

# Essex County College College Regulation

## REG 1-11 ADVISORY BOARDS

### **Purpose:**

To provide authority for the establishment of Advisory Committees to give advice to both academic and non-academic College programs, and to specify the composition and other requirements for such committees.

### **Application:**

1. Need – An Advisory Board will be established:
  - (a) For each A.A.S. or Academic Certificate program and for each A.A. or A.S. program where the Division Chairperson, after consultation with the discipline faculty, determines that the need for an Advisory Board exists.
  - (b) For each program where one is mandated by law, grant, or by terms of a particular licensure agreement.
  - (c) Whenever directed by the President, or appropriate Dean.
2. Term of Appointment – Appointment to an Advisory Board shall be for a two-year term.
3. Advisory Board Composition – No less than three (3) members.
4. Advisory Board Operation
  - (a) Each Advisory Board shall develop bylaws for its operation. These by-laws shall be approved by the President or designee, as appropriate.
  - (b) Advisory Board meetings shall be held annually, at a minimum. Frequency of meetings beyond this shall be determined by programmatic needs. Meetings may be called by the Sponsoring Administrator or by the Chairperson of the Advisory Board.
  - (c) Minutes shall be recorded at each Advisory Board Meeting. Sponsoring Administrators will be responsible for the maintenance of such minutes and for forwarding a copy to the President, immediately after each meeting.
5. After an Advisory Board has been approved by the Board of Trustees, the secretary to the Board of Trustees shall place the name of the Advisory Board and the name of the College Liaison on a roster of Advisory Boards.

<b>Responsible Official(s):</b>	<b>Reference: <i>N.J.A.C. 9:4-2.6(b)</i></b>
<b>Regulation History: App. 11/92, Rev. 10/01, 7/11, 3/17</b>	<b>Attachment(s):</b>