Friday, February 15, 2013  
9:00 – 10:00 a.m.  
E2 - 3324

**MINUTES**

**Special Meeting of DSAC**

**Present:**

Kristen Deckert, Systems Design Engineering, Chair  
Matt Oliver, School of Architecture, Vice-Chair  
Heather FitzGerald, Executive Officer  
Liz Bevan, Chemical Engineering  
Anca Constantinescu, Dean of Engineering Office  
Carman Caradima, Electrical & Computer Engineering  
Stephen Sempson, Engineering Computing  
Stephanie Massel, Conrad Centre  
Ian Taylor, Management Sciences  
Donna Kellendonk, Mechanical & Mechatronics Engineering (Acting for MME)

**Regrets:**

Pearl Sullivan, Dean of Engineering

**Minutes:**

**1. Staff Life Cycle Project (Kristen Deckert)**

- Deckert explained the Staff Life Cycle Project
- Engineering has been given the opportunity to solicit feedback from all staff members and provide to Bruce Mitchell, Associate Provost Human Resources.
- ACTION: Each DSAC representative will go back to respective area to seek feedback on the core areas outlined in the Staff Life Cycle Project document. (Deckert will distribute the document). Submit feedback in writing to Deckert by March 7, 2013.

**2. Future meeting, April 24, 2013.**

- a. Policy 18 discussion followed by Staff Appreciation Lunch

FYI. Prior to the Staff Appreciation Lunch, a presentation on Policy 18 will be held for all Faculty of Engineering Staff Members.