Engineering Faculty Advisory Committee  Monthly Meeting  
Friday, 12 February 2010  

Meeting with Dr. Kem Bennett,  
Vice Chancellor—Engineering, Director of TEES, Dean College of Engineering

Notes:

(1)  Topic: COE Guidelines for Acute Family Care  
From: EFAC Acute Care Subcommittee (Klutke, Amoto, Kundur, Schechter)  
Presented By: Subcommittee Representative

Last year, the EFAC discussed the issue of temporary duty reassignment for faculty who need to care for family members. It was mentioned that treatment was often inconsistent across departments and that both faculty members and department heads were unsure of what may or may not be appropriate. Dean Bennett requested that guidelines be drafted for his consideration. Over the summer, a group of senior women in the college drafted a proposal. The Dean commented on the proposal at the 18 September EFAC mtg. and an EFAC subcommittee consisting of Georgia-Ann Klutke, Nancy Amato, Deepa Kundur (non-EFAC committee member from Electrical Engineering) and David Schechter was formed to finalize a draft proposal to the Dean and the full EFAC subcommittee. The Subcommittee will provide a progress report.

(2)  Topic: Special Employment Accommodations  
From: Anonymous  
Presented by: Dr. Mark Burris, Civil Engineering

Could EFAC please discuss/consider other events such dealing with reduced appointments to allow child care over multiple years by necessity or by choice, unexpected serious illness/medical treatments during a semester, release for extended periods of time for startup firms, as well other discussions that would make this an even more desirable workplace.
(3) **Topic: Budget Cuts**  
*From: Dr. Jorge Alvarado*  
*Presented by: Dr. Jorge Alvarado, Department of Engineering Technology and Industrial Distribution*  

What is the College of Engineering (COE) planning to do to mitigate and minimize the effects of the budget cuts (or 5% reduction in spending) proposed by Legislative Budget Board?

(4) **Topic: Graduate Student Workers**  
*From: Dr. Jorge Alvarado*  
*Presented by: Dr. Jorge Alvarado, Department of Engineering Technology and Industrial Distribution*  

Why are Graduate Students not allowed to work as Student Workers over 15 hrs a week? In the past, they were allowed to work up to 20 hrs a week on non-research but course-related tasks. The new regulation provides very limited flexibility on the extent or nature of the tasks a graduate student can perform each week especially those funded by IEAF funds.

(5) **Topic: Mechanical Engineering Faculty Salaries**  
*From: Anonymous*  
*Presented by: Dr. Alan Palazzolo, Mechanical Engineering*  

I am not sure if this is precisely the right topic for EFAC but I am concerned about mechanical engineering. With such high demand for our graduates and increasingly higher salaries for mechanical engineers across the board are increasing but at TAMU, EE, CS and Chem Engr salaries are up to 20 to 25% higher on the average than comparable positions in mechanical. This is not consistent with the marketplace outside where salary differences between mechanical and these other fields is between 10 to 12 and at most 15% (according to multiple surveys available publicly.). This is based on the data from the outside world provided by the National Council of College Employers, which clearly states that the salaries in various engineering fields I mentioned are at most 10 to 12 or in the extreme case 15% different.
(6) **Topic: Texas Board of Professional Engineers:**

*Continuing Education Program CEP Requirements for Faculty Yearly License Renewal*

*From: Dr. Alan Palazzolo*

*Presented by: Dr. Alan Palazzolo, Mechanical Engineering*

The CEP rule requires 15 PDH (Professional Development Hours) per year. At least one PDH must be in the area of professional ethics, roles and responsibilities of professional engineering, or review of the Texas Engineering Practice Act and Board Rules. ([http://www.tbpe.state.tx.us/CEP_FAQ.htm#top](http://www.tbpe.state.tx.us/CEP_FAQ.htm#top)).

Could the COE prepare some guidelines for faculty on typical ways that these yearly requirements could be met through teaching, research and service?

(7) **Topic: Use of HUB Vendors for Computer Purchases**

*Brought by: Anonymous*

*Presented by: Dr. Carl Laird, Chemical Engineering*

*Note: This topic was discussed at the 13 November 2009 mtg. and shown as topic 6 in App. E*

Requiring the use of HUB vendors for computer purchases significantly harms research efforts. In particular:

1) Purchasing through HUB vendors can cause delays of a month or more because direct purchases (to the best offers) are not allowed.
2) HUB Vendors may require the purchase of a different warranty on equipment. One faculty member is currently ordering a laptop for which they were asked to pay a 3-year warranty ($200 over the regular price) even though most non-hub vendors offer 1-year free warranty on any computer. The 3-year warranty is not required. Furthermore, while it may be possible to find a HUB vendor that provides the standard warranty, this results in further delays. The faculty member still does not have the requested computer, after more than a month.
3) Several other faculty have raised concerns since HUB vendors are often more expensive then the lowest available price either locally or online. The use of HUB vendors can result in significant additional costs for research.

