



State Engineering Technology Industry Advisory Board (SETIAB)

This document establishes the purpose, sponsorship, location, contact information, and governing documents of the State Engineering Technology Advisory Board (SETIAB) of Florida.

PURPOSE

The purpose of the State Engineering Technology Industry Advisory Board (SETIAB) is to:

- (a) Identify core curriculum standards for preparing competitive workforce technicians to support local and state business industry and economic development.
- (b) Identify the core structure of technical (Hands-On) training for engineering technology graduates supporting local and state industry and/or further expansion of education.
- (c) Identify required components of short-term continuing education for incumbent employees utilizing college and industry resources On-Job-Training, Internship, and Co-op programs.
- (d) Identify required components of lifelong fundamentals skillsets.
- (e) Provide guidance on education and industry pathways for career growth for students/employees.
- (f) Provide guidance for enhancing and aligning career and technical training with industry trends.

SPONSOR

The sponsor of the SETIAB is FloridaMakes, in coordination with the Florida Advanced Technological Education Center (FLATE). FloridaMakes is the official representative of the Manufacturing Extension Partnership (MEP) in Florida, a program of the National Institute of Standards and Technology, an agency of the Department of Commerce. FLATE's mission is to increase the quantity, and quality of collaborations in curriculum development, reform, and dissemination, faculty professional development opportunities, recruitment, and outreach activities. FLATE will facilitate efforts between the Florida Department of Education (FLDOE), Florida's Engineering Technology programs, Engineering Technology Forum, FloridaMakes Network, and the State Engineering Technology Advisory Board (SETIAB).

LOCATION and CONTACT

Address:

State Engineering Technology Advisory Board (SETIAB)
201 East Pine Street, Suite 735
Orlando, Florida 32801

Website: <http://flate.org/>

Contacts:

Primary - Dr. Marilyn Barger, Senior Education Advisor,
marilyn.barger@flate.org

Others – Dr. Mori Toosi, Director Engineering Technology, Polk State College
mtoosi@polk.edu

Ernie Friend, Director of FLATE,
ernie.friend@flate.org

GOVERNING DOCUMENTS

All operations and procedures of the SETIAB will be governed by rules and regulations set by the bylaws prepared and approved by the SETIAB.

BYLAWS

State Engineering Technology Industry Advisory Board (SETIAB)

PURPOSE

The Purpose of these Bylaws is to establish standards and operational procedures for the State Engineering Technology Advisory Board (SETAB).

The role of the State Engineering Technology Advisory Board (SETIAB) is to identify SMART (Specific, Measurable, Attainable, Realistic, and Timely) goals to achieve its purpose defined by its bylaws. In this capacity, the SETIAB will meet semi-annually with the ET Program Directors and State Supervisor at the Florida Department of Education for ET curriculum to provide its findings regarding the current and future industry needs (more specifically those of local, regional, and state-wide manufacturers) and assist in ensuring the program(s) learning objectives and activities are productive and of high quality.

OBJECTIVES

Identifying certain measurable objectives for the SETIAB to pursue achieving its goals.

The Board shall assist the Florida College System (FCS) Engineering Technology Programs by accomplishing the following objectives:

- Provide the best available recommendations for the continual development of engineering technology and related education for students at all relevant FCS institutions by advising the FLDOE State Supervisor for Engineering Technology and individual program directors.
- Assist in developing a positive image for the ET programs and promoting good relations between the colleges, FloridaMakes, FLDOE, and the business community.
- Establish and maintain a system to inform the FLDOE, FloridaMakes, and Program Directors of new and existing technology/educational opportunities.
- Recommend curriculum content changes in both degrees and certificates while adhering to the Florida Department of Education guidelines.

MEMBERSHIP

The SETIAB voting members shall consist of:

- One industry representative from each participating FCS institution with an ET program.
- One representative from K12 Career and Technical Education (CTE).
- The FLDOE State Supervisor for ET curriculum.
- One representative from FloridaMakes.

All decisions regarding membership will be decided by a majority vote of the active voting members of the SETIAB. The Engineering Technology Program Directors and other ET team members are non-voting Board members.

The SETIAB non-voting members shall consist of:

- Representatives from FLATE.
- Representatives from Florida A.S. ET Programs

Qualification of Voting Members Representing Colleges

Voting members are industry representatives from each college who are employed individuals of local and/or regional industry (preferably a member from the local ET Industry Advisory Board). Each college will be represented by at least one industry representative. Additional industry representatives from a college may be added with SETIAB approval. Each college represented will have a single vote no matter how many industry representatives it has serving on the SETIAB.

State Industry Advisory Board Chair

The Chair will be elected from the active members of the industry representatives by a voting members' majority vote; the Chair will serve one term, which equals three consecutive years, and the Chair may be reelected for a second term. The following SETIAB members are excluded from being elected as chairs: the member from FloridaMakes, the member from FLATE, and FLDOE State Supervisor for the ET curriculum.

The Chair will preside over all Board meetings, and when the Board is not in session, the Chair will have general management control of the Board's business and affairs.

