



Institutional Advisory Councils (IAC) Description and Operational Guidelines

Introduction:

The Institutional Advisory Council (IAC) bridges the community colleges and the community(ies) they serve, developing relationships, sharing community perspectives, advancing institutional missions, building partnerships, and providing advice. It is not a governing board, but a community link to the institution, designed to increase connectivity with our service region.

As stated in the Board of Regents Handbook, Article III, the elected board maintains exclusive control and administration of the Nevada System of Higher Education and its institutions as established in the Nevada Constitution. The elected Board is responsible for the management and oversight of the colleges and universities. It provides a strategic direction for each as part of a larger statewide plan and also ensures effective collaboration among the institutions to achieve those goals.

Each institution also operates using a shared governance model that requires communication across multiple administrative faculty, staff, and student groups and requires many operational and technical decisions to go through committee processes.

Purpose (Paraphrased from the IAC Charge):

Our community colleges are the workforce development engines of our nation, state and region; and the Nevada Board of Regents recognized the need and value of having a direct line of communication between the communities served by each college, the college administration, and the Board of Regents Standing Committee on Community Colleges. Each Institutional Advisory Council, comprised of representatives from the communities' public and private sectors, is charged with providing counsel and feedback to the College President, the Vice Chancellor for Community

Colleges, and the Chancellor on issues brought before the Council related to the growth and sustainability of industries in our communities, and methods by which the college may maximize the potential to effectively and efficiently deliver curriculum that most appropriately meets the needs of the diverse population served. Also, in consultation with the College President, certain issues and opportunities will be presented to the Standing Committee on Community Colleges for consideration and action by the Committee and/or the Board of Regents.

Council Composition:

The Institutional Advisory Councils are comprised of community volunteers, nominated by the College President and appointed by the Chair of the Board of Regents, who are interested in advancing their College and the education, training and empowerment of their local community.

Council Guidelines for Meetings and Council Conduct:

1. The Council is to meet at least quarterly on a regularly scheduled day or sequence of dates mutually agreed to by a majority of the Council and the College President. Additional meetings may be scheduled as deemed necessary by the Council Chair and Vice Chair, and by mutual agreement of a majority of the Council and the College President. Notification guidelines, meeting agendas and postings must follow the Nevada Open Meeting Law, NRS Chapter 241.
2. The College President in consultation with the Chair is to set forth a meeting agenda comprised of issues or questions related to the operation of the college and the programs, and opportunities that will sustain or improve the delivery of service by the college to the communities it serves. Council members wishing to place items on the agenda must deliver a succinct and accurate description of the agenda item, with supporting documents to the College President's Office or to the Council Chair no less than fourteen (14) days prior to the next scheduled regular meeting of the Council; or may propose future agenda items during meetings under "New Business" on the agenda. Items suggested in the New Business portion of

any public meeting may be scheduled for inclusion on the next IAC agenda at the discretion of the College President and Council Chair.

3. The Council is to identify and advise the College President, Vice Chancellor and Chancellor of any long term educational needs of the service area, and provide guidance on how to best respond.

4. The Council shall hear and respond to specific information requests from the Chancellor the Nevada Board of Regents Standing Committee on Community Colleges and/or the Nevada Board of Regents on behalf of the communities served by the College.

5. Collectively, the Council may vote to recommend strategic-level counsel to the College President, the Vice Chancellor of Community Colleges, the Chancellor and the Board of Regents Standing Committee on Community Colleges on any of the issues designated in the charge approved by the Board.

6. Collectively, the Council may ask for documents, data or information from the College to make such recommendations and should do so either through the Chair in consultation with the College President or by a vote of the majority during public meetings.

7. The Council should promote the College's programs and services within the communities and constituencies in the College's service area. Collectively and with the College President's input and support, the Council may decide to undertake the planning and implementation of events and activities that increase the connectivity of the College to the community. The President must approve of any said events and/or activities if any College resources, including property, equipment or staff, are required.

8. The Council should act, along with the College President, as liaisons between the College and area employers to facilitate the assessment of employment opportunities, and the associated training needs; and provide a comprehensive report to the College President for potential inclusion and discussion on the agenda of the next regularly

scheduled meeting of the Council.

9. The Council should act, along with the College President, as liaisons and/or ambassadors for the College with local school boards, city councils, county commissions, and other elected bodies and individual elected officials. However, a council member (or members) should not, under any circumstances, represent themselves as speaking for the College, the college administration, Vice Chancellor or Chancellor, without the express consent of the College President, and full knowledge of the Council. Council members wishing to represent the Council's opinions and decisions should do so only after the items have been discussed, evaluated and/or voted upon in open public meetings by a quorum of the Council. Members of the Council wishing to express personal opinions and perspectives about issues pertaining to the College should preface those statements as personal. However, any comments made at a public meeting should never refer to the professional competence or performance of any specific individual, because the Open Meeting Law requires prior written notice to any person whose conduct may be discussed at a public meeting.

10. Collectively, the Council may provide community feedback to the College President on initiatives and programs related to their charge or on items that the President requests their input upon. Community feedback is defined as input from Council members' professional and personal contacts that they deem representative of larger constituent groups that stand to benefit from College services. Council members may represent these perspectives by putting items on meeting agendas to discuss in a public venue, where they may collectively vote to discern the Council's recommendation to be shared with the President, Vice Chancellor of Community Colleges, the Chancellor, and Board of Regents Standing Committee on Community Colleges.

11. Collectively, the Council may also deliberate and vote on perspectives to voice to the community to advocate on behalf of CSN and its students.

12. The Council Chair and College President may jointly create sub-committees,

if necessary, that will work on issues beneficial to the work of the Council as a whole; and are assigned by the Chair, and College President. However, due to the resources the College will have to commit to the operation of sub-committees, the forming of them is discouraged unless absolutely necessary for the effective operation of the Council. Procedurally, the Chair and the College President (or their designees) shall be a member of each sub-committee. The Chair of the sub-committee shall be a Council member, and be appointed by the Council Chair. The membership of the sub-committee shall not exceed seven (7) members. The College President may assign additional College staff to subcommittees as non-voting members. All sub-committee meetings must follow the Nevada Open Meeting Law, NRS Chapter 241.

13. Prior to the Standing Committee on Community Colleges regularly scheduled meetings, the Council Chair, or Vice Chair in the absence of the Chair, shall meet with the College President in person or via a telephone conference to review the minutes of previous Council meetings or subcommittee meetings and determine any agendized issues that are to be brought before the Standing Committee on Community Colleges for their consideration.

14. The Council Chair is to provide a report to the Standing Committee on Community Colleges on Council activities and/or selected agenda items that have been discussed at regular Council meetings.

Election of Officers

Following the first Council election on February 4, 2015, election of the Chair and Vice Chair shall take place biennially, during odd numbered years, at the first regularly scheduled Council meeting of the state fiscal year (the first regularly scheduled meeting following July 1). The term of these offices shall be two (2) 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 Chair and Vice Chair. The Chair shall preside at all meetings of the Council. The Vice Chair shall preside at all meetings of the Council during the absence of the Chair. Should both officers be absent, the College President shall preside. The Council Chair is to sign all documents to which the Council is a party, to include any recommendations made to the Standing Committee for consideration.

Council / Member Expenses:

The institution is not authorized to provide office space, cell phones, computers and IT equipment, or business cards to the Council or its members. However, any reasonable expenses incurred in attending the meeting(s) shall be reimbursed upon approval by the College President.