



## ADMINISTRATIVE PROCEDURE MANUAL

SECTION TITLE	NUMBER	PAGE
BUSINESS AND INDUSTRY LEADERSHIP TEAM (BILT)	09-0601	1 OF 3
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-9.1 Curriculum	February 2, 2022	

### Purpose

The purpose of this procedure is to set forth the processes for the general operation of the Business and Industry Leadership Team (BILT), formerly “Advisory Committee System”.

### Procedure

#### A. Background

1. The College President may establish, or cause to be established, the organization of BILTs as effective methods of communication between the College, members of the business community and members of the community at large.

#### B. Committee Identification

1. Each Baccalaureate, Associate of Science, Technical Certificate and Workforce Certificate program or program cluster may have a designated BILT. The appropriate academic administrator shall be notified of the intent to establish additional BILTs as well as any exceptions to this procedure.

#### C. Membership Appointments

1. To be approved for BILT membership, an individual must be knowledgeable and regionally active in the profession and/or industry the committee serves. Members of the community-at-large must also be knowledgeable of the program(s). Every effort should be made to recruit professionals from employers who hire the largest number of the programs’ students and graduates. The appropriate academic administrator, or designee, will identify nominees for the BILT and advise them that they are being considered for the appointment, in order to ascertain a desire and commitment commensurate with the responsibilities of the membership. The names and qualifications of all nominees shall be provided to the appropriate academic administrator for review and approval. The academic administrator may recommend additional BILT members. The academic administrator will have the responsibility for notifying the nominees of their BILT appointment.
2. The BILT shall include no fewer than five (5) members.
3. The initial appointment shall be for a two (2) year term. Members may be reappointed to a successive one (1) or two (2) year term. If a vacancy occurs in a BILT’s membership during the year, the appropriate academic administrator, or designee, may propose a replacement. The same appointment process shall be used, and the member(s) selected and appointed shall replace the outgoing member(s) for the remainder of the term appointment.
4. The appropriate academic administrator shall assume responsibility for the proper orientation of the chairperson of the BILT.



## ADMINISTRATIVE PROCEDURE MANUAL

SECTION TITLE	NUMBER	PAGE
BUSINESS AND INDUSTRY LEADERSHIP TEAM (BILT)	09-0601	2 OF 3
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-9.1 Curriculum	February 2, 2022	

5. The BILT will be co-led by a business chair and an educational chair. Members shall select a business co-chair from their membership of industry representatives for a two (2) year appointment.
6. Program faculty and administrators are considered ex-officio members and may not vote on issues that come before the BILT. All program-related faculty members are to be invited to attend.

### D. Membership Rosters

1. The appropriate academic administrator, or designee, from each Baccalaureate, Associate of Science, Technical Certificate and Workforce Certificate program or program cluster shall establish and maintain a current membership roster for each BILT. Copies shall be uploaded electronically into a master BILT file with oversight from the appropriate Associate Provost/Associate Vice President's Office. The Associate Provost/Associate Vice President's Office shall be responsible for maintaining the list of all recognized BILTs.

### E. Meetings

1. The appropriate academic administrator, or designee, after consultation with the BILT co-chairs, shall be responsible for ensuring that the meetings are properly scheduled and conducted and that local meeting arrangements are made. The appropriate academic administrator, or designee, shall be responsible for communicating to the BILT relevant information including the preparation of an agenda prior to the meeting.
2. Each BILT shall meet a minimum of twice each year and written minutes shall be recorded for each meeting. The minutes shall include attendance, a record of what was accomplished, recommendations made, and actions taken rather than a verbatim account of the proceedings. All minutes will be uploaded into a BILT electronic file with oversight from the Associate Provost/Associate Vice President's Office.
3. Recommendations of the BILT shall be submitted by the co-chairs and appropriate academic administrator or supervising administrator to the Associate Provost/Associate Vice President's Office. The appropriate academic administrator shall then determine the proper administrative process for review of the recommendation and appropriate action. The appropriate academic administrator shall be responsible for communicating to the BILT via the co-chairs and program-related full-time faculty, actions taken on the recommendation and minutes.
4. All discipline-related College faculty and staff shall be given an appropriate opportunity to suggest and request agenda items and shall be encouraged to attend BILT meetings.



## ADMINISTRATIVE PROCEDURE MANUAL

SECTION TITLE	NUMBER	PAGE
BUSINESS AND INDUSTRY LEADERSHIP TEAM (BILT)	09-0601	3 OF 3
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-9.1 Curriculum	February 2, 2022	

### F. BILT Handbook and Committee Guidelines

1. The Associate Provost/Associate Vice President's Office shall be responsible for the development and publication of the BILT Handbook for distribution to all appointed members each academic year, no later than August 1<sup>st</sup>. The purpose of the BILT Handbook shall be to provide information for committee members to facilitate their work and identification with the College.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: September 16, 1980

Revision Date: August 4, 1981, July 16, 1985, July 14, 1986, March 5, 2013, March 10, 2014, February 3, 2015, October 17, 2018, February 2, 2022