

University Committees Appointments 2020 – 2021

General Operations

It is the responsibility of all committee chairs to regularly report minutes and actions according to any procedures that are outlined in policies pertaining to the committees themselves or procedures defined in related institutional documents. Where no specific university policies exist governing the role and authority of a committee within university process, committee chairs are responsible for reporting actions of the committees, including minutes, to the designated Vice President(s) who hold(s) management responsibility for the committee. Vice Presidents are responsible for keeping the President's Cabinet apprised of all significant actions. Any committee for which student voice is included as part of its deliberations and/or decision-making process must report its recommendations and actions to the Provost, regardless of which Vice President may have management responsibility. (Presently, this includes all committees except "employee awards" and "employee activities" committees.) University rules, regulations & policies are referenced herein; governing documents should be referenced and read in their entirety at: <https://floridapoly.edu/about/board-of-trustees/university-policies-regulations-rules/>.

The chair of a committee is responsible for managing the operations of the committee. The chair typically schedules meetings, sets the agenda, and determines the overall direction of the committee, with appropriate input from committee members and other University stakeholders.

The agenda outlines the items the committee expects to accomplish during a meeting. The agenda should be provided to members prior to the meeting to allow members to prepare for the meeting. Committees that are subject to the Sunshine Law are required to post the agenda or a summary with the notice of the meeting at least 7 days prior to the meeting.

Quorum is the number or percentage of committee members that must be present for business to be conducted. Non-voting members do not count when determining quorum. Unless otherwise specified in this document or University policy, a quorum is a majority of committee members. A majority is 50% of members plus one.

Voting during committee meetings may be done by various methods. Voting may be done by voice, by roll call, by show of hands, or by ballot. Committees that are subject to the Sunshine Law may not use secret or anonymous voting methods, and its members may not vote by proxy, or abstain from voting without declaring a conflict of interest. Unless otherwise provided in this document or University policy, a motion requires a majority vote of voting members to pass.

Minutes are the written record of the meeting. Minutes should include: date/time of meeting, list of attendance, brief description of discussions, details of all motions (who made the motion and who seconded), results of the vote, and time of adjournment. Committees should try to comply with Robert's Rules of Order. If Robert's Rules of Order and this document conflict, this document controls.

Definitions

- **Ad hoc:** a committee that is formed for a specific task. Ad hoc committees meet on an as-needed basis and may be discontinued after completion of their objectives. An ad hoc committee may also be called a task force.
- **Ex officio:** by virtue of office. Members identified as Ex officio are voting members of a committee unless expressly identified as non-voting.
- **Standing committee:** a permanent committee that meets regularly.

Committee Eligibility

Faculty that are in their terminal year of employment (as a result of non-reappointment or layoff) are not eligible to participate on University Committees. Similarly, faculty who have resigned, unless otherwise approved by the President or designee, are not eligible to serve on University Committees. In both such cases, faculty must be removed from the committee, and following committee rules a replacement must be identified. Staff who are in their probationary period, are part-time, or are OPS (part-time) are not eligible to serve on committees, unless otherwise approved by the President or designee. In most cases, staff are appointed by their Vice President who may consult with the individual's supervisor to determine the staff member's appropriateness for service on a given committee.

Academic Policies & Procedures Committee (APPC)

The University Academic Policy and Procedures Committee is a standing Committee appointed by the Provost to make recommendations regarding the creation, revision and management of university academic policies. The APPC shall review academic policy and procedure proposals in order to determine whether they are aligned with the mission of the University.

Membership:

Tom Dvorske, VPAA, Chair		David Brunell, GC (non-voting)	Youssif Al-Nashif, CS
Kathryn Miller, VPSA		Shahram Taj, DSBA	Younggil Park, ME
Dahl Grayckowski, U. Registrar		Matt Bohm, FA	
AJ Alnaser, FRC Chair		Jim Dewey, FA	

Academic Program Review Committee

The Academic Program Review Committee (“APRC”) reviews and evaluates the self-study prior to submission to external reviewer during the review process. Membership of the APRC shall consist of at least three faculty members and one Department Chair. No member of the review committee should be primarily affiliated with the Degree program being reviewed. This is an “as needed” committee per program review schedule filed with Board of Governors.

Not needed in this cycle

Doug Holton, Chair	Academic Dept Chair	Faculty
Tom Dvorske	Kathryn Miller	Faculty
		Faculty

Admissions Appeals Committee

The University Admissions Appeals Committee is responsible for reviewing all admissions appeals.