The Chair, in cooperation with the FLDOE State Supervisor for ET curriculum and a representative from FLATE at will:

- Set the agenda for regular meetings of the Board.
- Schedule and govern regular meetings.
- Delegate authority and responsibility to the Board members.
- Notify Board members at least thirty (30) days before regular meetings.
- Appoint members to ad hoc committees necessary to conduct the work of the Board.
- Oversee all Engineering Technology Advisory Board functions at the state level.

State Industry Advisory Board Vice-Chair

The Vice-Chair will be elected by a majority of votes cast by voting members; the Vice-Chair will serve one term, which equals three consecutive years; the Vice-Chair may be reelected for a second term. The following SETIAB members are excluded from being elected as chairs: the member from FloridaMakes, the member from FLATE, and FLDOE State Supervisor for the ET curriculum.

The Vice-Chair will, in the absence, dismissal, or resignation of the Chair, perform the duties of the Chair. The eligibility and restrictions for electing the Vice-Chair are the same as the Chair.

State Industry Advisory Board Secretary

The Secretary will be elected by the Board members for a term of three years and may be reelected for a second three-year term. The following SETIAB members are excluded from being elected as secretary: the member from FloridaMakes, the member from FLATE, and FLDOE State Supervisor for the ET curriculum.

The Secretary, with support from FLATE, will:

- Record the minutes of each meeting.
- Maintain a current roster of members.
- Update the by-laws of the Board as changes are voted upon by members.
- Keep records of member attendance at meetings.

All Advisory Board members will serve four (4) consecutive years and are eligible to serve with unlimited terms.

Election of Officers

At the first Board meeting, nominations for officer positions will take place. “By proxy votes” will be accepted via email for members unable to attend. If the Chair position becomes vacant during the year, the Vice-Chair will take over the Chair’s role, and a new Vice-Chair will be elected through the same process. If another officer’s position becomes vacant during the year, a special election will occur to select a new officer. Special elections will be held at the discretion of the Chair, Vice-Chair, and Board members.

COMMITTEES

Standing/Executive Committee: The Standing/Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and FLDOE State Supervisor for ET curriculum, and the representative member from FLATE as (ex officio). It will act as the administrative arm of the Board. The primary purpose of the **standing/executive committee** shall be to consider and recommend actions and propose policies in the functional areas under their jurisdictions, subject to final approval by the board.

Ad Hoc Committees: The Executive Committee, by the declaration of the Board or by resolution, may create ad hoc committees as needed for the organization’s operation and pursue any specific task.

Regular Meetings: There shall be semi-annual meetings of the Board each fall and spring of each calendar year. Additional meetings may be set by the Board.

Special Meetings: When deemed necessary by the Standing/Executive Committee, special meetings may be called. At least thirty days of prior notice shall be given to the membership, and this notice will state the reason for the called meeting.

Quorum: Fifty percent + one of the members of the Advisory Board shall constitute a quorum for all meetings. Early voting and electronic casting of votes are permitted.

General Procedure: Meetings will be conducted in a manner designed to obtain full discussion. *Robert's Rules of Order, Revised*, will govern. An agenda, with complete supporting materials, shall be distributed to all members at or prior to the announced time for the meeting. The Secretary (or FLATE representative) will distribute the agenda, record each meeting, and subsequently distribute the meeting minutes for approval at the next meeting. A majority vote of the membership present at a meeting face-to-face and/or virtually via any common electronic media (with quorum) will be necessary for a ratifying decision.

State Engineering Technology Industry Advisory Board (SETIAB)

An essential part of the State workforce team in Engineering Technology Programs is the guidance and support received from all state-wide industries. The following individuals and companies contribute their time and expertise to the Florida Engineering Technology Industry Advisory Board to ensure the ET degree programs learning objectives, lecture materials, hands-on practices, and embedded certificates maintain up-to-date competencies required for students to succeed in the workplace after graduation.

State Engineering Technology Industry Advisory Board (SETIAB) (2023- 2026)

Voting Members:

- | | |
|------------------------------|---|
| 1. Cornelius Jackson | Chair, K-12 Representative Board Member |
| 2. Dean Bartles
College) | Vice Chair, Industry Representative (St. Petersburg |
| 3. Michael Emigh
College) | Secretary, Industry Representative (Northwest Florida State |
| 4. Maria Alfano | Board Member, FloridaMakes |
| 5. Robert Blevins | Board Member DOE State ET Supervisor |
| 6. Walter Brown | Industry Representative (Polk State College) |
| 7. Kon Champavannarath | Industry Representative (Polk State College) |
| 8. Peter Cirak
College) | Industry Representative (Hillsborough Community |
| 9. Mike Ennis | Industry Representative (Eastern Florida State College) |
| 10. James Gillard | Industry Representative (St Johns River State College) |

11. Jayne Fifer

Industry Representative (Daytona State College)

Non-Voting Members

1. Marilyn Barger
2. Mori Toosi
3. Ernie Friend
4. Phil Centonze
5. Ron Eaglin
6. Susan Frandsen
7. Sidney Martin
8. Shera Gils

- FLATE Representative
College Representative (Polk State College)
FLATE Representative
FLATE Representative
College Representative (Daytona State College)
College Representative (St. John's River State College)
College Representative (St. Petersburg College)
College Representative (Northwest Florida State College)