

**POLICIES AND PROCEDURES ON ADVISORY GROUPS TO THE
ILLINOIS JUNIOR COLLEGE BOARD**

At its meeting on March 12, 1971, the Illinois Junior College Board adopted the following policies and procedures regarding the selection and operation of groups of trustees, faculty, and students to serve in an advisory capacity to the Illinois Junior College Board.

1. The Illinois Junior College Board and staff recognizes the following groups (total organization or executive committee as determined by the group itself) to serve in an advisory capacity to the Board and its staff:
 - a. Trustees - Illinois Community College Trustees Association
 - b. Students - Illinois Association of Community College Students (Student Division of IACJC)
 - c. Faculty - Faculty Division of IACJC

2. The purpose of the advisory groups to the Illinois Junior College Board will include the following:
 - a. To initiate and forward to the Executive Secretary of the IJCB for presentation to the IJCB members and staff various reports and recommendations on community college matters of interest and concern to the advisory group.
 - b. To receive materials and recommendations from the IJCB for discussion, action, and/or development of additional recommendation to be presented to the IJCB.
 - c. To meet periodically with the IJCB and/or its staff for discussion of items of mutual interest and concern.
 - d. To assist the IJCB and its staff in the development and promotion of community college programs in the State of Illinois.
 - e. To review pending and actual actions of the IJCB which would be of interest to the advisory group in order to communicate recommendations from the advisory group.

3. The advisory groups would review only items of statewide implications --- since items related only to an individual institution would be handled through local institutional channels.

4. Each advisory group could designate an official representative to attend the meetings of the IJCB and to speak for the advisory group at all such meetings. If the official representative could not attend, he could designate an alternate to represent him.

5. The chief officers and the official representatives of each advisory group would be placed on the mailing list to receive basic materials for the IJCB meetings including the agenda, minutes, and major policy reports and recommendations.

6. Each advisory group would be asked to forward multiple copies of its own minutes and recommendations to the Executive Secretary of the IJC for distribution to the members and staff of the IJC.
7. Each official representative of the advisory group would be invited periodically to the IJC noon luncheon for informal discussions with the IJC, except such official representatives should be asked to leave the luncheon during executive sessions.
8. The IJC staff would try to meet at least twice a year with the advisory group, and more often if needed, for discussion of policies and procedures and for the development of recommendations to the IJC and its staff.
9. Recommendations from the advisory groups would be reviewed with the Advisory Council of Presidents when time permits in order to also obtain the recommendations from the Advisory Council of Presidents on such items.
10. The IJC and its staff would work with the advisory groups on the Annual Conference and other special projects.
11. Reports on the actions and recommendations of these advisory committees could be presented in the Bulletin of the IJC.

Approved by the Illinois Junior College Board - March 12, 1971.