



# Manual 2022

Florida College System

# COUNCIL OF WORKFORCE EDUCATION

## **HISTORICAL OVERVIEW**

In June 2019, the Council of Presidents (COP) of the Florida College System (FCS) authorized and established the Council of Workforce Education (CWE). The purpose of the CWE is to serve in an advisory capacity to the Council of Presidents on matters related to workforce education. The first official council meeting took place on October 9, 2019, in Daytona Beach. During this meeting, the CWE members approved the mission, objectives, organization, and member expectations; in addition, various workgroups and operational parameters were established.

## **MISSION**

The Council of Workforce Education serves at the direction of the Council of Presidents and is dedicated to leading a market-driven workforce education system that meets the needs of employers and students in the State of Florida.

## **CWE OBJECTIVES**

The primary objective of the Council of Workforce Education is to offer input and recommendations to the Council of Presidents in matters affecting Florida's workforce. In addition, the CWE convenes statewide workforce leaders to advance workforce solutions and impact statewide and institutional policies.

Additional objectives of the CWE include:

1. Inform the COP of workforce-related issues and matters of the CWE
2. Guide policy and recommend statewide objectives related to workforce development.
3. Serve as a liaison to facilitate communication among CWE members, FCS councils, Florida Department of Education (FDOE) divisions, and other statewide agencies and organizations.
4. Serve as a statewide advocate and champion for the enhancement of workforce education across the FCS.
5. Develop reports, position papers, and formal recommendations on matters relating to workforce education.
6. Identify and share best practices for workforce education for FCS and related state agencies.

7. Contribute to the aims of the FDOE and FCS to promote diversity and inclusion, student access and equity, affordability, placement and wage outcomes in demand occupations and program quality and learning.

## **EXPECTATIONS OF MEMBERS**

Florida Colleges are charged with graduating talented and skilled individuals to meet the workforce needs of their respective region. The regional and state economies are more viable and vital when the institutions offer quality workforce education that responds to the needs of the community they serve.

CWE voting members are engaged and aware of local, state, and national policies to develop and deliver quality and state of the art workforce programs that result in advanced skills and high wages for in demand occupations and locally driven.

CWE voting members may be asked to represent the CWE at various state workforce related committees and workgroups. The CWE Co-chairs may recommend individual members to participate in relevant activities. Note, a voting member will be designated by their college president to vote on CWE matters representing their college.

Roles and expectations of Council members:

1. Participate in meetings
2. Actively engage in planning of the agenda that reflects the workforce education challenges and solutions at the member's institution
3. Participate in state-wide committees and workgroups
4. Participate and actively engage with any e short- and long-term goals identified and set by the
5. Serve as a liaison between the colleges and the CWE
6. Serve as a designee between business-led statewide advocacy organizations and the CWE

## **MEETINGS**

The Council of Workforce Education meets three times per year, in accordance with the FSC Councils. The meeting dates and locations are established by the Steering Committee in collaboration with Council of Instructional Affairs (CIA) and Council of Student Affairs (CSA).

The CWE Co-chairs in consultation with the Steering Committee will plan and develop the agenda for each meeting. The CWE Co-chairs will also solicit important items, issues, and concerns from the CWE members to be considered for the agenda. The CWE Co-chairs or designee serves as the chief contact between the CWE and other councils such as COP, CIA, and CSA.

All CWE members are expected to register for the scheduled meetings. A registration fee is collected from each individual attending CWE meetings.

Note: Registration fees will be refunded when the cancellation request is received ten (10) business days prior to the published first day of the meeting.

The fees may be used to support the following:

1. Meeting facilities
2. Material and supplies
3. Guest presenters
4. Refreshment during meetings
5. Incidental expenses

## **WORKFORCE EDUCATION SCOPE**

CWE represents and advocates for the Florida College System institutions variety of workforce education credentials including Career Certificate Programs (CCP), Advanced Technical Diplomas (ATD), Advanced Technical Certificates (ATC), College Credit Certificates (CCC), Associate in Science Degrees (AS), Applied Associate in Science Degrees (AAS), workforce Baccalaureate in Science (BS) and Baccalaureate in Applied Science (BAS) degree programs.

