

EXCOM meeting 02/14/13

- **College Space related ideas - Rama Venkat**

- Discussion to reevaluate space for Professors Emeritus and Engineering Student Organizations.
- UNLV guidelines clarified that there is no entitlement to office space that accompanies emeritus status. However, if the emeritus faculty is contributing significant amount to on-campus teaching, advising, or research/scholarly productivity (more than 25% FTE), space should be provided if available. The portion of office space allocated should be proportional to the contribution of department mission. Shared offices would be the norm for emeritus faculty maintaining less than full time involvement and contribution.
- Dean Venkat proposed to assign a common space for emeritus professors. Engineering will provide a shared office with 3-4 desks, file cabinets (1 per faculty), and telephone.
- Dean Venkat will communicate with current and future emeritus faculty regarding the new common office space.
- Most of the student organizations have space assigned in TBE B-124 (Lab space).
- The college needs the lab space back for future use.
- There are some student organizations without assigned space (IEEE, ACM, and Multicultural).
- Engineering needs to move all student organizations to a common space

**Action Item**

- **Plan to add co-supervisor for AAs – Rama Venkat**

- Discussion on proposal to add the College's Business Manager, Carmen Willis as co-supervisor for all Administrative Assistants in the College of Engineering.
- The co-supervisor will ensure effectiveness without interfering in decisions made by the designated supervisor. The co-supervisor will coordinate and facilitate the processing of work performance standards and probationary/annual evaluations according to HR established policies and procedures.
- The plan to add the Business Manager as co-supervisor for all AAs was approved unanimously.

- **Miscellaneous**

- Dr. Laxmi Gewali presented the first Computer Science Newsletter. Dr. Gewali will coordinate with the Director of Communications on the newsletter distribution.
- Harry Reid Center will be reorganized. Researchers will be reassigned to appropriate colleges. Possible reassignment of Dr. Hartmann to Mechanical Engineering.