

PROPOSAL TO RE-CHARTER
THE ENERGY RESEARCH CENTER
COLLEGE OF ENGINEERING AND COMPUTER SCIENCE
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
(Approved by Provost's Council on September 8th, 2009)

In accordance with the guidelines outlined in the Organization and Administration of Centers (Policy no. 150-60), the Energy Research Center shall be administered and organized as follows:

I. Name

This Center shall be named *Energy Research Center*.

II. Statement of Purpose

The primary purpose of the Energy Research Center is to promote, coordinate, facilitate and implement research and development projects in new or alternative energy sources, conservation and sustainability practices, and to bridge the gap between the state-of-the-art and the state-of-practice in energy utilization. Faculty, visiting scholars and postdoctoral fellows, graduate and undergraduate students will participate in the research projects and activities of the Center. The involvement of undergraduate and graduate students in research and development projects will be one of the key goals of the Center.

The activities of the Center are consistent with the mission of the University and support it through providing opportunities for faculty, scholars and students to engage in research, scholarship, and active learning. The research opportunities provided by the Center will promote innovation, creativity, and intellectual growth in the area of energy research. Moreover, the Center will provide a path for engagement with local agencies and firms involved with energy research and management. The Center will also reinforce the University's commitment to excellence.

III: Organizational Structure of the Center

The Energy Research Center will operate under the auspices of the College of Engineering and Computer Science (CECS). The Center Director will manage and oversee the activities of the Center and will provide leadership. The Director will report to the CECS dean. An Advisory Board will support the Director and the Center.

Director

Under the oversight of the CECS dean, the Center Director will be responsible for overseeing the day-to-day activities of the Center, the handling of Center's resources and funds, and the overall direction of the Center. Responsibility for the direct operation of a specific program may be delegated, as may other responsibilities of the Director as necessary. Moreover, the Center Director shall be a member of the Institute on Sustainability Advisory Board.

Advisory Board

The Center will have an Advisory Board whose function is to provide advice and guidance on the Center's research and educational plans. The Advisory Board also acts as a resource for developing project sponsorship. Members of the Advisory Board will consist of faculty members who are active and have expertise in energy research, representatives from the energy industry and utility community.

IV: Selection of the Director and Advisory Board

The Center Director and members of the Advisory Board will be appointed by the CECS dean. The Center Director will be a faculty member in the College of Engineering and Computer Science, and the selection will be based on the ability, expertise and interest of the faculty member. The selection of the Advisory Board members will be based on the expertise and level of activity for the faculty members and the specific area of expertise for the industrial members.

V: Management of Funds and Resources

The Center shall be a self-supporting operation, funded by research grants and contracts, design clinics, cooperative agreements, and foundation donations. These funds will be handled by the University Corporation or the University Foundation, as appropriate.

Funds obtained by faculty members associated with the Center will be used for research support including equipment, faculty release time and summer salaries, student stipends, operating expenses, travel, and support for visiting scholars and postdoctoral fellows.

Funds, which are obtained by the Center with no specific designation of a faculty member, will be used for the same purposes as listed above. In addition, such funds may be used for conferences, publicity materials, development of proposals, and any other activities that support the overall research purpose of the Center.

If any surplus funds are available at the time the Center is dissolved, such funds should be placed in an account in the College that will support continued energy research. All surplus funds accruing from operations of the Center will be disbursed by the CECS dean. Such disbursements shall be consistent with the stated purposes of the Center.

The fiscal management of the Center is the responsibility of the Director, under supervision of the CECS dean.

VI: Resources Required for the Center

The anticipated research projects and design clinics in addition to the donations received by the Center will constitute the primary sources of funds supporting the activities of the Center. The donations received through the University Foundation may be used as leverage for external fund requests and proposals. The educational aspects of the Center will be supported through the instructional activities of the College of Engineering and Computer Science. The C. R. and Ila Johnson Endowment for Engineering Education which is managed by the Department of Mechanical Engineering may also be used to support the research and education in conservation and energy related projects.

VII: Outline of the Report of the Center's Activities

The Center's annual report will consist of two sections, a summary of the research and educational activities associated the Center, and a disclosure of financial activities of the Center.

Some specifics of the annual report will discuss the following:

- Description of new research and development projects initiated during the year (including funding and faculty members, staff and students involved)
- Accomplishments of continuing and completed research and development projects (including funding and faculty members, staff and students involved)
- Research and development proposals submitted but not funded and pending research proposals
- Papers published or submitted for publication and conference presentations resulting from work in the Center
- Summary of educational activities
- Plans for the following year
- Financial report

VIII: Period of Operation

The Center will operate no later than June 30, 2014. At that time the CECS dean in consultation with the Center's Advisory Board will make a recommendation on the renewal of the Center's charter.