Ben Matthew Corpus, VPAM, Chair	Dahl Grayckowski, U. Registrar	Tonya Chestnut, DSL
Kathryn Miller, VPSA	Melaine Schmiz, GC (non-voting)	Md Selim Habib, FA
Tom Dvorske, VPAA	Michelle Powell, Adm Dir.	Patrick Luck, Fac

Collections Advisory Committee

The Collections Advisory Committee advises the Director of Libraries on budget and policy issues and is responsible for assessing proposals for new high cost purchases.

Kathryn Miller, VPSA-Lib, Chair	Mary Vollaro, Chair
Doug Holton, DTL	Seyed Soltani, FA
Muhammad Rashid, Chair	Faculty-FA, TBD

Financial Aid Committee

The purpose of the University Financial Aid Committee is to discuss, recommend, and create policies, procedures, and regulations that are necessary in servicing financial aid to all Florida Polytechnic students. The Financial Aid Committee is charged with reviewing student financial aid appeals and rendering final decisions. The committee also assists in developing and implementing various financial aid programs that assist Florida Polytechnic students with costs of attending the University.

Carrie Mann, DirFA Chair	Melaine Schmitz, GC	Youssif Al-Nashif, FA
Ben Matthew Corpus, VP EM	Michelle Powell, Adm. Dir	Penney Farley, Finance
Regina Siewert, Budget	Tonya Chestnut, DSL-SA	Kitty Taylor, Finance
Jill Hernandez, Fin	Andrew Konapelsky, Asc. Registrar	

Graduate Studies Committee

The purpose of the University Graduate Studies Committee is to review and make recommendations as to graduate academic policies and standards related to graduate level curriculum (new graduate programs or major changes to existing programs). Committee may serve in advisory capacity to the Graduate Director and Provost on other division-related matters.

Tom Dvorske, VPAA, Chair (Acting DD)	Fac-at large, TBD	Youssif, Al-Nashif, CS
Dahl Grayckowski, U. Registrar	Rei Sanchez-Arias, DSBA	Muhammad Ullah, ECE
Kathryn Miller, VPSA	Gerardo Carbajal, ME	

Honorary Degrees Committee

The Honorary Degrees Committee reviews nominations and selects nominees to be recommended to the President for the award of an honorary degree. The Committee may gather additional information on the nominee(s).

Terry Parker, Provost, Chair	Kathleen Bowman, VP Adv,	Kristen Wharton, PO
Faculty—TBD	Faculty—TBD	Faculty—TBD

Institutional Effectiveness Committee (IEC)

The University Institutional Effectiveness Committee is responsible for reviewing the effectiveness and soundness of the University's planning and assessment practices and processes. The IEC provides oversight and guidance with the development and implementation of the University's assessment framework and processes and provides support for development and ongoing maintenance of SACSCOC accreditation.

Tom Dvorske, VPAA, Chair	Shannon Brandt, ASC	Jenny Lee, FA
Kevin Calkins, IRE	Regina Siewert, Fin-Budget	Abigail Bowers, Math
Doug Holton, DTL	Indira Sukhraj, EO	Matt Bohm, ME
Nicole Tardiff, DSP	Youssif Al-Nashif, FA	

Mitigating Circumstances Withdrawal Committee

The Mitigating Circumstances Withdrawal Committee reviews a student’s request for a mitigating circumstances withdrawal and supporting documentation and decides whether to grant a mitigating circumstances withdrawal, and if so, whether a refund will be provided. The Committee will be comprised of at least four members and must include representatives from the following departments: Academic Affairs, Student Affairs, Office of Financial Aid, and the Bursar’s Office. The Provost or his/her designee serves as the chair of the Committee.

Terry Parker, Provost, Chair	Paul Carey, SA	Kristin Stokes, Wellness
Carola Mann, F.Aid	Jill Hernandez, Fin	

Performance Review of Institutes and Centers Committee

The Performance Review Committee is appointed by the Provost and consists of at least three members who review the annual report of the Institute or Center. The Performance Review Committee consists of individuals selected from the following areas: at least one faculty member from the Academic Department most closely affiliated with the Institute or Center; a representative from Finance; and a third member with appropriate expertise. **AS NEEDED**

Institute rep	Faculty	Institutional Research rep
Finance Rep	Provost appointee	

Proposal Review of Institutes and Centers Committee

The Proposal Review Committee is appointed by the Provost and consists of at least three individuals, one of whom is recommended by the proposed Director of the proposed Institute or Center. This Committee reviews the initial application of the Institute or Center and provides written recommendations to the proposed Director. **AS NEEDED**

Proposed institute rep	Provost appointee	Provost appointee
Provost appointee	Institutional Research rep	

Readmission Committee

The Readmission Committee hears appeals for student who have been suspended a first or second time pursuant to the University’s Academic Standing policy.

