



CHEMEKETA COMMUNITY COLLEGE
**Advisory Committee
Handbook**

Discover
Chemeketa
Community College



Dear Advisory Committee Member:

It is a pleasure to welcome you as an advisory committee member to Chemeketa, your community college. This handbook provides the history and mission of Chemeketa and includes an outline of advisory committee roles and by-laws related to membership.

During your term on the committee, we ask that you give us the benefit of your thoughts on current and future trends in your field. Your support ensures that our programs keep pace with current educational models and remain relevant to the ever-changing needs of local employers. Both our graduates and employers benefit when our programs provide the training needed for the jobs of today and the workforce of tomorrow.

We welcome you warmly as a part of Chemeketa's community. We look forward to working with you in the coming year.

Sincerely,



Jessica Howard, Ph.D.
President/CEO



Marshall Roache
Executive Dean – Career and Technical Education

Location: 4000 Lancaster Drive NE, Salem, OR
Mailing Address: PO Box 14007, Salem, OR 97309-7070
General Information: 503.399.5000

chemeketa.edu



Contents

Preface	5
Introduction.	6
College History	6
Accreditation.	6
College Purpose	6
College Mission, Vision, Values, Core Themes	8
Advisory Committees	10
Definition.	12
Functions.	12
Advisory Committee Organization.	16
Membership	16
Meetings	18
Recommendations.	18
Academic Program Reviews	19
Conclusion.	20
Bylaws for Advisory Committees.	23
General Guidelines for Advisory Committees	27
Career and Technical Programs Advisory Committees	29
Advisory Committees	30
Program Advisory Committee Member Annual Conflict of Interest Disclosure Statement	31
Annual Workplan and End-of-Year Report	32
Advisory Committee Minutes.	33

Chemeketa Community College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, protected veteran status, age, gender, gender identity, sexual orientation, pregnancy, whistleblowing, genetic information, domestic abuse victim, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under federal, state or local laws.

Under College policies, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of its policies and other College efforts designed for that purpose.

Persons having questions or concerns about Title IX, which includes gender based discrimination, sexual harassment, sexual violence, interpersonal violence, and stalking, contact the Title IX coordinator at 503-584-7323, 4000 Lancaster Dr. NE, Salem, OR 97305, or <http://go.chemeketa.edu/titleix>. Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600.

Persons having questions or concerns related to Equal Employment Opportunity or Affirmative Action should contact the Affirmative Action Officer at 503.399.2537, 4000 Lancaster Dr. NE, Salem OR 97305.

To request this publication in an alternative format, please call 503.399.5192.

*“Together, educators and employers...
have the opportunity to help build a
more competitive work force and to have
significant impact on both the educational
system and the national economy.”*

—Dale Parnell Tech Prep Associate Degree,
A Win/Win Experience



Preface

Advisory committees play a vital role in advancing the college's preparation of a quality work force to meet our district's employment needs. The committees serve as highly effective resources for continuous program improvement and evaluation. The influence of advisory committees in assisting the college to make wise decisions concerning the direction of career and technical education at Chemeketa is significant.

Advisory committees are composed of recognized and respected community members who represent a cross-section of their occupational field. College staff and current students also attend meetings to provide input on educational and work force issues. Together, advisory committee members develop and implement an annual plan of work to assist programs in meeting the needs of professional-technical students and to reflect the requirements of the work world.

The purpose of this handbook is to provide guidelines for advisory committee members and college staff in this important cooperative venture. The mission and purpose of the college are discussed; committee roles, responsibilities, and functions are described; and college guidelines are included as an overall framework for committee operation.

Introduction

College History

Chemeketa Community College is a comprehensive public community college committed to transforming lives and communities through exceptional learning experiences. The college service district encompasses approximately 2,600 square miles of Oregon's Mid-Willamette Valley including Marion, Polk and Yamhill counties, and a portion of Linn County. Chemeketa is a word from the language of the local Kalapuya people that means "place of peace".

Since its inception in 1965, Chemeketa's commitment to providing quality, affordable education has spurred its growth from a small vocational-technical school to its standing today as one of Oregon's largest community colleges. During the 2014–15 academic year, 32,304 people enrolled in classes and workshops at Chemeketa.

Funding for Chemeketa's services is provided through a variety of sources including local property taxes, state school support funds, tuition and fees. Chemeketa's seven-member Board of Education governs the college; each board member is elected to represent one of the seven geographical zones within the college's district.

