SUMMARY OF THE 8/27/2012 MEETING OF THE CU-BOULDER
ENGINEERING ADMINISTRATIVE COUNCIL

Brief Announcements
- Welcome back for the new school year
- College-wide faculty/staff meeting on 9/4/2012 at 3:20 pm in the DLC
- Engineering Advisory Council on 10/12/2012 in the DLC; admin council members should plan to attend at least part of the meeting

Administrative Council Mini-retreat Follow Up – Carin and Rob
Provocative propositions in education and research will be proposed by Nan, Carin, and Rob in response to the earlier discussion and presented at the next meeting. A follow-up meeting on conflict management with case studies and how they might best be handled will be explored. To move our research forward, Kurt recommends we identify 2-3 focus areas for the college, and tailor faculty searches to fill college-wide needs in these areas, guided by a faculty advisory committee. He also advocated for a senior hire in one or more of the multidisciplinary areas.

CNL-NCF Merger Plan – Kurt and Rob
The Nanotechnology Characterization Facility has been operating in a deficit, with some of the largest expenses being contracts for equipment maintenance. It has been proposed that it be merged (administratively and financially, but maintaining the current physical space) with the Colorado Nanofabrication Laboratory, with a financial model of a combined staff for user training, oversight and routine maintenance, no maintenance contracts (but some funds reserved for repair calls when needed), and low user fees to encourage use. In round numbers, it would be a $1 million per year operation, covered approximately 50% by the NNIN grant from NSF, 35% from user fees, and 15% by a request for staff support. Members of the Admin Council expressed support for the value of these two facilities and for their merger. It was recommended that the campus be asked to step up to at least a portion of the requested staff support, given that the facilities receive use from across the campus and our college and departments have already provided space and equipment matching funds. It was also recommended that the user fees be higher, perhaps in line with other universities such as UCSB and UW, and that the equipment be kept in good shape through use by trained personnel versus untrained users attracted by low fees.

Year-start Business Items for Departments
- Faculty searches: Rob asked Chairs to let him know their preferences on collective/coordinated searches beyond RASEI, MSE and BioFrontiers
- Office census: Rob noted that he sent out a spreadsheet of office assignments, which provides offices for all new faculty hires this year, as well as designated offices for new faculty from searches this year and next year. With additional faculty hires after that, we will need to develop new office space and/or no longer provide windowed offices for adjuncts, postdocs, retirees, etc or second offices for faculty with institute offices or administrative appointments
- Departmental budgets: They will be distributed in the next day or two, and include increases in staff and TAs from growth funding; Rob encouraged chairs to think strategically about their greatest needs (advising, accounting, marketing, etc) for added staff, and if any functions could best be shared between departments or at the college level
- Sabbatical eligibility: The possibility of the prior sabbatical counting toward the six years of service required before the next sabbatical has been raised; this possibility will be discussed at the campus level and is subject to clarification of regent policies

In Attendance: Rob Davis, Jackie Sullivan, Diane Sieber, Kurt Maute, JoAnn Zelasko, Jeff Sczechowski, Carin Knickel, Penny Axelrad, Dan Schwartz, Jim Martin, Keith Molenaar, Mike Lightner, Victor Bright