

Phoenix Electrical Joint Apprenticeship & Training Committee Apprentice Student Advisory Council

1. Overview

The Student Advisory Council (SAC) is a structured communication program that delivers a deliberate, organized, and strategic approach to exchanging information and ideas with Apprentices registered with the State of Arizona and other classifications enrolled in the Phoenix Electrical Apprenticeship program. The SAC consists of a framework that outlines the goals, methods, and channels of communication between the Apprentice/student and PEJATC administration and PEJATC Board of Trustees. By establishing clear guidelines for how information will be shared, received and processed, this initiative will promote a transparent line of communication that will enhance the understanding of the Apprentice/student regarding the interpretation of the adopted registered standards and implementation of PEJATC policies.

2. Goals, Objectives and schedule

The SAC was implemented in February 2024 as the "Communications Initiative". With continuing effectiveness and participation, the SAC will be expanded in the future to include a PEJATC peer mentoring program. The SAC will minimize confusion and foster productive interactions between students and administration utilizing various mediums such as digital platforms, presentations and regularly scheduled in person meetings between student delegates and administration aimed at promoting effective communication and encouraging collaboration across different contexts and settings.

3. Channels, Mediums, Chain of Command

Information will be disseminated utilizing a network of individual Class Representatives (*equal to the number of classes*), Term Delegates (*not more than 8 total, subject to change if required*) and PEJATC administration and staff. Representatives and Delegates will be elected by their peers. Representatives, through in person, in class real time voting (*Poll Everywhere*), and Delegates via a Survey Monkey vote, and email. Information will flow from Students to Class Reps to Term Delegates to administrators back to students. Students will share their questions, concerns, and ideas with their individual Class Reps verbally, by Examples: text/email, TradeSchool Chat group (*When APP is available*) or by a private (*Non PEJATC*) created group messaging service e.g. Discord (*Social media platform*). Class Reps will communicate questions, concerns, and ideas to their assigned Term Delegates. Term Delegates will communicate student questions, concerns, and ideas to the Initiative Coordinator, who will in turn escalate relevant questions, concerns and ideas to the Assistant Training Director as required. Monthly meetings will be scheduled for the Thursday preceding any PEJATC Board of Trustee meeting when required. Meetings will be in person meetings at the PEJATC office between the Term Delegates, Initiative coordinator and PEJATC administration staff.

4. Responsibilities

- a) It shall be the Term Delegate's responsibility to disseminate learned information from and to Class Representatives. It shall be the Class Representative's responsibility to disseminate learned information to and from the general student population. It shall be the administration's responsibility to record meeting minutes and share discussed outcomes post meeting with the student population via Examples: email blast, PEJATC FB page, and/or IBEW L.U. 640 quarterly newsletter. It shall be the PEJATC administration's responsibility to share all relevant concerns and ideas with the PEJATC Board of Trustees. It shall be the PEJATC Board of Trustees' responsibility to listen to the Student Advisory Council (SAC) posed questions, concerns, and ideas constructively and respond appropriately if deemed necessary.
- b) Class Representatives are expected to hold a *minimum* of two in-class meetings per month. Time will be allocated by their instructor for this purpose (not to exceed 30 minutes). The Class Representative will generate a meeting report using the Report Template and submit it to their respective Term Delegate. The Initiative Coordinator will monitor report submissions. To be eligible for reimbursement, Class Representatives will be required to submit a minimum of two reports per month

during the four-month reporting period to their Term Delegates. Class Representatives that submit fewer than eight (8) reports during the reporting period will be ineligible for reimbursement.

- c) Term Delegates are expected to receive meeting reports from their Class Representatives and generate a Summary Narrative using the Summary Narrative Template. Term Delegates shall also document any monthly reports received from Representatives on the same template. Term Delegates will also be required to attend a monthly Delegate meeting. Report submissions and Meeting attendance will be monitored by the Initiative Coordinator. To be eligible for reimbursement, Term Delegates must submit a minimum of two reports per month during the four-month reporting period and attend all scheduled meetings. Term Delegates that submit fewer than eight (8) reports during the reporting period will be ineligible for reimbursement.

5. Monitoring and Evaluation

Regular monitoring of the progress and impact of the communication initiative will be ongoing. Tracking of metrics including engagement rates, students reached, and feedback received will be compiled and recorded.

6. Communication Initiative management hierarchy

Training Director/Assistant Training Director will project manage the Student Advisory Council and coordinate all points of communication with administration staff and the SAC coordinator along with scheduling meetings. The SAC coordinator will communicate and collaborate with student Term Delegates. Term Delegates will communicate and collaborate with individual Class Representatives.

7. Elections

(a) Emails will be sent to each student by unique class ID e.g. Group 1.1.A, outlining the SAC objectives and Class Representatives duties and reimbursement. Any student interested in running for election for Class Representative will register via Tradeschool by the set deadline to be placed on the ballot utilizing in person poll everywhere live voting platform.

(b) Emails will be sent to each student by unique class "Term" e.g. 1.1, outlining the SAC objectives and Term Delegates duties and compensation. Any student interested in running for election for Term Delegate will register via Tradeschool by the set deadline to be placed on the ballot and voted on utilizing a survey monkey email pole.

(c) Students are permitted to hold the positions of Class Representative and Term Delegate concurrently.

(d) Elections of Classroom Representatives will be held on the second class night of the semester typically. Qualified candidates shall be registered apprentices or CWCEs who have applied for acceptance into the PEJATC apprenticeship program only, and who are compliant with all PEJATC policies. Voting will be in class, proctored by regular instructors and the SAC coordinator by secret ballot using the Poll Everywhere website or approved similar medium for full visibility and results recorded by the SAC coordinator. Candidates receiving majority vote will hold the office of class representative for one semester. In the case of a tie vote, each candidate can address the class for no longer than 5 minutes as to why they should be elected, at which point a new vote can be taken, and a candidate receives the majority vote. Candidates must be elected and re-elected for each semester they serve.

(e) Elections of Term Delegates will be held via an email vote via Email/Survey Monkey or approved similar medium. Each delegate must include a bio of not more than two hundred words on why they should be elected. Delegates receiving majority vote will hold the office of Year/semester delegate for one semester. In the case of a tie vote, each candidate should include a short paragraph as to why they should be elected, at which point a new Survey Monkey email vote can be taken, and a candidate receives the majority vote. Candidates must be elected and re-elected for each semester term they serve.

(f) Class Representatives and Term Delegates that become non-compliant with PEJATC policies and or Class Rep/ Term Delegate duties will be removed and the election process for each position will start over. Reimbursement for newly elected positions will be pro-rated and receive rounded up to the closest month. Example: Student elected within the last two months and serve for 6 weeks of the semester will receive 40% of the standard reimbursement/tuition reduction, based on 5-month semesters.

8. Class Representative and Term Delegate Reimbursement

(a) Class representatives that successfully complete the semester by following all PEJATC policies and perform their Class Representative duties successfully (as defined in the "Responsibilities" section of this document) will be eligible for a reimbursement of one subscription fee payment in the form of a check made payable to the individual.

(c) Term Delegates that successfully complete the semester by following all PEJATC policies and perform their Term Delegate duties successfully (as defined in the "Responsibilities" section of this document) will be eligible for a reimbursement of four subscription fee payments in the form of a check made payable to the individual.

(e) Students holding dual office positions will be eligible for the higher reimbursement amount.