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## MANUAL OF PROCEDURE

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<b>PROCEDURE NUMBER:</b>	8004
<b>PROCEDURE TITLE:</b>	Advisory Committees for Workforce Education Programs
<b>STATUTORY REFERENCE:</b>	FLORIDA STATUTE 1001.64; 617.0825
<b>BASED ON POLICY:</b>	VIII-4 Advisory Committees for Workforce Education Programs
<b>EFFECTIVE DATE:</b>	December 16, 1975
<b>LAST REVISION DATE:</b>	November 8, 2005
<b>LAST REVIEW DATE:</b>	<del>September 7, 2021</del> ; December 15, 2024

### I. PURPOSE

To establish procedures for the appointment and operation of Workforce Education Advisory committees so that they may assist the College in

- A. Planning, designing, revising, and sunseting programs to meet the emerging needs of employers in various sectors.
- B. Securing field experiences, internships, work experiences, job placement opportunities for students, as appropriate, and needed resources

### II. PROCEDURES

#### A. Appointment

1. Appointments are based on written recommendations made to the College President by the Vice Provost of Workforce Programs and Professional Learning, as suggested by the Academic school/ Discipline Dean in concert with the Program Chairs.
2. After approval of recommendations, prospective members will be contacted by the Academic School/ Discipline Dean in advance to ascertain their willingness to serve if appointed. The Academic School/ Discipline Dean informs the Vice Provost of Workforce Programs and Professional Learning who in turn informs the office of the College President and the Executive Vice President/Provost
3. All appointments to an advisory committee are made by the College President unless stipulated otherwise by Florida Statute.
4. The College President will then notify the nominees of the appointment by letter. Notification will also include information on the nominees' term of service and the advisory committee's procedures and meeting schedule.
5. When vacancies occur for any reason, the process outlined above shall be used to fill the position.
6. Appropriate letters or other expressions of appreciation shall be provided by the

College President to members whose terms have expired, or who have otherwise left the committee.

7. Annually the Academic School/ Discipline Dean via the Vice Provost will provide updated lists of advisory committee membership to the College President and Executive Vice President/Provost.

#### B. Attendance

1. Members are expected to attend and participate at all meetings
2. Due to appointments being made based on an individual's expertise and qualifications, no proxies or alternates are allowed.
3. Members who miss two consecutive meetings will be contacted by the Academic School/ Discipline Dean to determine their willingness to continue to serve on the advisory committee. If three consecutive meetings are missed the committee member may be replaced using the regular appointment process.

#### C. Membership


1. Workforce Advisory Committee membership shall reflect the diversity of the College community.
2. The membership size of the Workforce Advisory Committee will be from eight to fifteen members, unless otherwise stipulated by Florida Statutes or by action taken by the Board of Trustees, or as directed by corresponding accrediting body
3. Members will serve two-year staggered terms so that no more than half of the membership ends a term of service in any given year. Members may be re-appointed to serve consecutive terms.

#### D. Meetings

1. A quorum will be defined as 50% plus one of the committee memberships.
2. The Workforce Advisory Committee will meet a minimum of twice per academic year.
3. The Workforce Advisory Committee may establish sub-committees for specific tasks. The sub-committees may meet beyond the scheduled meetings.
4. College personnel serve as staff and resources to, not members of, the advisory committees.
5. Workforce Advisory Committee members will elect a chairperson from among the membership who will serve for one year. Chairpersons may be re-elected for consecutive terms.
6. Records of committee business and meetings are to be maintained by a staff member of the program or office of the Academic School/ Discipline Dean. Minutes of meetings are to be maintained as a matter of public record. An electronic repository will be used to house committee information, lists, and meetings minutes. The office of the Vice Provost for Workforce Programs and Professional Learning will maintain the repository.
7. The Vice Provost for Workforce Programs and Professional Learning oversees that appointments are made, members are notified, meetings are held, and minutes are recorded.

#### E. Funds

1. The Office of the Vice Provost for Workforce Programs and Professional Learning will provide the necessary support associated with hosting meetings.

	
12/15/2023	
<b>PRESIDENT</b>	<b>DATE</b>