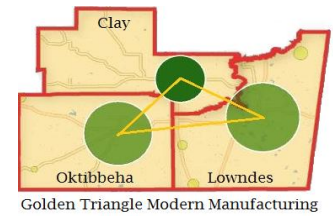


## East Mississippi Community College Golden Triangle Modern Manufacturing Project



### **Modern Manufacturing Sector Advisory Council - Action 1.1**

Replace manufacturing CTE Advisory Committees with one Modern Manufacturing Sector Advisory Council (MMSAC) to enhance partnerships with employers and the public workforce system, guide strategy implementation and review, and to review programs, data, credentials, and research, and make recommendations for program improvement.

**Related Deliverable** – Modern Manufacturing Sector Advisory Council Procedures.

### **Modern Manufacturing Sector Advisory Council Membership and Operating Procedures**

#### ESTABLISHMENT OF THE COUNCIL

East Mississippi Community College created the Modern Manufacturing Sector Advisory Council (council) effective November 4, 2013, to guide strategy and program development for the newly merged Manufacturing Technology and Engineering Division. The council will also play a key role in implementing the college's TAACCCT grant.

- (1) The council shall consist of at least ten (10) members, one representing the Mississippi Department of Employment Security and WIN Job Centers, one representing the Mississippi Partnership Workforce Investment Board, one representing the Columbus-Lowndes LINK, and the remainder (at least seven) selected by the college to represent the manufacturing sector in the Golden Triangle region. Other workforce and education partners may be invited to attend meetings but shall be non-voting participants.
- (2) The Vice President for Workforce and Community Services, or his designee, shall staff the council.
- (3) The council shall elect a presiding officer from its membership to serve until replaced.
- (4) The duties of the council shall be to:
  - (a) Help develop a strategic plan for the Manufacturing Technology and Engineering Division;
  - (b) Provide direct feedback on the how well existing credit and non-credit manufacturing programs meet industry needs;
  - (c) Suggest improvements to existing programs and opportunities for new programs;
  - (d) Identify industry-recognized credentials needed by local industry;
  - (e) Approve the college's Labor Market Information plan and help provide LMI data to the college;
  - (f) Approve the division's Work-based Learning and Internship Plan and help recruit industries to participate in the programs; and

- (g) Help the TAACCCT grant external evaluator evaluate the performance of the Manufacturing Technology and Engineering Division annually.

## COUNCIL MEETING SCHEDULE

To accommodate the busy schedules of council members, meetings other than the annual session shall be conducted over time via email, telephone, and/or face-to-face meetings. The Vice President for Workforce and Community Services shall be responsible for providing information to council members, and gathering and sharing input from and to each member.

Council members shall meet in session at least once a year.

The presiding officer or any three members of the council may call a session of the council together. Notice of such sessions and the annual session shall be provided with as much advance notice as possible. If members cannot attend in person, they may participate by telephone or video conferencing.

The Vice President for Workforce and Community Services shall keep minutes of the annual sessions and any called sessions of the council.

## COUNCIL AGENDA

The Vice President for Workforce and Community Services shall prepare an agenda for each meeting and session of the council. Council members may add items to the agenda by providing such to the vice president. The agenda shall be provided to council members along with supporting documents and information at least one day before discussion on any agenda item may begin.

## PUBLIC ACCESS TO RECORDS

Except where prohibited by law, any person will have the right to inspect or obtain reproduction of any public record of the Modern Manufacturing Sector Advisory Council. The opportunity to inspect public records will be acquired by written request. All written requests must be submitted to: Dr. Raj Shaunak, East Mississippi Community College, 8731 South Frontage Road, Mayhew, MS 39753.

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