Accreditation

The Northwest Commission on Colleges and Universities first granted full accreditation to Chemeketa in 1972. New accreditation standards and a seven-year cycle went into effect in 2011. The college's last full accreditation visit was in May 2015 and accreditation was reaffirmed in July 2022.

In addition, the Higher Education Coordinating Commission (HECC) now does approval of new programs and program revisions and new courses approved by the Office of Community Colleges and Workforce Development (CCWD) on HECC's behalf. Certain programs are also accredited by professional associations and maintain ongoing contact with these associations to ensure the programs continue to meet national standards.

Graduates of Chemeketa's two-year programs are awarded Associate of Arts (AAOT), Associate of Applied Science (AAS) or Associate of General Studies (AGS) degrees. All three degrees are nationally recognized.

College Purpose

Chemeketa is a comprehensive community college providing four areas of learning: career and technical education, college transfer courses, lifelong learning and developmental skill-building classes.

Chemeketa's educational programs are designed to meet the many types of educational needs of its district's citizens, businesses and occupational groups, in order to be responsive to diverse educational needs.

Chemeketa offers a variety of instructional delivery systems including short-term training and distance delivery options. A full range of student services complement program offerings.



VISION • MISSION • VALUES

The aim of the college is to improve the quality of life for the people it serves and to be an integral part of the community. The college refreshed its vision, values, and promises in 2022. The mission statement was added and was also formally adapted by the College Board of Education. These guiding principles honor this commitment and set the framework for all of the college's actions.

Vision *(Our shared future)*

Chemeketa will be a gathering place for lifelong learning.

Mission *(Why we exist)*

Chemeketa transforms lives and strengthens communities through quality education, services, and workforce training.

Values *(How we work together)*

ADAPTABILITY

We embrace change, thoughtfully improve, and respond to students and our rapidly shifting world.

BELONGING

We create a welcoming culture and environment that honors the ways people are diverse so that each individual feels valued, supported, and safe in their work and learning journeys.

COMMUNITY

We forge meaningful connections and partnerships within Chemeketa and with the communities we serve.

OPPORTUNITY

We affirm the potential of each person to grow and learn, and are committed to providing equitable access to education and opportunity.

QUALITY

We strive for excellence through relevant, inclusive, and future-focused curriculum, services, and experiences.



Teaching and Learning Values

The teaching and learning values were adopted by the college in 1998 after lengthy review by the college community, including the College Board of Education. The values were revised and reaffirmed in 2004.

They represent a commitment to making a positive contribution to students' lives. The college will encourage and promote these values in its programs, courses, services and activities.

We are a college that –

- *Creates a learning climate of mutual respect and fairness*
- *Encourages creative and critical thinking*
- *Actively engages individuals in the learning process*
- *Facilitates learning that applies to and enriches lives*
- *Clarifies expectations and encourages student responsibility for learning*
- *Promotes learning as a lifelong process*

Advisory Committees

The State of Oregon's plan for career and technical education requires operating advisory committees, as a condition of reimbursement, for each occupational program. Advisory committees are an important resource in assisting the college to make decisions resulting in the best educational programs for the residents of the college district.

Advisory committees play a vital role in advancing the college's preparation of a quality work force to meet our district's employment needs. The committees serve as highly effective resources for continuous program improvement and evaluation. The influence of advisory committees in assisting the college to make wise decisions concerning the direction of career and technical education at Chemeketa is significant.

Advisory committees are composed of recognized and respected community members who represent a cross-section of their occupational field. College staff and current students also attend meetings to provide input on educational and work force issues. Together, advisory committee members develop and implement an annual plan of work to assist programs in meeting the needs of professional-technical students and to reflect the requirements of the work world.



Definition

A program advisory committee is a formally organized, permanent committee of citizens selected from the community to provide expert advice and assistance to the college regarding the professional- technical program for which the committee is appointed. The advisory committee represents an ongoing partnership between Chemeketa and the work force community. It is designed to improve the quality and impact of instructional programs and to ensure that the skills taught are current with those in business, industry and government. Committee members are appointed and approved for three-year terms by the College Board of Education and have voting privileges on the committee. The advisory committee serves in a voluntary, consultative capacity to the college.

