

Ocean County College, Toms River, NJ

BYLAWS FOR THE OPERATION
OF THE BOARD OF TRUSTEES
ORGANIZATION
Committees of the Board
Advisory Committees #1256

BYLAW

In order to assist the Board of Trustees, the President, and the staff in the development and evaluation of programs and in the determination of community needs, an Advisory Committee, or Committees, may be appointed by the Chairman with the approval of the Board.

Members of the Advisory Committees shall serve at the pleasure of the Board. There shall be no compensation for such voluntary service.

ADOPTED: February 22, 1965

REVIEWED: March 5, 1991

PROCEDURE

I. Advisory Committee Membership Lists

- A. In mid-April, the Academic Affairs administrative assistant will remind the academic school administrative assistants that they are to begin contacting advisory committee members on or about May 1st (a) to determine their interest in continuing to serve on the committees and (b) to request a current resume or to verify that a resume already on file is current. Contacts will be made by phone or via email. Once a resume is on file, the administrative assistants will verify the currency of the resume by sending it to a member as an email attachment and requesting an affirmative response.

After a third unsuccessful attempt at contact, advisory committee members will be notified by US Mail that they cannot remain on a committee if they do not submit a resume or if they do not respond by July 15 of that year to verify that a resume on file is current.

- B. The academic school administrative assistants will send the completed lists and the resumes to the Academic Affairs administrative assistant by August 1st.
- C. The Academic Affairs administrative assistant will submit the membership lists to the Executive Assistant to the President by August 15th for placement on the September Board of Trustees agenda.
- D. After the Board of Trustees has approved the advisory committee membership lists, the academic school administrative assistants will send a follow up letter to each committee member, along with a current copy of the Advisory Committee Handbook.

II. Advisory Committee Meetings

Advisory Committees for Perkins-related programs must meet at least once each fall semester and each spring semester. Other advisory committees must meet at least once each academic year. Meetings may be in person, via email, or via conference call. Minutes must be sent to all committee members and to full-time faculty teaching in the program. For Perkins-related programs, minutes must also be sent to the Perkins Coordinator.

ADOPTED: April 17, 2012