

**South Dakota School of Mines and Technology  
Department of Geology and Geological Engineering  
Advisory Board Charter**

**Preamble:**

The Department of Geology and Geological Engineering's Advisory Board (AB) was extensively revised and expanded in 2012 because of interests by Department alumni and initiatives of the new Department Head. Previous AB's had been supporting Department activities primarily to conform with ABET requirements for the presence of such an advisory organization for any Geological Engineering undergraduate program. The expanded AB is meant to represent all degree programs in the department, both undergraduate and graduate, in geology, geological engineering, and paleontology.

The Geology and Geological Engineering AB works with the Department Head and Faculty, the South Dakota School of Mines and Technology (SDSM&T) Administration, the SDSM&T Foundation, and the University President and Provost to provide resources and timely information to ensure students have sufficient opportunities to pursue their chosen geology, geological engineering, or paleontology professions. AB members are representative graduates of the Department of Geology and Geological Engineering, as well as past and present employees of industry and agency partners, who through their industry contacts and professional employment are in unique positions to provide valuable advice and professional perspective to both the Department and the University.

For the purposes of this Charter, we refer to the Geology and Geological Engineering Department as the Department, and we refer to the Geology and Geological Engineering Department head and faculty as the Department Head and Faculty, respectively. It is further noted that the Department includes a graduate degree program in Paleontology, and this program is closely associated with and relies on the resources, facilities, and activities of the SDSM&T Museum of Geology. Additionally, we refer to the SDSM&T Administration and SDSM&T Foundation as the Administration and Foundation respectively. The word "Program" denotes an integrated, organized educational experience that culminates in the awarding of a specific academic degree. The word "industry" refers to any private or public entity that utilizes those disciplines within the Department. The word "agency" refers to any local, State or Federal entity.

**Purpose and Duties of the AB:**

The purpose of the AB is to advise, guide, and assist the Department, Administration, Foundation, Department Head, and Faculty with respect to:

- Department and Program strategic goals and objectives;
- Direction, composition and quality of Program components;
- Curriculum development and Program modifications to meet industry, government service and university needs;
- Program performance assessment (efficiency and effectiveness) in graduating geoscience and engineering professionals with the skill sets and knowledge needed for successful careers in industry, government service or academia;

- Efforts to acquire funds for recruiting, scholarships, facility and Program improvements, student professional enrichment. and Department research;
- Visibility and quality of the Department's Programs and SDSM&T as an institution within industry and agency circles;
- Partnerships with industries and agencies;
- Student recruiting and retention activities;
- Contacts and mentoring opportunities for student internships, coop arrangements, summer jobs, and permanent employment for graduates; and
- Support of the Energy Resources Initiative (ERI) and Black Hills Natural Sciences Field Station (BHNSFS).

During "extraordinary times," Department, Administration and/or Foundation may call upon the AB to assist them in other important tasks. During these times, Department, Administration and/or Foundation may ask the AB to consider assignments beyond the above-stated duties and time commitments.

The AB members serve as a community service and without liability for the advice and opinions expressed in pursuit of fulfilling the above duties. The Department Head and Faculty are responsible for considering, rejecting, accepting and/or implementing any statement, opinion, idea or direction suggested by AB members.

### **Meeting Schedule:**

The AB Chairman will coordinate with the Department Head in arranging two (2) Regular Scheduled Meetings each calendar year, with the first meeting scheduled in the spring semester, and the second meeting scheduled in the fall semester. A quorum is considered present at the meeting if a simple majority of the AB members are participating in person in the order of business.

Department Head or the AB Chairman may call additional meetings, after due consultation with each other and the other AB members. Additionally, *ex officio* AB members (see below) or other interested persons may request the Department Head or AB Chairman to call a special meeting.

AB members may hold extraordinary meetings by teleconferencing. While AB members are to attend the Regularly Scheduled Meetings in person in order assure the required simple majority, AB members, who are unable to travel, may participate by teleconferencing so long as the quorum is achieved.

### **Membership of the AB:**

The composition of the AB shall be a maximum of fifteen (15) engineering and geoscience professionals representing, as a guideline, a balance of the following categories of Industrial, Agency and Educational through their employment and professional expertise:

#### **Industry:**

- Petroleum exploration, production and consulting services
- Hard rock and soft rock mineral exploration, production and consulting services
- Geotechnical/hydrological/environmental, engineering, and design consulting services

**Agency:**

- Federal, State and local agencies, regulatory and otherwise

**Education:**

- Museum and other educational organizations
- Geoscience academia
- Engineering academia

AB membership is completely voluntary and without compensation. An individual term of appointment is three (3) years, although initial appointments will be staggered from two (2) to six (6) to ensure continuity of AB activities and Department support. In consultation with the AB Chairman and the Faculty, the Department Head may ask outgoing AB members to serve another term, subject to a vote of the AB. The Secretary shall maintain the list of current AB members and shall note their rotation sequence. Attachment 1 discusses the expectations of AB members as adopted by the AB.

At any time, an AB member may resign his/her position and another member may be appointed by the Department Head prior to the next Regularly Scheduled Meeting, according to the procedures set forth below, but only if an urgent need or opportunity exists. However, it is preferred to consider new AB members at the regular scheduled meetings. An AB member may also be removed by a two-thirds (2/3) vote of the AB for reasons such as lack of participation in the meetings and other AB business. The Department Head, the Faculty, an AB member or *ex officio* member, or an interested person may propose Candidates for the AB. Once a candidate is proposed, the Department Head, in consultation with the AB Chairman or a committee formed under the direction of the AB Chairman, will decide if the nomination is appropriate to bring before the Faculty and AB for approval.

