

Chairs' & Center Directors' Meeting Minutes

Date: April 8, 2016
Location: WCH – Room 443
Attendees: Reza Abbaschian
Guillermo Aguilar
Matt Barth
Bir Bhanu
Mitch Boretz
Marek Chrobak
Jay Farrell
Robert Haddon
Pat Hartney
Ashok Mulchandani
Nosang Myung
Walid Najjar
Kambiz Vafai
Albert Wang

Absent: Alex Balandin
Ravi
Akula Venkatram
Sharon Walker

1. Welcome and call for agenda items – Reza

No items were added to the agenda.

2. Approval of minutes – Pat

The minutes of the March 7, 2016 meeting were unanimously approved.

3. Space – Reza

Reza reported that the Bourns B 2nd floor Lab Renovation project has now been combined with the Bourns B 1st floor ventilation repair project. He reminded participants that the 1st floor ventilation system was discovered to be a recirculating system during the planning phase of the 2nd floor Renovation Project. As such, fumes from any chemical spill in a 1st floor lab would be recirculated to all other spaces on the first floor (except the Clean Room) including the large classroom. EH&S has given temporary approval to continue 1st floor lab operations pending timely repair of the ventilation system. He reminded the group that this 1st floor work needs to be completed as soon as possible since it's a safety related project. This ventilation repair project will necessitate a 4-6 week shut down of labs on the 1st floor. This shut down period was originally expected to occur in June/July 2016 but the entire 1st and 2nd floor project has been delayed up to 6 weeks so this shut down will now occur later in the summer. The project delay has been caused by additional work needed to meet current ADA requirements particularly related to the slope in the pathway to/from the building's disabled parking spaces. The Deans Office is working with UCR's A&E department and the project's architectural firm to assure that this 1st floor shut down occurs during the summer.

Reza noted the draft BCOE Space Allocation Guidelines attached to the agenda. In order to accommodate space needs of incoming BCOE faculty, several faculty labs have been consolidated. Impacted faculty will be getting better labs but less square footage. The draft guidelines indicate that faculty wet labs should be 600sf and computer labs should be 300sf. Additional space should be given for grad students, etc. As such, a BCOE wet lab faculty member should have ~800sf and a computational faculty member should have ~600sf. This draft guideline will be finalized at the next Chairs/Directors meeting.

The group then discussed the impact of the campus' new Responsibility Center Management (RCM) budgeting system on space. It was noted that the campus plans to provide detailed cost information on BCOE spaces during FY16/17. The RCM model includes the concept that an org can reduce its indirect costs by reducing its space allocation. During FY 16/17, the Dean's Office will work with departments on implementing RCM, including space charges, in BCOE.

4. Recharge Rationalization – Pat

Pat called attention to the Recharge Rationalization spreadsheet attached to the agenda. As part of UCR's new budget system, the campus will be funding many service providers such as Physical Plant, Mail Services, C&C and the International Scholar Center to provide Core services to academic units. Typical Core services include mail delivery, facility repairs and computer and phone system access. The budget to cover this Core level of services is being funded by reductions to revenue generating (principally academic org) budgets. These reductions are based on the average of the last three years of direct charges for these same services. In BCOE's case, these Core services have cost an average of \$532K/year paid from General Funds, Sale/Service, Contracts/Grants and Gifts. The campus is only requiring transfer of the portion paid from General and Sale/Service funds. In BCOE's case, this equals \$425K. The \$107K paid from Contracts/Grants and Gifts is not being transferred and therefore represents a cost savings to those fund sources. The spreadsheet details the breakdown of this \$425K by BCOE department and center. These amounts (in Perm funds) will need to be transferred to campus through the Dean's Office by April 15, 2016. There is no financial impact to BCOE departments and centers during the current fiscal year. It was noted that while these reductions will be significant to most departments and centers, they represent the amounts that would likely be spent on these same services each fiscal year. Also, departments and centers will benefit from not having to pay for these Core services from contracts/grants and gifts starting next fiscal year.

