

Chairs' & Center Directors' Meeting Minutes

Date: September 8, 2008 (12:00 to 2:00 pm)

Location: EBU II – Room 443

Attendees: Abbaschian, Reza
Balandin, Alex
Barth, Matt
Boretz, Mitch
Bhuyan, Laxmi
Haddon, Robert
Hartney, Pat
Lake, Roger
Mahalingam, Shankar
Matsumoto, Mark
Parker, Linda
Ravishankar, Chinya
Schultz, Jerry
Yan, Yushan

Absent: Bhanu, Bir
Norbeck, Joe

The agenda for the meeting is shown in Appendix 1.

1. Welcome – Request for Agenda Items from the Floor – Reza

Mitch added Tech Horizons to the agenda.

Reza recently met with Chancellor White and was very impressed with his dynamic vision for the campus. Chancellor White wants help from BCoE and CNAS in ascending to AAU status. Reza has invited him to visit CE-CERT and will invite him to visit the CNSE Clean Room. Also, Reza has invited Chancellor White to this Fall's BCoE Faculty Meeting (near the end of October) and to meet with the Chair and Vice-Chair of BCoE's Council of Advisors.

2. Minutes Approval - Pat

The revised minutes of the 8/18/08 Chairs/Directors meeting were unanimously approved.

3. Graduate Education – Mark

Mark distributed the latest FY 08/09 Grad Student enrollment data for UCR dated 9/2/08. BCoE's number of incoming grad students peaked at 162 and is now at 158. Mark expects the final number to be around 150. There is no central fellowship funding update. As of now, there is only central fellowship funding for 122 grad students which would cause a deficit. The Grad Division may still redistribute funds to BCoE. Reza stated that BCoE will provide funds to keep commitments to students, if needed. Reza will be meeting with the EVCP soon to discuss this topic. The new Grad Division Dean has indicated that

more grad students should be targeted by BCoE. Grad Student recruitment cycles are starting including recruitment visits. Jim Dexter is working with departments to update brochures and can assist with departmental posters. Mark suggested that names not appear on posters so they can be used for several years.

4. Undergraduate Education - Ravi

Ravi distributed a document which summarized the number of BCoE Freshmen and Transfer students that applied, were admitted, were accepted and have enrolled this year. He noted that the total number of Freshmen acceptances has increased by 43% from last year to 538. In addition, he expects there to be about 30-40 transfer students. Ravi hoped that, eventually, the number of BCoE Transfer students will be over 100 per year. BCoE Student Affairs is reaching out to six Community Colleges but payoff is long-term. A second handout summarized the numbers and percents of incoming BCoE Freshmen that have placed in various levels of college Math. 12% of incoming Freshmen are at the AP Credit level but 10% are classified as Community College Referrals which means they will probably not graduate as engineers. In total, 50% of incoming Freshmen are ready to take calculus but 50% aren't prepared. Ravi will send names of these students to department Chairs but it was noted that these names should not be circulated electronically. The Math department will again offer special sections for engineering students this AY. It was noted that the Math department is being reviewed this year by UCR's Academic Senate and that this review should include input from BCoE. Ravi stated that he hopes to hire a new staff member in Student Affairs who will focus on outreach and the advising of prospective students. Lastly, it was noted that the intro courses in all BCoE departments should help retention.

5. Faculty Recruitment – Mark

Mark distributed copies of a draft advertisement for the three faculty positions in Energy/Materials that was drafted by Yushan with help from Roger and Alex. A question was raised if all three of these Energy-related positions should be in Materials. Reza responded that two of the three are carryovers from last year's search for five Materials faculty and it was decided at a previous Chairs/Directors Meeting that the 3rd position also be directed to Materials to provide a critical mass of Materials faculty. These three Energy/Materials appointments could be in any BCoE department. In addition, there will be searches for a new position in Civil Engineering and for faculty replacements in CEE, ME and CSE. BIEN will also have a search carried over from last year. Reza stated that Civil Engineering will eventually be its own department but an interim 'host' department will be needed. Mechanical Engineering may be the most appropriate 'host' department. The Civil position will be focused on Sustainability. Mark asked for input on the draft Energy/Materials recruitment ad as soon as possible so that the search plan can be submitted to campus. Members of the search committee for these three positions will be comprised of MSE Committee members. The departmental MSE Committee members will also serve on their department's individual search committees since all departments will have individual search committees (except EE).

