



# HILLYARD TECHNICAL CENTER

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## HILLYARD TECHNICAL CENTER

### Advisory Board Members Handbook



# Hillyard Technical Center

## **ADVISORY BOARD MEMBERS HANDBOOK**

### PROGRAMS:

Agricultural Education  
Automobile Service Technology  
Carpentry  
CNA  
Collision Repair and Refinish  
Computer Aided Drafting Technology  
Computer Service Technology  
Dental Hygiene  
Diagnostic Medical Sonography  
Electronics Technology  
EMT Basic  
Fire Science  
Health Service Assistant  
HVAC/R  
Medical Transcription  
Paramedic  
Practical Nursing  
Precision Machine Technology  
Radiography  
Surgical Technology  
Welding Technology

Hillyard Technical Center  
St. Joseph, MO

## Hillyard Technical Center ADVISORY BOARD HANDBOOK

### Hillyard Technical Center

Hillyard Technical Center is focused on providing students with a high quality education. Faculty members in the School are academically qualified and industry-experienced. Faculty maintains a close relationship with related business, industry, and alumni. Programs of study blend high quality formal instruction with hands-on learning, relevant work experience through internships, and co-curricular activities. As a result, graduates are firmly grounded in both career preparation and academic studies.

Our resources include state-of-the-art laboratories for teaching and learning. Close business/industry collaboration and active Advisory Boards ensure a curriculum based upon the competencies needed by graduates in their careers. The curriculum is focused on the application and management of technological systems in business and industry. Student learning is based in both theory and practice, and is responsive to business and industry needs. Instruction is designed to foster the implementation of emerging technologies. Hillyard Technical Center offers students an opportunity to build a knowledge-based career, founded in technology that is both intellectually stimulating and economically rewarding.

### Mission

“To prepare HTC students for workforce success and continuous learning.”

### Requirement

Missouri Statute, Section 178.560, requires that an advisory committee be appointed in each district offering vocational subjects. The statute states:

*“The school board of any school district maintaining a pre-vocational or vocational school, department, or class receiving the benefit of state or federal moneys under the provisions of Sections 178.420 to 178.580 as condition of approval by the State Board of Education and State Commissioner of Education, shall appoint persons of experience in agriculture, industry, home economics and commerce to give advice and assistance to the school board in the establishment and maintenance of the schools, departments, and classes. The persons of experience shall serve without compensation.”*

### Advisory Board Definition

An Advisory Board may be defined as a group of persons selected from business or industry, and the professional community, to advise regarding career education and/or workforce development at the secondary, postsecondary, and adult levels. The Advisory Board is usually formally organized and members are predominantly from

outside the field of education and are selected because of their expertise and experience in business, industry, and labor. Their purpose is to collectively act as consultants and provide service to schools, students, and educators regarding current job skills, employment trends, program delivery needs, and the relevancy of the program's curriculum. Two characteristics of Advisory Boards are: (1) they do not possess formal authority, and (2) members serve voluntarily and without pay. Their purpose is to advise, support, and assist Hillyard Technical Center and its programs.

### **ADVISORY BOARD FUNCTIONS**

Broadly stated, the function of the Advisory Board is to advise the faculty regarding instructional programs. The Board should be concerned with the industry it represents as related to the overall program. Some specific advisory board functions are as follows:

1. To serve as a communication channel between the program and community professional groups. This includes maintaining official minutes of each meeting to document committee activities and recommendations.
2. To review the specific skills and related technical information in the total program of study.
3. To recommend competent personnel from business and industry as potential faculty, guest speakers, and board members.
4. To assist in evaluating the program of instruction related to professional accreditation standards.
5. To suggest ways for improving the public relations efforts of Hillyard Technical Center.
6. To assist in recruiting students, providing internships, and in placing qualified graduates in the profession.
7. To keep Hillyard Technical Center informed on trends and future directions that will affect the program and graduates.

#### **Selection of Members**

An advisory committee with no fewer than twelve (12) members shall be established by each program area.

In order for the advisory committee to serve as a means of effective communication between career education programs and the citizens to be served, the membership must be representative of the total school service area. At least two members from each of the following categories must be represented on the committee:

1. All types of business and industry, particularly those predominant in the program area
2. Labor and management
3. Senior citizens
4. Parents of career education students
5. Community leaders
6. Teachers--including elementary and middle school teachers, and academic teachers

Additionally, members can represent the following groups:

1. Career education administrators, educators and researchers
2. Guidance and counseling professionals
3. Various age and education levels
4. People of different gender, ethnicity and ability

This representation will enable the advisory committee to reflect the points of view of the various segments of the community being served by career and technical education. In addition, a career education instructor and representative of the administration should serve as non-voting consulting members. Although the administrative representative need not be present at all meetings, the instructor should be in attendance at all meetings to provide information and participate in discussion.

