

ADMINISTRATIVE PROCEDURE MANUAL		
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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 College community as appropriate. The collaborative shall also be dedicated to promoting a collegial community focused on teaching and learning.

Procedure

A. Membership

1. Employees who are classified as administrative or professional shall be considered members of the APC and entitled to participation and 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 by allowing reasonable release time for such activities. Any employees who wish to participate as APC officers shall discuss their anticipated time commitment with their supervisors in advance and obtain their supervisor’s approval prior to serving as an officer. The time commitment for APC activities by officers must be agreed upon in advance by the employee’s supervisor and the hours granted per month must be reasonable in light of the employee’s primary work activities.

B. Representation

1. Administrative and professional employees shall be represented by one (1) administrative and one (1) professional elected representative at each College unit, with the exception of those at the Administrative Offices, which shall be represented by two (2) individuals in each category.
2. Representatives for each College unit shall be elected by their peers to serve two (2) year terms. Terms shall run concurrently with the College's academic year. Representatives may be re-elected.

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.

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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 represent the APC on the College Leadership Council. The Chair shall serve as Past Chair following his or her 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 his or her absence. The Chair-elect will assume the Chair at the end of his or her 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 his or her 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 this Administrative procedure.

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

Reviewed Date: March 14, 2016