



**Tom P. Haney Technical College  
Institutional Advisory and Education Consortium  
Tuesday, September 10, 2024  
11:30 A.M.  
(Lunch served at 11:00 a.m.)  
Building 1, Third Floor, Room 313**



## **AGENDA**

### **Welcome, Todd Haney, Committee Chair**

- Introduction of New Members
- Election of Officers: Chair, Vice-Chair, Secretary
- Review/Approval of Mission Statement, Vision Statement, and Bylaws
- Approval of Minutes from May 7, 2024

### **New Business, Angela Reese, Director**

- Enrollment and Staffing
- Student, Stakeholder, and Staff Survey Results
- Essential Education Work Skills Implementation – Integrated Education & Training
- Practical Nursing Pinning Ceremony – August 2024

### **Updates:**

**Kim Bodine, CareerSource Gulf Coast, Executive Director**

**Randy Hanna, Dean, FSU Panama City - Florida State University**

**Holly Kuehner, Vice President of Academic Affairs, Gulf Coast State College**

### **Future Events, Todd Haney, Committee Chair**

- Oct. 2024            Fall Occupational Advisory Meeting (6:00 PM)
- Nov. 2024           Institutional Advisory and Education Consortium Meeting
- May 27, 2024       Graduation @Hiland Park Baptist Church

- **Adjournment**



# **TOM P. HANEY TECHNICAL COLLEGE SCHOOL/INSTITUTIONAL ADVISORY COUNCIL BYLAWS**

**Reviewed and Approved September 10, 2024**

## **MISSION STATEMENT**

Tom P. Haney Technical College's mission is to provide high-quality career-educational and training opportunities to meet the current and future high-demand needs of our regional and global skilled workforce.

## **VISION STATEMENT**

Tom P. Haney Technical College provides education and training to meet the diverse needs of our skilled workforce and is an integral part of regional and global economic growth and development.

## **ARTICLE I**

**NAME OF ORGANIZATION:** The name of the organization shall be the Tom P. Haney Technical College School/Institutional Advisory Council (HTCS/IAC).

## **ARTICLE II**

**PURPOSE AND FUNCTIONS:** The HTCS/IAC plays a key role in assisting with the development and implementation of the School Improvement Plan (SIP) and the Strategic Plan (SP). The committee also serves as the Institutional Advisory Committee for purposes of Council on Occupational Education accreditation. The HTCS/IAC assists with, but is not limited to the following activities:

### **SCHOOL-BASED:**

- Conducts a needs-assessment based on state goals, performance standards, and local and state data.
- Sets priorities for goals and standards to be included in the School Improvement Plan.
- Assists in preparing a proposed School Improvement Plan, including improvement activities, evaluations, and definitions of adequate progress.
- Reviews and evaluates the progress of School Improvement Plan implementation.
- Provides input on the school's annual budget and the use of school improvement funds.
- Makes recommendations to the Director for action.

### **COE:**

- Addresses employment and educational needs of business, industry, labor, and/or the profession.
- Realistically assesses labor market demand for program graduates.
- Makes recommendations to provide graduates with skills to meet employment needs.
- Assists and advises in assessing the currency of curriculum and teaching practices.
- Serves as an advocate of the institution and a communication link between Tom P. Haney Technical College (HTC) and the community.
- Provides feedback, advice, and/or assistance with a variety of institutional driven tasks and/or projects.
- Assists the institution (as able) with donations, equipment or supplies.
- Makes recommendations about equipment, supplies, or equipment that meet current industry standards.

## ARTICLE III

### MEMBERSHIP AND REPRESENTATION:

#### Section 1. Composition of the Council:

The HTCS/IAC shall be composed of the director, along with two teachers, one educational support employee, a minimum of two students, and other business and community citizens who are representative of the ethnic, racial and economic community served by the school. Membership on the HTCS/IAC will comply with the State of Florida and COE guidelines which aim at having at least 51 percent of the council non-school board employees.

#### Section 2. Election of HTCS/IAC members:

- Teachers shall be elected by teachers.
- Educational support employees shall be elected by educational support employees.
- Students shall be elected by students (2 minimum)
- Business and other community representatives: The school director, along with the HTCS/IAC, will prepare a list of volunteers and nominees from businesses, and the community. The HTCS/IAC will then elect the business and community members.

Membership on the HTCS/IAC must be approved annually by the Bay District School Board in November.

## ARTICLE IV

**MEMBERSHIP AND TERM OF OFFICE:** The membership of the HTCS/IAC shall be comprised, at a minimum, as follows:

- Director
- Teachers (2)
- Educational Support Personnel (1)
- Students (2 minimum)
- Business, Community, Parents (3 minimum)

Terms of office shall be as follows:

- The director shall be a permanent member of the HTCS/IAC.
- The teachers shall serve for two (2) years. No more than half of the teachers shall rotate off the HTCS/IAC at one time.
- The educational support personnel shall serve for two (2) years.
- Students shall serve for a minimum of one year.
- Business and community members shall serve for a minimum of two years. No more than one-half of the business and community members shall rotate off the HTCS/IAC at one time.
- Any member who has two unexcused absences from a HTCS/IAC meeting that is noted according to the procedures of these bylaws may be replaced in accordance with the election and vacancy procedures stated in Article V of these bylaws.

## ARTICLE V

**ORGANIZATION:** The HTCS/IAC shall be organized as follows:

- Chair
- Vice-Chair
- Secretary

**Election:** The HTCS/IAC shall elect its own officers at the first meeting in the fall of each school year, and these officers shall serve a one-year term. If the HTCS/IAC approves, election to office may be extended for an additional one-year term.

**Vacancies:** If a vacancy occurs, the director will appoint a replacement, with HTCS/IAC approval, to complete the current term.

**Meetings:** Meetings will be scheduled when students, teachers, educational support personnel, business persons, and members of the community can attend. No less than four meetings per year will be held and additional meetings may be called on an "as needed" basis. At least three days advance notice in writing must be given to all members of the HTCS/IAC of any matter that is scheduled to come before the HTCS/IAC for a vote.

**Decision Making:** A quorum must be present before a vote may be taken by the HTCS/IAC.

**Quorum:** A majority of the membership of the council constitutes a quorum.

**Open Meetings:** The agenda of each HTCS/IAC meeting shall be advertised to the school community at least seven days in advance of the scheduled meeting. The Secretary will take minutes of all meetings and keep a typed copy on file. A digital copy of the minutes will be submitted to the Director's Secretary for recordkeeping.

All meetings of the HTCS/IAC shall be open, public, and subject to Chapter 286, Florida Statutes.

The HTCS/IAC shall be subject to maintaining records pursuant to Article 1, Section 24, and Article XII, Section 20, of the Florida Constitution.

## ARTICLE VI

**Bylaws Amendments:** These Bylaws may be amended at any regular meeting of the HTCS/IAC by a two-thirds majority of the members present and voting (providing a quorum is present) and provided that notice of the proposed amendments was either (1) distributed at the previous meeting or (2) provided to HTCS/IAC members via mail or digital format prior to the meeting.



Todd Haney  
Chair, Tom P. Haney Technical College School/Institutional Advisory Council



Angela Reese  
Director, Tom P. Haney Technical College