Functions

The advisory committee provides a critical link between the community workplace and the college. This shared responsibility for meeting Oregon's quality work force goals results in advisory committees performing the following functions:

- labor market demand
- training trends
- skills employees need
- allow the community to be linked to the educational system via business, industry, and labor representatives that add expertise and resources to the CTE program
- identify new and emerging fields and modify existing programs
- determine the needs and resources of the community in their occupational area
- promote communication among education, business, and industry regarding employment needs of the community.
- strengthen programs by providing student competency lists and reviewing curriculum
- ensure that each career pathway academic ladder matches the corresponding industry career ladder and promote career pathways within the community
- review student outcomes (completion rates, placement rates, and state licensing examination outcomes.)
- ensure that the programs are relevant and up-to-date by assessing the equipment and facilities available and make recommendations as needed
- provide work based learning experiences for learners
- advises on the needs for retraining or upgrading of skills for persons currently employed in the field

Program/Curriculum Planning

The advisory committee serves as a review body for instructional ideas and concepts generated by staff and students in response to community workplace needs. Members may suggest program revisions, review curriculum materials for state-of-the-art content, and give feedback on developing instructional goals/outcomes and methods. This work supports Chemeketa's role in education reform and in developing educational strategies for student success.

Program Evaluation

The advisory committee assists the college in reviewing its professional-technical program to assess the adequacy of its facilities, equipment, curriculum and instructional techniques to meet accreditation and State of Oregon professional-technical program standards. In this capacity, the committee recommends improvements and identifies resources for optimal program functioning



Committee Evaluation

The advisory committee conducts regular self-assessments to ensure that career and technical education receive adequate and timely information on community needs and work requirements. Each year the program director or designee, in cooperation with the advisory committee chair, prepares an annual report summarizing and commenting on the year's activities and the group's overall effectiveness as an advisory body.

Facilities

The advisory committee assists the college by recommending improvements in facilities to reflect actual working conditions, by suggesting standards for selecting equipment and materials, and by identifying sources for acquisition of equipment and materials. Committee members may also be actively involved in assisting programs to obtain needed equipment along with providing advice on construction and renovation.

Public Relations

A vital responsibility of the advisory committee is to become well-versed in the professional-technical program in order to build support in the community for the program and the college. Committee members may help to plan and conduct public information programs to civic and community groups, obtain effective media coverage for program-related events, identify and publicize outstanding educators and students to the community, and participate in award ceremonies and college activities.

Recruitment

The advisory committee assists in student recruitment by recommending criteria for program entry, by suggesting specific competencies required for workplace success, and by supporting student leadership organizations. It may also play a critical role in supporting the profession through funding scholarships. The advisory committee may also assist in the recruitment of new instructors and new program advisory committee members by identifying and recommending needed qualifications. The committee may also identify professional development opportunities for ongoing faculty.

Placement

Members of the advisory committee work closely with the college to keep students informed about workforce opportunities and requirements. Members may arrange for part-time and summer employment of students, advise the program on placement practices in the community, and inform the college when placement opportunities are declining or changing.

Structured Work Experience

Cooperative Work Experience and field placements provide valuable on-the-job training that enriches and enhances the educational experience. The advisory committee may assist in the identification of co-op training sites, serve as a liaison in developing community partnerships, and advise students of new or emerging training placements.

Leadership

The advisory committee has significant leadership impact due to its expertise in the professional-technical program. Committee members inform the college of potential resources, including individuals or groups with interest in the program; of facilities or equipment that may be shared; or of funds available from individuals, clubs, or agencies. Members may provide in-service activities for instructors on current methods and processes as well as support the attendance of faculty at professional meetings and conferences. They may provide or loan skilled personnel to supplement instruction; support recognized student activities, including judging competitive events; and obtain donations for the program. Members play a vital role in their field by advocating for equal access and non-discrimination policies to provide Chemeketa's students with the strongest possible opportunity to become contributing citizens in their district.

Legislative Advocacy

The advisory committee may also play a role in generating legislative support for career and technical education, communicating with legislators about occupational needs, and providing tours for local legislators at the college training facility. Members may gather information on new legislation and interpret it for college staff in terms of workplace requirements affecting education.



Advisory Committee Organization

Membership

Selection—Members are typically recommended by the College Board of Education, college staff, current advisory committee members, appropriate professional/occupational groups, and management and labor representatives. Recommendations are based on each potential member's degree of expertise and experience in the career and technical field, demonstrated enthusiasm toward the career area, and willingness to serve. In addition to these characteristics, members are selected with an attempt to balance representation with respect to geographic, racial, cultural, ethnic, and gender diversity, and with consideration of the spectrum of occupations within a particular program. Former program students and representatives of labor unions, agencies, and regulatory bodies complete the membership. Student representatives currently enrolled in the program are asked to serve in an ex-officio capacity to provide student input. Committees typically have from seven to eleven members.

Above all, potential advisory committee members should care about providing a well-educated, professional and technical work force for our community, our region, and our state.