Can we return to the best offer purchase policy? For several faculty, computers are "lab supplies" that are critical to their research program. They cannot be delayed and/or purchased from any vendor. The use of HUB vendors can result in significantly more than an additional day or so. Effective use of federal and state research dollars depends on efficient delivery of required equipment and the freedom to select the most appropriate equipment based on price, quality, etc.

(8) **Topic: November 13 Mtg. Minutes (Appendix E). Any Further Changes??**
(9) How to Post Seminar Announcements on EFAC Weekly Faculty Calendar of Events
Please view email below for instructions from Ms. Pam Green on how to upload your dept.’s seminar announcements onto the EFAC calendar of events by uploading them onto your departmental online calendar. If any questions arise please contact the web designer: Donald at dstmartin@tamu.edu or 845-8439, he will be happy to help. Donald or Pam's staff will copy them from the dept. calendars and paste them onto the EFAC calendar.

> As mentioned above, we are making efforts toward using the information on
> the Dwight Look College event calendar as our sole source of event
> announcements for the weekly EFAC email and no longer use/need individual
> email requests. If you would help us by reminding EFAC at your next meeting
> of the importance of providing their department designee with all event
> information for posting on their calendar, it would insure that we are
> reporting and promoting all events.
>
> Thanks so much!
> Pam Green

(10) Any Additional Items from the Floor??

(11) Adjourn Meeting
APPENDICES
APPENDIX A

TEXAS A&M ENGINEERING

Engineering Faculty Advisory Council Schedule
2009-2010  12:30 - 1:30 p.m., Rm. 201 WERC

September 18, 2009
October 23, 2009
November 13, 2009
December 11, 2009
January 15, 2010
February 12, 2010
March 12, 2010
April 16, 2010
May 7, 2010

EFAC Roster

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Representative</th>
<th>email</th>
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<tr>
<td>AERO</td>
<td>Adonios N. Karpetis</td>
<td><a href="mailto:karpetis@tamu.edu">karpetis@tamu.edu</a></td>
<td>2010</td>
</tr>
<tr>
<td>BMEN</td>
<td>John Criscione</td>
<td><a href="mailto:jccriscione@tamu.edu">jccriscione@tamu.edu</a></td>
<td>2011</td>
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<tr>
<td>BAEN</td>
<td>Rosana G. Moreira</td>
<td><a href="mailto:rmoreira@tamu.edu">rmoreira@tamu.edu</a></td>
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<tr>
<td>CHEN</td>
<td>Carl Laird</td>
<td><a href="mailto:cdlaird@tamu.edu">cdlaird@tamu.edu</a></td>
<td>2012</td>
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<tr>
<td>CSEN</td>
<td>Nancy Amato</td>
<td><a href="mailto:amato@cs.tamu.edu">amato@cs.tamu.edu</a></td>
<td>Vice Chair 2010</td>
</tr>
<tr>
<td>CVEN</td>
<td>Mark Burris</td>
<td><a href="mailto:mburris@civil.tamu.edu">mburris@civil.tamu.edu</a></td>
<td>Secretary 2010</td>
</tr>
<tr>
<td>ECEN</td>
<td>Laszlo Kish</td>
<td><a href="mailto:Laszlo.Kish@ece.tamu.edu">Laszlo.Kish@ece.tamu.edu</a></td>
<td>2012</td>
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<tr>
<td>ETID</td>
<td>Jorge Alvarado</td>
<td><a href="mailto:alvarado@entc.tamu.edu">alvarado@entc.tamu.edu</a></td>
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<tr>
<td>ISEN</td>
<td>Georgia Ann Klutke</td>
<td><a href="mailto:klutke@tamu.edu">klutke@tamu.edu</a></td>
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</tr>
<tr>
<td>MEEN</td>
<td>Alan Palazzolo</td>
<td><a href="mailto:a-palazzolo@tamu.edu">a-palazzolo@tamu.edu</a></td>
<td>Chair 2011</td>
</tr>
<tr>
<td>NUEN</td>
<td>Yassin Hassan</td>
<td><a href="mailto:hassan@ne.tamu.edu">hassan@ne.tamu.edu</a></td>
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</tr>
<tr>
<td>PETE</td>
<td>David Schechter</td>
<td><a href="mailto:david.schechter@pe.tamu.edu">david.schechter@pe.tamu.edu</a></td>
<td>2010</td>
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APPENDIX B

