

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 3.3.1

Title: General Advisory Committee (GAC)	
Originated by: Dr. Rob Edleston, President, Revised by James Genandt	
Signature	Date
Approved:	
Signature	Date
Reviewed:	Revised: 03/2017

Policy Statement: The College shall establish and maintain a general advisory committee in order to receive advice and maintain a good working relationships with the constituents within the College's surrounding area.

Rationale:

The purpose of the College Advisory Committee is:

1. To advise the Administration and the Board of Directors on the long-term educational needs of the area served by the College and on other matters of importance.
2. To serve as liaison between the College and area employers in order to facilitate assessment of employment, training, and educational needs of the service area.
3. To serve as liaison between the College and local school boards, county commissioners, city committees, other local elected officials and other relevant groups or persons.
4. To promote the College's programs and services among the communities and constituencies in the College's service area.

Procedure:

1. **Membership:**

The general advisory committee shall be structured in accordance with this policy and the membership shall be representative of the diverse constituencies within the College's recognized service area. Membership should include representation from the counties of Clay, Riley, Pottawatomie, and Geary and include persons from the following representative areas:

- a. City government
- b. State government
- c. County commissions
- d. Faith-based organizations
- e. Military installations
- f. Financial institutions
- g. Agricultural enterprises
- h. School systems

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 3.3.1

- i. Manufacturing
- j. Retail organizations
- k. Trades organizations
- l. Automotive dealerships
- m. Law enforcement/emergency response organizations
- n. Local higher education institutions
- o. Service industries
- p. Health care organizations

2. Appointments:

In consultation with the Board of Directors the College president shall determine the method for soliciting nominations from within the service area and for screening nominees against the established criteria. The president shall recommend to the Board one or more names for each committee vacancy. Terms shall be divided equally between two- and four-year terms to ensure continuity. Advisory committee members may not be appointed for more than two consecutive full terms. Appointments to fill vacancies arising during the term shall not be counted.

3. Removal:

A member of a general advisory committee may be removed from the committee during his/her term for the following reasons:

- a. Failure to attend two consecutive regular meetings of the advisory committee without good cause.
- b. Other good and just cause.

4. Meetings:

Pursuant to this policy, the advisory committee is required to hold two meetings per year. Additional meetings may be called by the College president or the Chair of the Board of Directors.

In lieu of a meeting of the committee as a whole, this function may also be accomplished through the active participation of the President (or designee) in regular meetings and/or projects of the following entities (or related entities) in the institution's service area:

- Chambers of Commerce
- Economic and/or Community Development organizations
- Working groups/task forces/committees related to either of the first entities listed
- Meetings and projects with area unified school districts and/or postsecondary institutions and/or Fort Riley (or other military installations)
- Workforce agencies and/or projects
- Other groups/projects as noted in #1 above: Membership

5. Bylaws:

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 3.3.1

The general advisory committee in consultation with the College president may, but is not required to, establish bylaws governing committee operations provided that they are consistent with this policy and are not in conflict with statute, MATC Board, or KBOR policies.

6. GAC Member General Responsibilities:

To provide general advice and recommendations to the administrative team of Manhattan Area Technical College in order to achieve the mission of the College.

7. Qualifications:

- a. An understanding of and appreciation of technical education, workforce development, and economic development.
- b. An ability to communicate with the public and individuals involved in technical education, workforce development, and economic development.
- c. An interest in providing guidance and direction for Manhattan Area Technical College in developing, expanding, and accomplishing the vision and mission of the College.
- d. An interest in assuring technical education opportunities are provided to area high schools through partnership programs with Manhattan Area Technical College.
- e. An interest in assuring that training and retraining opportunities are available for the area business and industry communities for improved employee retention, promotion, and production.
- f. An interest in communicating with area governmental representatives (local, state, and federal) in promoting the vision and mission of Manhattan Area Technical College.

8. Specific Responsibilities:

- a. Attend and actively participate in meetings of the Manhattan Area Technical College general advisory committee. These meetings will be held twice a year and the purpose will be to provide advice and direction to Manhattan Area Technical College administration and Board of Directors.
- b. Advocate the vision and mission of Manhattan Area Technical College to the area public and private industries, schools, organizations, and governmental agencies.
- c. Communicate with governing members, administration, faculty, students, and potential students of Manhattan Area Technical College.
- d. Represent Manhattan Area Technical College, as much as possible, to meetings of the Board of Directors, Board of Regents, Chambers of Commerce, and similar meetings.
- e. Assist Manhattan Area Technical College administration and board in identifying new funding sources and strategies to meet the vision and mission of the College.