

ADVISORY COMMISSIONS
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STATEMENT ON ADVISORY COMMISSIONS

I. INTRODUCTION

The Community College is a unique institution in higher education in that it is inextricably linked to the community it serves. Advisory Committees allow for community involvement from a wide-range of stakeholders that impact program development, student success, and the use of best practices. Advisory Commissions can also serve as a critical advocate and mechanism for securing resources for the academic or community program it serves. A vital and evolving College must maintain and nourish useful and productive sources of communication and feedback within the community.

Successful academic, career, training and departmental commissions result from cooperative efforts between industry and education. Advisory Commissions shall be established at Mercer County Community College to ensure student success, industry standards, workforce development and preparation, fundraising, alumni and community engagement with educational partners.

II. TYPES OF ADVISORY COMMISSIONS

The College shall recognize and establish the following types of Advisory Commissions. Every effort should be made to reflect the diversity of the College and its programs:

A. Academic Advisory Commissions

Includes: Career, Technical, Education (C.T.E.) and Externally Accredited programs

The Academic Advisory Commissions should consist of community representatives from at least one of each of the categories:

1. Public Representative: A member of the community who is not professionally involved with the discipline of the Advisory Commission and who assumes the role of a supporting taxpayer and ultimate consumer.
2. Alumni or Current Student (enrolled in program the commission serves): A part-time or full-time MCCC student or former student with an academic or career interest in the work of the Advisory Commission.
3. Industry: A member of the local business/industrial community who is a practitioner or otherwise is directly involved professionally in the discipline, service area, or products reflected by the Advisory Commission.
4. Professional and/or related organizations: A professional who is directly involved in the work, discipline or service area of the Advisory Commission and whose opinion may be indicative of the orientation of that profession.
5. Educational Partners: A recognized member of the educational community who has direct interest and involvement in the career or service area of the Advisory Commission.

*Externally Accredited Programs should meet program requirements and use this as this as a minimum threshold of representation of the committee.

B. Community Advisory Commissions

Community Advisory Commissions shall be created, as required, on either an ad hoc or permanent basis with representatives to hold roles in which are appropriate for the purpose of the commission. These commissions may develop in accordance with needs of the College, program or department and must be appointed and approved by the President of the College. Recommendations for ad-hoc commissions may be made to the President by department heads/ division deans to be reviewed at his or her discretion.

III. FUNCTIONS OF THE ADVISORY COMMISSIONS

The functions of each advisory commission shall meet the stated mission approved by the College President and in accordance with accreditation standards to the extent of the following:

- A. Serve as a communication link between the College and community
- B. Communicating Industry standards and trends
- C. Identify community resources, opportunities for growth and financial opportunities
- D. Promote Strategic Goals of the College
- E. Identify the specific skills and suggest technical information, equipment, and facilities necessary for a program or special services;
- F. Advice on skills knowledge and attitudes required for occupations
- G. Reviews and makes recommendations for program curriculum, operations or development
- H. Identify community and or financial resources that would help to support or contribute to the success of the program or service;
- I. Keep the College informed on changes in the economy and the labor market, including specific workforce needs and surpluses;
- J. Assess program and services needs in terms of entire community served by the College;
- K. Assist in recruiting students;
- L. Provide work experience and cooperative education opportunities for students and job opportunities for graduates;

IV. MEMBERSHIP

A. Size of Advisory Commissions

Each Advisory Commission shall consist of no fewer than five and no more than twenty members.

B. Method of Appointment

A list of recommended appointments shall be compiled through referrals of the MCCC community. Recommendations for appointment shall include a professional profile, affiliation and reasons for appointment on the approved appointment commission appointment form. Recommendations are made by the academic/department head to the Division Dean or to the appropriate College leadership member. That recommendation will be submitted to the President of the College who will make the final appointment and inform the advisory member, the department head, dean/department head and College leadership member.

C. Term of Appointment

The term of appointment for membership shall be for a minimum of one (1) year and a maximum of three (3) years on a rotating basis unless otherwise noted by the external accrediting organization which must be noted in the appointment process. Members who do not participate, fulfill the mission of the commission or represent MCCC positively can be removed by authority of the President or his/her designee.

D. Qualifications

Candidates for appointment as members to Advisory Commission shall possess the following qualifications:

Competence in the special area being served:

- Interest in the academic, career, technical, or services area and in the College;
- Willingness to accept responsibility for the commitments of time required for the appointment;
- A sense of civic and educational responsibility and a desire to contribute to the College.

V. OFFICERS & DUTIES

Each Advisory Commission will have a Chairperson who shall be an employee of MCCC and in most cases, the department or program head appointed by the President.

Their duties shall include:

1. Chairing the meetings of the Advisory Commission
2. Attend update, training and planning meeting at least twice per year or once per semester with College leadership
3. Keep minutes, schedule dates and agenda and works collaboratively with the department in which the commission is housed. Works with the Secretary on planning dates, times, places and agenda of meetings of the Commission
4. Follows College criteria for management of commission and works with the College administrative support as needed to discharge the function of the advisory commission as described in the handbook or administrative guidelines of the College
5. Recommending candidates for new or replacement appointments to the Commission
6. Welcoming new members to the Advisory Commission.
7. Ensuring information is update to date, readily and publicly available (included strengths, success and needs established by the commission)
8. Ensure Commissions meet on a regular basis at least twice per academic year or as established by the collective commission, needs of the College/program or as designated by the external accreditor. The schedule for commission meetings will be sent to the Office of Academic Affairs for community posting

VI. MEETINGS

There shall be an annual formal meeting of all the College Advisory Commissions hosted by the President and members of the College community and members of the College Leadership Team.

There shall be a minimum of two other meetings of each Advisory Commission held each academic year. Ensure Commissions meet on a regular basis at least twice per year or as established by the collective commission, needs of the College/program or as designated by the external accreditor.

VII. COLLEGE RESPONSIBILITY

The Advisory Commission shall be provided with information regarding the purpose and function of the Commissions and the Philosophy, Mission and Goals of the College. Commission charges are done in collaboration with program or department leadership and all relevant MCCC stakeholders and approved by the College President. The College shall provide the necessary information and the opportunity for the Commissions to make recommendations and contributions to the College's programs and services.

VIII. RECOGNITION OF MEMBERS

The College shall render the following recognition of the Advisory Commissions and of Commission members:

1. The members of each Advisory Commission shall receive invitations to announcements of College events and special activities.
2. Each member shall receive an invitation to the Annual Advisory Commission Meeting (Annual Formal Meeting) which is held in their honor and to provide updates among all commissions and the MCCC community. The College will budget for and support the commission accordingly.
3. Certificate of Appreciation is presented to Commission members who are retiring or are not being reappointed. Certificates are also awarded to members who have completed five (or a multiple of five) years of service on a Commission.

Approved: Board of Trustees
November 14, 1974

Revised:

April 20, 1978

September 14, 1978

August 2, 1979

July 31, 1980

March 16, 2023