# YORK UNIVERSITY COUNCIL OF THE FACULTY OF SCIENCE AND ENGINEERING

## Meeting Minutes, Tuesday December 11, 2012

- Present: J. Amanatides, S. Alipour-Nazari, S. Benchimol, C. Bergevin, P. Cribb, T. Cuddy, M. Gasner, P. Hall, D. Hastie, E. Hessels, T. Kirchner, P. Lakin-Thomas, N. Madras, I.K. Maimets, S. Martelli, M. McCall, H. McLellan, A. Mills, B.J. Stutchbury, W. Tholen, G. Tourlakis, W. Van Wijngaarden (M. Stasiuk, Recording Secretary)
- 4.1 Minutes of the Meeting: Notes of the meeting of November13, 2012
  A. Mills motioned to approve the minutes. William Van Wijngaarden (seconded). Carried.

Introduced Trevor Cuddy the new Director of Academic Services

4.2 Matters Arising None

# **4.3** Inquiries & Communications

- William Van Wijngaarden, Senate Chair
- brought greetings to Science Faculty Council
- recognized those who are serving on Senate Committees -- Don Hastie (Interim Dean), Jochen Rudolph and Jack McConnell (Senate T&P), Katalin Hudak (Senate Executive), Bridget Stutchbury (Academic Policy, Planning and Research Committee), George Tourlakis (Curriculum & Academic Standards Committee) and Jianhong Wu (Honorary Degrees)
- Senate encourages every Faculty Council to have a report from Senate Committees as a standing item on the Council Agenda
- emphasised that faculty should follow procedures for getting new curriculum approved. If you have a new program you want to start, tell your Dean. There is also a form to fill out for submission to the Vice-President Academic and Provost
- Secretary of Senate is happy to respond to any questions
- Senate strongly encourages each Faculty Council to streamline their committees and procedures a function of a university is to maximize teaching and research and to keep administration to a minimum
- Senate has a big agenda this year, important matters are the Strategic Research Plan lead by Vice-President Haché, approval of various Lassonde School of Engineering matters and a host of changes

## 4.4 Dean's Remarks

#### D. Hastie:

No new information to report since last meeting

**4.5** Associate Deans' and Bethune Master Remarks

P. Cribb:

- -. New students coming in January 2013
- met the targets across various programs so please welcome them to your classes
- R. Tsushima: sends his regrets
- J. Amanatides:

- comment to students on Council -- good luck on your exams

- 4.6 Reports from Science and Engineering Representatives on Senate Committees
- **4.7** Reports of Committees

Consent Agenda

-- Science Curriculum Committee

- P. Cribb called for any questions, points to address. There were none

For Action

- -- E&P Report Vacancies on Senate & FSE Committees
- D. Hastie (moved to approve) and J. Amanatides (seconded). Carried.

#### 4.9 Other Business

B. Stutchbury moved motion to have all Faculty Council agendas and minutes be sent electronically vs. printed copies. J. Amanatides (seconded). D. Hastie proposed amendment that Council direct E&P to discuss the implementation of electronic distribution. B. Stutchbury and J. Amanatides agreed to the amendment. A. Mills called for a vote to pass on to E&P the amendment to discuss a better way to implement or deliver the agenda and minutes. <u>Carried</u>

\*\*\* 10 minute recess \*\*\*

### **4.8** PRASE (discussed after break)

Present: W. Tholen, Associate Vice-President Research, T. Pound-Curtis, Assistant Vice-President Finance and CFO, R. Faverin, Director, HR Finance/Procurement Services for Researchers and W. Gage Associate Dean, Research Faculty of Health and also sits on PRASE Steering Committee.

The following are a list of actionable items that have been dealt with

- it is no longer necessary to have Associate Vice-President sign expense claims over 5K
- if an expense claim has an error only the part that has the error is returned not the whole claim. Accounting will reimburse the part that is correct and deal with the corrected error separately
- notification procedure will be communicated via email
- instituted procedure for solving disputes

E. Hessels said that the services in place seem to be more a barrier than help on processing expense claims.

T. Pound-Curtis said that the new processes put in place in September have a better turnaround time.

G. Tourlakis pointed out the new changes were not communicated properly on September 2012, to Science faculty/staff. Not aware that boarding passes were no longer required. W. Gage assured him that the email did go out. He is working on a communication strategy to get the right information to the right people, at the right time.

W. Tholen introduced the Smart Buy concept and system.

A discussion ensued. Faculty members have concerns on being told where they have to purchase their equipment using the Smart Buy system. It is not always convenient to purchase with a P-card. Supplies needed quickly and can not wait for delivery as a whole day of research could be lost. Other companies such as, Home Depot have cheaper prices than Fisher Scientific which is part of the Smart Buy program T. Pound-Curtis explained that by buying in bulk faculty can obtain cheaper prices, and Smart Buy uses electronic billing which is more cost effective for Research Accounting.

W. Tholen re: Per Diem

- it is a Provincial directive to eliminate per diem, not a York University directive

- a discussion ensued regarding using a single or a dual policy. It is more cost effective for Research Accounting to use a single policy. York researchers have a variety of granting agencies, of which the majority are Provincial.

- It was suggested that when travelling to save all receipts and then the faculty member has the option later to decide on which grant to use to claim expenses.

- the per diem issue is presently being discussed in YUFA

A. Mills thanked the PRASE group for coming.

Alex Mills (moved) and Chris Bergevin (seconded) that the meeting be adjourned. <u>Carried</u>. The meeting ended at 4:40 p.m.