I. PURPOSE

To establish procedures for the appointment and operation of workforce education advisory committees so that

A. Committees may advise and assist the College in the establishment, revision, and implementation of its workforce education programs.

B. The College may utilize the collective knowledge and experience of the various advisory committee members to improve instructional content, instructional performance, and student outcomes.

II. FUNCTION

In fulfilling their purpose, Advisory Committees shall:

A. Identify knowledge, skills, and competencies required of successful graduates in specific occupational areas, for inclusion in the curriculum

B. Advise the College regarding equipment and other resources necessary to improve instructional delivery

C. Assist the College in securing needed resources

D. Identify current and emerging occupations in demand that require the College to respond by developing, or modifying, and delivering education and training opportunities
E. Provide information regarding employers and job classification information in specific occupational areas

F. Assist, as appropriate, with field experience, internship, work experience, and job placement opportunities for students

G. Promote the workforce education programs of the College in the community.

III. PROCEDURES

A. Appointment

1. All appointments to an advisory committee are made by the College President unless stipulated by Florida Statute.

2. Appointments are based on written recommendations made to the College President by the Campus President, as suggested by the Program/School staff and the Academic Dean. Recommendations may also include individuals suggested by business and industry representatives.

3. Prospective members will be contacted in advance to ascertain their willingness to serve if appointed.

4. The College President will 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. Terms of service will be for two years. Members may be re-appointed to serve consecutive terms.

6. Campus Presidents are responsible for ensuring that appointments are made, members are notified, meetings are held, and minutes are recorded.

7. School Directors via Campus Presidents will provide updated lists of advisory committee membership to the Provost for Education, which will be the repository for committee membership for all workforce education programs, through the Dean, Workforce Education.

B. Attendance and Vacancies

1. When vacancies occur for any reason, the process outlined above shall be used to fill the position.

2. Members who miss two consecutive meetings will be contacted 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.

3. 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.

C. Membership

1. Advisory committee membership shall reflect the diversity of the College community.

2. The membership size of the advisory committee will be from eight to fifteen members, unless otherwise stipulated by Florida Statutes or by action taken by the Board of Trustees.

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.

D. Meetings

1. A quorum will be defined as 50% plus one of the committee memberships.

2. Committees will meet a minimum of twice per academic year.

3. Advisory committees may establish sub-committees for specific tasks.

4. College personnel serve as staff and resources to, not members of, the advisory committees.

5. 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 the Program Manager or School Director. Minutes of meetings are to be maintained as a matter of public record.

7. Due to appointments being made based on an individuals expertise and qualifications, no proxies or alternates are allowed.
E. Funds

Campus Presidents will provide the necessary funds for hospitality costs of meetings, and for plaques or other expressions of recognition and appreciation.