



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

The ACC is comprised of twelve (12) 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. The seat will be vacant during the next ACC election.

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 decide how to nominate their student representatives. Student representatives may receive tuition support for up to two courses, not exceeding eight credits, for the fall and spring semesters.

The clusters and their representation are as follows:

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

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

ARTICLE V – MEETINGS

- A. The ACC shall meet a minimum of once per academic term.
- 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 found 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 regular meetings may be as follows:

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

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 and provides advice about future directions;
- 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; and
- Attends meetings (in-person or remotely) of the ACC.
- Serve as officer, if elected (see additional 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;
- Delegate duties and responsibilities to the Vice Chair, Secretary, and other members, as necessary;
- Assign members to sub-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.