6. BCoE Centralized Purchasing Proposal – Pat

Pat distributed a document entitled "Establishment of a Centralized Purchasing Office for BCoE Departments." Pat stated that this proposal resulted from recent Purchasing staff vacancies in departments and in response to requests from departments for more (admin and technical) staff. Pat noted that although these requests for additional staff are justifiable, BCoE no longer receives staff funding tied to faculty appointments. New staff positions have to be proposed during the campus' annual budget cycle. He noted that there really wasn't a UCR budget cycle last year due to the impending state budget

crisis and there probably won't be a budget cycle this year. As such, there likely won't be any funding available for additional staff in the near term. The Centralized Purchasing Office proposal calls for transferring .5 FTE from each BCoE department and the Dean's Office to a 3 FTE central Purchasing Office. The remaining .5 FTE in the departments could be used to cover other crucial responsibilities. Departments would have the option to add funds to make 100% positions or combine .5 FTE's with another department. The Chairs responded that most department faculty did not want to give up the close working relationships that faculty and grad students have with departmental Purchasing staff. Pat noted that he heard the same objections when he went through this same transition at USC and stated that most faculty experienced enhanced support and responsiveness with a centralized purchasing office. The Chairs will continue discussions on this issue with their faculty but were not optimistic of support.

7. TA and UCOP Funding – Pat

Pat distributed a packet of information on past and proposed TA and UCOP GSR funding to BCoE departments. He noted that annual TA funding to departments is determined by a formula that is weighted 25% on the number of incoming grad students and 75% on undergraduate workload FTE. Pat is waiting for FY 07/08 undergraduate workload FTE data to finalize these TA funding amounts. Allocations of UCOP GSR funds to departments are based on the proportions of total grad students in BCoE departments. In response to a question, Pat stated that UCOP GSR funding is unique to BCoE at UCR and is fixed at around \$300K per year. TA funding to BCoE is based on undergraduate workload FTE which has been at 29.72 for several years.

8. Other Items

Mitch stated that one of the lessons learned from last year's Tech Horizons event is that we need to start the planning process early. The proposed focus of Tech Horizons 2009 (TH09) is the technologies associated with the Aware Building. Ravi envisions that TH09 will start off with a one-day tech workshop, funded by the Aware Building's sponsor (ONR). The next day would include broader topics of interest to industry.



Chairs' & Center Directors' Meeting

September 8, 2008

Agenda

Engineering Building Unit II – Room 443

- | | | |
|----|---|------|
| 1. | Welcome - Request for Agenda Items from the Floor | Reza |
| 2. | Approval of Minutes from August 18, 2008 Meeting | Pat |
| 3. | Graduate Education | Mark |
| 4. | Undergraduate Education | Ravi |
| 5. | Recruitment | Mark |
| 6. | BCoE Centralized Purchasing Proposal | Pat |
| 7. | TA and UCOP Funding | Pat |
| 8. | Other Topics | |

The next scheduled meeting will be
Monday, September 22, 2008

Please note: Meetings will be held in EBU II – Room 443

UNIVERSITY OF CALIFORNIA, RIVERSIDE

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SANTA BARBARA • SANTA CRUZ

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Date: September 8, 2008

To: UC Riverside Deans

From: Charles F. Louis
Vice Chancellor for Research.
Lars Walton
Executive Director Government Relations.

Re: Call for pre-proposals for funding Fiscal Year 2010 Federal Priorities for UC Riverside.

Pre-proposals due by Monday, October 13th, 2008.

As an educational and research institution, the University of California Riverside has unique assets, personnel and opportunities that warrant national interest and investment. The campus will be working to secure federal funding as a national investment at UC Riverside on needs and issues of importance to the nation, and match UC Riverside's strengths and opportunities. However, the campus will only be able to support 2-3 requests. Requests for federal funding should be one time funding needs, address needs of national interest that cannot be addressed under current programmatic federal funding, and have near term objectives.

