



CALIFORNIA STATE UNIVERSITY

**LONG BEACH**

College of Business

**OPERATIONS AND SUPPLY CHAIN MANAGEMENT (OSCM)  
ADVISORY BOARD GUIDELINES  
July 2022**

**Operations and Supply Chain Management Curriculum Description**

The Operations and Supply Chain Management (OSCM) curriculum is designed to develop student competence in the conceptual, systematic, and analytical tools required for positions in manufacturing and service-oriented industries. Emphasis is placed on business process management and transformation, analytical and decision-making skills, and program or project management. Also, managing client, supplier, and channel relationships, end-to-end integrated supply chain knowledge and logistics application, total quality management/performance excellence, and lean thinking.

**Mission**

The OSCM Advisory Board supports and advocates for Operations and Supply Chain Management degree programs in the College of Business. We seek to serve students, faculty, industry partners, and the College of Business by developing an educated and skilled workforce to support the supply chain profession.

**Goals/Objectives**

- Provide advice and feedback on OSCM learning objectives, curriculum, and course content.
- Share expertise with OSCM students and faculty through field trips and classroom or workshop presentations.
- Help prepare students for a operations/supply chain management career through job shadows, internships, practicums, and mentorships.
- Develop learning and networking opportunities with operations and supply chain management community leaders.
- Participate in CSULB and industry-related events by giving presentations, making strategic introductions, and supporting faculty and students.
- Build bridges between OSCM and the local or regional community and professional organizations.
- Strategically develop the membership of the Board, including supporting a diverse Board that reflects the makeup of CSULB and the supply chain industry.
- Develop a research center focusing on operations and supply chain management and reflecting the region (e.g., ports, airports, warehousing, and distribution centers).

## **Advisory Board Structure**

The Advisory Board will be composed of up to 25 members from industry and will represent a cross-section of professionals and industries in operations and supply chain management. Additionally, the Board will include at least one alumnus of the College of Business, at least two student members, the Director of Development, and the Dean of the College of Business. Faculty members teaching OSCM will also be members of the Board.

Officers of the Advisory Board will include the Chair, Vice-Chair, Secretary, and Treasurer. The Chair and Vice-Chair shall be appointed for three-year terms, with an unlimited number of reappointments, by the Dean in consultation with the Advisory Board.

The Chair will work with the Dean to set the overall direction of the Board, determine meeting agendas, convene and run Board meetings, and perform other administrative tasks of the Board.

The Vice-Chair will assist the Chair in his or her tasks, be a stand-in for the Chair when the Chair is not available. The Vice-Chair will also serve as the treasurer and be responsible for creating a budget and working with CSULB staff on dues, allocations, and other fiduciary responsibilities.

The College will identify a staff member who will maintain a directory of the Board, communicate with the Board about upcoming meetings and events, and send out meeting minutes.

Two members will be elected as primary and secondary secretaries of the general board. These individuals will serve a one-year term and come from a pool of volunteers for the secretary role. The secondary will become the primary in the second year, refilling the secondary role. The primary Secretary will be exempt from board sub-committees. The Board Secretary will be responsible for recording the minutes from the general Advisory Board meetings. Another secretary will be elected for the Executive Committee.

The membership advisor will work with the Executive Board to help find potential candidates for joining the OSCM Board. The membership advisor will work with the executive committee to choose future Advisory Board candidates based on the Board's needs.

Subcommittees or task forces may be developed for specific tasks identified by the Board (e.g., Internships, Programs, Scholarships, etc.).

## **Meetings**

The full Advisory Board will meet four times yearly:

1. August/September,
2. November/December
3. February/March, and
4. May/June. (Or meet on other dates as agreed upon.)

Subcommittees or task forces will convene individually to address action items throughout the year.

## **Executive Committee of the Board**

The purpose of the Executive Committee of the OSCM Advisory Board is to act on behalf of the Board during intervals between Board meetings. The Executive Committee provides flexibility and responsiveness to time-sensitive issues and to achieving Board-determined goals and objectives.

The Executive Committee will be composed of the Dean, Board Chair, Vice-Chair, Secretary, Treasurer, one OSCM faculty member, Membership Advisor, and chairs of subcommittees/task forces. The Advisory Board Chair shall serve as the Executive Committee Chair. Typically, Executive Committee members will serve three-year terms, with an unlimited number of reappointments, by the Dean in consultation with the Advisory Board.