The procedure for appointing AB members is as follows:

1. A candidate nomination is made;
2. The Department Head and AB Chairman discuss the merits of including the candidate on the AB;
3. If the Department Head and AB Chairman concur that the candidate should be included on the AB, then the Department Head will first seek approval of the Faculty by a simple majority vote;
4. If the Faculty are in agreement, the candidate will be contacted to determine his/her willingness to serve;
5. If the candidate has expressed a desire to serve, the Department Head will circulate a resume of the candidate to the AB and seek approval of the AB by a simple majority vote preferably at one of the Regularly Scheduled meetings;
6. The approved candidate is appointed to the AB by the Department Head.

The Department Head may delegate the responsibility to approach a new AB candidate to a current AB member, a member of the Faculty, an *ex officio* AB member, or an interested person, if he/she deems that person can communicate better with the candidate.

**Officers of the AB:**

The primary officer of the AB is the Chairman. The AB shall elect the Chairman during the Spring Regularly Scheduled Meeting, usually as the last order of business during the meeting. The Chairman shall serve for one (1) term, which will expire at the close of the following Spring Regularly Scheduled Meeting, giving a term of approximately one (1) year. The AB may elect the Chairman by simple majority for multiple, sequential or non-sequential, terms.

The AB shall elect a Secretary at the Spring Meeting for a term of one (1) year to record minutes of the AB meetings. Draft Minutes are to be distributed within one month following each AB meeting for review and revision, and presented for approval at the following AB meeting. The Department Head, in consultation with the AB Chairman, and with due consideration of suggestions, topics, discussion items, etc. brought to the committee's attention by AB members or others, shall set the times, dates and locations of the AB meetings.

The Department Head, again in consultation with the AB Chairman, will prepare the agenda for the meetings; ensure that appropriate required reference materials are prepared and distributed; and provide notification to the AB members of the meeting time and place.

The AB Chairman in consultation with the Department Head may form subcommittees, as necessary, to conduct the business of the AB. Sub-committees may be retired as appropriate when their specific purposes/functions are completed or no longer required. Each sub-committee shall work with a Faculty point person. The standing subcommittees of the AB are as follows:

- ABET Accreditation
- Energy Research Initiative Steering Committee
- Field Station
- Museum
- AB Charter Committee - Retired
- High School Student Recruitment - Retired
- Industry/Agency Engagement: Internships, Hires & Funding; Industry Conference Attendance - Retired
- Arrow Quiver - (Program Curriculum, Professional Organization Membership, Student Field Experience, etc.) – Not activated

***Ex Officio* AB Members:**

*Ex Officio* AB members are persons who will be invited to the AB meetings on a regular basis for specific purposes. These include but are not limited to the following:

- The Department Head;
- The Department Faculty and Staff;
- The SDSM&T Alumni Association Executive Director (or his/her designee);
- The President of the Foundation (or his/her designee); and
- The SDSM&T President and other members of the Administration.

Amended and Approved

This Charter was amended and approved by the Department Head and the Advisory Board on the 9 day of May, 2018.



Dr. Laurie C. Anderson  
Head & Professor  
Department of Geology and Geological  
Engineering



Jeanne Goodman  
Chairman  
Geology and Geological Engineering  
Advisory Board

## **Attachment I**

### **SDSM&T Geology/Geological Engineering Advisory Board**

#### **Member Expectations**

The SDSM&T GGE Advisory Board (GGE AB) includes individuals interested in the welfare of the University and the Department. Members represent a key "resource" pool to advise and assist the GGE faculty and students through a variety of ways.

The purpose and basic duties of the GGE AB and its members are defined in the GGE AB Charter. This expectations document is intended as a supplement to the Charter and in no way replaces or otherwise modifies what is presented in the Charter.

We value the input of GGE AB members who are Federal Employees and act as agency liaisons. We understand that the role of a Federal employee is as a 'technical advisor' and not 'entity ambassador', and may not be involved in the promotion or endorsement of a non-federal entity. We expect that Federal employees will work with their supervisors and ethics advisors to define the scope of their activities on the GGE AB. We also understand that as technical advisors, they cannot be held to the same set of expectations as members who are not Federal employees.

#### **Additional Board expectations:**

The Board has the responsibility to

- be acquainted with the needs of the Department and to act as an advocate for GGE in order to advance its mission and objectives,
- review the Board Charter and other existing policy documents yearly in order to be familiar with the Board's purpose and responsibilities,
- share responsibilities through a committee/task force/project system
- comprehensively assess the board and committees' performance, at least every 3 – 4 years.

#### **Additional member expectations:**

Board members have the responsibility to:

- develop a thorough knowledge of the Department's mission, strategic priorities, challenges, and opportunities.
- articulate and support the Department's mission and purpose.
- support the Department financially through personal giving of an annual gift in the amount of \$500 or more to any of the Department's identified needs, such as scholarships, equipment, etc.
- prepare for and participate conscientiously in board and committee meetings. Personal attendance to at least 1 out of every 3 meetings is expected.