

CHARTER
of the
MARILYN MAGARAM CENTER
for
FOOD SCIENCE, NUTRITION AND DIETETICS

Department of Family and Consumer Sciences
College of Health and Human Development
California State University, Northridge

Revised for Charter Renewal 2015-2020

Approved by the Marilyn Magaram Center Advisory Board _____

Submitted by

Annette Besnilian, Executive Director, Marilyn
Magaram Center

Date

Approved by

Sandra Chong, Chair, Department of Family &
Consumer Sciences

Date

Sylvia Alva, Dean, College of Health & Human
Development

Date

(Original Charter Approved by Dean's Council March 27, 1990)

[Re-chartered 1995, 2000, 2005, 2010, 2015]
[Revised for Charter renewal 2020]

**CHARTER
of the
MARILYN MAGARAM CENTER
for
FOOD SCIENCE, NUTRITION AND DIETETICS**

HISTORY

The Marilyn Magaram Center for Food Science, Nutrition and Dietetics, hereinafter known as the CENTER, was established in 1990 in memory of Marilyn Magaram. Marilyn taught classes as a lecturer at California State University, Northridge (CSUN) after she graduated with a Master's degree in 1984 from the Food Science and Nutrition program. Tragically, on January 5, 1989, Marilyn's life ended during a rafting trip in Australia. Following her death, her husband, Philip Magaram, sought a way to commemorate her life, and the idea of establishing a center in her name was accepted by Dr. James Cleary, President of CSUN at the time. The CENTER charter was originally approved by the Dean's Council on March 27, 1990 and rechartered in 1995, 2000, 2005, and 2010. The initial financial backing of the CENTER, totaling \$550,000, was provided by Philip Magaram, the Joseph Drown Foundation and the Flora L. Thornton Foundation. A section of the south wing in the Fine Arts Building, which was demolished in 1997, was completely renovated in 1991 and was designated as the CENTER. As a result of the destructive 1994 Northridge earthquake, the Fine Arts Building was irreparably damaged, and the CENTER was relocated in June of 1997 to the Science Court trailers. In 2001 the CENTER was again relocated to the newly constructed Sequoia Hall, adjacent to the Oviatt Library. Additional building costs for upgrading the CENTER facilities in the Sequoia Hall was funded through a grant from the Joseph Drown Foundation. Additional grants have been through the Nobbs and Theriot Planned gift.

During its twenty five years in operation, the CENTER sponsored or co-sponsored numerous symposia, conferences and workshops and nutrition and food lectures; conducted over 200 presentations of educational films on foods and nutrition and dozens of community outreach programs; held several major fundraising events; provided summer cooking and nutrition camps for children and hosted summer maternal phenylketonuria (PKU) camps. Numerous grants and contracts were obtained by the CENTER in support of the CENTER's research, education and community service projects. Hundreds of students received professional training in the state-of-the-art laboratories of the CENTER by participating in various CENTER projects. The CENTER enhances the academic programs at CSUN in the Nutrition, Dietetics and Food Science option, and with substantial extramural funding (totaling more than \$5 million), contributes significantly to other aspects of CSUN in the areas of research and

community services. The benefits of the CENTER are multifaceted. Not only current and future students gain an advanced knowledge in their field of study, but also professionals throughout the nation benefit from its programs. Ultimately, the community is the main benefactor.

PURPOSE AND GOALS

The CENTER is sponsored by the Department of Family and Consumer Sciences (FCS) and organized under the College of Health and Human Development (CHHD). The purpose of the CENTER is to provide an auxiliary organization to the department and the college, which can support research, community service, and education specific to food science, nutrition and dietetics. Programs of the CENTER address groups of people, apply interdisciplinary approaches, and sponsor activities not normally covered by the University curriculum and financial processes.

VISION

To be the recognized Center of Excellence in Food Sciences, Nutrition and Dietetics serving the global community.

MISSION STATEMENT

The mission of the MMC is to enhance and promote health and wellbeing through research, education and services in food science, nutrition and dietetics.

Thus, the goals of the CENTER are to:

1. Promote the professional growth and development of faculty, students and professionals in food science, nutrition and dietetics.
2. Educate diverse communities in the relationship of food science, nutrition and dietetic practices to human health and well-being.
3. Sponsor, conduct and assess scholarly projects in the fields of nutrition and food science.
4. Establish and strengthen interdisciplinary alliances with other disciplines within CSUN, professional organizations and community agencies that hold compatible goals.
5. Ensure the long-term viability and visibility of the CENTER.

The operation and purposes of the CENTER are in keeping with the mission of California State University, Northridge and do not deviate in any way from this commitment. The CENTER shares the same responsibilities, briefly:

To promote the welfare and intellectual progress of students, to enable them to realize their educational and professional goals.

