

**AVTEC-ALASKA'S INSTITUTE OF TECHNOLOGY
INDUSTRY ADVISORY BOARD POLICY**

I. ESTABLISHMENT

AVTEC-Alaska's Institute of Technology industry advisory board is hereby created by the Commissioner of the Alaska Department of Labor and Workforce Development.

1. Number and Composition of industry advisory board

The industry advisory board shall consist of not less than 9 or more than 15 members. Of these members, at least four members will be industry representatives; one member will be from the community of Seward.

2. Selection of Members

The Director of AVTEC shall develop a process for selecting industry advisory board members. The Commissioner of the Alaska Department of Labor and Workforce Development will select the industry advisory board members for regular and unexpired terms of office from nominations submitted by the Director.

3. Terms of Office

Members appointed to the industry advisory board shall serve staggered three-year terms, except the student members who shall be selected annually, with terms beginning September 1 and ending August 31.

4. Resignation

An industry advisory board member who wishes to resign shall notify the Director of AVTEC of the effective date of the resignation.

5. Removal

Should an industry advisory board member, having been duly notified of the regular meetings of the industry advisory board, be absent from three meetings during the school year, the other members of the industry advisory board may declare the position vacant and the Director of AVTEC shall notify the former member by registered mail.

6. Censure

A member may be censured by the industry advisory board for willful and persistent violations of the AVTEC Board Policy.

7. Entitled to Costs

Industry advisory board members shall be entitled to travel and per diem costs at the same rate allowed for the Alaska Department of Labor and Workforce Development. Members will serve for no other compensation or considerations.

II. OFFICERS AND DUTIES

1. The officers of the industry advisory board shall consist of a Chairperson, Vice Chairperson, Past Chairperson, and Secretary and such other officers from among the membership of the industry advisory board as the industry advisory board shall consider necessary. It shall be the duty of the Chairperson, working in conjunction with the AVTEC Director, to orient newly elected members prior to the first meeting after appointment. Election of officers shall be done annually.

2. Duties of the industry advisory board

The duty of the industry advisory board shall be to advise the AVTEC Director on the following matters:

- Establishment & elimination of training programs
- Operating budget
- Development of training curriculum
- Selection of administrators
- Construction and major maintenance projects
- School policies
- Tuition and room/board fees
- Capital Program
- Donations or Endowment Programs

The industry advisory board shall advise the Commissioner on the selection of a Director.

3. Decisions Subject to Final Approval

Recommendations of the AVTEC industry advisory board are subject to final approval of the Commissioner of the Alaska Department of Labor and Workforce Development.

4. Conflict of Interest

All industry advisory board Members having direct or indirect financial or personal interest in a contract for erection of buildings, or in a contract for the furnishing of supplies, shall be disqualified from voting on any question involving his/her financial or personal interest, unless the member has disclosed that interest to the Board and the remaining members have approved of the member's participating in the voting. In any other instances in which a conflict of interest may arise, a Board member is expected to disqualify himself or herself from voting on the issue in question.

5. Relationship of AVTEC Director to industry advisory board

The AVTEC Director shall be the executive officer of the Board.

The executive officer shall prepare board meeting agendas with the advice of the Chairperson and shall prepare informational materials and reports requested by the Board at least five days prior to a meeting of the industry advisory board.

6. Employment of industry advisory board Members Prohibited

Members of the industry advisory board may not be employed by AVTEC.

III. MEETINGS OF THE INDUSTRY ADVISORY BOARD

1. Frequency of Meetings

The industry advisory board shall meet quarterly either in person or through teleconference. In July of each school year, the Director, in consultation Chairperson, shall determine the number of meetings that will be in person and the number to be held through teleconference.

2. All Meetings Open to the Public

All meetings will be in accordance with the provisions of the State Open Meetings Act, AS 44.62.310, and specifically, shall be open to the public

and all actions taken shall be before the public. Members of the public shall be allowed to voice their ideas, problems, and opinions at board meetings, subject to such reasonable controls as may be necessary for the orderly and efficient conduct of the Board business. Executive sessions will not be held since the industry advisory board does not have duties that will require executive sessions, as allowed in AS 44.62.310 (See II, 2. Duties of the industry advisory board).

3. Quorum

A simple majority of the industry advisory board shall constitute a quorum. In order for a motion to pass, a majority vote of the quorum must occur.

4. Minutes

The industry advisory board shall keep or cause to be kept, complete records of the meetings of the Board. These minutes shall include among other things:

- Whether the meeting was regular or special
- The time and location of the meeting
- The names of the industry advisory board members & school officials in attendance
- Actions taken by the Board and discussion items
- A record of all actions taken by the industry advisory board, with the vote of each member recorded, except in the case of a unanimous vote or a voice vote
- Resolutions and motions in full. Reports and documents relating to a formal motion may be omitted, if they are referred to, are identified by title and date and are kept in a permanent file
- A record of the disposition of all matters which the industry advisory board considered, but did not take action

Copies of unapproved minutes shall be sent to all members before the meeting at which the minutes are to be approved.

5. Records

The records of the industry advisory board shall be open to inspection to the public at the office of the Director during regular business hours.

IV. AREAS OF RESPONSIBILITY BETWEEN INDUSTRY ADVISORY BOARD AND DIRECTOR

1. Industry advisory board Members

The industry advisory board members have the following responsibilities toward the AVTEC Director:

- Enable the AVTEC Director to perform the administrative duties necessary for the efficient and effective operation of AVTEC
- Consult with the AVTEC Director on all measures that concern the school in which the industry advisory board has duties
- Hold all industry advisory board meetings with the AVTEC Director or Director's representative

2. Director

In addition to other responsibilities enumerated in this policy, the Director is responsible for keeping the industry advisory board members informed on a regular basis of school operations and programs.

V. AMENDMENTS TO POLICY

- 1. Amendments or additions may be proposed by any Board member. For a proposed amendment or addition to be acted on at a regularly scheduled meeting, it must be presented to the Director in writing prior to the meeting to allow inclusion on the agenda and distribution with agenda materials five days before the writing.**
- 2. Amendments or additions to policy require final approval of the Commissioner of the Alaska Department of Labor and Workforce Development.**