



Paris Junior College

Hopkins County Board of Advisors

Purpose and Structure

Purpose

The Hopkins County Board of Advisors (Board) serves as a bridge between Paris Junior College (PJC) and the residents of Hopkins County, with the following objectives:

- Provide a platform for community engagement, advice, and input to the Paris Junior College Administration and Board of Regents.
- Foster transparency and collaboration between PJC and Hopkins County residents.

Structure

Composition

- The Board will have 12-15 members from various community sectors, including but not limited to:
 - Education
 - Business
 - Non-profit organizations
 - Alumni
 - Students
 - Local government
- Members will serve staggered terms of 2-3 years to maintain continuity.
- The Board of Advisors members shall elect a Chairperson and Vice-Chairperson.
- The President of PJC shall serve as the official liaison between the Board of Advisors and the PJC Administration and Board of Regents.

Meetings

- The Board of Advisors shall meet quarterly, with additional meetings as needed.
- Meetings shall be open to the public, with an agenda posted in advance.
- Meeting minutes will be documented and made available to ensure transparency.
- The President of PJC or designee must be present at all meetings.

Committees

- Ad hoc committees may be formed as needed to address specific issues.
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Membership Selection & Appointment Process

Eligibility Criteria

- Members must have primary residence in Hopkins County.
- Members should have a vested interest in the success of PJC and the Hopkins County community.
- Members should represent a broad cross-section of the community.
- Members must be at least 18 years old.

Nomination & Selection Process

- Interested individuals may apply or be nominated by community members, organizations, or PJC representatives.
- Applications will be reviewed by a selection committee, which may include representatives from the Board of Advisors and PJC Administration.
- Upon recommendation, the final appointments shall be confirmed by the Board of Regents.

Appointment Authority

- Members shall be appointed by the Board of Regents with input from the PJC President.

Resignation & Removal

- Members may resign by submitting a written notice to the Chairperson.
- Members may be removed for:
 - Excessive absences (e.g., missing more than three consecutive meetings without prior notice).
 - Violation of the code of conduct or conflict of interest policy.
 - Failure to fulfill their duties as a Board of Advisors member.
- The removal process shall require a majority vote of the Board of Advisors.

Roles and Responsibilities

Board of Advisors Members

- Attend and actively participate in quarterly meetings and other meetings as needed.
- Provide input and feedback on college initiatives and policies.
- Serve as a liaison between the community and the Board of Regents.

Chairperson

- Lead meetings
- Work collaboratively with the PJC President to set meeting agendas.
- Represent the Board of Advisors in communications with the PJC Administration and Board of Regents.
- Ensure the Board operates effectively and efficiently.

Vice-Chairperson

- Assist the Chairperson in their duties.
- Act as Chairperson in their absence.

President of Paris Junior College (Liaison Role)

- Facilitate communication between the Board of Advisors and the Board of Regents.
 - Assist with setting meeting agendas.
 - Provide relevant institutional updates and guidance.
 - Ensure the recommendations of the Board of Advisors are conveyed to the Board of Regents.
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Code of Conduct

Conflict of Interest Policy

- Members shall annually disclose any personal or professional interests that may conflict with their Board duties.
- Members must recuse themselves from discussions and decisions where a conflict of interest exists.

Confidentiality & Transparency

- The Board shall operate transparently, ensuring public access to meeting minutes and decisions.

Professionalism & Respect

- Members shall engage in respectful discussions and adhere to professional conduct in all interactions.
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Decision-Making & Voting Procedures

Consensus vs. Majority Rule

- Whenever possible, decisions shall be made by consensus.
- If consensus cannot be reached, a simple majority vote shall determine the outcome.

Quorum Requirements

- A quorum, defined as at least 50% of Board members, must be present to conduct official business.
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Board Member Expectations & Commitments

Time Commitment

- Members are expected to dedicate sufficient time to attend meetings, review materials, and participate in discussions.

Training & Orientation

- New members shall receive an orientation covering:
 - The mission and vision of PJC.
 - The structure and responsibilities of the Board of Advisors.
 - Key policies and procedures.
 - Current initiatives and activities of PJC.
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Board Support & Resources

Administrative Support

- PJC staff shall provide assistance with meeting logistics, including scheduling, documentation, and distribution of materials.

Budget & Funding (if applicable)

- If allocated, funds shall be used to support activities of the Board of Advisors such as community engagement events, outreach efforts, and training sessions.
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Communication and Reporting

- PJC Administration with assist to maintain and publish agendas, minutes, and relevant documentation.
 - Provide regular reports to the Board of Regents on Board of Advisors activities and recommendations through the President of PJC.
 - Engage the community through forums, surveys, and other outreach tools.
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Evaluation and Review

Annual Self-Assessment

- The Board shall conduct an annual self-assessment to evaluate its effectiveness.

Review of Structure & Processes

- The Board shall periodically review its structure and processes to ensure alignment with the needs of PJC and the community.

Amendment Process

- Amendments to this guidance document shall be proposed by Board of Advisory members and require a majority vote for approval.
 - Any amendments shall be subject to final approval by the Board of Regents.
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