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## Purpose

The Career Employees' Council (CEC) serves as an advisory body to the Florida State College at Jacksonville (FSCJ/College) President, addressing the shared interest of career employees and advocating for their well-being, while supporting the overall mission, vision and core values of the College.


## Procedure

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

1. To support the ongoing development of a professional and enriching work environment for all career employees of the College.
2. To foster effective communication and collaboration between career employees and other employee groups within the College and the broader community.
3. To promote positive and professional employee attitudes that contribute to attracting, retaining and supporting a skilled and dedicated career employee workforce.
4. To encourage active participation of career employees, where requested and appropriate, to provide input and feedback in support of institution processes, policies and procedures.
5. To support the College administration by upholding institutional rules, policies and procedures; serving on committees, as requested; and contributing to the development of College policies and administrative procedures, when appropriate.
6. To gather information and feedback on behalf of Career employees to provide informed recommendations that support the achievement of the College mission.

B. Membership

1. The Chair, officers and representatives of the CEC are elected by their peers through a ballot process. If additional participants are needed, career employees may volunteer or be invited to serve by the Chair. Representation shall consist of one (1) representative for every twenty-five (25) full-time and regular part-time career employees at each campus and center. This number excludes the four (4) elected officers and one (1) ex-officio member.
2. The Chair shall be allowed up to twelve (12) hours of release time per month during their regular work hours to perform official Council duties and attend CEC and other 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 regular work hours to fulfill Council responsibilities and attend CEC meetings. Each elected officer is expected to perform additional duties, as requested, in support of the Council's best interests. This release time shall be supported

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by an institutional commitment to provide student assistant back-up to the affected office or department when required.

- Council representatives shall be allowed four (4) hours per month during their regular work hours to attend CEC meetings and perform Council-related tasks. Both officers and representatives are responsible for keeping their supervisors informed of their Council activities and for planning such activities accordingly.

#### C. Officer/Leader

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

#### D. Official File of Record

- The official record of the Council shall be its minutes, which shall be maintained by its Secretary.

#### E. Reporting Relationship and Authority

- The CEC may develop recommendations and suggestions on matters concerning career employees for consideration and potential action by the College President.
- Official bylaws developed and adopted by the CEC must align 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, September 10, 2025