Additionally, there may be opportunities for UC Riverside to be the research partner in federal requests made in partnership with industry, agency or governmental organization; whereby the lead requesting entity would not be the campus, but the funding would include a portion for the campus to provide a valued service worthy of national investment in conjunction with the lead entity. In these cases, the partnership entity would be the lead with outreach and lobby interest, and the campus would be a collaborator and supporter. Partnership requests would be in addition to the UC Riverside federal priorities requests, but incorporated into the UC Riverside federal agenda for FY10.

The goal will be to seek funding from a broad range of federal agencies that support the types of research being conducted at UC Riverside (e.g., Department of Health & Human Services, Department of Defense, Department of Energy, Department of Agriculture,

Environmental Protection Agency, Department of Homeland Security, NASA, U.S. Geological Survey) and that these requests would have strong support from state and local government, defense, industry and other appropriate groups who would directly benefit. The goal should be that this funding will provide solutions or opportunities that are of national importance and worthy of national investment at UC Riverside; whereby UC Riverside possesses a unique solutions and/or opportunities that would be of benefit to the funding agency.

Proposals (a 2-3 page white paper) have to be ready for submission to our congressional delegation by December 2008, and the goal will be to get these into the FY10 federal budget request. At this time we need a pre-proposal that follows the attached outline from interested deans describing their proposed program that would meet these criteria. Pre-proposals not submitted through and endorsed by a dean will not be entertained. In the meantime, I would like to extend the offer to hold pre-proposal meetings with each of you to discuss and overview opportunities and ideas of potential projects for submission, including partnership requests. I would like to hold these meetings in the next couple of weeks. Please contact my office to schedule a pre-proposal meeting with myself and Lars Walton.

It will be very important that the final proposals be accompanied by letters from community partners (e.g. State and Local Government agencies, Department of Defense collaborators at an Inland Empire military base, and other Inland Empire industry groups and organizations) documenting the value to the partners of this program that is being proposed; proposals should list those likely to provide such letters in the pre-proposal. Evidence of previous success in obtaining significant (preferably federal) funding for the research program would be highly advantageous – i.e. it would provide documented evidence of the significance and peer evaluation of this program. Thus, applications from groups of funded faculty that have a common thematic program would have a much higher likelihood of funding than those from single investigators with a couple of graduate students.

The deadline for submitting pre-proposals (electronic to lars.walton@ucr.edu is **Monday, October 13th, 2008**. The goal will be to identify pre-proposals that fit within the guidelines of one of the eleven federal spending bills that have traditionally funded such legislator-directed awards; these pre-proposals will then be invited to prepare final white papers based on the criteria identified in the attached outline, and found to be aligned with the strategic priorities of UC Riverside, and the experience of the UC DC office as to the types of proposals that have been successful from other universities for such funding.

Should you have any questions, please call me at 2-4800 or by e-mail at clouis@ucr.edu or Lars Walton at 2-8324 or by email at lars.walton@ucr.edu. I look forward to holding pre-proposal meetings in the upcoming weeks.

Attachment: Pre-proposal outline

cc: Tim White, Chancellor
Ellen Wartella, EVC/Provost
Susan Harlow, Vice-Chancellor, University Advancement
Marcia McQuern, AVC External Relations

UC Riverside Initiatives: Federal Request

Request #:

Unit:

Program Description
Summary: (1-2 sentences) What is being requested Dollar amounts By whom Venue/Bill +Links in program agencies to support the line item funding
Need: (2-3 Paragraphs) National significance/need What are you trying to solve Why it is a problem (Statistics are helpful/cost of not solving it) Why has no one solved it (need for federal investment)
Funding Requested
2 Paragraphs (by general category/Requested Action/where/by how/cost-sharing) Why appropriation funding versus programmatic (competitive) funding
Uniqueness @ UC Riverside (Institutional Uniqueness)
Paragraph-articulate schools credentials Expertise/uniquely qualified of requestor People Research Facilities
Benefits of Program (UCR, IE, CA, US)
Optional: How could proposal be replicated as a model
Community of Collaborators
Community of Support
1. Identification of supporters / lobby support / industry supporters 2. Outreach program & agenda
Value of Program to Partners/Supporters

Chairs' & Center Directors' Meeting Dates 2008-09

(Currently all set for Mondays)

Noon – 2 p.m.

