

**REQUEST FOR CHARTER
ACADEMIC INSTITUTES AND CENTERS
Academic Affairs Policy #1
Policy Revised: September 2009**

Instructions:

Please complete the request form and obtain the following signatures where indicated:

- Requestor
- Academic Unit Head
- Dean

Please mail the original signed form to:

Ms. Becky Rohlf
Research and Public Service
MSC 4107

For additional information, please contact Becky at rohlfri@jmu.edu or 540-568-3640.

After review, Research and Public Service will process for remaining signatures.

**REQUEST FOR CHARTER
ACADEMIC INSTITUTES AND CENTERS**

Academic Affairs Policy #1

Contact Information

Center for Entrepreneurship

Proposed Name of Academic Institute or Center (AIC):

(With approval as specified in Section 6.7)

Name of Person Requesting: Patrick McQuown

JMU Requester Academic Title:

(i.e., Professor of <Program>, Director of <Unit>, etc.)

Executive Director

MSC: 5506

Phone: (540)568-4696

Phone #2: (202)354-6600

Email: cfe@jmu.edu

Fax:

JMU Web site: www.jmu.edu/cob/cfe

Center Web site: www.jmu.edu/cob/cfe

College in which AIC will be housed:

College of Business

Department in which the AIC will be housed:

None

Type of Request:

Approval of Existing AIC

Definitions and Designation of AIC

Select a **proposed** category and type. The final designation will be determined by approvers.

Category: University Center

Type: Outreach/Service

Provide a rationale for the proposed category and type in a statement not exceeding 200 words.

The goals of the Center for Entrepreneurship (CFE) are to promote, foster, and perpetuate an entrepreneurial mindset within the JMU ecosystem. The CFE is not exclusive to one department or college but rather open to all individuals associated with the JMU community- alumni, students, faculty and staff.

Procedures

(Review Section 6 of Policy before proceeding)

Proposal & Justification (Section 6.1)

Attach a brief written justification (*Attachment 1*) for each criteria listed below. The document must not exceed one double-spaced page.

Criteria 1 - Need

Criteria 2 - Support of university priorities (specify)

Criteria 3 - Funding

Criteria 4 - Staffing

Approval

Choose one of the following: Approval of Existing AIC (refer to Academic Affairs Policy #1, Section 6.2)

Mission and Objectives

In a statement not exceeding 300 words, explain in plain English the mission and objective of the AIC.

The Center for Entrepreneurship promotes entrepreneurship on and off campus to empower individuals and transform lives. Housed in the College of Business, the Center supports interdisciplinary programs within colleges and multidisciplinary collaborations across campus through active participation, marketing support, academic and entrepreneurial networks, and grant funding. Founded in July 1985 as an interdisciplinary unit of the College of Business of James Madison University, the Center for Entrepreneurship (CFE) creates and promotes academic, scholarly and experiential activities related to entrepreneurship, innovation, and venture creation.

Staffing

Attach a written description for each person working with AIC, specifying the information below. Submit as *Attachment 2*.

1. Name/functional description
2. What is the role of the person holding the position? Select from the following:
 - Faculty member:
Is reassigned time required? If yes, attach approval as detailed in Section 6.5
 - Staff member:
Is reassigned time required? If yes, attach approval as detailed in Section 6.5
 - Undergraduate Student
 - Graduate Student
 - Other (identify)

Administrative Structure

Include an organizational chart as *Attachment 3*.

Advisory Boards

List and describe advisory boards affiliated with or related to the AIC as *Attachment 4*. This item is required.

Reporting Relationships

What reporting relationships exist in the AIC? Explain in a statement not exceeding 300 words.

The Executive Director reports directly to the College of Business Dean and oversees a full-time Operations Assistant. The Operations Assistant supports the Center for Entrepreneurship by managing everyday operations, foundation transactions, scheduling for the Executive Director and events with students, faculty, alumni and other center visitors.

Governance Issues

Detail governance issues, if any, in a statement not exceeding 300 words.

The Center for Entrepreneurship operates with an existing charter endorsed by the Dean of the College of Business.

The Center for Entrepreneurship continues to evaluate ourselves with other colleges and universities that are well above our peer ranking such as Princeton University. It is interesting to note these universities are 25% the size of JMU yet they have 2 to 3 times the amount of staff to run their entrepreneurship programs.

Funding

Select one or more options below.

