Appendix F

Construction Industry Advisory Board Bylaws and Meeting Minutes
Southern Polytechnic State University
Construction Management Department
Industry Advisory Board By-Laws

ARTICLE 1: Objectives
1. Support the strategic direction and provide a vision to the construction department in order that it will become one of the nation’s premiere technological universities.

2. Advance and support the highest quality faculty and educational facilities for all undergraduate and graduate programs offered by the construction department.

3. Act as a liaison between the construction industry and the construction department.

4. Undertake fundraising activities for faculty development, infrastructure acquisition, and scholarship programs.

5. Provide outcomes assessment and accreditation support.

6. Facilitate alumni, student, and industry relations and outreach.

7. Assist in improvement and upgrades of instructional technologies, facilities, and distance learning infrastructure.

ARTICLE 2: Membership
1. The SPSU Dean of the School of Architecture, Civil Engineering Technology, and Construction, shall be a permanent member of the Board.

2. All past Board Chairmen shall achieve the title “Chairman Emeritus” and may continue to serve on the board.

3. It is our intention to maintain a level of 25 Board Members.

4. Board Membership shall be limited to one person per company or organization. The member shall be a principal or someone in a leadership position of a company or organization who is determined suitable by the Executive Committee. This suitable person shall furnish a letter of support from his management.

5. Any board member can submit nominations for new members to the Executive Board. The Executive Board will approve/disapprove nominations. Recruitment may extend to members of industry organizations to include ABC, AGC, CMAA, HBA etc. as well as public employers (DOT, etc.)
6. Exiting board members may nominate a replacement from within their company for approval by the Executive Committee. Such nominee shall meet the requirements of the by-laws.

7. Each board member shall agree to serve on one committee.

8. Associate Members serve as Committee Members and are not voting Board Members. Associate Members may be proposed by the Committee Chairs or may apply directly to the Board. All Associate Members must be approved of the Executive Committee. Associate Members may be from the same Company as a Board Member. Associate Members are invited to attend the first and third Board Meetings (generally in September and February). Associate Members may be invited to attend other Board Meetings by the Committee Chair for a special presentation.

ARTICLE 3: Term
1. Board members shall serve for an indefinite term.

2. The Executive Committee retains the sole right to “vote-off” Executive Chair and/or Vice Chair and Committee Chairs and/or Vice Chairs due to cause or lack of performance.

3. Board members may not send a substitute to meetings when absent.

4. The Executive Committee retains the sole right to remove a Board Member that does not attend a minimum of two Board Meetings in a year or does not actively participate on a Board Committee.

ARTICLE 4: Election of Officers and Committee Chairmen

1. Executive Committee shall be comprised of Chairman, Vice Chairman, Past Chairman, Committee Chairman, and SPSU Construction Department Chairman.

2. The Construction Industry Advisory Board Chairman shall serve for a term of two years, subject to continuation due to extenuating circumstances with approval of the Executive Committee.

3. The Executive Committee shall every two years or sooner, in case of resignation, elect a Board Vice Chairman from within the Executive Committee.

4. The Board Vice Chairman shall become the Board Chairman upon expiration of the term of the Board Chairman.

5. The past Board Chairman shall continue to serve on the Executive Committee for two years following the expiration of his term as Chairman.

6. Each Committee shall elect a Chairman to serve for a term of two years.

7. Each Committee shall elect a Vice Chairman who shall serve at the pleasure or in the absence of the Committee Chairman.
8. Each Committee Chairman shall also serve on the Executive Committee for the duration of his term as Committee Chairman.

9. The Executive Committee shall provide direction to the committees and shall approve major decisions before implementation.

ARTICLE 5: Meetings
1. The full Construction Industry Advisory Board shall meet at a minimum of four times per year.

2. Full Board meeting dates shall be set by the Board Chairman and notice will be provided to all members at least 30 days in advance of each meeting.

3. The Executive Committee shall meet at a minimum of four times per year, prior to the Advisory Board meeting.

4. All other Committees shall meet at a minimum of four times per year.

ARTICLE 6: Benefits of Board Membership
1. Board Members have the opportunity to participate in research and study activities of undergraduate and graduate students and faculty and to receive the work product of these activities.

2. Board members shall have preferential consideration for co-op and internship hires.

3. Board members shall have preferential consideration for recruiting/interviewing students scheduled to graduate in each of the May, August, and December graduating classes.

4. Board Members have the opportunity to receive early invitation and “no charge” participation in the Construction Management Spring Career Fair, which provides an opportunity for companies or organizations to meet students and conduct employment interviews.

ARTICLE 7: Compensation
1. Until and unless funds are available, no Board Member shall receive compensation for services rendered as a member of the Board.

ARTICLE 8: Amendment of By-laws
1. Changes to these By-laws shall be by majority vote of the full Construction Industry Advisory Board.
I agree to serve as a member of the Southern Polytechnic State University Construction Industry Advisory Board, abide by the above by-laws for conduction of business, and participate actively in Fundraising and Alumni activities.

