

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	CAREER EMPLOYEES' COUNCIL	02-1907	1 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-2.3 General Powers, Duties and Responsibilities of the President	May 16, 2016		

Purpose

The Career Employees' Council (CEC) serves as an advisory body to the College President, responds to the needs of career employees in matters of common interest and promotes the welfare of career employees and the College as a whole.

Procedure

A. The responsibilities of the CEC shall include, but not be limited to the following:

1. To promote the continued development of a professional environment for all career employees of the College.
2. To promote effective cooperation and communication between the career employees and other employee groups within the college and community.
3. To encourage positive employee attitudes, which will aid in attracting and maintaining a competent and dedicated career employee staff.
4. Promote involvement of the career employees in the ongoing process of: salary negotiation, evaluation, transfer policy and procedure, appeals and grievance procedures and other relevant matters concerning career employees.
5. To lend support to the College administration by providing support to rules, policies and procedures and by serving on requested committees.
6. To conduct ongoing studies and to provide recommendations and suggestions which will contribute to the attainment of the College mission.
7. To assist in the development of administrative policies and procedures when applicable.
8. To encourage a professional attitude among career employees for the improvement of the individual, the College and the community.

B. Membership

1. The Chair, officers and representatives of the CEC are elected by their peers using a ballot process. If more participants are needed an employee may volunteer or be asked to serve by the Chair of the CEC. There is one representative for every twenty-five (25) full-time and permanent part-time career employees at each major administrative unit (MAU). This number excludes the four elected officers and one ex-officio member.
2. The Chair shall be allowed up to twelve (12) hours release time per month to perform official

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
CAREER EMPLOYEES' COUNCIL	02-1907	2 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-2.3 General Powers, Duties and Responsibilities of the President	May 16, 2016	

duties of the Council in addition to attend CEC and other official administrative meetings, including the College Leadership Council. The Vice Chair, Secretary, and Treasurer shall be allowed up to six (6) hours per month during their normal work hours to perform official duties of the Council in addition to attending CEC meetings and other duties in the best interest of the Council. Such release time shall be supported by an institutional commitment to provide student assistant back-up to the affected office/department when required.

3. Representatives to the Council shall be allowed four (4) hours per month to attend meetings and perform other Council tasks during normal work hours. Officers and representatives have the responsibility to keep their supervisors informed of their Council activities and to plan such activities accordingly.

C. Officer/Leader

1. The CEC Chair shall serve as spokesperson for the CEC and serve as a member of the College Leadership Council.

D. Official File of Record

1. The official record of this council shall be its minutes, which are maintained by its Secretary.

E. Reporting Relationship and Authority

1. The CEC may develop recommendations and suggestions on matters concerning career employees for approval/action by the College President.
2. Official bylaws developed and adopted by the CEC shall conform with this administrative procedure.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: August 31, 1993

Revision Date: January 28, 1997, January 6, 2015, May 16, 2016