-----BYLAWS of the ENGINEERING FACULTY ADVISORY COUNCIL-----

November 1979 (Revised July 1989)

ARTICLE I – PURPOSE

Section 1: To generate and develop broad ideas for the improvement and ultimate development of the College of Engineering and to suggest policies that will enable the College of Engineering to better serve the educational needs of the people of Texas.

Section 2: To advise the Dean of Engineering on matters of basic importance to the Engineering Faculty as a body.

ARTICLE II – MEETINGS

Section 1: No business can be conducted without a quorum of 7 members present.

Section 2: New members will be provided with a copy of the current Bylaws at the first meeting that they attend.

Section 3: At the first meeting of each September, Rules of Procedure will be adopted by the council.

Section 4: The Council shall regularly meet monthly on a specified date September through May inclusive.

Section 5: Special meetings will be held at the call of the Chair or upon petition of three members of the Council.

Section 6: Minutes of the Council meeting shall be promptly delivered to all EFAC members.

Section 7: All meetings of the Council shall be open to all faculty members as visitors. A faculty member wishing to present a matter for consideration of the Council shall do so through the Council Chair or their Departmental Representative.

ARTICLE III – MEMBERS

Section 1: The Council shall consist of one member from each academic department in the College of Engineering including one member from the Agricultural Engineering Department. Administrative officers are ineligible for membership on the Council.

Section 2: Members shall serve a term of three years. One third of the members’ term on the Council will expire each year.
Section 3: The current Departmental Representative shall hold the election of each Departmental Representative through a vote of all department faculty and administration. Any one member of the Department in which the election is being held may request oversight of the election by the Council. In the event of such a request, the Council as a whole will determine the procedure for the election.

Section 4: Newly elected members shall take office at the first meeting in May.

Section 5: Council members unable to attend shall send a substitute to act in their place.

ARTICLE IV – OFFICERS

Section 1: The Officers of the Engineering Faculty Advisory Council shall be a chair, a Vice-Chair, and a Secretary. Each shall be elected for a one-year term.

Section 2: A member of the Council must have completed one year on the Council before being eligible to serve as an officer of the council.

Section 3: If for any reason the Office of Chair shall become vacant, the Vice-Chair shall succeed to this office. If a vacancy occurs in any other office a member duly elected by the Council shall fill it.

ARTICLE V – VOTING

Section 1: Determination of the method of voting on matters presented to the Council shall be at the discretion of the Chair, unless a member of the Council requests a secret ballot.

Section 2: A simple majority vote of the members in attendance, provided that a quorum is present, shall be required to approve an ITEM FOR INVESTIGATION by the Council.

Section 3: A TWO-THIRDS majority vote of the members in attendance, provided that a quorum is present, shall be required to establish approval of the FINAL RECOMMENDATION OF THE COUNCIL on any item.

ARTICLE VI – COMMITTEES

Section 1: There shall be no standing committee on the Engineering Faculty Advisory Council.

Section 2: Special committees shall be appointed and instructed by the Chair as needed.

Section 3: With the authorization of the majority of the Council, the chair may appoint faculty members not serving on the Council to special committees with specific charges.
ARTICLE VII – AMENDMENTS

Section 1: The Rules of Procedure may be suspended by a three-fourths majority vote.

Section 2: These by-laws may be amended or repealed by a two-thirds majority vote of the members in attendance.

Section 3: Proposed alterations, amendments or repeals shall first be read at a regular meeting of the Council and voted upon at the next meeting of the Council.
APPENDIX C

Agenda and Minutes Procedures

From Hope Mireles   01 July 2009

Important Things to Remember

• Call for Agenda Items – Send email out to all EFAC members at least 2 weeks prior to next meeting. Include a deadline in your message for agenda items.

• Send Draft Agenda to Dean – Draft agenda needs to be emailed 1 week prior to meeting. Please send draft agenda to Hope Mireles. Also, copy Karen Barfield & Deena Wallace.

• Minutes – After meeting, minutes will be reviewed by Deena Wallace before posting on the EFAC website. But, until that happens, they are still in draft form and they shouldn’t be distributed outside the EFAC members.

