

FACULTY OF ENGINEERING
DEAN'S STAFF ADVISORY COMMITTEE

Wednesday, October 16, 2013
2:30 – 3:30 p.m.

E2 - 3324

MINUTES

Present: Pearl Sullivan, Dean of Engineering
Kristen Deckert, Systems Design Engineering, Chair
Matt Oliver, School of Architecture, Vice-Chair
Donna Kellendonk, Interim Executive Officer
Liz Bevan, Chemical Engineering
Anca Constantinescu, Dean of Engineering Office
Carman Caradima, Electrical & Computer Engineering
Cindy Howe, Engineering Undergraduate Office
Chris McClellan, Mechanical and Mechatronics Engineering
Stephen Sempson, Engineering Computing
Stephanie Massel, Conrad Centre
Ian Taylor, Management Sciences
Dawn Cheng, Recording Secretary

Regrets: Lisa Schneider, Civil and Environmental Engineering

I. Guest Speakers

Jeremy Steffler and Trevor Grove, Staff Association

Changes in new Policy since January 1, 2013 – Interpretation and Implementation

- Changes to Policy 18 were derived from lack of clarity and inconsistencies across faculties and issues of staff mobility
- Renewal of Policy 18 resulted from surveys, round table discussions and engagement of over 300 staff and campus community from March to May 2012.
- Key features and changes included:
 - Improved treatment of contract staff
 - Secondments are clearly defined
 - Manager training for performance and evaluation
 - Staff training and development, performance and progressive discipline with the underlying principle of staff rights (Policy 36 – Grievance Policy)
 - Organizational change will involve HR
 - Every employee should have a “development plan” on file

II. Report from the Dean

- Enrollments: 1500 Engineering and Architecture students were enrolled in September.
 - Biomedical Program was approved at Senate and expects 40 students to enroll next fall.
 - Engineering 7: plans for expansion of space and resources will require commitment. Experiencing a \$20 million shortfall.
 - University Rankings from Shanghai, QS, Times Higher Ed & Taiwan rankings are out. UW is ranked similarly as previous years.
 - Strategic Plan for 2015 was approved.
 - Differentiation: HEQCO Report is motivated by government underfunding. UofGuelph completed a report on Prioritization following the white paper on differentiation. They are one of the first universities to undergo the differentiation exercise.
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- Staff should be included to receive or access EFC materials. Check the **Constitution**. (Dawn)
 - Identify 3 things that are important to staff and send an email (DSAC Chair) to discuss at the next meeting.
 - Staff retention: when staff members leave there is a lot of disruption and causes downtime. Look into recognizing and rewarding staff for doing a good job.

III. DSAC Chair and Vice-Chair for 2014 (confirmed)

Chair – Matt Oliver

Vice Chair – Stephanie Massel

IV. Engineering Faculty Council 2014 Staff Representatives (4)

Includes:

Chair – Matt Oliver

Vice-Chair – Stephanie Massel

Plus two (2) more DSAC Representatives – Cindy Howe and Liz Bevan (or Stephen Sempson, if Liz is not reappointed)

One EFC staff representative to serve on the EFC Nominations Committee: Cindy Howe

V. Other Business

Meeting adjourned at 4:25 p.m.

Next meeting: **Thursday, February 19, 2014 from 2:30 – 3:30 p.m., E2 - 3324**