

**FLORIDA INSTITUTE OF TECHNOLOGY
STAFF ADVISORY COUNCIL CHARTER**

Charter Effective Date: January 6th, 2025

Florida Institute of Technology President: John W. Nicklow, Ph.D.

Staff Advisory Council

The Staff Advisory Council (SAC) serves as an advisory organization to the University President offering recommendations that benefit all Florida Tech staff.

Mission

The mission of the Council is to promote the spirit of unity; build communication, trust and integrity within its diverse community; effectively ascertain and communicate the interests and concerns of the university staff; support solutions through research and recommendations; and actively assist wherever possible in the development, review and implementation of university policies that affect its employees.

Scope

Hearing issues of general staff interest and concern and bringing such matters to the attention of the council at large for discussion.

Offering suggestions and recommendations to the president on general issues of interest and concern to staff and generating ideas for organizational improvement

Addressing agenda items or undertaking specific projects or activities at the request of the president on matters of general staff interest.

Council Membership Eligibility and Structure

Membership on the SAC shall be restricted to non-faculty employees (exempt and non-exempt staff) who have completed 12 months of employment with Florida Institute of Technology. Staff members who are interested in serving on the SAC may apply during the application period held January through April. Members are appointed by the President, or a representative appointed by them after recommendation from the SAC membership subcommittee.

SAC membership shall be composed of a minimum of 20 members representing the major functional units of the University and a liaison from the President's Office. The membership subcommittee will ensure that recommended appointments be made with an effort to include a diverse representation of staff from a variety of units and locations.

SAC membership shall include a chair, appointed by the President for a two year term and a vice chair approved by the President for a two year term. The vice chair will assume the Chair position at the end of chair's term in July. The President may extend the term of the chair for up to one additional two year term.

SAC Subcommittees

The term of service for all members service on SAC subcommittees will be one year. Membership will be assigned by the SAC Chair after the July transition lunch.

The chair of each subcommittee will be decided on by the subcommittee members at the first subcommittee meeting of the year. If the subcommittee fails to elect a subcommittee chair, the SAC Chair will cast the deciding vote. The first subcommittee meeting must be completed prior to the second full SAC meeting of the year.

There shall be 5 standing subcommittees:

Membership Subcommittee – this subcommittee annually solicits and reviews membership applications and recommends a diverse slate of new appointments to the President's Office. The chair of this subcommittee shall be appointed by the SAC chair.

Communications Subcommittee – this subcommittee is responsible for maintaining accurate records for the SAC including current membership lists, the minutes of the meetings and the SAC website. The chair of this subcommittee shall be appointed by the SAC chair.

Benefits Subcommittee – this subcommittee is responsible for reviewing issues with benefits, or recommending benefits changes to the full committee. The chair of this subcommittee shall be appointed by the SAC chair.

Outreach Subcommittee – this subcommittee is responsible for planning and executing the annual events as assigned by SAC chair. They are also responsible for looking for new outreach opportunities for the SAC with the campus. The chair of this subcommittee shall be appointed by the SAC chair.

Safety & Security Subcommittee – this subcommittee is responsible for reviewing issues with safety & security, or recommending changes to safety & security policies to the full committee. The chair of this subcommittee shall be appointed by the SAC chair.

Member Duties and Responsibilities

The duties and responsibilities of the SAC members shall be to:

- Attend SAC meetings
- Make informed statements and recommendations to the Council
- Serve on at least 2 subcommittees
- Communicate to his/her respective area regarding issues handled through the Council as appropriate, keeping confidentiality as required on each issue
- Promote a positive and solution-oriented approach to University issues

Absences/Removal of SAC Member

A SAC member should notify the SAC chair or vice chair in advance of any absence from scheduled meetings. Missing more than 4 scheduled meetings in an academic year may result in removal from the council pending review by SAC leadership.

SAC members may be removed by SAC leadership at any time for just cause. Examples of just cause include but are not limited to the members failure to meet established requirements of this charter.

Term of Office

Members will serve a 3-year term with new members joining continuing members each year. The term of office for all members will be from July 1 through June 30. Members may serve additional three year terms, however, they may not serve them consecutively. Members will be eligible to serve additional terms after a one year absence.

In the event that a SAC member is rotating off of the Council and no one from their functional area has applied to serve on the SAC, they or their administrator can recommend staff member, who meets eligibility criteria, as a replacement to serve from their functional area.

Member Transferring to another Area of the University

If a SAC member transfers to a position in a different functional area of the university, creating an imbalance in Council composition as noted above, the member shall have the choice to serve the remainder of his/ her term or step down from the SAC.

Resignation/ Vacancies

If a vacancy occurs, the membership subcommittee will determine if the vacancy needs to be filled before June 30. If so, the chair of the membership subcommittee will reach out to the head of that functional unit to request a staff member be nominated to fill the vacancy. The appointment will require approval by the President.

