

SUSTAINABLE CONSTRUCTION PROGRAM

ADVISORY COMMITTEE BY-LAWS

Kennebec Valley Community College (KVCC)

PURPOSE:

- 1) Provide strategic direction, guide, and assess program effectiveness.
- 2) Collaborate and leverage resources to impact student recruitment, retention, opportunities in the field, and graduate employment.
- 3) Ensure that we provide the most up to date, high-quality curriculum and activities to meet the needs of Maine's workers and economy.
- 4) Provide a forum where a cross-section of industry stakeholders can help us find ways for this program to serve a common goal while being relevant to specific industries.

GOALS:

- 1) Identify experiential learning opportunities in the community.
- 2) Define desirable learning outcomes at both the overall program and individual course levels.
- 3) Provide direction for revising and redesigning the program to meet the changing needs of industries and technologies.
- 4) Identify marketplace segments where trained, educated graduates are needed.
- 5) Create ambassadors out of Committee members to market and promote the Sustainable Construction Program at KVCC.

MEMBERSHIP:

Membership of this Committee is based on technical expertise, awareness of market conditions and needs, and the ability to exert influence within a community or organization.

COMMITTEE MEETINGS:

The Committee will meet twice per year (Mid-November for Fall Semester and late February for Spring Semester) at a date and time convenient for a majority of members.

COMMITTEE LEADERSHIP:

- 1) The Program Coordinator will plan and schedule meetings for the academic year, ensure effective preparation, distribution, and archiving of the meeting minutes; take follow up action and generally manage the membership to ensure consistent and effective communication.
- 2) The Committee has no legislative, administrative, or financial responsibilities, serving in an advisory capacity only. Meetings and activities will be facilitated and governed by elected Officers in conjunction with the Program Coordinator.
- 3) A Chair, Vice-Chair, and Secretary Officers will be elected by majority vote of the Committee membership. The Chair will preside at all meetings and act as facilitator, the Vice-Chair will perform the duties of the Chair in the Chair's absence, and the Secretary will keep records of attendance and take minutes.

RESPONSIBILITIES:

- 1) Attend biannual (Fall and Spring Term) Advisory Committee meetings either in person or via conference call; or be available as an individual contributor if meeting attendance is not possible.
- 2) Be informed about the Maine Community College System, the Sustainable Construction Program, its students, curriculum, and activities.

- 3) Share developments in respective industries as they apply to the Sustainable Construction Program.
- 4) Provide support and advice to the Sustainable Construction Program.
- 5) Serve as an ambassador of the Sustainable Construction Program and provide a connection to practitioners and other contacts; assist with program promotion when there is the opportunity.
- 6) Assess the labor market demand for graduates and advise program to ensure it produces graduates with the skills required to meet employment needs; assist in brainstorming employment opportunities for graduates or making connections when the opportunity arises.
- 7) Identify opportunities for students to gain relevant certifications, internships, or other experiential learning activities in the field.

TERMS:

- 1) The term of appointment for members will be three years.
- 2) No member will serve more than six successive years, unless exception is specifically designated by the committee.
- 3) Any member may be reappointed for up to two full terms immediately following a one term absence.
- 4) The term of office of a member may be automatically terminated if the member fails to attend two successive meetings without presenting a valid reason in advance for the member's absence, or the member is no longer a representative of the category for which the member was selected.
- 5) Should a member not fulfill the appointed term, an individual may be appointed to the duration of that expired term.
- 6) Evaluation of membership make-up will be ongoing and will be based on updated program needs. If any member would like to resign from participation we kindly ask that that members call or email the Program Coordinator.