

Advisory Board Charter

Department of Civil and Environmental Engineering

FAMU-FSU College of Engineering

Current Revision: April 12, 2024
Previous Revision: October 14, 2022

Purpose and scope

The purpose of the Advisory Board (AB) for the Department of Civil and Environmental Engineering is to endorse, promote, and support the department in accomplishing its mission, meeting its challenge, and defining and reaching short and long-term goals. In addition, the advisory board will stay informed of any changes in the mission and goals of the FAMU-FSU College of Engineering as well as those of both partner universities, Florida A & M University (FAMU) and Florida State University (FSU) and work with the department to be in alignment with those missions and goals.

Membership

- Members of the board will be representatives, affiliates, and associates from industry, government agencies, military, and academia outside of FAMU and FSU, and professional societies associated with the civil and environmental engineering profession. The chair of the Department of Civil and Environmental Engineering is an ex-officio non-voting member.
- The advisory board shall consist of members sufficient in number to promote and actively assist the department in achieving and fulfilling its mission and goals and assist with fundraising efforts. Membership will be limited to a maximum of 21 members. Each member will have demonstrated outstanding qualities of knowledge and leadership in the civil and environmental engineering or affiliated professions and have a serious intention to promote the excellence of civil and environmental engineering education through dedicated service to the department.
- Advisory board members may be nominated by current members, faculty, and other stakeholders. Self-nominations are permitted. New members will be appointed by the chair of the Department of Civil and Environmental Engineering after consultation with the department faculty and the current board.
- AB members will be appointed to serve one three-year term. Membership may be extended to additional three-year terms at the willingness of the member to serve and the discretion of the department chair.
- Board members are required to attend annual board meetings each spring. Members missing two (2) consecutive annual board meetings may be requested to resign.
- Members are strongly encouraged to participate in the following activities associated with the department:

- Support the capstone Senior Design Project course through activities supporting Senior Design teams, including but not limited to team sponsorships, mentoring, and judging.
 - Assist with ABET and other assessments by completion of AB and employer surveys, meeting with internal and external evaluators, and review of associated materials.
 - Serve as guest speaker and/or provide professional development and/or technical seminars.
 - Assist with student professional societies, including American Society of Civil Engineers, Florida Engineering Society, Engineers without Borders, Society of Women Engineers, National Society of Black Engineers, etc.
 - Facilitate software training by supporting and/or providing instruction and resources.
 - Support fundraising initiatives by contributing monetarily and encouraging corporate donations by board members, alumni, and others.
 - Participate in recruiting and professional development activities.
 - Serve as an advocate to build the reputation of the program, college, and parent universities.
 - Contribute to the Civil and Environmental Engineering program in any other ways deemed appropriate by the board and CEE program.
- A chair and vice-chair or co-chairs will be elected at the annual board meeting to serve a two-year term beginning on the date of the meeting at which they are elected. Duties of the chair are outlined below in the Organization Section.

Meetings

- At least one annual meeting of the advisory board will be held in the spring at the FAMU-FSU College of Engineering in Tallahassee, Florida or other suitable location. In-person options shall be provided and encouraged; remote options may be provided. A second virtual meeting will be held in the fall.
- The agenda of the meeting will be set by the CEE department chair in conjunction with the AB chair and vice-chair. At the annual meeting, prospective board members whose names have been nominated will be placed before the board for discussion and approval as appropriate. A chair and vice-chair or co-chairs will be elected as necessary. Other business may be brought before the board during meetings and transacted. A recorder will keep minutes of all meetings.
- Special meetings of the advisory board may be held at any time and place designated by the chair of the board.
- The presence of the majority (greater than 50%) of the board members, in person, will constitute a quorum at any meeting and all issues will be determined by a majority vote.
- Meetings will be conducted according to parliamentary procedure as outlined in *Robert's Rules of Order*. These rules, based on common sense and logic, protect:
- the right of the majority to decide

- the right of the minority to be heard
 - the rights of individual members
 - the rights of absentees, and
 - the rights of the organization to supersede the rights of individual members
- The board chair may conduct meetings through conference calls or similar communication methods if all members participating in such meetings are able to hear and speak to each other.

Organization

The advisory board chair, vice chair, or a co-chair will preside at all meetings. In the absence or inability of the chair to serve, the vice-chair or co-chair will serve as the presiding officer. In the absence of the vice chair or co-chair, the department chair will serve as board chair. The organization of the board may consist of several standing subcommittees as the board finds necessary.

The AB chair, vice-chair or co-chairs will meet with the department chair throughout the duration of their term as needs arise, for instance, to plan future meetings and other AB initiatives; to exchange information and ideas, and to provide informal advice to the department.

Disclaimer of Liability

The Board does by this Article, for itself and on behalf of its individual members, disclaim any and all liability for any losses, claims, demands or actions arising or resulting from the recommendations or advice made or given in good faith to the college pursuant to the activities anticipated herein. It is intended that the college exercise independent judgement and evaluate for itself the usefulness of the advice and recommendations so given.

Approved by the members on 4/12/2024

Signed:


 Lisa Spainhour, Ph.D. P.E. 4/12/24
 Chair, Civil and Environmental Engineering Department Date


 Sean Marston, P.E. 4/12/24
 Chair, CEE Advisory Board Date