Composition of the Staff Advisory Council

Periodically, the chair will review the SAC composition based on reporting areas. Participation may be realigned based on the reporting areas within each division. Recommendations will be submitted to the President for review and approval. Changes resulting from realignment may be phased in, depending on the terms of existing members.

SAC Chair

The duties of the Chair shall be to:

- Preside over meetings of the SAC
- Call special meetings of the SAC as needed
- Solicit agenda items for each meeting and then send notification of dates and times to all members including agenda and minutes from previous meeting
- Provide reports and communication
- Meet with the President on as-needed basis in response to suggestions from the staff
- Serve as an advisor on the membership subcommittee
- Serves as a back-up for other subcommittee chair members in the event of a short-term absence
- Makes final selection and coordinates with guest speakers that may attend meetings
- Responsible for distributing and approving SAC correspondence
- Assign SAC members into subcommittees
- Follow Charter revision procedures as necessary

Vice Chair

The duties of the Vice Chair shall be to:

- Assume the role and duties of chair in the absence of the chair or if the chair resigns or is unable to serve
- Serve as the chair of the membership subcommittee
- Serve as a liaison on other subcommittees as required

Membership Subcommittee Chair

The duties of the membership subcommittee chair shall be:

- Schedule and lead Membership subcommittee meetings
- Lead the solicitation of membership applications
- Review membership applications and make recommendations for new members
- Review membership terms to ensure consistent representation
- Work with communications subcommittee chair to update membership application form
- Prepare, or delegate subcommittee meeting agendas
- Prepare, or delegate meeting minutes

Communications Subcommittee Chair

The duties of the membership subcommittee chair shall be:

- Serve as the note-taking recorder or appoint another member of the subcommittee as recorder
- Schedule and lead Communications subcommittee meetings
- Ensure that the SAC website is updated
- Update SAC marketing materials
- Work with membership subcommittee chair to update membership application form
- Prepare, or delegate subcommittee meeting agendas

- Prepare, or delegate meeting minutes

Benefits Subcommittee Chair

The duties of the membership subcommittee chair shall be:

- Schedule and lead Benefits subcommittee meetings
- Prepare, or delegate subcommittee meeting agendas
- Prepare, or delegate meeting minutes

Outreach Subcommittee Chair

The duties of the membership subcommittee chair shall be:

- Schedule and lead Outreach subcommittee meetings
- Ensure that SAC events are executed effectively
- Prepare, or delegate subcommittee meeting agendas
- Prepare, or delegate meeting minutes

Safety & Security Subcommittee Chair

The duties of the membership subcommittee chair shall be:

- Schedule and lead Safety & Security subcommittee meetings
- Prepare, or delegate subcommittee meeting agendas
- Prepare, or delegate meeting minutes

Meetings

SAC meetings will be held monthly throughout the academic year.

Special meetings may be called on an as-needed basis by the SAC Chair.

New member lunch which includes previous years leaving members, and all new and current members scheduled in July each year.

A new member luncheon will be scheduled every July and to include the previous year's leaving members and current members.

Procedure for Handling Staff Concerns

Staff members are encouraged to submit their concerns to the SAC through email at sac@fit.edu.

Under no circumstances will the name of the staff member submitting the question or issue be used when the Council transmits the concern, unless the staff member gives them written permission to do so.

The model for SAC activities and discussions will be based on consensus as a means of formulating collective ideas and recommendations. All discussions within each SAC session or meeting are strictly confidential and must stay within the Council structure.

The integrity of the SAC is paramount to its effectiveness. An understanding of the roles and responsibilities of the SAC within the context of Federal and State Laws, University Policies and Procedures, and the confidential nature of the information that may be presented to the SAC must be respected.

Charter Revision Procedures

1. Charter revisions will be presented to the SAC Chair, and Vice Chair for review.
2. The SAC Chair will lead and create a Charter Subcommittee.
 - a. This Charter subcommittee must be composed of a minimum of 5 volunteer members, but all SAC members in good standing are eligible to join
 - b. The Charter subcommittee must be composed of an odd number
 - i. If there is a failure to keep the subcommittee to an odd number of members, the SAC chair must remove 1 member
 - c. The Chair and Vice Chair of the SAC must be on the Charter subcommittee and the Chair will lead the subcommittee
3. All revisions to the charter will require approval by a majority vote by the charter subcommittee.
4. The revised charter must be approved by the Florida Institute of Technology President for final approval and will become effective immediately upon their approval.

Florida Institute of Technology Staff Advisory Council Charter approved by:


Staff Advisory Vice Chair, Jessica Applewhite

Date: 1/8/25


Staff Advisory Chair, Jeffrey Richardson

Date: 1/8/25


University President, Dr. John W. Nicklow

Date: 1/8/25