

MINUTES

COLLEGE OF ENGINEERING FACULTY ORGANIZATION (CEFO)

Thursday, February 9, 2017, 12:30 PM

Lunch available at 12:00 PM

EPIC Building, Room G256

The following individuals signed the attendance sheet:

R. Johnson, R. Smelser, S. Kamalasadán, V. Cecchi, J. McAdams, R. Manceaux, J. Hartman, M. Harkins, S. Pulugurtha, S. Hsiang, J. Gergely, C. Bonnetaud, J. Hildreth, D. Chen, R. Priebe, B. Parkhideh, T. Zhao, A. Nasipuri, E. Morse, L. Pound, F. Green, M.G. Hodgins, B. Rodriguez, B. Chowdhury, S. Sonéf, H. Fang, N. Zheng, U. Cali, H. Zhang, T. Zu, N. Barclay, N. Goudarzi, T. Nie, P. Tkacik, M. Uddin, D. Hoch, D. Sharer, Y. Zhang, N. Braxtan, M. Munir, J. Raquet, K. Weaver
(44 attendees)

1. Welcome

CEFO president Sukumar Kamalasadán called the meeting to order at 12:30 p.m.

2. Approval of Past Minutes (Sukumar Kamalasadán)

A motion to approve the minutes from the last meeting was made and approved, given the two following modifications: 1. slides from the graduate school (presented by Tom Reynolds) to be sent out and posted, and referenced in the minutes, 2. an additional award to be added to the recorded list.

Past minutes are kept on the CEFO website at <http://enr.uncc.edu/faculty-and-staff/cefo-faculty-organization/cefo-meeting-minutes>

3. Welcome for New Faculty, Introductions & Update (Dean Johnson)

- New faculty updates:
 - College: two new staff members (including Melissa Roy)
 - Office of Student Development and Success: Jim Hartman joined as new director of the Industrial Solutions Laboratory, replacing Terry Jordan who retired
 - ECE: new faculty member (Mihail Cutitaru, Teaching Assistant Professor), new temporary administrative assistant (Sherika Johnson), shared between ECE and SIBS
 - SEEM: two new faculty members and an academic advisor (Nickcoy Findlater)
 - CEE: one new staff member serving as undergraduate student coordinator
 - ETCM: one new faculty member in electrical ET, two new staff members (Melissa Berner and Alexis Jennings)
- EPIC director search: 2 finalists (Mike Mazzola from Mississippi State and Sonja Glavaski from DOE ARPA-E) coming again next week; faculty (especially EPIC faculty) involvement in the process is important.

- The Dean shared his update from his recent trip to Capitol Hill with all engineering deans. It looks like the increase in defense budget can seriously impact engineering programs in general; ramping down EPA, ARPA-E and other program in DOE could also hit our programs; national manufacturing programs also impacted; research funding could be impacted. Another issue is with immigration (the Dean will meet with a group of Iranian students and the office of ISSO this week). Nationwide many universities are seeing ~20% decrease in applications from countries not just the ones included in the ban. See the Chancellor's letter reassuring this university supports international students.

4. Travel Department Updates (Julie Hughes, Travel & Complex Payments Supervisor)

- Info from Julie Hughes will be sent out and posted
- Reminders about recent changes (July 2016): travel advance on exemption basis out of pocket expenses, encouraging depts. to max use of dept. purchasing cards (also reduces cost of out of pocket for traveler), any other thing that cannot be made on purchasing card, prepayment can be requested (vendor form needed), opened up delegate and authority program on campus (any reimbursement meeting a specific criteria, it qualifies for delegate authority – not reviewed by their office – processed within ~1 day, so travelers get their out of pocket expenses reimbursed much faster), post audit on a % basis (20%) – ~2% error rate. Average of \$4.51 over-reimbursed. One thing that came out of the 1st audit: lack of supporting documentation in regards to travel business purpose (make sure to include meeting invite, conference print out, plans to support business purpose, etc.)
- Biggest change this year: change in mileage policy (change made at the State level): wrap # of business days in with mileage reimbursement. The formula is embedded with the travel reimbursement form. Electronic form creation for daily mileage reimbursement is in progress. State vehicles requests are encouraged. Enterprise/National and Hertz are preferred car rentals
- To travel internationally, use federally approved airlines (especially if using grant funds)
- Question from the audience about foreign currency exchange: exchange documentation is needed for each transaction
- Plans for this year:
 - Electronic submission for vendor form
 - Ability for department to submit forms via their imaging system

5. Data Archival Services (Reese Manceaux (ramancea@uncc.edu), Data Specialist Librarian and Jeff McAdams (jmmcadams@uncc.edu)– Engineering Librarian)

- Slides were presented and will be shared
 - Partnered with UNC Chapel Hill Odum Institute – Dataverse
 - Can be used to share data, include in data management plans for grants etc.
 - Any format can be stored. Metadata would have to be added. GIS data can also be stored
- Advantages to using Dataverse
- Has the ability to control access, the capability to update datasets and track versions
 - Keeps statistics on # of downloads
 - Creates data citations automatically
 - Tabular data can be converted to multiple statistical software formats
 - No cost to UNCC faculty or students

- Help/support is provided
- A personal page can be created and customized
- Safe

Requirements for depositing

- Distributable/shared data
- Must not contain material from which subject/s can be identified
- (See other requirements on handouts)

Size/Type

- 2 GB per file size limit
- 1 TB per grant / project
- (get ok from Chapel Hill)

Data Management Plan (DMP)

- Budget last item in DMP. (Personnel time, HW/SW, backup system, documentation,...)
- For very large datasets, a budget is needed (~\$5k for consultation?), for smaller no
- Their office can help with creation of DMP

6. Closing and Adjournment (Sukumar Kamalasan)

Meeting adjourned at 1:20 PM