- In-hand: Source/Amount: Foundation accounts totaling \$121,548.98
- Committed funds: Source/Amount: Advisory Board membership gift: \$2,500 annually
- Proposed funds: Source/Amount: The CFE plans to request funding in the upcoming years.

Support Needs

Are there additional university support needs?

- No
- Yes (specify below)

The Center for Entrepreneurship continues to receive great support from the President's office, Provost's office, and Dean's of every college.

Fundraising

Will the AIC raise public funds?

- No
- Yes. If so, approval of University Advancement is required as specified in JMU Policy 5105. Briefly describe below.

The Center for Entrepreneurship has a great relationship with Nick Langridge. We look forward to raising public funds and documenting the process in the upcoming year.

University Advancement Approver Name:

Approval Signature:

Date:

Appointment of Director

Include a summary of the director's qualifications as *Attachment 5*. Do not exceed 300 words. A brief CV is acceptable. (Refer to Section 6.2 & Section 7)

Patrick McQuown is a serial entrepreneur and investor.
Executive Director- James Madison University Center for Entrepreneurship (Jan 2017- Present)
Faculty Advisory- Society of Entrepreneurs (Jan 2017-Present)
Faculty Advisory- Epsilon Nu Tau (Jan 2017- Present)
Board of Advisors- TaxToken (Oct 2017- Present)
Board of Advisors- Rally Bus (April 2015-Present)
Professor- Brown University (Jan 2016- Dec 2016)
Co-Founder & Principal- Silca Partners (Jun 2013-Dec 2016)
Venture Mentor & Entrepreneur in Residence- Yale University (Oct 2014-May 2016)
Director of Business Development- Open Market (April 2011-2013)
Adjunct Professor- Georgetown University (Jan 2005-Feb 2011)
Vice President Sales & Business Development- SinglePoint (Oct 2006- April 2010)
Co-founder & President- Proteus (Mar 1996- Jul 2004)

Impact

Discuss the positive impact of the proposed AIC in a statement not exceeding 300 words.

The Center for Entrepreneurship provides guidance and resources to students, faculty, staff and alumni who are interested in creating a business or product. Through the Summer Venture Creation Accelerator the Center for Entrepreneurship has assisted in launching numerous successful businesses including BeatGig, TaxToken, 95 to Infinity and Canvex LLC. The Center for Entrepreneurship assists students in creating sustainable, viable businesses, raising necessary funding, and making beneficial connections. The CFE prepares ventures to compete in pitch competitions and win against high ranked schools such as Georgetown and UVA. The Center for Entrepreneurship helps to run the Society of Entrepreneurs and Epsilon Nu Tau.

Pre-Proposal Authorization (Section 6.0)

All signatures of authorization are required before the proposal is submitted. Add additional signatures as an attachment if necessary.

Department Head

Approver Name: Michael E. Busing
Department Name: College of Business

Approval Signature Michael E Busing Date 7/9/2018

Dean

Approver Name: Michael E. Busing
College Name: College of Business

Approval Signature Michael E Busing Date 7/9/2018

Dean recommendation for term of charter (not to exceed 5 years): 3 years

Vice Provost (overseeing involved college)

Printed Name:

Approval Signature _____ Date _____

Vice President for University Advancement

Printed Name:

Approval Signature _____ Date _____

Assistant Vice President for Academic Resources

Printed Name:


Approval Signature _____ Date _____

Additional Information

List any other pertinent information you wish to share as *Attachment 6*. Responses must be limited to one page.

Submitted by:

Printed Name and Title: Patrick McQuown, Executive Director

X Signature  Date 6/29/18

Reference Sources

- Academic Affairs Policy #1, Academic Institutes and Centers
- Faculty Handbook
- Policy and Procedures Manual
- Office of Sponsored Research Policy
- Policy #5101 Solicitation for Private Funds
- Financial Procedures Manual

APPROVALS

All sections require the **typed** name of the approver, unit and college.
Note: If the AIC is cross-disciplinary, approvals must be received from all involved areas.