Location: EBU II 443

2008

July 14

August 18

September 8

September 22

October 6

October 20

November 3

November 17

December 1

December 15

2009

January 12

January 26

February 13*

February 23

March 13*

March 23

April 6

April 20

May 4

May 18

June 1

June 15

June 29

New Dates as of September 8, 2008

(Change made due to conflict with Dept. Chair's Lunch Bunch)

BCOE GRADUATE STUDENT RECRUITMENT STATUS: 2008-09 COHORT

Graduate Division Data as of September 2, 2008

Program	Apps	Admits	Accepts	Target	% of Target
BIEN	61	23	11	15	73.3%
CEE	116	50	24	22	109.1%
CS	453	121	55	52	105.8%
EE	469	119	51	40	127.5%
ME	120	32	17	22	77.3%
Total	1219	345	158	151	104.6%

Unit	Apps	Admits	Accepts	Target	% of Target
BCOE	1219	345	158	120	131.7%
CHASS	1187	343	208	194	107.2%
CNAS	1387	358	175	227	77.1%
DBS	37	12	3	4	75.0%
AGSM	361	142	77		
GSOE	213	112	89	16	
Total	4404	1312	710	561	

560 561

Graduate Division Data as of September 2, 2007

Program	Apps	Admits	Accepts	Target	% of Target
BIEN	39	14	8	8	100.0%
CEE	113	45	22	20	110.0%
CS	335	90	43	35	122.9%
EE	315	91	43	35	122.9%
ME	98	54	34	23	147.8%
Total	900	294	150	121	124.0%

Graduate Division Data as of September 2, 2008

Program	International Students			
	2007	2008	2007	2008
BIEN	17	5	4	8
CEE	84	28	15	28
CS	276	60	26	93
EE	279	77	32	97
ME	76	43	26	21
Total	732	213	103	247

Domestic Students

Program	Domestic Students			
	2007	2008	2007	2008
BIEN	22	9	4	15
CEE	29	17	7	22
CS	59	30	17	28
EE	36	14	11	22
ME	22	11	8	11
Total	168	81	47	98

All Students

Program	All Students			
	2007	2008	2007	2008
BIEN	39	14	8	23
CEE	113	45	22	50
CS	335	90	43	121
EE	315	91	43	119
ME	98	54	34	32
Total	900	294	150	345

MAJOR	APPLIED				ADMITTED				ACCEPTED				ENROLLED			
	Fall 2007	Fall 2008	# DIFF.	% DIFF.	Fall 2007	Fall 2008	# DIFF.	% DIFF.	Fall 2007	Fall 2008	# DIFF.	% DIFF.	Fall 2007	Fall 2008	# DIFF.	% DIFF.
FRESHMAN																
Bioengineering	368	399	31	8.4%	355	386	31	8.7%	48	85	37	77.1%	48	75	27	56.3%
Chemical Engineering	212	322	110	51.9%	190	283	93	48.9%	35	38	3	8.6%	28	32	4	14.3%
Computer Engineering	471	572	101	21.4%	385	444	59	15.3%	64	109	45	70.3%	54	98	44	81.5%
Computer Science	489	541	52	10.6%	422	438	16	3.8%	76	86	10	13.2%	57	72	15	26.3%
Electrical Engineering	378	433	55	14.6%	345	364	19	5.5%	46	59	13	28.3%	40	54	14	35.0%
Engineering Other*	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Environmental Eng	97	140	43	44.3%	85	133	48	56.5%	15	36	21	140.0%	15	35	20	133.3%
Information Systems	43	65	22	51.2%	42	56	14	33.3%	11	7	-4	-36.4%	10	7	-3	-30.0%
Limited	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Materials Science & Eng	0	317	317	n/a	0	291	291	n/a	0	17	17	n/a	0	15	15	n/a
Mechanical Engineering	959	909	-50	-5.2%	893	837	-56	-6.3%	146	171	25	17.1%	124	150	26	21.0%
Total	3,017	3,698	681	22.6%	2,717	3,232	515	19.0%	441	608	167	37.9%	376	538	162	43.1%

