Western Engineering

PROPOSAL – Western Engineering Undergraduate Student Laboratory Endowment Fund
March 2012

In response to an increasing need to renew and update undergraduate engineering laboratories and facilities, it is proposed that the Undergraduate Engineering Society (2011/2012) initiate an Endowment Fund from voluntary contributions from the undergraduate student body.

Using information from similar funds and models from other engineering schools, this proposal will outline the purpose, the Board, the administration of the funds etc. It is our hope that students will support this initiative and work with faculty and staff to set up and administer the fund. Collectively we will work to ensure the quality of the undergraduate labs and facilities and thus the student experience at Western Engineering.

For the Western Engineering Undergraduate Student Laboratory Endowment Fund – the Faculty of Engineering would collect a voluntary $50.00 donation from Undergraduate students and invest them in a fund. The interest earned in the fund each year would be spent on undergraduate laboratory equipment, computer upgrades, academic tools/teaching equipment and student projects and space. For the first few years, a portion of the capital would be spent in order for current students to immediately see the benefits of their contributions and the remaining capital would be set aside in the endowment fund. Once the fund has grown to an appropriate amount, then the interest would be used to invest in the facilities and renovations. A Board of Directors who will administer the Fund will have representation of students from the Undergraduate Engineering Society, all departments and programs as well as faculty and staff.

Purpose:

The purpose of the Student Laboratory Endowment Fund is to support initiatives to purchase and/or maintain equipment and facilities in undergraduate engineering laboratories. Facilities can include purchases such as computer resources for labs, including hardware and software; reference material, lab supplies as well as physical upgrades to undergraduate labs and facilities.

Board of Directors:

The Board will consist of the following members:

CHAIR – UES VP Academic – or designate

One (1) student representative from each of the academic Departments:

- Chemical & Biochemical Engineering
- Civil & Environmental Engineering
- Electrical & Computer Engineering
- Mechanical & Materials Engineering

One (1) student representative from each of the following academic programs:

- First Year Engineering
- Integrated Engineering
- Mechatronic Systems Engineering

UES President

UES VP Finance

Associate Dean Academic – Western Engineering

WE Associate Director, External Services

WE Director of Finance

In September of each year, the Chair will inform Department and Program Offices and students through appropriate means (website, weekly e-mail, department club messages, UES meetings etc.) of the positions available on the Board.

Student representatives must be enrolled full-time in the undergraduate engineering program at Western and must submit their intent to the Chair of their Department of Program Director as well as to the Chair of the Board/or UES Clubs Chair by October 1. The student rep from each Department or program will be selected by both the Department/Program Chair and the student Chair of the Board or UES Clubs Chair. In the case that no student is chosen for a particular position then the Department can appoint the student Chair of their program club (MMES, IEEE, Chem Club etc.)

All Department/Program student reps will be chosen by October 15th each year.

Administration of the Fund:

All engineering students will contribute $50.00 annually along with their Undergraduate Engineering Donation Fee and during the registration process with their tuition. A Donation Receipt (tax receipt) will be issued to the student at the end of February. The current opt-out provision will apply to this contribution – the opt-out form will be available on the Faculty webpage and must be completed by September 30th in any given year.

The funds although collected with tuition will be considered separate from the regular Western Undergraduate Engineering Donation Fee and will be put in the special Laboratory Endowment Fund. The University will deposit the money into the designated fund.

The interest on the fund will be available for disbursement by the Board of Directors as per Western University guidelines.

The fund will be administered by Western Engineering's Director of Finance.

Up to 3% of the funds available may be used by the Board for the purchase of plaques and/or miscellaneous costs associated with the administration of the Fund. Any administrative costs must be agreed to by a majority voted of the Board of Directors. All facilities upgrades and equipment purchased with this fund will be acknowledged by a plaque or sign – *"Purchased by the Western Engineering Undergraduate Student Laboratory Endowment Fund"*, *This Lab was renovated by the Western Engineering Undergraduate Student Laboratory Fund"* etc.

Submissions and/or proposals and requests for funding will be received by the Committee no later than Dec 15th in any given year.

The Board shall decide on the distribution of funding by Feb 1st each year and applicants will be notified by Feb 15th of each year.

The Board shall collect a comprehensive inventory of lab equipment and facilities from the Departments and Programs every four (4) years beginning in 2012. - **assuming this proposal is accepted and goes forward for the 2012/2013 year.

Background Information:

Waterloo – Waterloo Engineering Endowment Fund – began in 1990. They collect $75 per student, and also accept donations to the fund from alumni and corporations. Hit $10,000,000.00 in endowed funds in 2011!! http://www.weef.uwaterloo.ca/

McMaster – MacLab – initiated by McMaster Undergraduate Engineering Society in 1997 and in 2010 they dispersed $46,500 based on endowment assets of over $1,500,000. They collect $50 per student. http://macengsociety.ca/services/maclab/