Dahl Grayckowski, U. Registrar	Tom Dvorske, VPAA	Shannon Brandt, ASC
--------------------------------	-------------------	---------------------

Review of Student Disciplinary System and SCC Committee

The Student Disciplinary System and SCC (Student Code of Conduct) Committee operates under the direction of the Provost to periodically review the Student Disciplinary System and SCC. This committee includes student representation.

Kathryn Miller, VPSA	Tom Dvorske, VPAA	Harish Chintakunta	Manoj Lamichhane, FA
Melaine Schmiz, GC	Tonya Chestnut, DSL	SGA—TBD	SGA—TBD
Student—TBD	Student—TBD	Student—TBD	

Student Academic Appeals Committee

The Student Academic Appeals Committee conducts formal reviews of student grade appeals. The Committee shall be made up of at least three (3) and not more than five (5) faculty members and two (2) students. The Vice Provost of Academic Affairs will appoint the faculty members, and the Vice Provost of Student Affairs will appoint the student members from a panel of ten (10) students provided by the president of the University's Student Government Association.

AS NEEDED

Tom Dvorske, VPAA, Chair	Kathryn Miller, VPSA	Student
Student	Faculty	Faculty
Faculty	Faculty, if needed	Faculty, if needed

Tuition & Fee Appeals Committee

The purpose of the University Tuition & Fee Appeals Committee is to review and determine to approve or reject appeals from students who wish to appeal their late registration fee, late payment fee, or repeat course surcharge.

Jill Hernandez, Fin, Chair	Carrie Mann, F. Aid	Shannon Brandt, ASC
Jimmy Surin, SA	Dahl Grayckowski, U. Registrar	Christian Navarro, FA
Melaine Schmitz, GC (non-voting)	Michelle Powell, Adm	

Tuition Residency Appeals Committee

The Residency Appeals Committee is designated to review and decide residency decisions - not the classification and reclassification processes nor associated deadlines; these areas may not be appealed. Please note that the Residency Appeal Committee cannot override Florida Statutes, which govern residency for tuition purposes.

Dahl Grayckowski, Chair	Carrie Mann, F. Aid	Michelle Powell, Adm
Kevin Calkins, IRE	Shannon Brandt, ASC	Kristin Stokes, Wellness

Undergraduate Curriculum Committee

The purpose of the University Undergraduate Curriculum Committee is to make recommendations on academic policies and standards related to undergraduate curriculum; provide a directional force for the planning, development, approval, and implementation of new academic curricula; and for the review, evaluation, approval, and disposition of existing curricula.

Dahl Grayckowski, Chair	Abigail Bowers, Math	Onur Toker, ECE
Tom Dvorske, VPAA	Fac, Nat Sci--TBD	Susan LeFrancois—DSBA
Kathryn Miller, VPSA (non-voting)	Wylie Lenz, AHSS	Muhammad Abid, CS
Paquita Copeland, IRE (non-voting)	Edwar Romero-Ramirez, ME	

Student Technology Fee Committee

The University Student Technology Fee Committee administers the annual distribution of Student Technology Fee revenues. This Committee will administer the budget, review recommendations and create necessary policies and procedures in order to govern the fees that will be applied to information technology for the University.

Tom Dvorske, VPAA, Chair	Kathryn Miller, VPSA	Brad Towle, Chair, CS
Tonya Chestnut, DSL	Student—TBD	Muhammad Rashid, Chair, ECE
Alex Landback, GC	Student—TBD	Aaron Bardall, FA
Michael Dieckmann, CIO	Student—TBD	Edwar Romero-Ramirez, ME

Dining Services Committee

This committee reviews meal plans.

Treasa McLean, Pr/Aux, Chair	David Brunell, GC	Kathryn Miller, VPSA
Kristin Stokes, Wellness	SGA—TBD	
Brittaney Sottile-Roe, Aux	Penelope Farley, Fin	

Transportation Committee

This is an ad hoc committee that specifically studies and makes recommendations regarding the student transportation program.

