



# Operating Protocol & Procedure

## Details:

Number: 102  
Title: Pueblo Community College Advisory Council & GOLD Panel  
Category: Governance, Organization, and Institutional Effectiveness  
Office of Primary Responsibility: President's Office  
Approval Date: 5/7/01  
Effective Date: 5/7/01  
Revised: 12/1/11, 10/12/20

## Purpose:

To establish a group of community advocates who advise the College President on the long-term educational needs, social and economic trends (of the area served by the College), political issues in the community, and/or other matters identified by statute and promote the College's programs and services among the communities and constituencies. The Advisory Council & GOLD Panel serve as a liaison between the College and area employers (in order to facilitate assessment of employment, diversity, training and educational needs), local school boards, county commissioners, city councils, other local and state elected officials and other relevant groups or persons.

## Applicability:

State Board for Community Colleges, System President, College President

## Definitions:

Board: State Board for Community Colleges and Occupational Education  
GOLD = Guiding the Organization with Leadership and Dedication

## References:

Colorado State Statute ([CRS 23-60-206](#))  
State Board Policy BP 2-25 ([College Advisory Council](#))  
CCCS System President Policy SP 2-25 ([College Advisory Council – Additional Members](#))

## Attachments:

[PCC Advisory Council & GOLD Panel Application](#)

## Operating Protocol:

### **Membership**

The College President shall ensure that a diverse, seven member Advisory Council is actively engaged to provide support, advocacy and feedback to the College President on a routine basis concerning issues, , ideas, and opportunities. The President shall nominate members to the Advisory Council for approval by the State Board. The President may add additional members by way of establishing the GOLD Panel to serve in seamless conjunction with the Pueblo Community College Advisory Council,. The Panel serves the same purpose and function as the Advisory Council, but does not require State Board approval.

Advisory Council members may not be appointed for more than two consecutive full terms after which the member may transition to the GOLD Panel if the President would like to continue their membership as part of this advisory group.

Appointments to fill vacancies to the Advisory Council arising during the term shall not be counted toward the two consecutive term limit.

Nominations/applications for appointments to the Advisory Council and GOLD Panel are solicited by the President from within the service area. Individuals are selected based on the following criteria:

- Direct ties with the College's service area through work, residence, or other meaningful affiliation.
- Interest in the College's role and mission.
- Interest in serving as an Advisory Council member and commitment to same.
- Understanding of the role of an Advisory Council member.
- Ability to represent a diversification of the College's service area population, particularly if not currently represented.
- Demonstrable leadership capabilities.
- Knowledge of occupational needs of constituents in the service area.

### **Meetings**

It is customary for the Advisory Council & GOLD Panel to meet monthly, except for November. In lieu of regular meetings held in January and August, the Advisory Council & GOLD Panel will be invited to attend the school's kickoff meetings. Additional meetings at other dates and times are set upon the call of the College President. The College President shall ensure that each meeting of the Advisory Council & GOLD Panel follows established procedures to make best use of the council/panel members' time and talents, to conduct productive meetings, and to be transparent in all meeting discussions.

## Procedure:

### **Membership Process:**

The College President shall nominate, through the System President to the Board, one name for each Council vacancy. The President's Office will provide the nominee an application to be completed and request their resume. The President will produce a cover letter and nomination form to submit to the System President, along with the nominee's resume.

The Board appoints the members to four-year terms via the consent agenda item at a regularly scheduled board meeting.

College President then conducts an orientation session with the new member prior to the first scheduled meeting.

Members of the GOLD Panel are selected by the President. The member must complete the application and provide a resume before attending their first meeting.

An Advisory Council & GOLD Panel chair will be nominated and remain in this position until they request to step down from the role or the President requests that a new chair be selected.

### **Meetings:**

Meetings will adhere to the following procedures:

- The regular agenda for the meeting is prepared by the College President in advance of the meeting and distributed to Advisory Council & GOLD Panel members so that they may have ample knowledge of the matters to be discussed at their next regular meeting.
- The chair presides over each meeting and in the chair's absence, the college president will preside.
- Meeting minutes are prepared for each meeting by the executive assistant to the president. They are distributed to the members and acted upon at the next regular meeting. Complete minutes of all the Advisory Council & GOLD Panel meetings are kept on file in the President's Office.
- In general, the Advisory Council & GOLD Panel operates as a committee of the whole, transacting all business in open sessions. A majority of the members present at a meeting will constitute a quorum.