

# CORNELL UNIVERSITY ENGINEERING COLLEGE COUNCIL

## MISSION & OPERATING GUIDELINES

**MISSION STATEMENT:** *The mission of the **Engineering College Council**, an engaged body of alumni, friends, parents, corporate partners and other members of the academic community, is to provide guidance, assistance and financial support to the College in support of strategic goals as set by the Dean.*

➤ *The Engineering College Council (ECC) shall do the following:*

- *Provide avenues by which advice and expertise can be brought to bear on strategic issues the college faces, and serve as a two-way communication channel providing advice and counsel on those issues which the Dean brings to the council, and bringing issues and concerns from stakeholders to the attention of the Dean*
- *Serve as advocates for the College both within the University and in the larger external Cornell community*
- *Assist the College in meeting its strategic goals as appropriate*
- *Provide annual financial support to the University at a level commensurate with one's capacity with a meaningful portion of such support designated to the College of Engineering*

# **OPERATING GUIDELINES**

**DRAFT 10.26.11**

**TERMS OF APPOINTMENT:** Members of the Engineering College Council will be asked to serve a term of three years. Terms may be renewed twice for a total of nine years. After term limits, members are recommended to step off the council as an active member to emeriti status – unless serving as chair of the Council or of a committee, in which case the member will be allowed to serve until their term as chair is completed. Terms will commence or expire at the fall meeting each year.

**SIZE OF ACTIVE COUNCIL:** The Council will consist of no more than 45 members (excluding emeriti members).

\*The Terms and Expectations indicated herein are being implemented as of March 30, 2012. Individuals whose term of service already exceeds those limits indicated above shall be eligible for an extension of their existing term of no more than two years. Said extension shall be granted at the discretion of the dean and in consultation with board member, and will be informed by an evaluation of service.

**EMERITI MEMBERSHIP AND PARTICIPATION:** Emeriti members will receive all advisory council information as do active members and may voluntarily choose to attend advisory council meetings. Emeriti members are encouraged to continue their involvement with the School and can serve on committees and task forces (other than the Executive and Nominating Committees).

**MEETINGS:** The Council will meet two times each year, in the fall and spring. At least one meeting per year will be held on campus in Ithaca, and all meetings will include opportunities for members to learn more about the affairs of the College, its educational programs and its research. Meetings may be held occasionally in other major cities (e.g., NYC).

## **EXPECTATIONS OF MEMBERS:**

1. Attend and actively participate in the two annual Advisory Council meetings. Members are expected to strive for a participation rate of at least 75% during their tenure, and respond to requests for input and guidance between meetings.
2. Advise the Dean regarding strategic challenges and opportunities for the College. Individual members may be asked to contribute expertise in such areas as the following:
  - a. Strategic planning
  - b. Industry relations and technology transfer
  - c. Research trends
  - d. Curriculum enhancement
  - e. Fundraising
3. Become actively engaged in learning about and supporting Cornell Engineering. Council meetings and communications will be developed to build members' knowledge of our core activities and the resources needed to sustain those functions, so that members can be effective advisors, advocates, and supporters.

4. With thoughtful consideration and recognizing the importance of the Council's leadership role in resource development, make an individual contribution to the University at a level commensurate with one's capacity, with a meaningful portion of such support designated to the College of Engineering.
5. Endorse and advocate for Cornell Engineering in professional and personal spheres of influence, including Cornell alumni organizations (e.g., clubs, classes, and affinity groups).
6. Attend activities and events sponsored by the College of Engineering whenever possible.

**MEMBER EVALUATIONS:** At the end of each three-year term of service, members shall complete self-assessments and be evaluated by the Nominating Committee on their contributions to the Council based on the following criteria:

- Meeting attendance
- Participation in meeting discussions
- New member referrals
- Financial support
- Other – i.e. ongoing support for alumni and development engagement activities completed on the College's behalf

Emeritus membership shall only be granted to those with exemplary performance as assessed in the various criteria mentioned above. The term of office for an Emeritus Member shall be for life. Emeriti members may attend meetings of the Council, but shall not be official members of the Council, and shall not have the right to hold an office of the Council.