TRANSFER																
Bioengineering	40	42	2	5.0%	27	23	-4	-14.8%	3	5	2	66.7%	0	0	0	n/a
Chemical Engineering	43	39	-4	-9.3%	26	22	-4	-15.4%	4	4	0	0.0%	0	0	0	n/a
Computer Engineering	33	31	-2	-6.1%	13	14	1	7.7%	3	3	0	0.0%	0	0	0	n/a
Computer Science	84	87	3	3.6%	45	39	-6	-13.3%	5	6	1	20.0%	0	0	0	n/a
Electrical Engineering	74	76	2	2.7%	38	36	-2	-5.3%	5	8	3	60.0%	0	0	0	n/a
Engineering Other*	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Environmental Eng	15	10	-5	-33.3%	8	4	-4	-50.0%	2	1	-1	-50.0%	0	0	0	n/a
Information Systems	13	15	2	15.4%	3	2	-1	-33.3%	3	1	-2	-66.7%	0	0	0	n/a
Limited	5	2	-3	-60.0%	3	1	-2	-66.7%	2	1	-1	-50.0%	0	0	0	n/a
Materials Science & Eng	0	9	9	n/a	0	6	6	n/a	0	0	0	n/a	0	0	0	n/a
Mechanical Engineering	85	105	20	23.5%	49	54	5	10.2%	4	10	6	150.0%	0	0	0	n/a
Total	392	416	24	6.1%	212	201	-11	-5.2%	31	39	8	25.8%	0	0	0	n/a

TOTAL																
Bioengineering	408	441	33	8.1%	382	409	27	7.1%	51	90	39	76.5%	48	75	27	56.3%
Chemical Egr	255	361	106	41.6%	216	305	89	41.2%	39	42	3	7.7%	28	32	4	14.3%
Computer Egr	504	603	99	19.6%	398	458	60	15.1%	67	112	45	67.2%	54	98	44	81.5%
Computer Science	573	628	55	9.6%	467	477	10	2.1%	81	92	11	13.6%	57	72	15	26.3%
Electrical Egr	452	509	57	12.6%	383	400	17	4.4%	51	67	16	31.4%	40	54	14	35.0%
Engineering Other	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0	0	n/a
Environmental Egr	112	150	38	33.9%	93	137	44	47.3%	17	37	20	117.6%	15	35	20	133.3%
Information Sys	56	80	24	42.9%	45	58	13	28.9%	14	8	-6	-42.9%	10	7	-3	-30.0%
Limited	5	2	-3	-60.0%	3	1	-2	-66.7%	2	1	-1	-50.0%	0	0	0	n/a
Materials Science & Eng	0	326	326	n/a	0	297	297	n/a	0	17	17	n/a	0	15	15	n/a
Mechanical Egr	1,044	1,014	-30	-2.9%	942	891	-51	-5.4%	150	181	31	20.7%	124	150	26	21.0%
TOTAL	3,409	4,114	705	20.7%	2,929	3,433	504	17.2%	472	647	175	37.1%	376	538	162	43.1%

Count of SID	MATH						
MAJOR	AP Credit	CC Referral	Math 5	Math 8A	Math 8B	Math 9A	Grand Total
BIEN	5	5	12	8	6	14	50
CEN	12	7	22	23	11	18	93
CHEN	3	3	4	9	12	9	40
ELEN	6	7	12	9	3	18	55
ENCS	12	7	12	17	5	19	72
ENEN	1	4	6	10	1	7	29
IS	1	1		3			5
MCEN	17	12	17	19	21	37	123
MSE	1	4	6	3	4	2	20
Grand Total	58	50	91	101	63	124	487
Count of SID		%					
MATH	Total						
AP Credit	58	12%					
Community College Referral	50	10%					
Math 5	91	19%					
Math 8A	101	21%					
Math 8B	63	13%					
Math 9A	124	25%					
Grand Total	487	100%					
Total calc ready	245	50%					
Total not calc ready	242	50%					
	487	100%					