Kathryn Miller, Chair	Treasa McLean, Pr/Aux	SGA—TBD
SGA—TBD	Paul Carey, SA	Lissa Pare, F. Aid

Threat Assessment Team Committee

The Threat Assessment Team (“TAT”) evaluates violent acts or threats which disrupt the operations of the University (“violent acts or threats”). The TAT may also assist in efforts to prevent workplace violence by providing training, education, or intervention and by fostering communication.

Chief Rick Holland, Chair	Kristin Stokes, Wellness	Kathryn Mille, VPSA
Maggie Mariucci, UR	Gina Delulio, GC	DeAnn Doll, HR

Non-Academic Policies & Procedures Committee

University policies provide specific guidance and procedures in compliance with applicable state, federal and University regulations. The University Non-Academic Policy and Procedures Committee oversees the development of non-academic policies by circulating policies and soliciting comments from stakeholders, modifying policy drafts and approving policies and related procedures to direct and guide the operations of the University.

David Brunell, GC, Chair	DeAnn Doll, HR	Abdelwahab Hamam, FA
Penelope Farley, Fin	Tonya Chestnut, SA	Sherri Pavlik (non-voting)
Melissa Vazquez, AA	Kim Kennedy, Adv	Kristen Wharton (non-voting)

Accessibility Committee

The purpose of the Accessibility Advisory Committee is to help create an inclusive, welcoming campus environment that meets the needs of students, faculty, staff and visitors with disabilities at Florida Polytechnic University.

Michelle Disson, Title IX, Chair	DeAnn Doll, HR	JT Trecastelli, F&SS
Kelly Morgan, ODS	Doug Holton, DTL	Erik Rook, UR
Tom Dvorske, VPAA	Melaine Schmiz, GC	Onur Toker, Fac
Kathryn Miller, VPSA	Brennen Cannon, TS	Mike Dieckmann, CIO

Annual Employee Awards Committee

The University Annual Employee Awards Committee is responsible to plan and implement the “Ablaze” annual employee awards celebration which recognizes the extraordinary professional contributions and quality service of our University staff and faculty and their integral role in advancing Florida Poly’s mission.

Regina Brown, Chair	Zaira Medina, AA	Emily Tidwell, Fin
Kevin Calkins, IRE	Renee Allen, F&SS	Rei Sanchez
Vanessa Lewis, UR	Mary Vollaro	

Diversity and Inclusion Committee

The purpose of the Diversity and Inclusion Committee is to influence Florida Polytechnic University’s culture in a way that fosters an inclusive, diverse and emotionally safe campus environment.

Rick Maxey, Chair	Michelle Disson, Title IX
Gloria Nelson, HR	David Brunell, GC
Lydia Guzman, UR	Zahra Sadeghizadeh, FA
SGA—TBD	Jenny Lee, FA
Ryan Darley, ASC	Melissa Vazquez, AA

Employee Activities Committee (EAC)

The purpose of the University Employee Activities Committee (EAC) is to coordinate and promote enjoyable and rewarding activities, programs, and services for Florida Polytechnic faculty, staff, and their families. Their mission is to facilitate employee interaction and enhance and sustain employee morale.

Regina Brown, Chair	Sherri Pavlik	Bethellen Reinert
Lisette Brigham	Crissy Hinson	Mohammad Reza Khalghani, FA
Lisa Thompson	Shawna Wesley	Paul Carey
Kelly Beall	Cherie Bryant	

HIV/AIDS Committee

The University Committee on HIV/AIDS is appointed by the President on an as needed basis and chaired by the Vice Provost of Student Affairs/designee to consider special problems related to HIV/AIDS that require University action.

Kathryn Miller, Chair	Michelle Disson	Kristin Stokes,
-----------------------	-----------------	-----------------

Student Fees Committee

The Increase in Student Fees Committee makes recommendation regarding increasing the A&S, health, athletic, or CITF fees. At least one-half of members are students appointed by the student body president. The remainder of the committee are appointed by the university president. A chairperson, appointed jointly by the university president and the student body president, votes only in the case of a tie. The recommendations of the committee take effect only after approval by the university president, after consultation with the student body president, with final approval by the university board of trustees.

