



Mission Statement

The College of the Florida Keys' All College Council (ACC) advocates for CFK employees, students, and community stakeholders (when appropriate) in decision making throughout the College. The ACC provides a clear and concise process for employees and students to initiate action on the College's mission and direction and to give feedback on new initiatives, policies, and procedures. The ACC is a diverse group of College representatives who ensure equitable consideration for interests toward the betterment of the College.

ACC Bylaws

ARTICLE I - NAME The name of the organization shall be the All College Council ("ACC").

ARTICLE II - PURPOSE The ACC works to build a strong foundation of support and communication between the College's executive staff and college employees and students. Members guide and assist the college leadership in ongoing work to deliver the highest quality education and foster campus-wide collaboration to support positive employee morale and involvement. The ACC collaborates with college leadership to continuously move the College to higher levels of excellence. The group is composed of college employees from different clusters and students.

ARTICLE III - GOALS

- To provide a clear and concise process for employees and students to initiate action on the College's mission and direction.
- To give constructive feedback on planning for new initiatives, policies, and procedures.
- To identify opportunities that support the College community.
- To serve as advocates for the All College Council.

ARTICLE IV – COMPOSITION & ELECTIONS

The ACC is comprised of thirteen (13) members that represent the different employee and student stakeholders at the College.

Employees are included in a representation cluster based on how they interact with students and their role within the College. The number of ACC members representing each cluster shall reflect the number of employees within the clusters they serve. For example, the instructional cluster, which includes full-time, part-time, and adjunct faculty, academic coordinators and directors, and deans, will have the most representatives on the ACC, as it is the most extensive employee cluster. Representation is calculated based on reports from human resources, designating employees' departments and organization. Cluster representation will be re-evaluated on an annual basis before the ACC election. If an employee accepts a new role at the

College, within a different cluster, they will serve for the remainder of the academic year, not the term of office. Their cluster will be asked to select a new representative at that time.

Two student representatives serve on the ACC. Students can self-nominate or nominate their peers during the ACC election. Student representatives must be in good academic standing to serve on the ACC. If there are no nominees, the Student Government Association will have the autonomy to nominate their student representatives. Student representatives may receive tuition exemption for up to two courses, not to exceed eight credits, for the fall and spring semesters. Student members MUST fulfill the responsibilities of an ACC member to remain eligible and receive these benefits for future semesters.

The clusters and their representation are as follows:

1. Instructional Cluster
 - a. Four (4) Representatives
 - b. Three (3) faculty, and One (1) Adjunct faculty (if possible)
2. Instructional Administrative Cluster
 - a. One (1) Representative from Academic Coordinators, Directors, or Deans
3. Onboarding Cluster
 - a. Two (2) Representatives
 - b. Marketing, Business, Financial Aid, Development & Alumni Relations, Enrollment Services, Recruitment
4. Student Support Cluster
 - a. Two (2) Representatives
 - b. Student Success Services, Advising, Continuing Education, Administration, Learning Resource Center, Student Activities / Athletics
5. Infrastructure Cluster
 - a. One (1) Representative
 - b. Repair & Maintenance, Technology Support, Buildings and Grounds (aquatic center, dive facilities, etc.).
6. Operations Cluster
 - a. One (1) Representative
 - b. President's Office, VP Offices, Grants Management, TADA
7. Academy Cluster
 - a. One (1) Representative
 - b. All Academy Staff
8. Students Cluster
 - a. Two (2) Representatives
 - b. Full-time students, part-time students, traditional and non-traditional students, continuing education

Employees serve a three-year term of office and students a one-year term. No person shall serve more than two terms consecutively. ACC members shall elect a Chairperson, Vice-Chairperson, and Secretary from among their members, who serve at the discretion of the

ACC. Annual elections will be held BY THE ACC each June to elect or reelect officers. Cluster elections are held as required by each cluster to nominate member(s) to represent their cluster.

ARTICLE V – MEETINGS

- A. The ACC shall meet a minimum of twice in each of the fall and spring semester.
- B. The President will be invited to attend the first meeting each academic year.
- C. Special meetings may be called by the ACC Chairperson at such times as are necessary.
- D. Written notice of regular meetings will be provided to all ACC members at the beginning of the academic year. For special meetings, notification shall be given not less than three (3) business days before the special meeting date. The notice of a special meeting shall include the purpose of the meeting.
- E. Members of the ACC who miss two (2) regular meetings within a calendar year and whose absences are unexcused, may receive written notice of their removal from the ACC.
- F. To be excused, members must notify the Chairperson of their absence before the scheduled meeting.
- G. In the case that a vote results in a tie, both recommendations will be provided to the College's Executive Leadership for consideration.

ARTICLE VI - ORDER OF BUSINESS The order of business for meetings may be as follows:

- | | | |
|------------------------|-------------------------|-----------------|
| A. Call to Order | D. Chairperson's Report | G. Open Session |
| B. Approval of Agenda | E. Old Business | H. Adjournment |
| C. Approval of Minutes | F. New Business | |

The order of business at any meeting may be altered at the discretion of the Chairperson.

ARTICLE VII - OFFICERS

Structure and Membership:

Job Description of an ACC Member:

- Understands the College's mission and vision; provides advice about future direction;
- Serves as an ambassador for the ACC within and beyond the College community, seeking to involve others in the life of the College and engender excitement about its mission, priorities, and goals;
- Assists in the identification and recruitment of new members to the ACC;
- Attends meetings (in-person or remotely) of the ACC (missing a minimum of one; and
- Serves on committees as assigned, and as an officer, if elected (see duties below).

The ACC Chairperson

- Reviews strategies to meet goals and objectives with the College President;
- Convenes the meetings of the full ACC;
- Serves as the spokesperson of the ACC;
- Provide Board reports on behalf of the ACC;
- Delegates duties to the Vice Chair, Secretary, and other members, as necessary; and

- Assigns members to committees, as appropriate.

The ACC Vice-Chairperson

- Performs the Chairperson's responsibilities in their absence.

The ACC Secretary

- Records meeting minutes.
- Prepares ACC updates for CFK Board of Trustees, etc.

ARTICLE VIII - QUORUM The quorum for an ACC meeting shall be at least fifty (50) percent of the non-vacant seats on the ACC.

ARTICLE IX - AMENDMENTS By a 2/3 vote of the members present, the ACC can only amend or revoke these bylaws at any regular or special meeting duly convened. The bylaws shall be reviewed at minimum every three years by an appropriate Ad hoc Sub-committee that, if necessary, recommends revisions to the full ACC.

ARTICLE X - PROCESS

Ideas – ideas will be come from:

- a. The Suggestion Form on the website
- b. The individual clusters, to their representative
- c. Conversations arising during ACC meetings or subcommittee meetings, from members

Process –

1. **Phase I** –
 - a. Proposed and/or received ideas will be entered into the portal.
 - b. They will be discussed by the ACC.
 - c. If decided through a vote to be in line with the ACC's purpose (Article II), they will be put forward into Phase II.

2. **Phase II** – a subcommittee will be formed to develop the idea, made up of:

- a. One or more ACC members, and
- b. The initiator of the idea, and
- c. Other relevant persons as needed for their expertise

The subcommittee will develop the idea into a full proposal, to be brought back to the full council for discussion and final approval. When approved, the ACC will present the idea to the Executive Committee or President.

3. **Phase III** – Accountability and Project Oversight

The subcommittee will remain in place, in as much to:

- a. Be a resource for the executive branch during the time they are discussing the idea, as a resource for them
- b. Become the project overseer, should the idea be approved for implementation.