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Purpose

The purpose of this procedure is to establish that the Administrative and Professional Collaborative (APC) is a representative voice for administrative and professional employees to provide leadership, counsel and advice to the Florida State College at Jacksonville (FSCJ/College) community as appropriate. The collaborative shall also be dedicated to promoting a collegial community focused on service excellence, community support and facilitating engagement and collaboration amongst the APC community.


Procedure

A. Membership

1. Employees who are classified as administrative or professional shall be considered members of the APC and entitled to representation on all issues. Only elected representatives of the various units shall vote at APC meetings.
2. The College recognizes the importance of voluntary participation by employees in the APC and encourages supervisors to support employees who wish to serve as elected representatives of the APC. The officers and representatives have the responsibility to keep their supervisors informed of their planned activities and to plan such activities accordingly.

B. Representation

1. Administrative and professional employees shall be represented by each campus and designated associated center:
 - a. Downtown/ATC = two (2) representatives
 - b. North/Nassau = two (2) representatives
 - c. South = two (2) representatives
 - d. Deerwood Center = two (2) representatives
 - e. Kent/Cecil = two (2) representatives
 - f. AO/URC = four (4) representatives
2. Representatives for each College unit shall be elected by their peers to serve one (1) year terms. Terms shall run concurrently with the College's academic year. Representatives may be re-elected.
3. Should an elected APC representative have to withdraw participation during their term, the position will be filled by the runner up from the previous election in which that APC member was selected. If the APC representative ran uncontested, then an election will be held according to the APC bylaws.

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C. Officers

1. The officers of the APC shall consist of a Chair, Chair-elect, Past Chair and Secretary. Officers shall be elected at-large by members during each spring term to annual terms of office which shall coincide with the College's academic year. Officers may be re-elected.

D. Responsibilities of Officers

1. The Chair shall be the principal officer and be responsible for the conduct of all business and representation of the Collaborative position in all matters to the College President and various bodies as appropriate. The Chair shall submit a Governance Group report/presentation to the District Board of Trustees (DBOT) for all regularly scheduled meetings on behalf of the Collaborative. The Chair shall serve as Past Chair following their term in office.
2. The Chair-elect shall assist the Chair in the conduct of business and representation of the Collaborative and shall be prepared to assume the responsibilities of the Chair in their absence. The Chair-elect will assume the Chair at the end of their term of office.
3. The Past Chair shall serve as advisor when requested. The Past Chair shall be responsible for monitoring and seeking updates, when necessary, to APM 02-1929.
4. The Secretary shall be responsible for maintaining official records and shall assist the Chair and Chair-elect in the conduct of the affairs of the APC. The Secretary shall be prepared to assume the responsibilities of the Chair-elect in their absence.

E. Reporting Relationship and Authority

1. The APC represents and reports back to the administrative and professional employees of the College and, as appropriate, to the College President. The APC has the authority to make recommendations on behalf of its members on matters of concern to its membership.
2. All affairs of the APC are to be governed in accordance with the Bylaws of the APC and *Roberts Rules of Order*.
3. Official bylaws developed and adopted by the APC shall conform with all College policies and procedures.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 11, 1997

Revision Date: January 31, 2012, January 6, 2015, November 2, 2015, August 8, 2016, December 4, 2024

Reviewed Date: March 14, 2016