Term—Members are appointed to serve three-year terms. This level of commitment allows members to thoroughly familiarize themselves with the program, participate in long-term planning, and develop relationships in the community. Occasionally a member must resign prior to the end of the appointment. In the event of resignation, the program director, with the assistance of advisory committee members and college staff, will replace the position. Annually, one-third of the membership is retired in order to promote maximum community involvement and representation.

Appointment—Chemeketa's Board of Education formally appoints all new committee members annually at a regular fall board meeting.

Officers—A chair and vice chair are community members and are elected annually by the members of the advisory committee. The chair serves a one-year term of office and the vice chair serves in the absence of the chair. Officers may be re-elected. Support to the committee is provided by the executive secretary. This position is filled by the program chair or a college designee.

- **Chair**—The advisory committee chair is the key member of the committee. Effectiveness of the meetings will be in direct proportion to the chair's program involvement and planning with faculty. The chair, with program staff, prepares the agenda for meetings, articulates the purpose and work of the committee, conducts meetings, analyzes committee and individual assignments for members, and leads the development of the annual plan of work. Along with these duties, the chair may represent the committee to other groups, maintain regular communication with members and college staff between meetings on matters pertaining to committee operation, and serve as a clearinghouse for information related to the professional-technical program.
- **Vice Chair**—The advisory committee vice chair presides in the absence of the chair and performs other duties as needed, including heading ad hoc committees for special projects.

- **Executive Secretary**—The program director, program chair, or a college designee serves as the executive secretary to the committee. This ex-officio member takes the meeting minutes, provides notification of meetings, arranges for meeting facilities, distributes the agenda and minutes, takes roll and records attendance, arranges for preparation and distribution of the recommendations of the advisory committee, reports on the status of previous recommendations, prepares the annual report, and maintains the current membership list.

Together, the chair, vice chair, and executive secretary form the Executive Committee.

Member Responsibilities

Advisory committee members are expected to attend meetings regularly, suggest agenda items, and carefully study any issues before the committee in order to participate fully in meeting discussions, serve on subcommittees as requested, follow through on assignments, and become thoroughly familiar with the educational program. In the event a member is unable to attend a meeting, it is important to notify the chair or designated committee member since a quorum is necessary to conduct business. Any member who is absent without reasonable cause from two consecutive, regular meetings will be considered to have resigned from the advisory committee. The Executive Committee will make this determination, notify the committee member and work with the advisory committee to fill the vacancy.

In order for advisory committees to operate optimally, the following characteristics are expected of its members:

- **Participation**—To offer considered advice, opinions, ideas, and recommendations about the work of the committee in a climate that respects individual input and attempts to reach consensus on appropriate issues.
- **Preparation**—To provide pro-active vs. reactive responses to issues and projects based on thorough preparation prior to meetings.
- **Professionalism** - To exhibit professional expertise, to ask for assistance where needed, to balance the needs of the educational program and the profession, to become thoroughly acquainted with the professional-technical program, and to maintain confidentiality where appropriate.
- **Commitment**—To serve as a resource to the college community through the professional-technical program, to make the committee a time priority, to share information openly, and to develop new initiatives to benefit students, the program, and the college.
- **Entrepreneurism**—To foster development of partnerships, to obtain resources, and to recommend new and innovative ways to increase public awareness of college training programs.
- **Duty to Disclose**—In connection with an actual or possible conflict of interest, all advisory committee members must sign a Conflict of Interest Statement annually at the first advisory committee meeting.

Member Benefits

To be effective, advisory committees must be mutually beneficial both for the college and for its members. Advisory committee members can expect:

- Professional satisfaction from visible public service on a committee that impacts both education and the occupational field. Members contribute to creating a relevant professional-technical program that serves students effectively. They serve as role

models of their profession and mentor new colleagues into the field while building their own network of professional relationships.

- Citizen satisfaction from monitoring and participating in hands-on decisions related to spending federal, state, and local funds wisely to build a skilled work force. Members increase their own awareness of the infrastructure and governance of the community college in their district.
- Personal satisfaction from contributing ideas and making a difference, and from increasing the effectiveness of a profession that reaches beyond one's own company or agency. Members have the opportunity to grow personally in their knowledge of meeting management, group process, and systems thinking, thus leading them to their own "next" career step.

College and program benefits are significant. The establishment of an active, concerned advisory committee has an impact on the instructional program, students, placement, resources, assessment and evaluation, professional development, and recruitment.