Further, the CENTER serves the needs of diverse communities and encourages the public to draw on the special talent of its faculty and students by providing a wide variety of instructionally-related programs and services designed to provide students with opportunities for diverse human and cultural experiences, and development of skills and creativity.

FUNCTIONS AND ACTIVITIES

The Dean of CHHD shall be responsible for ensuring that projects and activities of the CENTER are consistent with the purpose of the CENTER and within scope of the University mission and policies. Functions of the CENTER generally highlight the following groups of activities:

1. Educate food science and health professionals, faculty, staff and students by offering workshops, summer camps, mini-courses, seminars, conferences, lectures, and symposia.
2. Educate students by placing qualified students in various CENTER internship programs and by providing state-of-the-art laboratory facilities to enrich their learning milieus.
3. Conduct research and sponsored projects; disseminate data; and coordinate community-based health education and social marketing programs.
4. Sponsor and conduct services to the community and CSUN , including sponsorship of health fairs, cooking classes and media programs; development and distribution of pamphlets and brochures; processing of computer analyses of diets and recipes; and offering nutrition and food lectures and films to the general public.
5. Direct and manage the CENTER, including communications, fiscal management, personnel administration, and program development and implementation, and student services.
6. Increase the long-term visibility of the important work conducted in affiliation with the CENTER.
7. Assure Centers fiscal viability through grants and fundraising, including (but not limited to) negotiating contracts, receiving gifts and seeking donations.
8. Provide an on-going assessment of the CENTER's functions to assure the CENTER meets its goals and objectives in a transparent manner.

ORGANIZATION

The CENTER administration includes a Director, an Associate/Assistant Director, Administrative Assistants, an Advisory Board. The CENTER shall be governed under the by-laws established by the Advisory Board and approved by the Dean of CHHD and the Chair of FCS.

THE DIRECTOR

The Director of the CENTER is responsible to the Chair of the Family and Consumer Sciences Department who reports to the Dean of CHHD.

Responsibility of the Director: The Director shall have overall responsibility for the operation of the CENTER, including allocation of funds, staffing programs and projects, the management of the CENTER and its programs. The Director is responsible for maintaining a viable and active Advisory Board.

Selection of the Director: The Director is a university part-time, full-time or emeritus faculty member in the Nutrition, Dietetics and Food Science area and is selected by the Advisory Board, in consultation with the Family and Consumer Sciences Department Chair and CHHD Dean in a manner consistent with university hiring procedures.

THE ASSOCIATE/ASSISTANT DIRECTOR and NUTRITION/ DIETETIC COORDINATOR

The Associate/Assistant Director of the CENTER is responsible to the Director of the CENTER. Associate Director of the CENTER must have at least three years of experience with the center.

Responsibility of the Associate/Assistant Director: To assist the Director in all aspects of the CENTER's operation and assume full responsibility in the absence of the Director and to also coordinate specific CENTER projects as assigned by the Director. Oversees all MMC graduate and dietetic internship programs and projects.

Selection of the Associate/Assistant Director: Selection and appointment is conducted by a committee consisting of members of the Center Advisory Board and chaired by the Director. Possession of an RD/RDN registration is required. This position may be a full time position which can include teaching a minimum of two courses in the FCS department.

INTERNSHIP DIRECTOR/COORDINATOR

The Internship Director of the CENTER is responsible to the Director of the CENTER.

Responsibility of the Internship Director: To assist the Director/Assoc. director in all aspects of the CENTER's Undergraduate Internship programs and to also coordinate specific CENTER projects and services (Bod Pod/Nutrition counseling) as assigned by

the Director. Possession of an RD/RDN required. Oversees all MMC undergraduate/DPD interns.

Selection of the Internship Director: Selection and appointment is conducted by the Director. The Advisory Board may be consulted as a part of the selection process.

FOOD SCIENCE COORDINATOR

The Internship Director of the CENTER is responsible to the Director of the CENTER.

Responsibility of the Internship Director: To assist the Director/Assoc. director in all aspects of the CENTER's food science Internship programs and to also coordinate specific CENTER projects and food science grants and research as assigned by the Director. Possession food science degree required. ServSafe and HACCP certificates desirable. Oversees all MMC food science interns.

Selection of the Internship Director: Selection and appointment is conducted by the Director. The Advisory Board may be consulted as a part of the selection process.

ADMINISTRATIVE ASSISTANT

The Administrative Assistants are recruited, selected, and appointed by the Director and the Associate/Assistant Director. Under general supervision, the Administrative Assistants perform general office duties of the CENTER and carry out specific duties assigned in association with any of the CENTER projects being planned or executed.