Math 2008-09 Placement Matrix							
MAE Part I (9)	MAE Part II (60)	Placed in Intermediate Algebra	Placed in Math 4	Placed in Math 8A	Placed in Math 5	Placed in Math 8B	Placed in Math 9A
	0-28		X				
0-9	0-14	X					
0-5	15-18	X					
6-9	15-18			X			
0-9	19-28			X			
	29-35				X		
	36-41					X	
	42-60						X
Rules for Placement (specific to those students in CNAS and BCOE with a some exceptions to CHASS Majors):							
1. If score on MAE Part II is less than or equal to 14, then placement is Intermediate Algebra.							
2. If score on MAE Part II is between 15-18 and the score on MAE Part I is less than or equal to 5, then placement is Intermediate Algebra.							
3. If score on MAE Part II is between 15-18 and the score on MAE Part I is between 6-9, then placement is Math 8A.							
4. If score on MAE Part II is between 19-28, then placement is Math 8A.							
5. If score on MAE Part II is between 29-35, then placement is Math 5.							
6. If score on MAE Part II is between 36-41, then placement is Math 8B.							
7. If score on MAE Part II is between 42-60, then placement is Math 9A.							

**THREE FACULTY POSITIONS
UNIVERSITY OF CALIFORNIA, RIVERSIDE
BOURNS COLLEGE OF ENGINEERING**

The Bourns College of Engineering at the University of California, Riverside invites applications for three tenure-track or tenured faculty positions at the Assistant, Associate, or Professor Rank. The College is seeking highly qualified faculty candidates with excellent track record in the area of materials research for clean energy conversion and storage. Examples of the specific research areas include fuel cells, solar cells, batteries, super-capacitors, and renewable hydrogen production and storage. The successful applicants can elect to join one of the five academic departments: Bioengineering, Chemical and Environmental, Computer Science, Electrical, Mechanical, and may also elect to be affiliated with the newly established Materials Science and Engineering program which integrates across all five departments. Individuals with vigorous research programs and demonstrated productivity are strongly encouraged to apply for the senior rank. More details are provided at www.engr.ucr.edu/facultysearch/.

THIS WAS WRITTEN FOR THE MATERIALS ONLY --- OTHER LINES like CEE (separation), ME (separation), CS (separation), and CIV (new) can be incorporated here if desired

We anticipate that the successful applicant will complement the highly motivated and entrepreneurial spirit of the College faculty, contributing significantly to the success of future teaching, research, and service accomplishments. Incumbents are expected to initiate and sustain strong sponsored research and graduate training programs.

⁸⁷
The Bourns College of Engineering is proud of its faculty's accomplishments and rapid growth. The College currently has ~~80~~ faculty members, 1300 undergraduates, more than 300 graduate students, and more than \$30 million in annual research expenditures. The College is home to ~~three~~ interdisciplinary and multidisciplinary research centers: The Center for Environmental Research and Technology (CE-CERT), the Center for Research in Intelligent Systems (CRIS), and the Center for Nanoscale Science and Engineering (CNSE).

Search committees will begin reviewing applications as early as December 1, 2008. To apply please register through the weblink at www.engr.ucr.edu/facultysearch/ and submit the requested PDF files. For inquiries and questions, contact us at facultysearch@engr.ucr.edu.

The University of California, Riverside is an Equal Opportunity/Affirmative Action Employer.

Establishment of a Centralized Purchasing Office for BCoE Departments

Background: Currently, BCoE departments are responsible for all purchasing, and expense/travel/entertainment reimbursement activities for their staff, faculty and students. Approximately 3.3 staff FTE are devoted to these activities in BCoE departments and the Dean's Office. There is little coordination among departments for these activities and several departments do not have adequate backup capabilities to cover purchasing staff absences, leaves, retirements and departures. As such, the absence of purchasing staff can cause major disruptions to departments and delays in processing purchase orders and reimbursements. The current tenure of BCoE purchasing staff varies from 2 months to 7 years with the average of approximately 2.1 years.

Proposal: A centralized BCoE Purchasing Office could be established to process all department purchase orders and reimbursements. The proposed staffing of this Office would be 3.0 FTE. Each BCoE department and the Dean's Office would contribute .5 FTE to this Office. It is envisioned that 2-3 existing purchasing staff in the departments would transfer to the centralized Purchasing Office. One of the positions in this Office would be established at the Specialist level and would be responsible for day-to-day supervision of the other two (AAIII) positions. Although the Purchasing Office would report to the Dean's Office, significant input and operational guidance would come from an Oversight Committee. Departments would have several options to use the remaining .5 FTE not transferred to the centralized Purchasing Office including: establishing a 50% position or adding funds from other sources to establish a 100% position to cover other critical departmental functions; partner with another BCoE department to jointly fund a 100% position to cover common functions; funding additional student workers, etc.