Meetings

Advisory committees meet quarterly or more frequently if need as indicated by the chair and/or college liaison. A quorum consists of a simple majority of the officially appointed members of the advisory committee. At the first meeting, an annual plan of work is determined including dates for quarterly meetings; implementation follows throughout the academic year. Special meetings may be called or regular meetings cancelled by action of the executive committee. At the final meeting, the executive secretary and the advisory committee chair, in cooperation with the advisory committee, conduct a committee assessment and develop an annual report. This report, which is submitted to Instruction and Student Services, summarizes and comments on the year's activities and the group's overall participation as an advisory body. Minutes are kept of all meetings and copies are distributed to each committee member and are available on the college's internal Web site.

From time to time, a subcommittee of any appropriate size may be established by a majority vote of the advisory committee. A subcommittee may be ad hoc or continuous, depending on its purpose for being created. Membership may consist of students, citizens, college employees, and members of the current advisory committee. If needed, the chair of the advisory committee will direct the subcommittee to elect its own officers. In order to assist the subcommittee, its members may request a consultant from the college to meet regularly with it to assist in its work. With advisory committee approval, special consultants may also be brought in to assist the subcommittee. Subcommittees report regularly to the advisory committee.

The advisory committee may also use consultants from within and outside the college to obtain additional knowledge and assistance as needed. Any costs incurred by the committee will be discussed with and approved, in advance, by the program director.

Recommendations

The advisory committee holds many discussions on program topics and issues that involve committee suggestions, and in some cases, recommendations. Discussions are summarized in the meeting minutes and are regarded as distinct from recommendations.

Recommendations are made by a formal motion using parliamentary procedure, and adopted by majority vote. The recommendation and vote should be recorded in the minutes. It is the

responsibility of the chair to provide an official copy of each recommendation to the program director or designee for information or action.

When an advisory committee recommends a change to the present program or curriculum, the recommendation is initially reviewed by the program director and faculty responsible for the program. Normally, the program director will forward the recommendation to other instructional program directors to be reviewed by their departments. Based on department responses, the proposal may be forwarded to the Curriculum Committee for recommendation and then to the Vice President of Instruction and Student Services. Next, approval is obtained from the Higher Education Coordinating Council with notification to the program director for communication to the chair of the advisory committee. Usually this process takes 30 to 90 days. It is recommended that any curriculum changes be presented fall or early winter terms in order to be implemented the following academic year.

When an advisory committee recommends a new curriculum, the procedure is identical except that proposals are presented to the Chemeketa Board of Education prior to submission to the State Department of Education. Assuming approval at each level, the procedure typically requires three to nine months depending upon the type of proposal.

The advisory committee will be made aware of internal college procedures that may have an impact on the implementation of any of its recommendations. It is the responsibility of the executive secretary to keep the advisory committee informed of these procedures and of the college's response to the recommendations.

Academic Program Reviews

Program reviews have been in place for some time at the college. Career and technical education program reviews were originally mandated by the Oregon Department of Education and were related to receipt of federal and state funds. These requirements are no longer in place for career and technical education. As a result, the college has developed its own ongoing process of review.

The academic program review model was developed in 1999 with broad input from college representatives, and revised during the summer of 2006. The entire process is designed to assess quality along multiple dimensions in order to determine where a program may need to set goals and make future adjustments. Data is collected annually and aggregated to serve as a basis for the review.

The measures used in the review are intended to offer a data-based picture of the health of a program. In each category, all measures are benchmarked to a standard, and methods of measurement are defined. The five general categories are:

- Number of program graduates. This data reports the increases/decreases in the number of program graduates over time and possible causes.
- Graduate satisfaction. This data reports graduate student ratings of satisfaction with the elements of the program.
- Student retention and academic success by program. This data reports student retention and academic success in the program as tracked over time.
- Student retention and academic success by subject. This data reports student retention and academic success in the courses offered within the program compared over time.
- Outcomes assessment. This data reports the assessment of student achievement, progress, transfer, and mastery toward the program/discipline outcomes.

Advisory committee members may participate in the academic program reviews. For the current and future year's planning, they may review collected data, provide recommendations for improvement, and identify resources for optimal program functioning.

Conclusion

Advisory committees play a critical function in the operation of Chemeketa's career and technical education. Through their members, they provide a cross-section of expertise and experience to effectively influence the direction and momentum of its programs. They serve as both the champions and gatekeepers of the broader college mission. In this respect, they are bigger than themselves in their ability to significantly influence the quality of the work force for today and in the future.

Rev. 02/2022



Chemeketa Community College

General Guidelines for Advisory Committees

Membership

Committee membership shall be a minimum of seven (7) members and a recommended maximum of eleven (11) members. Members will be appointed by the Board of Education to serve a three (3) year term. One-third of the membership involved will be retired each year and replaced by new members in order to promote maximum community involvement and representation.

