



FLORIDA POLYTECHNIC
UNIVERSITY

University Committees: Master List

As of: 1.10.20

General Information

Authority & Process

Committees serve at the pleasure of the President, and it is the President's prerogative to add, discontinue, or redefine committees as needed to address institutional needs. Some committees are created pursuant to University policy, regulation, or rule. Division heads (typically Vice Presidents) hold management responsibility for formation and functioning of committees. Committees should regularly report minutes and actions to the designated Vice President who hold responsibility for ensuring that the Cabinet is kept apprised of all significant matters.

Annually, the President's cabinet reviews the committee structure and makeup and identifies membership in collaboration, where appropriate, with the Faculty Assembly. This activity is typically done prior to or in the first weeks of the fall term.

The Office of the President manages the gathering and tracking of committee membership terms and issues the official committee list annually. The Provost Office will support this effort as necessary.

University rules, regulations & policies are referenced herein; governing documents should be referenced and read in entirety at: <https://floridapoly.edu/about/board-of-trustees/university-policies-regulations-rules/>.

Definitions

The term, "Ex officio," means by virtue of office. Members identified as ex officio are voting members of a committee unless expressly identified as non-voting.

An "ad hoc committee" is 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.

A "standing committee" is 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 or are part-time OPS are not eligible to serve on committees. In most cases, staff are appointed by their Vice President who may consult with the individual's supervisor.

Term Limits

Committee membership is appointed annually. Unless otherwise noted or defined in policy, members may serve a maximum of two (2) years for academic committees at which time they must rotate off for no less than one (1) year. Staff membership may serve for up to three (3) years before rotating off for no less than (1) year. These limits are intended to provide faculty with ample opportunity to serve on multiple committees as part of their professional expectations and to facilitate institutional knowledge among Florida Poly staff. These term limits may be waived in circumstances where a committee must have representation from a specific division/department and there is no other eligible person to fill that role on the committee. These term limits do not apply to ex officio positions.

Committee Operations

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.

Academic Committees

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, Chair	David Brunell	Patrick Luck (FRC)
Kathryn Miller	Mary Vollaro	Jim Dewey (FRC)
Dahl Grayckowski	Victoria Astley (Chair Gov Body)	Younggil Park (Provost)
Harish Chintakunta (Provost)		

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.

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.

BenMatthew Corpus, Chair	Dahl Grayckowski	Rawa Adla (Provost)
Tonya Chestnut	Melaine Schmiz (non-voting)	Arman Sargolzaei (FRC)
Tom Dvorske	Kathryn Miller	

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.

Doug Holton, Chair	Faculty (gov body)
Kathryn Miller	Faculty (gov body)
Nicoleta Hickman	Youssif Al-Nashif

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, Chair	Andrew Strazi	Jill Hernandez
BenMatthew Corpus	Derek Lower	Melaine Schmiz
Regina Siewert	Admissions rep	Jennifer Lee (FRC)
2 nd Finance rep		

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.

Graduate Division Director (if appointed)	Tom Dvorske	Muhammad Ullah
Dahl Grayckowski	Brad Towle	Gerardo Carbajal
Kathryn Miller	Rei Sanchez-Arias	Udita Katugampola

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, Chair	Kathleen Bowman	Kristen Wharton
faculty	Faculty	faculty

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, Chair	Doug Holton	Seyid Soltani (Provost)
Kevin Calkins	Regina Siewert	Sesha Srinivasan (Provost)
Laura Neff-Henderson	Nicole Tardif	Jared Bunn (FRC)
Shannon Brandt		Muhammad Ullah (FRC)

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, Chair	Paul Carey	Kristin Stokes
Carola Mann	Jill Hernandez	

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.

Institute rep	Faculty	Institutional Research rep
John Sprenkle	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.

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	Tom Dvorske	Shannon Brandt
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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	Tom Dvorske	Jenny Lee (Provost)	Faculty (faculty choice)
Melaine Schmiz	Student Affairs rep	Graham Gilbert (SGA)	Jake Greenberg (SGA)
Student	Student	student	

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.

Tom Dvorske, Chair	Kathryn Miller	Owen Dostie
Berthe Onana	Faculty	Faculty
Faculty	Faculty?	Faculty?

