

## **EABC – Carlson School Board Governance**

### **EABC Mission**

- Leverage the experience of board members to guide and influence the structure of the Carlson school MIS program - PhD's, MBA' s and Undergrads; Make the students more marketable.
- Enhance the reputation of the overall program driven by the business community, not the faculty.
- Serve as a medium to discuss and resolve challenges faced by the MIS department; Strengthen the ties between the Carlson School and the business community.
- Serve as a resource for faculty bringing business experience into the classroom.
- Provide a foundation for innovation in our curriculum.

**Board Role**– the EABC Board is an advisory board for the IDSc Program, Carlson School, at the University of Minnesota. Board membership is not contingent on the member's organization providing financial support to the IDSc department, Carlson School or the University of Minnesota.

**Board Size and Terms**– the Board shall cap at 15 members. This number may increase due to transitions of Board members. The Board will have no fewer than 12 members. Board size may be changed by a quorum vote of the current Board members. Board members serve a one year term.

Board members will:

- ~~Serve two year terms to a maximum of eight years (clock started counting in 2013/2014 academic year)~~
- ~~Have the option to reapply to serve on the Board after being off the Board for one two year term once they have served the maximum four consecutive terms~~

**Board Expectations** – ~~We expect members to:~~ We expect members to do the following:

- Attend at least 3 of 4 Board meetings and the summer planning session. The summer planning session and a minimum of 2 board meetings must be attended in person. –as well as
- Actively participate on at least one committee. This includes attending at least 75% of committee meetings held outside of board meetings and volunteering for and completing assigned committee tasks. (members can be replaced for lack of active participation, e.g. not attending Board meetings or not serving on committees)

Formatted: Normal, No bullets or numbering

- Volunteer for ~~and hold~~ a committee chair or executive committee position.
- Volunteer for ~~or provide a volunteer from your organization for at least one one or two~~ Carlson School programs each year. (e.g., Classroom visits, Case competitions, etc.)
- Be a strong U of M, Carlson School, MIS program advocate within the member's organization and within the community.

### Board Transitions –

Formatted: Normal, Keep with next

- ~~Members will be removed, at the discretion of the executive committee, if they do not meet the aforementioned Board Expectations. On an annual basis,~~
- Each active member will be asked annually if they wish to continue to serve on the board~~their current term or renew their term (up to the four term limit)~~
- As a Board, we will try to manage the membership transitions. ~~\_so not everyone is leaving at the same time.~~

**Board Composition** – the Board shall have a mix of Carlson grads and non-grads and a variety of years of industry experience.

Board members shall represent various Minnesota companies and industries and are limited to one Board member per company (we will grandfather current Board members where multiple people are from the same company).

Should a Board member leave his/her company, he/she may continue on the Board for their current term.

Upon a Board member's resignation from their organization, two things may occur simultaneously:

- The Board member continues membership via his/her new company organization
- The company organization the Board member represented may nominate a new Board member and the nominee will go through the Board Membership Nomination Process

**Board Membership Nomination / Membership** – the process for adding new Board Members is:

- Candidates may be nominated by current Board members and/or Carlson faculty
- Candidates will be interviewed by a minimum of one member of the Executive Committee and at least one member not on the Executive Committee
- Board membership will vote to accept / deny membership.

- Potential new people who would like to get involved with the Board may start out on a committee or sub-committee. They will not be part of the EABC Quarterly Board meetings.
- Additions of new members will be considered once per year ~~during the summer months~~between the winter and spring meetings with the board voting at the spring meeting. New members will be invited to the summer planning meeting.

**Board Meetings** – the Board will meet at least five times per year. Typical meetings are held in September/October, December, February, April/May and sometime during the summer. The preference is for Board Members to attend in person. However, with prior notice, with the exception of the summer meeting, a phone conference will be established for members who can't attend the meeting in-person.

**Voting Quorum** – will be 50% of current the Board membership

**Resignation** – must be submitted in writing to the Board Chair.

**Special Meetings** – may be called upon request of the Chair or one-third of the Board. Notices of special meetings shall be sent out electronically to the Board mailing list.

**Executive Committee** – the Board shall elect one of its members to serve as the Board Chair for a two-year term. A Vice-Chair and Secretary will also be elected to serve a two-year term. Individuals can hold an elected position for two consecutive terms. Elections will be held during the spring April meeting. Responsibilities of the Executive Committee include:

- Board Chair – chairs each meeting, meets regularly with the IDSC department chair, sets agenda for the meetings, and interviews prospective Board members.
- Board Vice-Chair – will support the Board Chair and commit to step into the Chair position after at least one year in the Vice-Chair role. Vice Chair will also chair meetings if Board Chair is unavailable.
- Board Secretary – takes and distributes meeting minutes for all meetings.

**Committees** – depending on the need, standing committees will be set up for each academic year. The Executive Committee will recommend the standing committees for the upcoming year. The Board will vote to approve or amend the committees at the annual planning meeting. The term for the Committee Chair (with the exception of the Executive Committee) and Committee members is one year and can be renewed. For 2017 / 2018 academic year, the committees are:

- Curriculum Review, Chair – Matt Schmidt
- Corporate Engagement, Chair – Mike McFarlane
- CoMIS Governance, Chair – Tim Boos
- Executive, Chair – Mary Texer

## Department Chair Expectations

- a. Carlson IDSc Chair may
  - i. Suggest updates to the EABC Mission
  - ii. Nominate EABC members with the assistance of existing board members
- b. Present updates ~~twice annually~~ on:
  - i. Curriculum ~~updates~~
  - ii. Suggested course/program changes
  - iii. Metrics on registrations, placements, etc.
  - iv. Carlson School program standings
  - v. ~~Updated materials distributed 2 weeks in advance of meetings~~
- c. ~~Provide a schedule of events~~ Inform the Board where board assistance is needed/desired with:
  - i. ~~Provide what is known at first board meeting~~ Special Events
  - ii. Department curriculum strategy
  - iii. Teaching opportunities
  - iv. Experiential learning opportunities
  - v. New program offerings
  - vi. ~~Provide a~~ Ad hoc requests as they occur rise

Formatted: Font: Century Gothic, 12 pt