• Confirm meeting dates/changes to Dr. Bennett’s schedule – ex: travel schedules, TAMU holidays or Board of Regents meetings.

• Past chairs – Lessard, Jennings, Maxwell, Schechter
## APPENDIX D

**Attendance List For EFAC Monthly Meeting on**
**Friday** 12 February 2010

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<th>Dept.</th>
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<td>PETE</td>
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### Alternates

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Minutes

**Members Present:** Alan Palazzolo (Chair) – MEEN; Adonis N. Karpetis – AERO; Michael Moreno (substitute for John Criscione) – BMEN; Juergen Hahn (substitute for Carl Laird) – CHEN; Jennifer Welch (substitute for Nancy Amato) – CSEN; Mark Burris – CVEN; Laszlo Kish – ECEN; Jorge Alvarado – ETID; Lewis Ntaiimo (substitute for Georgia AnnKlutke) – ISEN; Yassin Hassan – NUEN; David Schechter – PETE; N. K. Anand (substitute for Kem Bennett)

**Members Not Present:** Rosana G. Moreira - BAEN

Meeting began at 12:35 pm

Item #1 on the Agenda

(1) **Topic:** Introduction of Mrs. Sarah Morgan (Lead Office Associate – Mechanical Engineering)

Deena Wallace’s other COE commitments will preclude her continued service of providing the council mtg. minutes. Mrs. Morgan has graciously agreed to assist the council in this task.

Item #2 on the Agenda

(2) **Topic:** October 23 Mtg. Minutes (Appendix E). Any Further Changes ?

Item #3 on the Agenda

(3) **Topic:** Streamline the submission/collection/management of calendar events

From: Marilyn Martell Assistant Vice Chancellor, Vice Chancellor Engineering Office

Presented By: Donald St. Martin

The university has implemented a long-overdue online "master calendar" of events; Donald has customized the application for easy submission of event information to maximize exposure. Rather than
EFAC members/their department designee send event details to us as well as multiple other outlets, it can now be entered into an online template once. Once its been entered into the calendar "system", each event can be selected for inclusion (by keyword or interest area, for instance) by departments, colleges, individuals, etc. It's a very simple cut-and-paste function that simplifies the process and greatly expands the visibility of each event. We've already had several departments move to this process and the feedback is very positive. Because the EFAC members have taken on responsibility for providing department info, I think they will be glad to hear about this and get on-board. We just need to figure out the best way to provide this information to the group.

A presentation of the events calendar was shown. Events should be entered into their department calendar by the end of the week and will be uploaded to the EFAC calendar on Monday. Donald is working on getting Facebook linked to the EFAC page.

Michael Moreno – Asked if Linked In application would be added to the EFAC website.

Donald – Not at this time.

Adonios Karpetis – Asked if the minutes are going to be loaded to the EFAC page.

Donald – That link has already been applied and showed everyone where to find it.

David Schechter – Asked for an e-mail of links on the website to be sent out.

Donald – Will e-mail a summary of the presentation out which will include what is available on the website.

Item #4 on the Agenda

(4) Topic: COE Guidelines for Acute Family Care
   From: Georgia-Ann Klutke, Industrial Engineering

Last year, the EFAC discussed the issue of temporary duty reassignment for faculty who need to care for family members. It was mentioned that treatment was often inconsistent across departments and that both faculty members and department heads were unsure of what may or may not be appropriate. Dean Bennett requested that guidelines be drafted for his consideration. Over the summer, a group of senior women in the college drafted a proposal. The Dean commented on the proposal at the 18 September EFAC mtg. and an EFAC subcommittee consisting of Georgia-Ann Klutke, Nancy Amato, Deepa Kundur (non-EFAC committee member from Electrical Engineering) and David Schechter was formed to finalize a draft proposal to the Dean and the full EFAC subcommittee. Georgia-Ann will provide an update on the sub-committee’s progress.

David Schechter - Provided and reviewed a draft of the Workload Adjustment Guidelines for Acute Family Care.

Jorge Alvarado - Asked about how to cover a semester if a faulty member has to be out.
David Schechter - These are just scenarios and they are looking for feedback but in the event that a faulty member was out for an extended time the department would ask for volunteers to help cover the course. There would be no added funds to the department for this it would be strictly volunteer basis.

Laszlo Kish - Asked if this would include summer semester as well.

Jennifer Welch – Their department routinely grants faculty teaching release for situations like course development, heavy administrative loads, etc.