Orientation of Committee Members

The orientation of the new advisory committee members is done by the individual program director and/or executive secretary at the first advisory committee meeting of the year.

Topics for discussion at this orientation include: the role of the committee, the role of individual members, the Annual Workplan, the resources available to committee members and the resources provided by the committee. Information about the Advisory Committee Handbook as well as specific program and college materials (see the Advisory Committee Checklist) should be made available to all committee members. The Handbook in PDF format is available on the Advisory Committee Dashboard site.

Meetings

A minimum of three (3) meetings will be held each year.

Notification of Meetings

The notification of all committee meetings is to be done by the executive secretary of the advisory committee or the respective program dean (or a designee).

Advisory committee members, student representatives and college representatives should be notified at least ten (10) days in advance of upcoming meetings.

Minutes

In addition to the minutes being distributed to committee members, a copy of the minutes will be kept on file on the Dashboard site for the advisory committee under Committees and Groups.

Attendance should be reported in the minutes with names of members present, members absent, staff present and staff absent.

In actions which require a vote of the membership, a record of that vote shall be recorded in the minutes.

Records

Attendance records should be kept for all advisory committee meetings and reflected in the minutes. It is suggested that attendance records be kept for five (5) years. The Oregon Archives Division requires minimum retention of three (3) years for all advisory committee records, including agendas.

Selection of New Committee Members

New committee members to replace retiring members should be recruited beginning winter term or as needed. New members should be selected so as to balance representation with respect to geographic and demographic diversity, and with consideration of the spectrum of occupations and needed expertise within a particular program.

Advisory Committee membership rosters are maintained on Dashboard. The rosters should be updated whenever there is a change in the membership. These rosters will be submitted to the Board of Education in the fall of each year for approval.

At the end of the academic year, a written report detailing meeting dates, outcomes of the Annual Workplan and recommendations and/or actions of the advisory committee for the concluding year should be posted on the advisory committee's Dashboard page in Committees and Groups. This report serves as a resource in developing institutional grants, in tracking the needs of and updating career and technical education programs as well as Carl Perkins data collection. In addition, the recommendations from the annual report may assist the committee in setting agendas for the upcoming year.

End-of-Year/Final Contact with Committee Members

At the end of the academic year, it is recommended that each program dean and/or executive secretary recognize the contributions of its advisory committee members. Letters of appreciation, letters of gratitude to retiring members, certificates of appreciation or whatever is deemed appropriate are some suggestions.

November 2012



Chemeketa Community College

Bylaws for Advisory Committees

I. Officers

The officers will consist of a chair, vice chair and executive secretary and, together, form the Executive Committee. The chair and the vice chair will be elected annually at the first regular meeting of the committee and will serve for a one-year term. Officers may be re-elected.

- A. The chair shall be a lay member of the committee. The chair shall preside over meetings of the committee and of the Executive Committee and carry out other duties normally associated with chairing of an organization.
- B. The vice chair shall be a lay member of the committee. The vice chair shall preside in the absence of the chair and fulfill other responsibilities assigned by the chair.
- C. The executive secretary will be one of the ex-officio members who are employees of the college and will be appointed by the college so that the committee has direct access to the support services the college has to offer. (Ex-officio means chair of the program, director of the area, or other college designee; and serves in a nonvoting capacity.)

II. Responsibilities of Members

- A. Membership shall be comprised of community lay persons, students and employees of the college.
- B. Each member is expected to attend meetings regularly, participate in the advisory committee discussions and serve on subcommittees when requested.
- C. Each member is expected to carefully study any problems which come before the advisory committee before reaching a final decision.
- D. Each member is expected to reach a personal decision after considering the views of other citizens and/or organizations.
- E. Each member is expected to respect the rights of fellow committee members by not reporting or discussing opinions of individual members. The opinions and conclusions of the advisory committee as a whole may be discussed within the policies approved by the board.

III. Committee Operations

- A. The Annual Workplan will indicate the regular meetings to be held each year.
- B. A minimum of three (3) meetings will be held each year.
- C. Special meetings may be called or regular meetings cancelled by action of the Executive Committee.
- D. The Executive Committee (and/or chair), in consultation with the administration, will be responsible for planning the agenda of individual meetings. Whenever possible, the agenda will be mailed out in advance of meetings.
- E. Each meeting will begin at the announced time and will continue for no more than three (3) hours.