Final decisions on the granting of emeritus status shall be made by the Dean, in consultation with the Council Chair and Vice Chair and the Assistant Dean for Alumni Affairs and Development.

**LEADERSHIP:** The Council shall be led by a Chair and Vice Chair who will be appointed by the Dean. The responsibilities of these leaders shall include attendance at each Council meeting; assisting the Dean and his designees in developing meeting agendas; guiding ECC meetings and Executive Committee sessions at the end of those meetings; delivering a summary of Executive Committee sessions to the Dean at the end of each meeting; contributing to the development of an annual report of Council activities as requested by the University.

1. ECC Chair – selected by the Dean in consultation with the outgoing ECC Chair, and the Assistant Dean for Alumni Affairs and Development. The ECC Chair serves a three-year term at the discretion of the Dean. The ECC Chair also serves as the Chair of the Executive Committee.
2. Outgoing ECC Chair – serves a one-year term as a non-voting member of the Executive Committee to advise the new Chair and to assist in the leadership transition.
3. ECC Vice Chair – is the ECC Chair designee and serves a three-year term, renewable up to one time to coincide with the current ECC Chair's last year in office. The ECC Vice Chair is the chair of the Nominating Committee and is also a member of the Executive Committee.

4. ECC Executive Committee Chair – is also the Chair of the Advisory Council and serves a three-year term.
5. Other Committee Chair Positions - are appointed by the Dean and the Chair of the ECC in consultation with the Assistant Dean for Alumni Affairs and Development. All committee chairs serve on the Executive Committee and serve a three-year term.

#### **COMMITTEES:**

1. **Executive Committee:** The Executive Committee is composed of the Dean, the Assistant Dean for Alumni Affairs and Development, the ECC Chair, the Vice Chair, Chairs of all Standing Committees, Chairs of the Ad-Hoc Committees & other appointments as deemed appropriate by the Dean and Chair. The ECC Chair leads the Executive Committee. The Executive Committee:
  - Governs the activities of the broader council
  - Identifies key strategic issues facing School and priorities for Council
  - Sets agenda and identifies and recruits members for the Executive Committee
  - Reviews the candidates for council membership as nominated by the Nominating Committee
  - Advises the Dean on the creation of ad-hoc committees for specific needs and selects appropriate committee chairs/members
  - Meets at least once every two years outside of the two standing meetings for a major planning meeting.
2. **Major Gifts Committee:** Within formal fundraising campaigns, a standing Major Gifts (or Development) Committee (MGC) of not more than 6 members shall exist. Members shall be appointment by the Dean in consultation with the Assistant Dean for Alumni Affairs and Development. This Committee will meet 3 times per year including once per year as part of the full University Major Gifts Committee. Where possible, meetings will take place in conjunction with in-person ECC meetings. Members may participate in person or by phone. The chair of this Major Gifts committee will also represent the College of Engineering to the Board of Trustees Committee on Development. Members of the MGC will serve a term equal to the length of the current fundraising campaign.
3. **Nominating Committee:** The Nominating Committee (NC) is chaired by the ECC Vice Chair and will have up to three additional members. Members shall be appointment by the Executive Committee. The Assistant Dean for Alumni Affairs and Development will also serve as ex-officio member. Members of the NC will do the following:
  - 1) recommend nominees for membership to the Dean
  - 2) perform periodic member evaluations
  - 3) evaluate term reappointmentsNominating Committee members will serve three-year terms renewable for no more than once.
4. **Ad hoc and standing committees:** will be formed as needed at the discretion of the Dean in consultation with the Executive Committee. Ad-hoc committee members can come from any appropriate College of Engineering constituency, they do not have to be ECC members. Also, emeritus members can serve on ad-hoc committees. Ad-hoc committees will make appropriate periodical reports with recommendations to the ECC. The Chairs of the Ad hoc committees will serve on the Executive Committee.

**MEETING EXPENSES:** Council members are responsible for their own personal expenses for travel and accommodations. All other meeting expenses, including meals that are part of the meeting agenda and costs associated with any special functions, will be covered by the college. Members' spouses or partners are always welcome to attend social gatherings (e.g. the Thursday night reception/dinner) associated with Council meetings.