David Schechter – Acute family leave should not arise often. This is so faculty/staff can lighten their work load and take leave without pay but to find another faculty/staff member to help with course/work load while they are out.

Lewis Ntaimo – Asked what the difference is.

David Schechter – It is to help those that do not have enough sick leave.

Alan Palazzolo – What happens if no one with required experience to teach on days needed?

David Schechter – They are more concerned about the staff at this point.

Juergen Hahn – Concerns about the guidelines.

David Schechter – These are just scenarios to give everyone an idea.

Alan Palazzolo – Do departments have the resources in case this happens?

Jennifer Welch – Explained that issues have come up in their department and they find a way to cover the person that is out.

David Schechter – Asked that everyone read the draft closely, edit, make notes, and discuss this with your department head. E-mail this to Georgia-Ann Klutke, Nancy Amato or Deepa Kundur to discuss at the next meeting. This will have to go through the legal department for approval.

Jorge Alvarado – Wouldn’t legal have to go through the Dean’s office first?

Item #5 on the Agenda

(5) Topic: TAMU Lead PI Positions on QNRF Proposals

From: Anonymous

Through: Laszlo Kish, Electrical Engineering

TAMUQ cessation of TAMU lead PI positions for QNRF-NPRP. PIs from TAMU were constrained by TAMUQ for no logical reason. With this restriction TAMUQ eliminates competition of TAMU PIs since they are still allowing their faculty to bid while TAMU faculty cannot bid unless they let local TAMUQ faculty to lead. How do they intend to succeed in developing research portfolio with the help of domain experts that reside at TAMU if they alienate them?
Alan Palazzolo – 5 proposal submissions are allowed.

Laszlo Kish – Can you have a lead PI from TAMU?

N. K. Anand – Discussed limitations of TAMQ proposals, 35% funds to TAMU and 65% funds to TAMUQ on any given project. TAMUQ has a lab space problem. We do not have control over the TAMUQ branch campus. You can only be a lead PI if you are located in Qatar, the Co-PI can be from TAMU.

Jorge Alvarado – Asked if TAMUQ will expand their campus.

N. K. Anand – Does not know.

Item #6 on the Agenda
(6) Topic: Use of HUB Vendors
From: Anonymous
Through: Laszlo Kish, Electrical Engineering

The necessity of using a HUB vendor even for small purchases such as a computer keyboard or printer is a very absurd requirement. Basically, if for any cheap item in the order of $100 - $200, we have to use a HUB vendor, it means that we need to wait 3-4 weeks until we can receive the item that we need. Using HUB vendors almost always results in a very lengthy and cumbersome process with very large delays. Also, often HUB vendors offer prices much more expensive than Wal-Mart or Office Depot. I have not heard about any other university in US where such tight regulations are imposed. We faculty need the freedom to purchase whatever we need from the most convenient and affordable vendor. I do not want to spend my time and energy to waste one month to purchase a printer from a HUB vendor, when I can buy it just across the street in 10 minutes and at a much cheaper price! It is ridiculous to waste so much time and effort just for purchasing such trivial items from a HUB vendor. In addition, the service provided by these HUB vendors is very bad: overpriced items, long delays, poor quality of products.

N. K. Anand – Under state law and System Policies, the System is required to make a good faith effort to assist HUBs in gaining equal access and opportunities in our purchase of supplies and equipment. Everyone needs to make an effort to purchase from the HUB vendors, it may take a day longer but usually is not more expensive.

Jorge Alvarado – Was not aware that there was a list of HUB vendors that needed to be used.

N. K. Anand – We need to encourage department and colleagues to use HUB vendors.

Laszlo Kish – Have known of people to use HUB vendors and were unsatisfied with them.

N. K. Anand – Aware that it sometimes takes a day or so longer.

Mark Burris – Their department received a list last year to use.
N. K. Anand – Department Academic Business Administrator’s should have the list.

Jorge Alvarado – Asked what companies and items were on the list.

N. K. Anand - Lots of companies and all equipment/supplies.

Item #7 on the Agenda
(7) Topic: Closure of Ross St for Construction  
From: Nancy Amato
When will Ross Street be re-opened between the Bright and Richardson buildings? For several weeks now, it seems they have been done with work in that area and they have partially removed some fencing so that bicyclists and pedestrians can travel along Ross, but the fences facing Ross are still in place preventing crossing Ross.

N. K. Anand - Ross is open from the east of the Chemistry building. It will be at least 2 years before it is completely open.

(8) Any Additional Items from the Floor??

None

(9) Adjourn Meeting at 2:40 pm