Department Head

Approver Name: Michael E. Busing
Department Name: College of Business

Approval Signature Michael E. Busing Date 7/9/2018

Dean

Approver Name: Michael E. Busing
College Name: College of Business

Approval Signature Michael E. Busing Date 7/9/2018

Dean recommendation for term of charter (not to exceed 5 years):

Vice Provost (overseeing involved college)

Printed Name:

Approval Signature _____ Date _____

Vice President for University Advancement

Printed Name:

Approval Signature _____ Date _____

Assistant Vice President for Academic Resources

Printed Name:

Approval Signature _____ Date _____

APPROVAL/RECOMMENDATION
(to be completed by VPRPS)

APPROVAL

Approve Charter
Approve Conditional Charter
Deny Charter

Expiration Date: *June 30, 2021*
Expiration Date:

Comments:

Vice Provost for Research and Public Service

Printed Name:

Approval Signature _____ Date _____

FINAL APPROVAL (to be completed by Provost and Senior Vice President for Academic Affairs)

Approve Charter
Approve Conditional Charter
Deny Charter

Expiration Date:
Expiration Date:

Comments:

Provost and Senior Vice President for Academic Affairs

Assistant Vice President for Academic Resources

Printed Name:

Approval Signature _____ Date _____

Charter Issued: Charter Expires:

Attachment 1: Proposal & Justification

Criteria 1: Need

The Center for Entrepreneurship provides a voice, an entry point, and a coordinating effort to promote entrepreneurial education and research, enriched by community outreach. At JMU no other college, department, or center addresses the growing nationwide need for entrepreneurship education.

Criteria 2: Support of University Priorities

The CFE supports many defining characteristics 1) The University will focus on student learning and development through collaboration across all divisions 2) The University will provide students with a wide array of extracurricular activities 3) The University will maintain our heritage of nurturing and cultivating enduring relationships with its constituencies 4) The University will be an environmentally literate community whose members think critically and act, individually and collectively, as model steward of the natural world.

Criteria 3: Funding

The CFE is supported by the College of Business but additionally runs off of multiple Foundation funds. The following funds are currently available to the CFE:

The Entrepreneurship Studies Endowment Expendable: \$31,457.65

CFE Cash Account: \$81,685.43

Funkhouser Entrepreneurial Research: \$3,755.90

Rebibo Family Venture Creation Accelerator Support: \$4,650

Criteria 4: Staffing

The Center for Entrepreneurship requires on full-time Executive Director and one full-time Operations Assistant.

Attachment 2: Staffing

The Center for Entrepreneurship requires one full-time Executive Director and one full-time Operations Assistant.

Patrick McQuown, Executive Director, Center for Entrepreneurship

Faculty receiving an annual salary of \$139,050.

Alyson Sved, Operations Assistant, Center for Entrepreneurship

Staff receiving an annual salary of \$31,000.

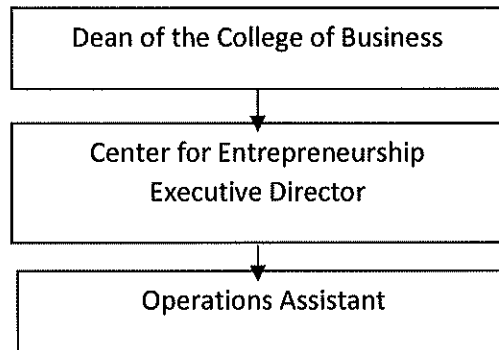
The Center for Entrepreneurship also employs students/alumni for the summer months of June and July as part of our Summer Venture Creation Accelerator. These individuals are paid a \$4,000 stipend.

Attachment 3: Administrative Structure

Center for Entrepreneurship

Organizational Chart

2017-2018



Attachment 4: Advisory Board

The Center for Entrepreneurship Advisory Board serves as a working board to promote entrepreneurship and support the work of the Center. Each board member contributes his/her expertise as questions and opportunities arise. They have been integral in making entrepreneurship a JMU strategic initiative. The Board meets twice a year and each member is required to give \$2,500 toward the CFE. This money is used in majority to support the student stipends for the Summer Venture Creation Accelerator.

The 2018-2019 CFE Advisory Board members include Mary Ann Alger, April Armstrong, Bryan Bostic, Jon Craver, Dr. David Ehrenpreis, Avrum Elmakis, James Fugit, Dr. Michelle Hesse, David Kay (vice chair), Angela Keaveny, Bharath Krishnamoorthy, Mark Langer, Eric Major, Dr. Fariss-Terry Mousa, Dr. Kurt Paterson, Dr. Jennifer Peeks-Mease, Jeff Pompeo, Don Rainey, Michael Rebibo (chair), John Rothenberger, , and Kevin Tucker.