Signature / Date

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Ken Barnett (Chair Industry Advisory Board) extended a warm welcome to all those present.

A. **Resource Mobilization Committee**—Chair: Eric James

*Purpose of Committee:* Undertake fundraising activities for faculty development, infrastructure acquisition, and scholarship programs—Selection of Speaker Frank Abagnale (Catch Me If You Can movie fame by Steven Spielberg, TV Serial White Collar Fame). Identify other speakers for September 26, 2013 at Cobb Galleria. Paul Hogan has volunteered for the committee to identify a silent auctions theme (hunting, golf, rifles, etc.) for the next fundraiser and to negotiate with Frank Abagnale.

The committee is not sure if they are going with a theme yet. They want to broaden the group by working with Cherri’s group (Alumni Outreach) to target alumni who have graduated from SPSU and to determine where they are working now to get them involved by having them purchase a table at the fundraiser. Ken reminded the board that the next Annual Fundraiser will be on September 26, 2013 at the Galleria.

**Update on Alumni Outreach**—Chair: Cherri Watson

*Purpose of the Committee:* Facilitate alumni, students, and industry relations and outreach—LinkedIn updates __465 active members (as of 2/1/2013), Skeet Shoot on Friday April 26, 2013 at Etowah Valley Sporting Clays. Cherri informed those present that we had our very first Skeet shoot fundraiser on March 9, 2012. Around $5600.00 was given back to the School. Cherri would re-confirm the date of April 26, 2013 (March 14, 2013 coincided with Prayer Breakfast at Cobb Galleria) for the Skeet shoot as per the information provided by the Executive Committee. She would like to have the registration online this year. Cherri requested that the members push for the sponsorship opportunity because it is where they can make the difference in revenue generation. The event will take place again at the Etowah Valley Sporting Clays. Also the CM Spring Cookout will be held on Wednesday, February 13, 2013 from 4:30-6:30 PM. Weather permitting the Spring Cookout will be held in the grassy area between the dorms at the back of the H building. In case of rain, the cookout will be held in front of the H building under the overhang. Update: Mr. Alex Owen President Brooks Berry Haynie & Associates who is a Member of NECA (Chuck’s organization) has agreed to bring his grill and cook for the students. NECA has sponsored the food for the event, thank you.

The Committee is still looking for Skeet Shoot sponsors. Next Board meeting will also be adjusted and shall be held at Etowah Valley Sporting Clays Club on April 26, 2013 – 8:00 AM. Cherri plans to share the Skeet Shoot announcement with Linked In members as well. There will be a Raffle for a Shotgun to attract interest in the skeet shoot. Tickets for the raffle will cost $20 a piece. It will necessary to make at least $2200.00 on the skeet shoot; the cost of the gun should be around $500. Last year, we netted around $3800 on the event.

B. **Building and Technology Committee**—Don Bailey & Brett Fortune

*Vice Chair of Industry Advisory Board)* Purpose of Committee: To better market the program and
assist in improvement and upgrades of instructional technologies, facilities, and distance learning infrastructure. To provide support in planning coordination and mobilizing resources for the new CM Building.

Urgent Requirements e.g. Construction Technology Demonstration Lab Space, Space for Student lockers, Space for Students competition preparation, Two Offices for CM faculty and a Conference Room to accommodate up to 30 persons (Advisory Board, Visitors)—How do we sell the program to visitors… Visit to new Labs in H-Building was also conducted and snaps of the Lab will be shared with the Advisory Board Members.

C. Accreditation and Outcomes and Capstone Assessment Committee—Chair Paul Hogan Purpose of Committee: To support and assist outcomes based assessment and lend support to re-accreditation process—Summer Capstone Assessment Report. MS Program accreditation with ACCE—target date of Self Study submission April 2013. MS Program self-study is to be completed by April 2014

Previous discussions: The Committee plans to find out where CMD stands as an organization. How are students being received in the industry? Paul discussed the idea of putting out a survey to industry and students to find out answers. They would like to use general questions and also questions that deal with specific areas. The committee members are hoping to have a rough draft drawn by February in which they can display it on a screen so they can get input from the rest of the Board members. They also decided to go to the CM graduates to find out if the CM Department have been “hitting on all cylinders” and see if the curriculum is good for employers as well as students. If the curriculum is not adequate, they want to know what needs to be changed. Paul desired to have a separate meeting with Dr. Siddiqi on the subject.

Concerning the Capstone Defense, Paul said that there are not enough people to help on the panels. The committee would like to work out a procedure to assure that there will be enough help provided for the three Capstone defense organized in April, May and December. The next Capstone Defense takes place on May 3. There needs to be commitment for both the Capstone Defense panels and the Roundtable speakers.

On Accreditation, the committee wants to make sure that all weaknesses and concerns have been satisfactorily addressed, which were listed in the last Re-Accreditation Visiting Team Report of 2008. Paul hopes to have the information posted on the board for all members to see. Posting the information will help to compile suggestions from the Board members.

Meeting Dates for Advisory Board and Executive Committee AY 2012-2013

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