

**CHARTER**  
**Ernie Schaeffer Center for Innovation and Entrepreneurship**  
**OF THE**  
**COLLEGE OF ENGINEERING AND COMPUTER SCIENCE**  
**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

In keeping with the guidelines and procedures outlined in Organization and Administration of Centers (AA 150-60 of April 28, 2000) and the directives of the College of Engineering and Computer Science, the Ernie Schaeffer Center for Innovation and Entrepreneurship shall be named, organized, and administered as follows:

**I. Name**

The name of this organization shall be Ernie Schaeffer Center for Innovation and Entrepreneurship.

**II. Purpose and Functions**

The purpose of the Ernie Schaeffer Center for Innovation and Entrepreneurship, hereafter referred to as the Ernie Schaeffer Center is to promote and foster engineering innovation and entrepreneurship activities in education and applied research, and in alliances that facilitate engineering, technology, and business partnerships. We help CSUN students, faculty members, alumni, and community members access educational programs, team building and networking events, facilities for making prototypes, technology transfer services, and funding organizations, and form technical and business partnerships.

### **III. Membership (if applicable)**

N/A

### **IV. Organization of the Center**

#### **A. Supervising University Unit**

The Ernie Schaeffer Center shall operate under the College of Engineering and Computer Science.

#### **B. Organizational Structure**

The Ernie Schaeffer Center shall be managed by

##### **1. Director**

The position of Director of the Center is appointed by Engineering and Computer Science Dean for a term of one year renewable pending a favorable performance review by the Dean. The Director shall be directly responsible to the Dean and if deemed appropriate, the Dean may function as Director. There are no additional administrative and/or management positions established.

##### **2. Advisory Board (N/A)**

#### **C. Administration**

##### **1. Administration: Director**

Under the oversight of the Dean of the college of Engineering and Computer Science, the Director shall be responsible for the general operation and administration of the Center. Responsibility for the direct operation of a specific program may be delegated, as may other responsibilities of the Director as necessary.

The Director shall be responsible for allocating funds, staffing programs, administrative operations, and for arranging for space, equipment, and other resources and facilities required to support and promote the work of the Center. All decisions concerning staffing and expenditures made by the Director must have approval of the Dean of the College of Engineering and Computer Science. The Director is also responsible for the preparation of the Center's annual report, as required by University policy.

**2. Administration: Advisory Board**

N/A

**3. Administration: Dean**

The Dean of the College of Engineering and Computer Science will be responsible for reviewing and approving all Center activities and published material. This review and approval process shall ensure that activities and published material of the Center contributes to the fulfillment of the CSU and CSUN missions, are consistent with acceptable standards of scholarship, the charter of the Center and goals of the College, and otherwise conform to applicable laws, regulations, and policies of the University.

**V. Finances**

**A. Source of Funds**

The Ernie Schaeffer Center is funded by donations, gifts, grants and contracts from individuals, foundations, public and private organizations. Currently two local contracts valued over \$8000 is sponsored by the Center and managed by the Director of the Center.

The Ernie Schaeffer Center is also sponsoring its first joint international conference in collaboration with into:Inthinking Network to be held on June 21, 2013 and hosted by College of Engineering and Computer Science. The conference is expected to bring revenue of around \$ 6000 to the Center. It is expected that this conference to be held annually thereafter.

### **B. Operations**

In consultation with the Dean of College of Engineering and Computer Science, the Director will be responsible for all financial operations of the Center and for maintaining its financial soundness.

### **C. Management of Resources**

The use of resources including financial resources such as gifts, donations and grants to the center shall be subject to review and must be approved by the Dean of the College of Engineering and Computer Science.

## **VI. Annual Report**

### **A. Proposed Activities**

Each year by the date established by the Dean of College of Engineering and Computer Science, the Director shall submit to the Dean of the College a proposed plan for the coming academic year as part of the annual report. The Director will then meet with the Dean to review all proposed activities, publicity, plans, advisory board changes, and budget projections for proposed Center projects. The Dean will review additional activities proposed during the academic year, as necessary.

### **B. Submission of Annual Report**

By August 15 of each year, the Director shall issue a written progress report to the Dean of the College of Engineering and Computer Science, the Provost Council, and the Provost and Vice President for Academic Affairs.

### **C. Contents of Annual Report**

The annual report shall include a summary of the Center's programs and activities and an income statement and balance sheet for the previous year. Additionally, this report shall contain a narrative and budget plan for the next academic year.

### **VII. Period of Operation**

The Center will be dissolved no later than June 30, 2017, unless this Charter is renewed prior to that date upon application to the Provost. Similarly, all projects and component organizations of the Center shall operate for fixed periods and shall be automatically dissolved at the end of the period unless renewed by the Director, in consultation with the Dean.

Submitted By:    *S.K. Panda*    Date:    03-19-13     
Approved:    *[Signature]*    Date:    03-19-13