5. Commencement & Other Events – Pat

Pat listed the following upcoming BCOE events:

- **May 2, 2016 (Monday):** BCOE Council of Advisors Meeting from 8am to 5pm; BCOE Chairs and Directors will be invited to join the group for lunch that day
- **May 2, 2016 (Monday):** Reza's Farewell event hosted by Gordon Bourns and Mayor Rusty Bailey starting at 6pm on the Mayor's City Hall Patio; electronic invitations have been sent; RSVPs are needed; we have not heard back from all BCOE Chairs and Directors.
- **May 6, 2016 (Friday):** Linda Parker's Retirement from 3-5pm in WCH 443; this is also Linda's last day at BCOE.
- **June 10, 2016 (Friday):** College Meeting from 3-6pm; agenda items to include: Vacancy of Executive Committee Chair; Bioengineering; BCOE By-law change to include additional memberships for CEN and MSE (will then need to find appointees for those spots); Meeting will also incorporate College Farewell to Reza.

It was noted that since the CEN and MSE programs will now have one rep each, CEE should have two reps since it includes two programs (Chemical and Environmental).

- **June 11, 2016 (Saturday):** Graduate Student Commencement starting at 8am; faculty will be needed for hooding; hooding list will be available by April 15th; faculty have already been sent emails regarding ordering regalia and reminders will be sent out next week and again at the end of the month.

The Chairs requested that the Dean's Office consider organizing a Reception after the Grad Student Commencement. Reza will ask Joe Childers if the Grad Division is planning to hold such an event for all grad students. If not, Reza will discuss the possibility of coordinating such an event with Dean's Office staff. It was also noted that departments should encourage grad students to attend the Undergrad Commencement on Monday.

- **June 13, 2016 (Monday):** BCOE Undergraduate Commencement starting at 6pm; we will need faculty to attend this event though there is no hooding involved; a usual BCOE Reception will be held following the ceremony; volunteers are still needed for Commencement (a couple of BCOE departments have not yet responded).
- **June 30, 2016:** BCOE Endowed Presidential Chair will be announced prior to end of the fiscal year.

6. Departmental Updates

CE-CERT: Matt noted that CARB selected Riverside as the location to build its new lab. This lab will replace CARB's current one in El Monte. An 18 acre site on UCR's West Campus will be transferred from UCR to the State for this facility. This CARB lab relocation will benefit UCR and particularly CE-CERT. State General Services is starting the site planning process but the facility isn't scheduled to be completed until 2021. As part of this relocation project, SCAQMD offered to provide a \$1M endowment to CE-CERT. Matt will be following up on this endowment with SCAQMD.

7. Other topics/New items

No other items were discussed.



Chairs' & Center Directors' Meeting

April 8, 2016

Agenda

Winston Chung Hall – Room 443

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|----|---|------------------|
| 1. | Welcome - Request for Agenda Items from the Floor | Reza |
| 2. | Approval of Minutes from March 7, 2016 Meeting | Pat |
| 3. | Space | Reza |
| 4. | Commencement & Other Events | Pat |
| 5. | Departmental Updates | Chairs/Directors |
| 6. | Recharge Rationalization | Pat |
| 7. | Other topics/New Items | |

Please note next meeting will be on: Monday, April 18, 2016

Future Meeting Dates

2015

Monday, September 28
 Monday, October 12
 Monday, October 26
~~Friday, November 6~~
 Monday, November 23
 Monday, December 7

2016

Monday, January 11
 Monday, January 25
 Monday, February 8
 Monday, February 22
 Monday, March 7
 Friday, April 8
 Monday, April 18
 Monday, May 2
 Monday, May 16
 Monday, June 6
 Monday, June 20
 Friday, July 1

SPACE ALLOCATION GUIDELINES

BOURNS COLLEGE OF ENGINEERING

Introduction

Space is one of a university's most important resources. Accordingly, allocation of space is critical to the overall success and future of the University and the Bourns College of Engineering (BCOE). The BCOE must be able to assign, or re-assign, an appropriate quantity and quality of space based upon current usage, greatest need, and strategic priorities. Within BCOE, the Dean allocates all of the space within the BCOE complex, which currently includes Bourns Hall, Winston Chung Hall (WCH), and portions of the Material Sciences and Engineering (MSE) building.