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, Chair	Carrie Mann	Shannon Brandt
Jimmy Surin	Dahl Grayckowski	Christian Navarro (FRC)
Melaine Schmiz (non-voting)	Michelle Powell	

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	Michelle Powell
Kevin Calkins	Shannon Brandt	Kristin Stokes

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	Onur Toker	NS TBD
Tom Dvorske	Edwar Romero - Ramirez	Abigail Bowers
Kathryn Miller	Muhammad Abid	Amanda Bruce
Paquita Copeland	Rei Sanchez-Arias	

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, Chair	Phelippe Souza-Herod (student)	Nicoleta Hickman
Tonya Chestnut	Ramon Morales (SGA)	Youssif Al-Nashif
Alex Landback	Heather Freeman (FRC)	Regina Siewert
Ben Beachy, CIO	Kathryn Miller	Mihir Lad (SGA)

Dining Services Committee

This committee reviews meal plans.

Treasa McLean, Chair	David Brunell	Kathryn Miller
Carolina Barrios	David Ciccarello (SGA)	
Brittaney Sottile-Roe	John Sprengle	

Transportation Committee

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

Kathryn Miller, Chair	Treasa McLean	Samual Gaskin (SGA)
Gus Lipkin (SGA)	Paul Carey	Lisa Parre

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.

Rick Holland, Chair	Kristin Stokes	Kathryn Miller
Maggie Mariucci	Gina Delulio	DeAnn Doll

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, Chair	DeAnn Doll	Tonya Chestnut
John Sprenkle	Kim Kennedy	Abdelwahab Hamam (FRC)
Kristen Wharton (non-voting)	Sherri Pavlik (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, Chair	DeAnn Doll	Jay Morton
Carolina Barrios	Brennen Cannon	JT Trecastelli
Tom Dvorske	Kathryn Miller	Miles Kim
Marie Desir	Melaine Schmiz	Doug Holton
Erik Rook		

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.

Kim Abels, Chair	Kristen Wharton	Emily Tidwell
Kevin Calkins	Regina Brown	Faculty
Vanessa Lewis	Zaira Medina – Rodriguez	Faculty
Renee Allen		

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
Gloria Nelson	David Brunell
Lydia Guzman	Bala Chandrasekaran (FRC)
Gabrielle Simms (SGA)	Heather Freeman (FRC)
Ryan Darley	Melissa Vazquez

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.

Sherri Pavlik, Co-Chair	Regina Brown, Co-Chair	Bethellen Reinert
Kim Abels	Crissy Hinson	Mohammad Reza Khalghani (FRC)
Michelle Disson	Shawna Wesley	Winnie Hall
Lisa Heeg	Lisa Thompson	Lidia Vigil
Nann Thompson (non-voting)	Paul Carey (non-voting)	

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
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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	Tonya Chestnut	Arlene Gallagher
Brittaney Sottile-Roe	Student	Student
Jeremy Meritt (SGA)	Student	

Clery Act Committee

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

Chief Rick Holland, Chair	Melaine Schmiz	John Trecastelli
Laura Neff-Henderson	Tonya Chestnut	Dr. Jorge Vargas
Michelle Disson	Kristin Stokes	

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, Chair	David Calhoun, Co-Chair	Ashok Patel (FRC)
Ercan Elibol	Ben Beachy	James Mennie (FIPR rep)
Treasa McLean	DeAnn Doll	Kathryn Miller
Maggie Mariucci	Alex Landback	John Newton

Parking Appeals Committee

The University Parking Appeals Committee is responsible for coordinating the appointment of Appeal Hearing Officers to receive, evaluate, and resolve written appeals of citations for university-issued parking infractions and/or charges or procedures for towing, impounding, or immobilization of vehicles.

Treasa McLean, Chair	David Calhoun	Graham Gilbert (SGA)
David Brunell	Brittaney Sottile-Roe	Sravani Vadlamani (FRC)
Kathryn Miller	Zaira Medina-Rodriguez	Derek Lower

Parking Committee (Ad Hoc)

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, Chair	David Brunell	Sravani Vadlamani
Brittaney Sottile-Roe	Chief Rick Holland	Tyler Garrison (SGA)
David Calhoun	Michelle Disson	Kathryn Miller

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.

Treasa McLean, Chair	Jay Morton	Jaeyoun Oh (FRC)
Gary Giddens	John Irvine	Scott Reinhart
Ed Drock	Federico Despia	Paul Carey
David Brunell (non-voting)		Marie Wilmot (non-voting)

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, Chair	Ercan Elibol	DeAnn Doll
Scott Wallen	John White	Treasa McLean
Alex Landback (non-voting)	Laura Neff-Henderson	Emad Fouad (FRC)
Jay Morton	Chief Rick Holland	Tonya Chestnut