### **ADVISORY BOARD EXPERTISE**

The extent of one's contribution to the educational program may rest upon the knowledge the person has in an area of specialization. This knowledge, coupled with a general understanding of the field of study, should be standard for Advisory Board members and should be utilized by the School at every opportunity. Through this linkage the School has available a rich source of information for specialized occupational areas. Some of the ways in which the program can utilize the guidance and direction of the Advisory Board are as follows:

## **1. Equipping and furnishing instructional facilities**

New or expanding programs generally involve equipment, most of which is costly. The expertise of industrial representatives to advise and counsel the administration and faculty when new equipment is being contemplated is a must. Equipment may be available in the community and donated to the School for use in the program. Also, it is required to talk over the plans for purchasing new equipment with those who are familiar with performance in industry. The Advisory Board should provide advice on the establishment of standards for equipment, facilities, and instructional materials for the program.

## **2. Reviewing and recommending changes in curriculum**

The professionally accredited program should be reviewed periodically by the Advisory Board. No one in the community is more aware of new technical developments which require changes in the curriculum than members of advisory boards. The scope and sequence of courses should also be reviewed by the Advisory Board, with recommendations for change provided to the faculty.

## **3. Creating and supporting student scholarships**

Advisory boards often suggest techniques for use in raising scholarship funds to provide incentives and respond to the financial needs of students. Industry is usually willing to provide a scholarship as tangible evidence that it is supporting the program. A committee of faculty selects the recipients. A personal visit to industry by a School representative may be necessary to finalize arrangements by the donor.

## **4. Donations by industry**

One of the most important and direct ways industry can help a program is by financial and material assistance. Programs in all parts of the nation can point to valuable equipment, instructional supplies, and educational materials donated

by industry. The School requests a phone call from you to discuss donation opportunities of which you are aware.

#### **5. Field trips to industry**

The wide assortment of field trips by students and instructors, which can be arranged in a community with the help of the Advisory Board is limited only by available time. Such trips are educational and highly effective in providing an opportunity for students to observe the environment in which they will work.

#### **6. Guest speakers for classes and meetings**

Advisory Boards have long provided inspiring and stimulating speakers for various classes and meetings of both students and faculty. They are valuable resource speakers because they are familiar with the problems of education as well as the problems and opportunities in industry. Not only can members serve as speakers, but they may suggest others from industry who are willing serve the program in a similar capacity.

#### **7. Employment/Education of students /graduates**

Affiliated as they are with industry and education, advisory board members frequently find placement opportunities for students on a permanent basis or for summer and part-time employment. Advisory board members may also participate at career-day activities where appropriate occupational information may be distributed. In addition, advisory board members assist the school by developing plans which will ensure graduates proceed to a two or four year college/ university or a high wage job with workplace skill development opportunities. Printed materials about programs and prospective jobs can be made available to academic counselors or individual students upon request.

#### **8. Public information**

The public understanding of the program hinges upon the flow of positive information about it. The advisory board serves as a critical link with the community by interpreting the instructional program to both industry and the general community. Members of the advisory board can assist with the following:

- a. Arrange visits to industry for instructors, counselors, administrators, and students.
- b. Participate in “career-day” and “open-house” activities at schools.
- c. Serve as speakers for school and program functions.
- d. Arrange for publicity for the program through the news media.

### ADVISORY BOARD MEMBERSHIP

The School is committed to working with those people in the broad service community who can contribute most to the success of the program. At least four essential criteria are kept in mind when selecting and inviting individuals for board membership:

#### **1. Experience**

Members must have had successful experience related to the area of business/industry the program serves. These are persons who have earned the respect and confidence of their colleagues.

#### **2. Time**

The advisory board will meet at least twice per academic year with at least two official members physically present. Members will maintain close contact with the activities of the school through information and mailings provided by the School through the year.

#### **3. Character**

Most members are nominated for service on the Advisory Board at the recommendation of their colleagues. They are described as ethical, responsible, civic-minded, and are considered highly cooperative in service to the professional community.

#### **4. External to the Institution**

At least three members on the board should be external to the institution and represent the community.

### **APPOINTMENT TO THE BOARD**

1. Each administrator or faculty member responsible for the coordination of activities of the Advisory Board and the academic program shall arrange for the appointment of new Board members to be effective at the beginning of the academic year or at such other time as appropriate.

### **SUMMARY**

The Advisory Board structure of Hillyard Technical Center is essential to the proper functioning of our various programs of study. Advisory Board members serve as our touchstone with the current realities of business and industry. Board members serve a very important role in assisting us to be successful in preparing our graduates for successful professional careers.