Advantages: BCoE has realized significant efficiencies in centralizing contract/grant proposal processing and academic personnel responsibilities. These centralized functions enable the hiring of staff dedicated to these important tasks. The multiple staff in these offices are able to provide coverage for staff vacations, illnesses, leaves of absences and departures. Also, the existence of different staff levels in these offices can provide opportunities for promotion and growth which encourages retention. It is envisioned that a centralized Purchasing Office would have these same efficiencies and advantages. Additional advantages include the opportunity to standardize the purchasing and reimbursement processes in BCoE to enhance accountability and respond to auditing requirements; the ability to handle the purchasing and reimbursement needs of new BCoE programs and departments such as MS&E and Civil Engineering without the establishment of new staff infrastructures, and efficiencies gained with having staff 100% dedicated to one function instead of several. BCoE departments would benefit by the transfer of a time-consuming and staff-intensive responsibility that traditionally has been covered by staff with other responsibilities. Of more importance is the opportunity to use the remaining .5 FTE to cover other responsibilities such as financial reporting, ABET, faculty/grad student recruitment, lab technician assistance, etc.

Disadvantages: The major disadvantage of a centralized BCoE Purchasing Office would be the possible loss of “personal service” and the existing close proximity of purchasing staff to department faculty, researchers and other staff. However, it is assumed that the current and envisioned electronic purchasing/reimbursement systems at BCoE and UCR will minimize the proximity issue and the efficiencies gained by having staff 100% dedicated to purchasing/reimbursements should enhance responsiveness and reliability which should overcome any loss of “personal service”.

Implementation: If agreeable by all BCoE departments and the Dean, the implementation of a centralized BCoE Purchasing Office could begin in the Fall 2008. The first step would be the establishment of a Purchasing Office Oversight Committee made up of staff (or faculty) representatives from departments and the Deans Office. This Committee would be responsible for the development of the initial implementation plan, the development of Purchasing Office policies and procedures, and input into annual purchasing staff performance evaluations. Also, early coordination with HR is important since a new Specialist position would need to be established and AAIH positions would need to be transferred or revised. Also, a suitable location would need to be identified (such as the open area in EBUII 459).

9/8/2008

TA Funding Allocation Model **FY 2008 - 2009**

BCoE Dept	2007-08 TA Allocations			2008-2009 Academic Year		
	Amount	% of total		Incoming Grad Students	Undergrad Workload FTE 2006-2007 (Adjusted)	2008-09 TA Allocations
BIEN	20,686	1.32%		Number 11	Number 8.98	Weighted Average Factor 0.03
CEE	145,273	9.27%		24	50.22	0.10
CSE	772,438	49.29%		55	363.09	0.50
EE	320,165	20.43%		51	112.09	0.21
ME	308,568	19.69%		17	121.44	0.17
Total	1,567,130	100.00%		158	655.82	1.00

Weighted Average:

Incoming Grad Students: 0.25
Undergraduate Workload FTE 0.75

Total FY 2008-2009 TA Funds Available 1,567,130

UCOP Allocations
FY 2007/08 and FY 2008/09

	Grad Students		UCOP Allocations	
	FY 06/07	FY07/08	FY 07/08	FY 08/09
CSE	106	117	109,498	103,942
EE	79	96	81,607	85,286
ME	34	51	35,122	45,308
CEE	62	63	64,046	55,969
BIEN		12	4,988	10,661
Total	281	339	295,261	301,166

Note: UCOP Allocations are based on the proportion of grad students enrolled in departments (in the previous fiscal year) to the total funds available (\$334,629 less 10% withheld by Dean's Office)

Total UCOP funds allocated to departments: 301,166

TA funding allocations to departments are based on a weighted average of incoming grad students (25%) and the most recent undergraduate workload FTE data available (75%)

TA and UCOP Funding by BCoE Department