Space is classified into the following general categories and sub-categories:

- **Faculty Research Space:** Laboratory space being used to conduct funded and unfunded research at the BCOE. Laboratory space should not be used for dual lab/office space.
 - **Wet Lab:** Space that includes water, sinks, floor drains, and at least one chemical fumehood. Additional utilities such as air, natural gas, or vacuum may or may not be present.
 - **Damp Lab:** Space that includes water and sinks. Additional utilities may or may not be present.
 - **Dry Lab:** Space that is used for electronics/instrumentation research; space has no water. Additional utilities such as special electrical supply or shielding may or may not be present.
 - **Computation Lab:** Lab that focuses on computational research. Equipment is almost exclusively computers and related peripherals.
- **Instructional Space:** Space being used by a BCOE program for the primary purpose of undergraduate and/or graduate laboratory instruction. This category does include general classroom space managed by the university registrar.
 - **Wet Lab:** Space that includes water, sinks, floor drains, and at least one chemical fumehood. Additional utilities such as air, natural gas, or vacuum may or may not be present.
 - **Damp Lab:** Space that includes water and sinks. Additional utilities may or may not be present.
 - **Dry Lab:** Space that is used for computational or electronics instruction; space has no water. Additional utilities such as special electrical supply or shielding may or may not be present.
 - **Support:** Space used in support of laboratory instruction such as storage for instructional equipment and supplies, and laboratory preparation.
- **Office Space:** Space being used for office (non-lab) work at the BCOE.
 - **Faculty:** Regular office space for ladder-rank faculty. One faculty member per regular office.
 - **Lecturer:** Office space for lecturers. One full-time lecturer per office. Two part-time lecturers per regular office. For larger office areas – 60 to 70 ASF per PT lecturer.
 - **Visitors/Post-Doc:** Office space for visiting scholars and/or post-docs. Number of desks per office depends on room size. Two desks per regular office. For larger office areas – 60 to 70 ASF per visitor/post-doc. Distinguished visitors (e.g. NAE members) should be given consideration for a faculty office if available.

- **Teaching Assistant:** Office space for teaching assistants to hold office hours, grade, etc. Number of desks per office depends on room size. Two desks per regular office. For larger office areas – 60 to 70 ASF per TA.
- **Graduate Student:** Office space for graduate students. Number of desks per office depends on room size. Three desks per regular office. Maximum occupancy is one desk per 45 ASF.
- **Administrative:** Office space for administrative staff. Number of desks per office depends on room size and staff functions.
- **Resource Space:** Space which is typically a shared BCOE resource such as a conference room, copy/mail room, or centralized lab facility. Space can be used for research, instruction, or administrative support.
 - **Laboratory:** Space used for shared research purposes such as an analytical facility or sample preparation area.
 - **Technical Support:** Space used in support of research, instruction, and/or administration such as a machine shop or computer server room. These types of spaces are typically overseen by one or more technical staff members.
 - **Conference/Seminar:** Space used for conference meetings, seminars.
 - **Student Activities:** Space used in support of student activities such as clubs, senior design projects, or TA/tutor sessions.
 - **Storage:** Space used for storage of records, large supplies, equipment, or other items.

Policy

The Dean is committed to identifying and securing appropriate space for faculty, students, and staff to do their work. However, the amount and type of space available to BCOE may not meet all needs and requirements for research, instruction, and administration. Special space requirements for research should be built into research contracts or proposals requiring such space. ***Resources to alter or upgrade existing spaces for new BCOE faculty members should be included in initial complement requests.***

If necessary to meet strategic goals and/or faculty growth needs, space will be assigned and reclaimed by the BCOE Dean based on an analysis of the effectiveness of the overall space usage. Criteria to evaluate the effective use of the BCOE spaces will include:

- **Appropriate Use:** The type and needs of the faculty research and/or instruction should match the lab type. Computer research/instruction should be carried out in dry lab spaces, not wet or dry labs.
- **External Funding Support:** Priority will be given to research spaces to new faculty members and those that generate significant overhead returns over the prior three years.
- **Graduate Students:** Part of the evaluation will include the number and level of students supervised and supported by the faculty member. This criterion will include the number and level of undergraduate students involved in the work as well as professional and support staff.
- **Laboratory Instruction:** Priority will be given for scheduled undergraduate laboratory instruction.
- **Beneficial Use/Strategic Needs:** Laboratory space that is beneficial to groups of faculty members, particularly for interdisciplinary research needs such as a common instrument core is valued. This criterion will also consider whether the use of space is consistent with BCOE's long-term goals. The

Dean will maintain a long-range plan that addresses anticipated growth in research areas, space requirements for new faculty, plans for renewal and renovation of laboratory space, and other strategic concerns. The effective use of space will be evaluated within the context of this plan.

