

LAKE TAHOE COMMUNITY COLLEGE

REGULATION 3.21

Board Policy Manual Section 3.21 Advisory Committees

The following guidelines are established for advisory committees as appropriate:

A. Status of the Committees

1. The Superintendent/President shall nominate potential members to advisory committees to the Board of Trustees. Members are appointed by majority action of the Board of Trustees.
2. Advisory committees are not vested with administrative authority. However, individuals may be consulted as resource persons in the development of appropriate curriculum and educational projects.

B. Functions of Advisory Committees

1. To study the needs in the community relative to the specific program and to make recommendations to the College administration relating thereto.
 - a. For each vocational program, the department faculty in conjunction with the program's advisory committee will conduct a biennial review of the instructional program to assure that it meets a documented labor market demand, does not represent unnecessary duplication of other workforce development programs in the area, and is of demonstrated effectiveness as measured by the employment and completion success of its students.
 - 1) Should a program not meet these requirements and the standards promulgated by the governing board, the program will be subject to the College's program planning process. If this review process affirms that the program is not meeting the standards delineated above, it will be terminated within one (1) year as set forth in *Education Code* section 78016.
 - b. The outcome of this biennial review will be presented to the Board of Trustees.
2. To furnish specialized information and advice on technical requirements for the effective operation of the program.
3. To provide channels of communication between the College and the various organizations and agencies of the community interested in the program.

4. To further a cooperative relationship between the College and the resource agencies of the community in support of the program.

C. Organization of Advisory Committees

1. Recommendations and/or applications for committee membership shall be submitted to any administrative office of the College for transmittal to the Superintendent/President for consideration by the Vice President, Academic Affairs and Student Services and the Superintendent/President.
2. Appointments to the committees shall be by letter of invitation from the Superintendent/President after approval by the Board of Trustees.
3. The terms of appointment shall be from the date of appointment to the next June 30.

D. Operations of Advisory Committees

1. Officers of the committee shall be the Chairperson and Secretary.
 - a. The Chairperson shall be the administrative liaison to the committee. The Chairperson shall be a non-voting member and shall:
 - 1) Preside at all meetings
 - 2) Appoint sub-committees if and as desired by the committee
 - 3) Designate committee responsibilities of individual members as may be required.
 - b. The Secretary shall be appointed by the administrative liaison and shall be a member of the College staff. The Secretary shall:
 - 1) Prepare the agenda for meetings in consultation with the Chairperson
 - 2) Prepare and mail to the membership notices and minutes of the meetings
 - 3) Handle all correspondence and records appropriate to the efficient operation of the committee
2. Regular meetings shall be held a minimum of once per year, at a time and place to be designated by the chair of the committee. Normally the committees meet on the College campus.
3. Special meetings may be called by the committee chairperson or by the Superintendent/President, or at the request of the Board of Trustees.

4. Rules of Conduct of Business

- a. All committees are ad hoc unless otherwise designated; they function only within the parameters established by the Board; and, the committee shall establish its own rules and regulations within such parameters.
- b. When not otherwise specified, the committees' business shall be conducted under *Robert's Rules of Order - Newly Revised*.

4/22/92
rev 10/18/93
rev 3/26/02
rev. 12/10/02
rev. 09/29/08

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