

**Effective:** October 1997

## University Governance ACT 101 ADVISORY BOARD

**Approved:** October 1997

Revised: April 13, 2007

Provost and Vice President for Academic Affairs

The Act 101 Advisory Board is established under Act 101 policies and Pennsylvania Department of Education guidelines. Any revision of these policies and guidelines will govern changes in the structure and function of the board.

### Membership

1. Members represent administrative, faculty, student, and community constituencies.
  - a. The President, or his/her designee, appoints new members to the board based on recommendations from the existing board and the Act 101 director.
  - b. The board consists of 12 members serving overlapping two-year terms, with representation of constituencies as follows: six (6) community members; four (4) University faculty or staff, at least two (2) of whom are not associated with the Act 101 program; and two (2) students involved in the Act 101 program.
  - c. There is no restriction on the number of terms a member may serve on the board.
2. Members must be available to participate regularly in board meetings and activities.
3. Neither members of the Act 101 staff or administration nor members of the University's administration may hold office or have voting rights on the board.

### Functions

1. Guide, but not direct, the Act 101 program.
2. Offer advice in areas of program development and structure, recruitment, retention, funding, and supportive services for Act 101 students.

### Meetings

1. The board meets a minimum of three (3) times per calendar year.

2. Minutes of the meeting are kept and a copy of the minutes is sent to the Act 101 regional field representative. The Act 101 program provides a recorder of minutes and clerical support for their distribution.

### **Organization**

1. The President appoints a chairperson from the board membership for a two-year term.
  - a. No member of the Act 101 staff or administration or members of the University administration may be appointed chairperson.
  - b. There is no restriction on the number of terms a chairperson serves.
2. The board has the power to establish subcommittees.
3. An orientation program is conducted annually for the board members to assure clarity of roles and understanding of the Act 101 program objectives. This program is conducted by the director of the Act 101 program in consultation with the board.

### **Modifications**

Modifications to the Act 101 Advisory Board reside with the President or his/her designee. These modifications will reflect Act 101 policies and Pennsylvania Department of Education guidelines.