



Executive
Advisory
Committee
Handbook

EASTERN CENTER FOR ARTS AND TECHNOLOGY
 3075 Terwood Road, Willow Grove, PA 19090
 Telephone Number: 215-784-4800

Administrative Director: Dr. Cathleen Plesnarski
 Assistant Director: Mr. Joseph Greb
 Superintendent of Record: Dr. Jeffrey Fecher

Joint Operating Committee

Abington	Elizabeth Eisenhart
Bryn Athyn	Edmund Rhodes
Cheltenham	Charles Burdell-Williams
Hatboro-Horsham	Tara Conner-Hallston
Jenkintown	Carolyn Riley
Lower Moreland	James Lee
Springfield	Ilene Bell
Upper Dublin	Jennifer Iannitti
Upper Moreland	Grant Rounds

Executive Advisory Committee

Cathleen Plesnarski	School Administration	Representative
Joe Greb	School Administration	Representative
Gary Bissig	LABRepCo, LLC	Manufacturing/Engineering
Jamie Bretz	Montgomery County Community College	Education
Charles Burdell-Williams	Joint Operating Committee	Representative
Jennifer Butler	MontcoWorks	Workforce Development
Joseph Daino Jr.	Chartwells (Retired)	Hospitality
John DiBenedetto	John J Benedetto Assoc, Inc.	Construction
Byron Goldstein	Abington School District (Retired)	Marketing
Susan Hoffman	Consultant (Retired)	Technology
Denise Lavery Frasca	Temple University Hospital (Retired)	Health Care
Daniel Kaye	Community Representative	Community Engagement
Linda Millevoi	Abington Jefferson Health	Communications
Eric Martin	EASTERN Student	Representative

GOVERNANCE OF THE SCHOOL

Joint Operating Committee

The Joint Operating Committee (JOC) is composed of nine members who represent EASTERN'S nine participating school districts. Committee members serve for a three-year term and meet monthly on the second Wednesday of the month except in January and July. At its monthly meetings, the Joint Operating Committee deals with policy, financial, personnel, student recognition, and committee matters.

Administrative Advisory Committee

The Administrative Advisory Committee (AAC) consists of the Superintendents of our school districts who play an integral role in EASTERN'S operation. They meet monthly with the school's Executive Director to ensure that programs offered at EASTERN meet the needs of their district, make recommendations to the Joint Committee, and oversee EASTERN'S plan of operation. In a further effort to assure coordination and articulation of programs, periodic meetings are held with the principals, guidance counselors and special education personnel from the nine participating school districts. These meetings are held for the purpose of sharing information and seeking advice on a variety of administrative procedures.

Executive Advisory Committee

The Executive Advisory Committee (EAC) is comprised of members of the business community. The Executive Advisory Committee advises the Joint Operating Committee on the educational and training needs of our current and future workforce. This committee advises the Administration and the Joint Operating Committee on all aspects of the educational program. A member of the Joint Operating Committee also serves on the Executive Advisory Committee to ensure close working relationships between the advisory groups and the Joint Operating Committee, which is responsible for policy matters.

OPERATIONS OF THE EXECUTIVE ADVISORY COMMITTEE

A member of the Executive Advisory Committee performs the following roles in support of the governance and policy-making process at EASTERN:

- Participates in the three annual committee meetings, reviewing documentation prepared for the meeting and offering advice and insight on the issues placed on the agenda, as well as voting on EAC decisions.
- Brings such questions, issues, and proposals as the member thinks will contribute to the health of the school and its governance to the attention of

the EAC chair.

The Executive Advisory Committee meets three times a year. The EAC performs its work for EASTERN chiefly through these three annual meetings and through the work of the subcommittees.

To conduct its role, the EAC works closely with the Occupational Advisory Committee (OAC) of each program in seeking advice in such matters as curriculum, capital expenditures and program direction. It oversees a network of 16 Occupational Advisory Committees - one for each program offered at EASTERN. These committees, made up of individuals who are working in the occupational area, advise the school on what should be taught, the standards that students should be able to meet, and what tools and equipment students need to be able to use to meet industry requirements.

This two-level arrangement of advisory committees was established by EASTERN'S Administration and the Joint Operating Committee in the late 1980s. The purpose is to ensure that EASTERN'S decision-making process proceeds based on appropriate information about all matters pertaining to 1) the occupations for which EASTERN provides education and training and 2) the characteristics and evolution of the industries in which these occupations are found within the communities served by EASTERN.

Members of the EAC are experienced leaders in their organizations within the community served by EASTERN. They are asked to bring to their roles understanding of both the occupational environment within that community as it shapes the needs for new high school graduates with specific knowledge and skills, and of the factors that contribute to successful leadership, governance, and policy-oriented decision making in human resource organizations. As a strategically oriented body, the EAC seeks members who can bring experience with and a commitment to strategic planning in their business and community work.

EAC oversight of the 16 OACs occurs chiefly through meetings of the chairs of the OACs. These meetings occur twice yearly and are led by the chair of the EAC. OAC chairs prepare annual plans of work that are submitted at a fall meeting and annual reports of execution of those plans that are submitted at a meeting in the Spring and then conveyed to the full EAC to reflect the level of effectiveness of the OACs during the year.

EAC Subcommittees

To perform its duties, the EAC established the following two standing subcommittees:

- Membership/Program Planning and Review
- Partnership and Perception

Each subcommittee consists of a nucleus of three or more EAC members and may be supplemented with members of the OACs and the community at large.

- **Membership/Program Planning and Review Subcommittees:** This subcommittee keeps the agenda for the EAC and recruits new members both for the EAC itself and

for the subcommittees. It maintains an OAC handbook designed to assist OAC members to perform their duties. It is responsible for EAC policy review and recommendations. It also oversees the program review process including OAC self-evaluation, program review, and implementation and validation.

- **Partnership and Perception Subcommittee:** This subcommittee fulfills both a marketing role, working to ensure that relevant information about EASTERN's programs effectively reaches potential students and all those adults who can influence students' educational choices, and a role in linking EASTERN to businesses in the community in a broad variety of ways that enable those businesses to support education at EASTERN. It also supports OACs as needed for marketing and awareness purpose.

EAC Appointment

Appointment to the Executive Advisory Committee is recommended by the Membership/Program Planning and Review Subcommittees and then forwarded to the Joint Operating Committee for final approval.

The committee shall consist of a sufficient number of members to provide a representative cross section of the labor market served by EASTERN. The committee shall have at least 12 members and no more than 20 members. No more than two members may be graduates of Eastern Center for Arts and Technology.

Meetings (frequency, organization, notice and quorum)

- The Executive Advisory Committee meets three times a year.
- The Chairperson may call special meetings.
- The Chairperson, after consultation with the Assistant Director shall establish the schedule of advisory committee and subcommittee meetings.
- Meetings may be postponed or canceled by the Chairperson.
- Notices of committee meetings shall be emailed to all members at least seven days prior to the meeting.
- Each meeting will begin at the planned time and will continue for no more than 90 minutes unless a majority of the members' present vote to extend the meeting.
- A quorum shall be deemed to exist if at least 50 percent of the members of the advisory committee are present. A quorum is required to conduct business.

Reporting and Dissemination

Minutes, reports, and recommendations shall be forwarded to the Joint Operating Committee by the Secretary for its next scheduled meeting.

Plan of Work

The committee shall annually establish a plan of work to govern its agendas,

Items to be included are annual priorities for committee and subcommittee work.

Funding

Expenditures of the committee shall be assumed by the Joint Operating Committee upon their prior approval.