



ADMINISTRATIVE PROCEDURES

No. 409.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

COMMUNITY ADVISORY COMMITTEE PROCEDURES

Any Mendocino College program may have an Community Advisory Committee. Community Advisory Committees shall convene at least once annually.

A designated Mendocino College staff member shall serve as chair or co-chair of the committee and is responsible for calling meetings, preparing agendas, maintaining minutes of the meeting, and preparing an annual written report of the committee's activities. Written reports shall be submitted to the Superintendent/President at the end of each fiscal year.

Members are appointed for terms of up to three (3) years. New members are appointed on a staggered schedule to ensure continuity as well as a change in membership.

Advisory Committees are charged with:

- Reviewing the goals and objectives of the program while focusing on the College Mission, Vision and Values.
- Ensuring that the program meets the present and future needs of the community
- Providing appropriate information about the community served
- Enhancing public relations by developing community understanding and support

Adopted: March 3, 1982

Revised: December 12, 2006