BCOE department heads, working with the BCOE Dean, are charged with preparing a long-term plan for space allocation and for reviewing space-allocation choices and current space usage within each department.

The BCOE Dean will review the allocation of space periodically in consultation with the BCOE department heads. This assessment will be reviewed by the department chairs in consultation with their respective faculties with the goal of optimizing the effective use of the space.

Per Faculty Research Space Guidelines

Subcategory	ASF base
Wet	600
Damp	500
Dry	400
Computer	300

Office Space Guidelines

Category	ASF base
Faculty Member	130-140
Emeritus Faculty Member	65-70
FT Lecturer	110-140
PT Lecturer	55-70
Postdoctoral Researcher	55-70
Visiting Researcher	55-70
Graduate Student	35-45

Periodic Review of College Spaces

Space allocations will be reviewed as required by the BCOE Dean's Office in conjunction with Department Chairs.

Two weeks prior to the beginning of a new quarter, each departmental FAO will provide listings of current graduate students, post-doctoral researchers, visiting researchers, support and administrative staff, and part time lecturers assigned to spaces to the BCOE Facilities Manager.

The UCR Facilities Management System will be updated on a quarterly basis by the BCOE Facilities Manager and reviewed by the BCOE Assistant Dean of Administration and Finance. Rudimentary BCOE space schematics and spreadsheets of space assignments will be maintained by the BCOE Facilities Manager.

Requests for exceptions to the above guidelines, as well as for additional space needs, will be submitted in writing to the BCOE Dean through the BCOE Facilities Manager. The documentation provided will contain the necessary justification to support the requests.

Recharge Rationalization Three-Year Average Impact (FY13-FY15)

	BIEN	CE-CERT	CEE	CSE	CNSE	ECE	ME	WCGEC	Dean's Office	Dean's Unallocated	Grand Total
C&G, Gift, & Aux/Fees											
C&C	873	4,175	363	939		472	1,567	42	2,724	5,631	16,786
HR		58									58
ISC		4,325	3,423	4,725		2,482	233				15,188
Mail		368							859		1,227
Media					42				549		691
Phy Plant & EH&S	1,810	20,167	1,579	51	4	2,258	346	16,983	30,135		73,334
Police		81		23					495		598
Shredding									4		4
C&G, Gift, & Aux/Fees Total	2,683	29,174	5,366	5,739	46	5,212	2,147	17,025	34,866	5,631	107,888
Amounts for Genral Funds and S&S funds are being pulled by the Campus.											
General Funds											
C&C	15,575	1,570	20,256	26,110	2,093	21,618	17,550		27,412	33,339	165,522
HR				334			61				395
ISC	828		438	1,462		1,220	2,950		2,427	49,422	58,746
Mail	4,603	365	6,539	6,905		6,607	6,432		20,250	1,939	53,639
Media	376		317	149	50	32			1,672	491	3,087
MicroSupport			35		847		65				947
Phy Plant & EH&S	1,804		5,785	1,070	4,858	602	2,906		4,336	63,583	84,946
Police	23			23		46	178		299	30	599
Shredding	8		38	54		104	70		84		358
General Funds Total	23,217	1,934	33,409	36,107	7,848	30,229	30,212	0	56,479	148,804	368,239
Sales & Service											
C&C	50	9,213	3,495	203	2,210	2,329	1,063		2,613	32	21,209
Cashier		125									125
ISC			190			665	173				1,028
Mail		3,136	102						1,224		4,462
Media		45	96						1,120		1,261
MicroSupport					81						81
Phy Plant & EH&S	22	11,822	686		4,627	1,404	6		10,267		28,833
Pipeband			58								58
Police		17							147		164
SBS		50									50
Shredding									12		12
Sales & Service Total	73	24,408	4,627	203	6,918	4,398	1,242	0	15,382	32	57,284
Total Needed >	23,290	26,343	38,035	36,311	14,766	34,627	31,454	0	71,862	148,836	425,523

Total indicated is needed in General, PERM funds by Wednesday, April 13th. Provide an FAU to Alissa to process a BEA.

* All expenses reimbursed by the Dean's Unallocated removed from departs: REFC, REIAA, REIMB, REIEF, RERET, REMAT, REGSR, and RETAS & REGSF (CWF)

**All under CEN and MSE moved under Dean's Unallocated due to the fact that the College covers all expenses.