Kathryn Miller, VPSA	Tonya Chestnut, DSL	John White, F&SS
Arlene Gallagher, Fin	Student—TBD	Student—TBD
SGA—TBD	Student—TBD	

Clery Act Committee

The University Clery Act Committee is responsible to compile, develop, and disseminate the University's annual security report.

Chief Rick Holland, UP, Chair	Melaine Schmitz, GC	John Trecastelli, F&SS
Laura Neff-Henderson, UR	Tonya Chestnut, DSL	Wylie Lenz, Fac
Michelle Disson, Title IX	Kristin Stokes, SA	

Continuity of Operations Plan (COOP) Committee

The University Continuity of Operations Plan Committee is responsible to plan for emergency activity associated with natural and man-made events which may interrupt normal operations of the campus. The COOP Committee will work in concert with the National Incident Management System procedures.

Chief Rick Holland, UP, Chair	Kristin Stokes, Wellness	John Newton, Lab Tech
David Calhoun, F&SS	Alex Landback, GC	DeAnn Doll, HR
Kathryn Miller, VPSA	Mike Dieckmann, CIO	Dan Bartle, F&SS
Maggie Mariucci, UR	Ercan Elibol, IT	Sravani Vadlamani, FA
Treasa McLean, Pr/Aux	James Mennie, FIPR	

Parking Committee

The Parking Committee provides input and recommendations on parking locations, fees, fines and systems. It also provides recommendations on student transportation, agreements, fees and rates.

Treasa McLean, Pr/AuxChair	David Brunell, GC	Brittaney Sottile-Roe, Aux
Kathryn Miller, VPSA	Lydia Guzman, UR	SGA—TBD
Chief Rick Holland, UP	Sravani Vadlamani, FA	
Michelle Disson, ADA	John Trecastelli, F&SS	

Property Surplus Committee

The purpose of the University Surplus Property Committee is to establish and maintain a uniform process that will aid in certifying property as surplus and determining the best method for disposing of surplus property.

Laura Marrone, Aux, Chair	Jay Morton, TS	Jaeyoun Oh, FA
David Brunell, GC (non-voting)	John Irvine, Fin	Scott Reinhart, Lab Tech
Federico Despiau, HR	Jorge Velazquez, F&SS	Paul Carey, SA
Marie Wilmot, HR (non-voting)	Gary Giddens, F&SS	

Safety Committee

The purpose of the University Safety Committee is to conduct an ongoing systematic review of safety and security conditions throughout the University; to regularly review community safety/security concerns and evaluate accident and “near miss” incident reports; to promote safety through a comprehensive safety education/training program for all employees, students and visitors to university facilities; to promote compliance with federal/state/local regulations and industry standards regarding health and safety; and to make monthly recommendations to the President’s Cabinet for the maintenance and improvement of a safe and healthy environment throughout the University and its affiliated properties.

JT Trecastelli, F&SS, Chair	Saleem Sahawneh, FA	John White, F&SS
Chief Rick Holland, UP	Aaron Medley, FIPR	Treasa McLean, Aux
Muhammad Rashid, ECE Chair	Laura Neff-Henderson, UR	Ercan Elibol, TS
Nicoleta Hickman, DD-SAM	Scott Wallen, Lab Tech	Jay Morton, TS
Alex Landback, GC (non-voting)	Tonya Chestnut, SA	DeAnn Doll, HR

Notes

In general, following the person's name is an abbreviation of either the person's title, if designated in the committee charge, or their function as defined by the committee charge. In some cases, no affiliation is listed because committee charge does not defined population based on affiliation. To clarify, these abbreviations are as follows:

AA = Academic Affairs
Aux = Auxiliaries (used only if auxiliaries function is noted and not procurement function)
CIO = Chief Information Officer
DSL = Director of Student Life
DTL = Director of Teaching and Learning
FA = Faculty Assembly
FAC = Faculty appointment, usually by Provost (may be nominated by Faculty Assembly)
F&SS = Facilities and Safety Services
Fin = Finance
GC = General Counsel
HR = Human Resources
IRE = Institutional Research and Effectiveness
ODS = Office of Disability Services
Pr/Aux = Procurement & Auxiliaries, if both functions or unit function is noted
SA = Student Affairs
TS = Technology Services
UP = University Police
UR = University Relations
VPAA = Vice Provost of Academic Affairs
VPEM = Vice Provost of Enrollment Management
VPSA = Vice Provost of Student Affairs