- F. Discussion leading toward consensus of the members will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision of the advisory committee is to be recorded or transmitted.
- G. A quorum will consist of a simple majority of the officially appointed members of the advisory committee.
- H. Meeting minutes will be kept of all meetings and copies will be distributed to each committee member, and will be available on SharePoint, the college's internal Web site.
- I. Committee membership shall be a minimum of seven (7) members and a recommended maximum of eleven (11) members. Members will be appointed by the Board of Education to serve a three (3) year term. One-third of the membership will be retired each year and replaced by new members in order to promote maximum community involvement and representation.
- J. Only lay members of the advisory committee officially appointed by the Board of Education shall hold voting privileges.

IV. Subcommittees

- A. Subcommittees may be established and discharged by a majority vote of the advisory committee.
- B. Subcommittees may be continuous or ad hoc in nature, depending upon needs.
- C. The chair of the advisory committee can charge a subcommittee to elect its own officers.
- D. The purpose of any subcommittee will be specified by the advisory committee.
- E. Subcommittees may be of any appropriate size. Membership may consist of students, citizens, college employees and members of the advisory committee.
- F. At committee request, a consultant from the college may be appointed by the administration to meet regularly with a subcommittee. Special consultants may also help the subcommittee, with advisory committee approval.
- G. Subcommittees will report regularly to the advisory committee. Bylaws for Advisory Committees

V. Program of Work

- A. The advisory committee will plan and operate under an Annual Workplan. Topics, goals, and activities will be included in the plan.
- B. The program for each coming year will be discussed during the first meeting each year.
- C. The Executive Committee will consider program proposals of members and then formulate a plan to be presented at the second meeting for action.

VI. Loss of Membership

Any member of the advisory committee who is absent without reasonable cause from two (2) consecutive regularly scheduled meetings will be considered to have resigned from the advisory committee.

- A. The Executive Committee shall rule as to when a member has been absent two (2) consecutive meetings without reasonable cause and report to the full committee the fact that the member in question has been considered to have resigned.
- B. The committee will notify, by letter, the member in question as well as the office of the vice president. The committee will fill the vacancy.
- C. The Board of Education will approve the appointment of committee members.

VII. Use of Consultants

The advisory committee may utilize consultants from within and outside the college to obtain additional knowledge and assistance as needed, with approval of college administration.

