

2017

Advisory Commission Handbook



**MERCER**

COUNTY COMMUNITY COLLEGE

*Moving You Forward* >>>

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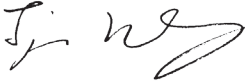
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## ACKNOWLEDGEMENT

Mercer County Community College is grateful to you for being part of our mission to ensure student success, to expand innovative partnerships, and to invest in our organizational effectiveness. Your dedicated service significantly contributes to the success of our students and our communities.

Advisory Commissions enable the college to link our educational services to the business world. Your perspective, insight and expertise keep our programs relevant and of high industry quality. You are also ambassadors to and advocates in our communities, because you know the college and its programs first-hand. You are truly our partners in this endeavor.

On behalf of the Board of Trustees, our students, faculty and staff at MCCC, I thank you. You make a difference for our students and our communities. Indeed, you are an important part of the MCCC family.



Dr. Jianping Wang  
President



## **MERCER COUNTY COMMUNITY COLLEGE VISION STATEMENT**

A vital college, engaged with its community, and dedicated above all else to student success.

## **STRATEGIC PLAN**

We Ensure Student Success

We Expand Innovative Partnerships

We Invest in Organizational and Professional Effectiveness

## COLLEGE ADVISORY COMMISSIONS

There are two types of advisory commissions: career advisory commissions and special advisory commissions.

Appointment of advisory commission members is an official act of the Board of Trustees upon the recommendation of the President. Commission members are appointed for a term of one to three years on a rotating basis and according to specific membership categories.

Commissions generally meet a minimum of twice per year and commission members are invited to special occasions such as a biennial dinner in appreciation for their service.

### ***Advisory commissions serve the following functions:***

- Serve as a communication link between the college and community, professional, occupational or special service groups, acquainting the community with available college resources and the college with community needs;
- Identify specific skills and suggest technical information, equipment, and facilities necessary for career-related programs or services;
- Identify community resources that would help to support or contribute to the success of college programs or services;
- Inform college faculty/staff members of changes in the economy and the labor market, including specific workforce needs and surpluses;
- Assess program and service needs in terms of the entire community served by the college;
- Assist in recruiting students;
- Provide leads toward work experience and cooperative education opportunities for students and job opportunities for graduates;
- Assist in disseminating information about college programs, activities, and services;
- Suggest ways and means to enhance the public image of the college and college-community relations;
- Recommend competent personnel to serve as adjunct faculty, guest lecturers/speakers and advisory commission members.

## DEFINITIONS

### **Career Advisory Commissions**

Career advisory commissions are created to provide guidance and advice about established curricula.

### **Special Advisory Commissions**

Special advisory commissions are created as required, on either an ad hoc or permanent basis. They advise the college generally on designated areas of concern or interest.

### **Membership Categories**

Each advisory commission consists of no less than five and no more than 15 members. The college requires each advisory commission to contain diverse representation and expertise. Appropriate representation of both sexes and inclusion of racial and ethnic minorities are required, insofar as possible, at least one member is appointed from each of the following general membership categories:

1. Students/alumni
2. Business/industry
3. Labor
4. Professional personnel
5. Special interest groups
6. Other educators
7. Consumer/general public

### **Officers**

*Chairperson:* Each advisory commission has a chairperson, elected by a simple majority vote of the members, who serves a one-year term and is eligible for re-election.

*Secretary:* Each commission has a secretary, appointed by the President or his/her designee.

### **Member Qualifications**

Anyone considered for membership on an advisory committee must be capable of, and willing to, participate in activities and discussions that lead to the fulfillment of the goals of the particular advisory commission for which membership is being considered. The particular goals related to the individual being considered should be

expertise and experience to support the mission of the advisory commission, knowledge of the field to advise the college and

a willingness to learn about the college program and represent to business and employers as well as the community.

These goals should be agreed to in a written document and submitted to the MCCC Board of Trustees as the nomination goes to them. Commission members should be evaluated annually regarding their contributions to the advisory commission's purposes; members who do not make specific contributions to the goals should be replaced.

## **PROCEDURES**

### **Establishment of an Advisory Commission**

1. Appointments of new advisory commission members may be made at any time. All terms expire on June 30 of their respective ending term. Advice on appointments/ reappointments may be received from anyone, but recommendations are submitted through the advisory commission secretary only.
2. The commission secretary prepares the recommendation for appointment form and biographical sketch of the nominee.
3. Reappointments are handled in the same manner as appointments, but a separate form is used. A notation about the member's attendance and highlights of his/her contributions to the commission are noted on the form.
4. The secretary submits the recommendation for appointment/reappointment and the biographic sketch through the Vice President for Academic Affairs and the President's office.
5. Appointments/reappointments require board action. Nominees may be advised they are being considered for appointment to ascertain their interest in serving, but the final decision rests with the Board of Trustees.

## **MEETINGS AND RESPONSIBILITIES OF OFFICERS**

1. The Vice President or designee is responsible for distributing to new members the MCCC Advisory Commission Handbook and other relevant information about the college.
2. The commission secretary has administrative responsibility for the advisory commission.
3. The appropriate division dean is responsible for ensuring that commission meetings are scheduled and conducted.
4. Minutes of every meeting (a record of what was accomplished rather than verbatim account of proceedings) are promptly submitted to the appropriate division dean, Vice President and the President's Office by the commission secretary.
5. Minutes are reviewed at subsequent meetings and corrections or changes recorded.
6. The division dean is expected to attend and participate in at least one meeting of each individual commission during the year.
7. College faculty and staff are given opportunities to suggest agenda items to the commission chairperson or secretary and to attend commission meetings.

## **RECOMMENDATIONS**

1. Commission recommendations directly related to its purpose are submitted to the responsible dean or faculty/staff through the commission secretary.
2. Commission recommendations and communications of broader college matters are submitted to the Vice President through the commission secretary.



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Business & Stem, Dr. Winston Maddox

Health Professions, Dr. Robert Schreyer

Liberal Arts, Dr. Robert Kleinschmidt





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