

CHARTER
FOR
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

In keeping with the guidelines and procedures outlined in Organization and Administration of Centers (AA 150-60 of April 28, 2000) and the directives of the College of Health and Human Development the Center Marilyn Magaram Center (CENTER) shall be named, organized, and administered as follows:

I. Name

The name of this organization shall be Marilyn Magaram Center for Food Science, Nutrition, and Dietetics

II. Purpose and Functions

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.

Our vision is to be the recognized Center of Excellence in Food Sciences, Nutrition and Dietetics serving the global community.

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.

Functions

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

III. Membership (if applicable)

IV. Organization of the Center

The CENTER administration includes a Director, an Associate/Assistant Director, Administrative Assistants, Internship Coordinator, Food Science Coordinator, and 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.

A. Supervising University Unit

The Center for Marilyn Magaram shall operate under the College of Health and Human Development.

B. Organizational Structure

The Center for Marilyn Magaram shall be managed by the Director of the CENTER.

1. 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.

2. The Associate/Assistant Director and Nutrition/ Dietetic 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.

3. 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.

4. Food Science Coordinator

The Food Science Coordinator 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.

5. 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.

C. Administration

1. Administration: Director

Under the oversight of the Dean of the college, the Director shall be responsible for the general operation and administration of the Center. Responsibility for the direct operation of a specific program may be delegated, as may other responsibilities of the Director as necessary.

(Language similar to what follows)

The Director shall be responsible for allocating funds, staffing programs, administrative operations, and for arranging for space, equipment, and other resources and facilities required to support and promote the work of the Center. All decisions concerning staffing and expenditures made by the Director must have approval of the College Dean. The Director is also responsible for the preparation of the Center's annual report, as required by University policy.

2. Administration: 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.

3. Administration: Dean

The Dean of the college will be responsible for reviewing and approving all Center activities and published material. This review and approval process shall ensure that activities and published material of the Center contributes to the fulfillment of the CSU and CSUN missions, are consistent with acceptable

standards of scholarship, the charter of the Center and goals of the College, and otherwise conform to applicable laws, regulations, and policies of the University.

V. Finances

A. Source of Funds

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.

B. Operations

In consultation with the College Dean, the Department Chair, the Director will be responsible for all financial operations of the Center and for maintaining its financial soundness.

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.

C. Management of Resources

The use of resources shall be subject to review and must be approved by the Dean.

VI. 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.

A. Proposed Activities

Each year by a date established by the Dean of the college, the Director shall submit to the Dean of the College (a) an annual report that conforms to the established format and (b) a business plan for the coming academic year. The Director will then meet with the Dean to review all proposed activities, publicity, plans, advisory board changes, and budget projections for proposed Center projects. The Dean will review additional activities proposed during the academic year, as necessary. The Advisory Board will review the annual report prior to submission, as appropriate.

B. Submission of Annual Report

By September 15 of each year, the Director shall forward to the Provost or their designee a copy of the completed annual report.

C. Contents of Annual Report

The annual report shall include a financial statement, an activities statement for the previous year and a summary business plan for the upcoming academic year.

VII. Period of Operation

The Center will be dissolved no later than June 30, 2020, unless this Charter is renewed prior to that date upon application to the Provost. Similarly, all projects and component organizations of the Center shall operate for fixed periods and shall be automatically dissolved at the end of the period unless renewed by the Director, in consultation with the Advisory Board, Chair and the Dean.

Submitted By: _____ Date: _____

Director

Approved: _____ Date: _____

Department Chair

Approved: _____ Date: _____

Dean

Presented to Provost's Council on _____

Approved: _____

Provost

Date: _____

Approved: _____

President

Date: _____