

University Of Florida
Department of Computer and Information Sciences and Engineering (CISE)
Industry Advisory Board (IAB) – Industry Charter ver. 5.0

Mission Statement

The Mission of the Industry Advisory Board is to create and foster a partnership between the CISE leadership and the Industry that is the consumer of its graduates and its research. This collaboration will lead to each party having a better understanding of the objectives of the other as well as allowing each to better support the other in meeting those objectives.

Objectives

The IAB Industrial Partnership has three primary objectives. They are to:

1. Champion the highest level of accreditation,
2. Advance Student and Faculty involvement with IAB Partners,
3. Support the Charter of the College of Computer and Information Sciences and Engineering.

IAB Leadership Council

An IAB Leadership Council will guide and direct the IAB. Members of the council will typically be elected for a two year term. When elections are due, the IAB will strive to maintain some continuity in leadership. This may be accomplished by moving the existing Vice-Chair to the Chairperson position, and electing a new Vice-Chair. Elections will be held at one of the scheduled IAB meetings. Nominations will be accepted from the floor, and all IAB member companies in attendance have one vote to elect the new council member(s) by a simple majority.

The IAB Leadership Council will meet twice per year coinciding with the meetings of the IAB body, and at other times at the call of the Chairperson.

The IAB Leadership Council shall consist of the following officers:

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Chairperson – Held by Rhonda Holt – Turner Broadcasting Inc. until Spring 2012 - Responsible for:

- Serve as the primary point of contact representing the industry membership to the University.
- Coordinating with the University IAB leadership to set the agenda for board meetings
- Overseeing industry efforts and activities between IAB meetings
- Conducting any IAB Leadership Council meeting either during or outside of the IAB meetings
- Leading any Industry-specific portions of the meeting agendas
- Creation and assignment of any sub-committees necessary to conduct the business of the IAB

Vice-Chairperson – Held by Michael Parrish - Lockheed Martin Missiles and Fire Control until Spring 2013:

- Assisting the Chairperson in carrying out his/her responsibilities
- Filling in the Chairperson role should the Chairperson for any reason no longer be able to perform those duties
- Coordination with the CISE Web Master to ensure accuracy and usefulness of the IAB Website
- Staging the Leadership Council elections

CISE Faculty Representative – Held by Ahmed Helmy – University of Florida - Responsible for :

- Coordination between CISE Faculty/Leadership and the IAB Leadership Council
- Serving as the primary point of contact for IAB members to communicate with the CISE leadership and faculty
- Is a member of the CISE faculty

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By-Laws

1.0 Membership

1.1 Meetings

Meetings will be held twice annually, Spring and Fall.

1.2 Becoming a Member

Any company that wishes to become a member of the IAB should contact the IAB Leadership Council. Contact information for all IAB members will be included on the CISE/IAB web site. Members holding IAB Leadership Council positions will be so identified on the Website.

1.3 Participation

Each member company will designate a primary contact to participate on the IAB. To increase member participation, all members are expected to attend the two IAB meetings held each year. The primary contact may elect to send a substitute to those meetings she/he cannot attend. If a Company is not represented at 2 consecutive meetings, their membership shall be suspended.

1.4 Reinstatement

Once a company's membership has been suspended for any reason, a petition must be made to the IAB Leadership Council to have their status reinstated. Reinstatement will be made by requesting the company simply meet the requirements of participation as outlined in these by-laws.

1.5 Resignation

At any time a company may resign its membership in the IAB by contacting the IAB Leadership Council.

2.0 Meeting Participation Fees

Minimal participation fees for the Spring and Fall meetings will be collected from all members in order to cover the operational expenses related to running the IAB. The intent is for this to be a break-even proposition. The IAB Leadership Council will coordinate with the CISE leadership to track expenses related to running the IAB, stay abreast of the number and participation of members, and use this information to define and monitor the level at which participation fees are set. Initial participation fees are to be set at \$100 per attendee, per meeting and are non-refundable. Participation fees are to be collected by the University at the time member companies register their attendance for each meeting and the CISE Department will issue a receipt to each IAB member for payment of participation fees.

Funds collected for participation fees are to be administered by the CISE Department and are to be used to offset any and all expenses directly related to the IAB. These expenses include, but are not limited to :

- Administrative support of the IAB (invitations to meetings, meeting Agendas/minutes, salary of administrative support personnel)
- Costs associated with IAB meetings (copy costs for materials, meals, rooms)
- Support of the IAB Website

3.0 Committees

From time to time, the IAB Leadership Council will create committees for certain purposes. The composition and duration of the committees shall be defined by the IAB Leadership Council upon creation. In general, all committees shall have a defined objective and a specific life span. Once the objective has been accomplished, or the time span elapsed, the committee shall be abolished.

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4.0 Adoption of and Maintenance to the Charter

The adoption of this Charter was made by a majority vote of those members present at the Spring 2011 IAB meeting. Any modification to the charter must be initiated by a member by written notification to the IAB Leadership Council Chairperson, and approved by a majority vote of members present at the next regularly scheduled IAB meeting.