



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: OCCUPATIONAL/SERVICE ADVISORY COMMITTEE GUIDELINES	Code: EE0130
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Policy Reference: N/A

Refer to Advisory Committee Member Handbook for guidelines related to the operation of advisory committees.

Instructional Design represents the executive vice-president at advisory committee meetings and communicates the district's priorities. The office maintains the advisory committee database and the district file of meeting minutes. For the improvement of advisory committee operations, Instructional Design also designs methods and surveys to provide feedback to the division, including both self-evaluation of the committee by its members and the analysis of aggregate data from database reports. Instructional Design also coordinates the process for selecting the outstanding advisory committee and chairperson representing the district.

Advisory committee meetings are subject to open meetings law and therefore need to be properly noticed. Postings should be sent to the Associate Vice President of Marketing, Public Relations and Advancement office at least one week prior to the meeting date.

Instructional deans communicate divisional priorities, recommend new members for appointment by the executive vice-president, and conduct member and chair training sessions. College representatives are appointed by the dean as MATC's official liaison responsible for coordinating all activities according to the guidelines established for advisory committees, including:

1. The recommendation of new members to comply with rotation of membership, balance of employers/employees, and the inclusion of women, minorities, and a recent graduate.
2. The preparation of the letters for appointment, reappointment, and appreciation for service on the committee.
3. The arrangement for the participation of a student at meetings.
4. The setting up of meetings of the committee and subcommittees, arranging for the meeting room, coffee, and refreshments as determined by division policy.
5. The preparation of an accurate recording of the minutes and for the mailing of materials (meeting notice, agenda, previous meeting's minutes, and pertinent reports) at least ten days prior to the meeting date.



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6. Providing guidance to the chairperson and committee members:
 - a. For the timely consideration of issues and topics important for the committee to review.
 - b. For the smooth operation of the committee such as the scheduling of chair elections and the reasonable adherence to parliamentary procedure during meetings.
7. Providing updated information to Instructional Design about the committee's membership and recommendations.

Office of Responsibility: Instructional Design