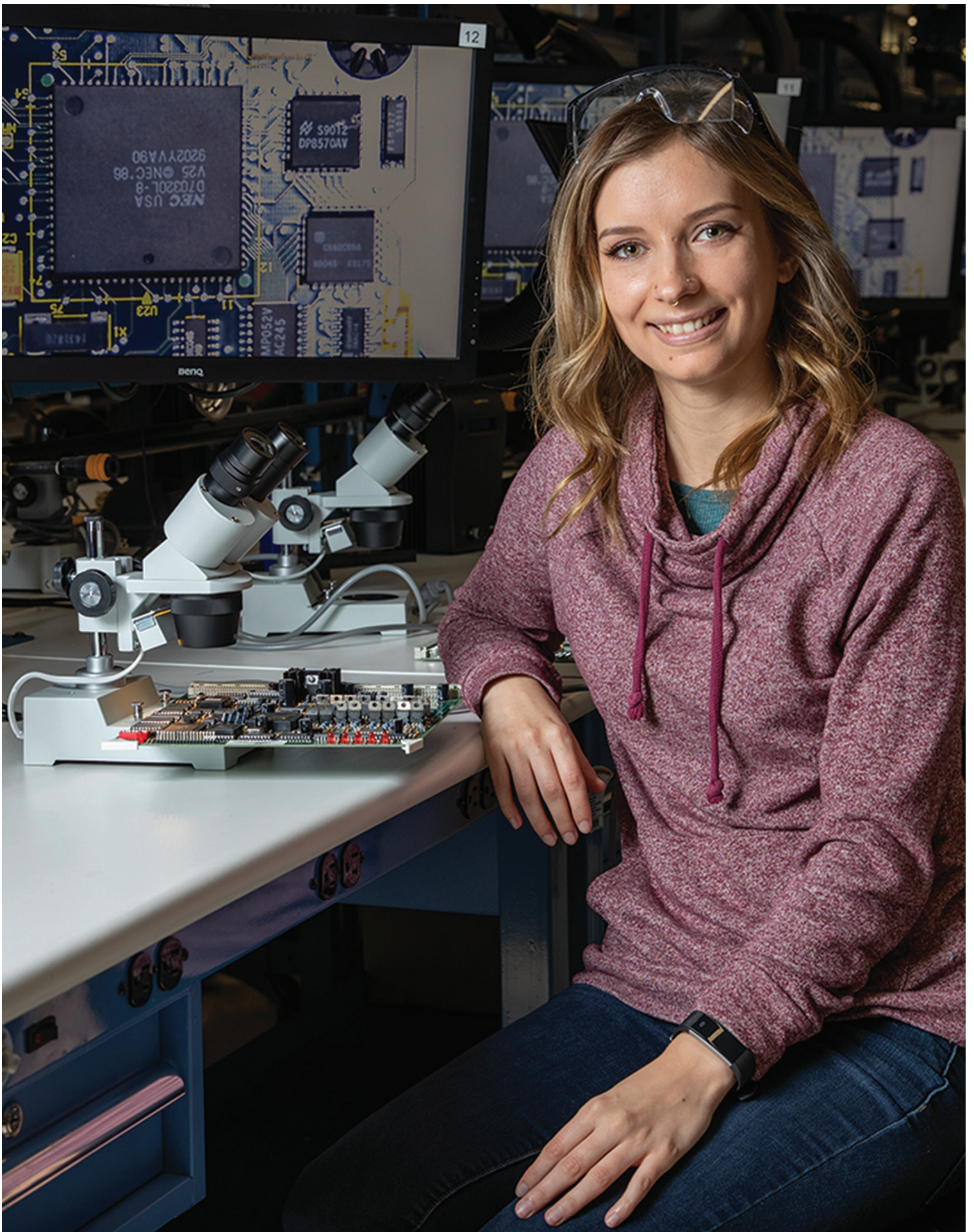
VIII. Budgetary Support

Required budgetary support will be discussed with and approved by the director responsible for the program.

Name of Committee

Date of Adoption

Signature of Chair Signature of Vice Chair



College Relations Series—7000

Career and Technical Programs Advisory Committees

Community representatives are selected to act in an advisory capacity to Chemeketa Community College career and technical education programs.

Advisory committee members are approved by the Chemeketa Community College Board of Education. Procedures related to this policy are contained in the *Advisory Committee Handbook*.¹

July 17, 1985

Adopted College Board of Education

September 20, 2006; December 14, 2011;
January 18, 2017

Revised College Board of Education

¹ORS 341.019, and Carl D. Perkins Career & Technical Educational Act of 2006

College Relations Series—7000
Advisory Committees

- | | |
|---|---|
| Executive Secretary:
(Employee) | 1. Identifies prospective advisory committee member and recommends the member to the director for the related program. |
| Director: | 1. Assures representation for the program area, using guidelines in Advisory Committee Handbook, and forwards recommendation to vice president-academic services. |
| Vice President-
Academic Services: | 1. Recommends three-year appointment of prospective advisory committee member to the president and Board of Education. |
| Board of Education: | 1. Formally approves advisory committee members for respective advisory committees. |
| President and Vice
President/Chief
Academic Officer: | 1. Send letter of appointment to advisory committee members. |
| Executive Secretary
(Employee): | 1. Conducts all committee activities within parameters set forth in the Advisory Committee Handbook. |
| Director: | 1. Processes program recommendations and/or action received from advisory committee. |

June 25, 1985

Adopted College Council

June 7, 2006

Revised

Program Advisory Committee Member Annual Conflict of Interest Disclosure Statement

1. Name: _____ Date: _____

2. Position: _____

Are you a voting member? YES NO

3. Disclosures:

a. Do you have a financial interest (current or potential) with Chemeketa Community College?

YES NO

If yes, please describe:

If yes, has the interest been disclosed? YES NO

b. In the past, have you had a financial interest with Chemeketa Community College?

YES NO

If yes, please describe including when (approximately):

If yes, has the interest been disclosed? YES NO

Signature of Member _____ Date: _____

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the College and/or the Chemeketa Board of Education determines that a conflict of interest exists.

Annual Workplan and End-of-Year Report

Advisory Committee: _____

Submitted by: _____ Academic Year: _____

Annual Workplan <i>Due end of fall term</i>	Annual End-of-Year Report <i>Due end of spring term</i>
---	---

Areas of Focus:

1.

Meeting Dates:

Fall _____

Winter _____

Spring _____

Results/Outcomes of Focus Areas:

Recommendations for Future Focus:

Advisory Committee Minutes

Advisory Committee Name

Date

Members Present:

Click here to enter members present.

Members Absent:

Click here to enter members absent.

Staff Present:

Click here to enter staff present.

Staff Absent:

Click here to enter staff absent.

Meeting Minutes

Click here to type meeting minutes.

