

The Nevada Board of Regents  
Community College Institutional Advisory Councils  
Charges

Nevada's Board of Regents is committed to ensuring that Nevada's community colleges are operating at their maximum potential, making the most effective and efficient use of available resources while meeting the unique needs of the communities they serve.

Community colleges have been identified as the workforce development engines of our nation, and therefore, the Board of Regents recognizes the need and value in having a direct line of communication with the communities served by the community colleges. As we collectively identify the workforce training necessary for the growth and sustainability of industries in our communities; and we maximize the potential for the community's college to deliver curricula that will meet the needs of a diverse population, the Board will form Institutional Advisory Councils to serve as active links between the college and community.

**Formation**

No later than December 31, 2014, each Nevada community college shall establish an Institutional Advisory Council. On or before December 1, 2014, the Chancellor, after consultation with each college president and local stakeholders, will forward to the Chair of the Board of Regents nominations for appointments to the Institutional Advisory Council. The Chair of the Board of Regents shall appoint an advisory council for each community college, consisting of not less than seven or more than fifteen members composed of residents from the area in which the community college is located and serves. The Chair of each local community college advisory council shall serve as an ex-officio advisory member on the Nevada Board of Regents Standing Committee on Community Colleges. When circumstances dictate, either the college president or the Chair of the College Advisory Council, upon consultation with the members of the Council, may recommend the appointment of additional members to the Chair of the Board. In addition, the president of the college may request the Chair of the Board to name such ex-officio members of the College Advisory Council as the president may deem necessary or useful to better serve the purposes of the Council.

Of members first appointed to the Institutional Advisory Council, one half of the appointees shall be appointed for four years and remaining appointees for two years. Student members shall serve for one year terms. Thereafter, terms of non-student members appointed to the Institutional Advisory Council shall be for four years. The members of an advisory council may be reappointed by the Chair of the Board of Regents for a second term. Members of the advisory council shall serve without compensation but any reasonable expenses incurred in attending the meeting shall be reimbursed.

**Institutional Advisory Council Charge**

The purpose of the local Institutional Advisory Councils is to ensure the linkage of the college to the community it serves and to anticipate future regional educational trends. The Council will meet at least quarterly to advise the College President, the Vice Chancellor for Community Colleges, the Chancellor,

and the Board of Regents Standing committee on Community Colleges on questions regarding operation of the college. The Council shall function and exercise the powers set forth by the Nevada Board of Regents. The responsibilities of the Council are to:

- Advise the College president, the Vice Chancellor for Community Colleges, the Chancellor, and the Board of Regents on the long-term educational needs of the area served by the College, as well as on other matters identified by the College President, the Chancellor, and Board of Regents. The Council may provide advice, guidance, and information in the areas of student and employer engagement; access and affordability; operating and capital budgets; land and property acquisition and use; instructional programs, including proposed degrees and certificate programs; serving under-represented populations; diversity and inclusion issues and admissions and academic standards, including performance indicators.
- Serve, along with the college president, as a body of liaisons between the College and area employers in order to facilitate assessment of employment, training and educational needs of the service area.
- Serve, along with the college president, as a body of liaisons between the College and local school boards, county commissioners, city councils, other local elected officials, and other relevant groups or persons.
- Respond to specific information requests from the Chancellor and the Nevada Board of Regents on behalf of the communities served by the college.
- Promote the College's programs and services among the communities and constituencies in the College's service area.

### **Membership**

Except as it may be enlarged as provided above, each Council will be comprised of seven to fifteen members who serve a term of four years and are recommended for appointment to the Chair of the Nevada Board of Regents by the College President. Representatives will include members from the various constituencies served by the college to insure broad input from all critical stakeholders in the college service area. The membership of the Council shall be reflective of the community and stakeholders served by the college and the various regions within the college service area where applicable. In addition to members who are appointed to serve on the Council, a representative of the faculty nominated by the respective faculty senate and a student nominated by the respective student government shall serve as ex-officio members of the Council. If a member of the Council resigns prior to the conclusion of their term, a replacement will be nominated by the college president. The nomination will be forwarded to the Chancellor, who will make the recommendation to the Chair of the Board of Regents for appointment.

### **Election of Officers**

The election of Chairperson and Vice Chairperson will take place annually at the first Council meeting of the state fiscal year. The term of office will be two years. Nominations may be made by any member of the Council, and the vote of a majority of the Council shall be required to elect the Chairperson and Vice Chairperson. The Chair shall preside at all meetings of the Council and shall sign any written documents to which the Council may be party, and which have been approved by the Council. The Chair shall

represent the Council as an advisory member on the Board of Regents Standing Committee on Community Colleges. The Vice Chair shall preside at all meetings of the Council during the absence of the Chair.

### **Meetings and Agenda**

All meetings of the Council shall be conducted in compliance with the Nevada Open Meeting Law. Agendas for meetings of the Council shall be compiled by the College President in consultation with the Chairperson. Individuals wishing to place items on the agenda must deliver supporting documents to the College President's Office or to the Council Chairperson not less than 14 days prior to the next meeting of the Council.

### **Minutes**

The Office of the President shall be responsible for preparing and maintaining the minutes of the Advisory Council. A summary of Council decisions and policy recommendations will be included at the conclusion of the minutes. All minutes of the Council shall be forwarded to the Regent Standing Committee on Community Colleges which may consider any recommendations from the Council for inclusion on its next regular agenda.