THE ADVISORY BOARD

Responsibility and Authority of the Advisory Board: The Advisory Board recommends general guidelines for all programs and activities of the CENTER, consistent with the purposes of the CENTER. The Advisory Board recommends to the Director any activities that will benefit the CENTER, the university, or the community. In general, the Advisory Board is a resource group to which the Director can bring concerns for discussion and recommendation. The Board also serves as a liaison between interested faculty members and the CENTER. The Advisory Board post-audits the programs and activities of the CENTER to affirm that they conform to the purposes stated in its charter.

Responsibilities of Advisory Board members of the CENTER lend support to CENTER activities by participating in one or more of the following by:

1. Participating in professional events sponsored by the CENTER;
2. Serving as professional advisors to the Advisory Board and Director;
3. Reviewing or writing proposals for CENTER activities; and/or
4. Providing financial support.

Composition of the Advisory Board: The Advisory Board is composed of at least 7 members and maximum 15 who are current or emeriti faculty members of the Food Science, Nutrition, and Dietetics area in the Family and Consumer Sciences Department; other CSUN faculty with expertise appropriate to CENTER activities; representatives from the food science, nutrition and dietetics professions; and others dedicated to the mission of the CENTER including the President or Co-Presidents of the CSUN Student Dietetic and Food Science Association. Advisory board members who have the skill sets that help our overall mission, goals and objectives. (e.g. community directors, WIC director, Kaiser, Providence health Care Systems, Valley Care Community Consortium, Nestle, etc.)

Selection of the Advisory Board

The Advisory Board holds its annual election in November and the candidates are nominated by the Board members, Center Director, Associate/Assistant Director and Chair of FCS. The Chair of the Department of Family & Consumer Sciences shall serve as an ex-officio member of the Advisory Board. Members elected are appointed by the Chair of the Department of Family and Consumer Sciences to a renewable three-year term with no limit on the number of terms a member can serve._

Board Members are those individuals who have educational and professional expertise in food science, nutrition, dietetics or related fields and who wish to support the CENTER. Advisory board members may be nominated and selected by the Advisory Board based on their qualifications and potential contribution to the CENTER.

FELLOWS OF THE CENTER

Selection of Fellows: Fellows are those individuals who have educational and professional expertise in food science, nutrition, dietetics or related fields and who wish to support the CENTER. Fellows are selected by the Advisory Board based on their qualifications and potential contribution to the CENTER.

Responsibilities of Fellows: Fellows of the CENTER lend support to CENTER activities by participating in one or more of the following by:

1. Participating in professional events sponsored by the CENTER;
2. Serving as professional advisors to the Advisory Board and Director;
3. Reviewing or writing proposals for CENTER activities; and/or
4. Providing financial support.

PHYSICAL FACILITIES AND FINANCIAL SUPPORT

The CENTER facilities are currently located in the Sequoia Hall (SQ) including rooms 104 (Nobbs Auditorium), 110 (food science lab), 112 (Theriot Lab: conference/lecture room and sensory lab), 130 (research lab), 134 (food chemistry and analysis lab), SQ 291 (Bod Pod & Diet Analysis) and 120 (administration office). All of the above mentioned space was constructed, upgraded and occupied in 2001 specifically for the purpose of maintaining and improving the CENTER's functioning in the new building. The additional costs in upgrading these facilities were funded by the CENTER.

The CENTER is funded by donations, gifts, grants, and contracts from individuals, foundations, public and private organizations as well as by the proceeds from workshops, meetings, conferences, diet/recipe analyses, Bod Pod and other activities Nutrition education and consultation services. Certain academically-related CENTER programs, such as the Magaram Center Internship, will be funded in part by the Department of Family & Consumer Sciences. The CENTER is classified as an organization described in section 501(c)(3) of the Internal Revenue Code and, therefore, provides its own necessary accounting and auditing functions through the CSUN Foundation according to university policy to assure proper handling of funds. The CENTER Director and FCS Chair shall be responsible to the Dean for all financial functions of the CENTER, for maintaining its financial soundness, and conformity with University rules. Surplus funds accrued from the operations of the CENTER are reinvested in the CENTER or CENTER-sponsored activities which are consistent with the goals of the organization.

OPERATION

ANNUAL REPORT

Annually, by August 15, or when the necessary accounting for the fiscal year becomes available, the Director issues a written annual report, including a summary of CENTER activities and a financial statement of operations. The report shall be distributed to the Advisory Board for review and approval. Once approved by the Advisory Board, the report is submitted to the Chair of the Family and Consumer Sciences Department and the Dean of the College of Health and Human Development.

PERIOD OF OPERATION

With charter renewal, the CENTER will continue its operations until June 30, 2020. In the event that the charter is not renewed, its resources will revert to the Department of Family and Consumer Sciences.