## **Board Member Selection**

The Membership Advisor will be responsible for finding potential candidates for the Advisory Board. These future candidates will be strategically sought based on the demographic and representation needs of the Advisory Board. The Executive Committee will convene to vote on new members of the Advisory Board; a majority vote by the Executive Committee is necessary to elect a new Board member.

### **Criteria for Board selection include:**

- Willingness and ability to work actively on OSCM's behalf.
- Broad awareness of the operations and supply chain field and its goals and opportunities.
- Being an OSCM practitioner (private or public sectors, nonprofit or for-profit) or consultant.
- Commitment to active participation and attendance at meetings.
- Understanding the Board's mission, committing to support OSCM, and assisting the Dean in raising this support.

Board Members will serve on rotating three-year terms with options for renewal at the discretion of the Board.

## Member Participation

Board members are expected to attend at least 50% of the Advisory Board meetings and may send an alternate to selected meetings if they cannot attend in person. The alternate should be well versed and current on Advisory Board activities.

Meetings attended by alternates will not count toward the 50% attendance guideline. Upon advance notice, alternates may attend Advisory Board meetings to meet other Board Members and become familiar with issues facing the Advisory Board.

Board members may participate in the following ways:

- Partner with OSCM faculty to provide guest speakers for courses, workshops, or student organizations (e.g., SAM, the Society for the Advancement of Management).
- Provide offsite visits (e.g., port tours).
- Provide feedback to the OSCM faculty on opportunities and challenges from the practitioner's viewpoint.
- Provide feedback to the OSCM faculty on how CSULB curricula and instructional methodology might best address the business community's expectations.
- Provide updates to the Advisory Board on significant developments in the industry.
- Participate in the activities of the Board, including events, meetings, and other activities.
- Help sponsor OSCM student internships and provide career opportunities
- Provide financial resources and opportunities for faculty and student development, including attendance at seminars and conferences, and other educational events.
- Provide recommendations on recruiting new OSCM Advisory Board members from existing member organizations, industry leaders, trade associations, and colleagues of Advisory Board members.
- Host Advisory Board meetings.
- Provides oversight for the collection, selection, and disbursements of membership dues.

## Specific Roles

Board members may participate by serving in specific roles, such as:

- Chair, Advisory Board.
- Vice-Chair, Advisory Board.
- Membership Advisor
- Executive Board Secretary
- Primary or Secondary General Board Secretary
- Treasurer
- Chair, Undergraduate Growth Committee.
- Chair, Internship and Mentorship Committee.
- Chair, Industry Organizations Outreach Committee.
- Chair, Student Society / Young Professionals Outreach Committee.

Other roles could include chairing other permanent or ad hoc committees such as Job Shadow/Tours, Internships, Road to Supply Chain Excellence, Scholarships, and Student/YA Representative.

## Membership Levels

Consistent with the Guiding Principles for Advisory Boards for the College of Business addressing time, talent, and treasure, the Advisory Board will collect annual dues to support student and faculty priorities.

Payment of annual membership dues is required for all active Industry Board members. Board members may select the level of membership from the following choices:

- a. Early career members (up to 3 years from undergraduate degree) will have a \$100 sponsorship.
- b. Individual professional membership is a minimum of \$200 or other amounts above the minimum.
- c. Corporate memberships are \$500 for a Gold Sponsorship; and \$1,000 for Platinum Sponsorships.

For members of the OSCM board, who work for an organization that provides scholarship donations greater than \$5,000 annually, that member may choose to be exempt from membership dues.

**Emeritus Status** – In addition to the two levels of active membership listed above, the Board may consider nominations of long-serving Board members for appointment to Emeritus status. If approved, Emeritus status members are:

- a. Invited to attend all Board meetings and activities.
- b. Not required to serve on any committees.
- c. Encouraged to contribute but are not required to pay dues.

**Annual Dues**

Annual membership dues will be billed each February, and payment will be due no later than March 31.

- Failure to pay annual membership dues can result in termination of Board Membership.
- Membership dues are deposited into the account established for the Board.

**Benefits of Board Participation**

- Chance to "give back" to provide for excellence in education.
- Engagement in campus and educational activities.
- Opportunity to shape or influence future operations and supply chain professionals.
- Access to interns and potential employees.
- Access to faculty research expertise.
- Access to other practitioners.