## **BYLAWS OF THE FLORIDA COLLEGE SYSTEM COUNCIL OF WORKFORCE EDUCATION**

### **ARTICLE I**

#### **NAME AND MEMBERSHIP**

##### ***Section 1. Name***

The name of the council shall be the Florida College System Council of Workforce Education, hereinafter referred to as the "Council of Workforce Education," "the Council," or "CWE."

***Section 2. General Membership***

The Council of Workforce Education serves at the direction of the Council of Presidents. The membership of the Council of Workforce Education shall be comprised of the executive level instructional leaders from each college of the Florida College System such as vice presidents, associate vice presidents, provosts, deans, and directors. The Florida College System is a single system of twenty-eight public colleges authorized to offer certificates, associate and baccalaureate degrees.

***Section 3. Institutional Representatives***

One member from each college of the Florida College System will be designated by their institution's President as an institutional representative to the Council of Workforce Education. The institutional representative will serve as their college's contact person and voting member on the Council of Workforce Education.

**ARTICLE II**

**PURPOSES AND RESPONSIBILITIES**

***Section 1. Purposes***

The Council of Workforce Education provides opportunities for the Florida College System's academic officers to:

1. Address issues assigned by the Council of Presidents
2. Work together to develop solutions to statewide problems
3. Promote improvements in all aspects of curriculum, instruction, learning, and workforce development and student outcomes
4. Coordinate statewide activities and initiatives in workforce education
5. Provide professional development programs and the exchange of information and exemplary practices

***Section 2. Responsibilities***

The Council of Workforce Education will provide recommendations, advice, reports, and information to the Council of Presidents. The Council will seek out and identify workforce

education related challenges and opportunities and work together to mitigate challenges and take advantage of opportunities working in partnership with the FLDOE.

## **ARTICLE III**

### **MEETINGS**

#### ***Section 1. Regular and Business Meetings***

The dates, times, and locations of regular and business meetings shall be established and published by the Council of Workforce Education to its members and to other interested parties. The Council of Workforce Education shall normally meet three times during the academic year. The Co-chairs shall be authorized to change the dates, times, and location of regular and business meetings as may be necessary to avoid conflicts and may cancel meetings. Written notice of all meetings and cancellation of meetings shall be given by the Co-chairs to the general membership and institutional representatives.

#### ***Section 2. Special and Emergency Meetings***

Special meetings may be called by the Co-chairs of the Council of Workforce Education, or upon written request signed by at least one-half of the Institutional Representatives. Emergency meetings may be called by the Co-chairs of the Council of Workforce Education. Written notice of the date, time and location of Special and emergency meetings will be given by the Co-chairs to the general membership and institutional representatives.

#### ***Section 3. Voting at Regular, Business, Special and Emergency Meetings***

Only voting members or their specifically named and designated representatives, submitted in writing to the Co-chairs of the Council of Workforce Education shall have the authority to speak on behalf of and vote for their college on any matter presented to the Council.

## **ARTICLE IV**

### **ORGANIZATION**

#### ***Section 1. Officers***

The officers of the Council of Workforce Education shall be the Co-chairs, Co-chair-Elect, Immediate Past Co-chairs, and Steering Committee Members. The Co-chairs, or the Co-chair's designee, shall represent the Council of Workforce Education at the Council of Presidents

meetings and serve as the spokesperson for the Council of Workforce Education. The Co-chairs, or the Co-chair's designee may preside at Council of Workforce Education meetings in the absence of the Co-chairs.

### ***Section 2. Steering Committee***

The Council of Workforce Education shall be guided by a Steering Committee composed of the Co-chairs, Immediate Past Co-chair, and five Steering Committee members. The Steering Committee members are selected from CWE voting members. In the first meeting of the academic year, the Steering Committee will select a Treasurer, Secretary, and Co-Chair Elect to support CWE. Steering Committee members may also serve as workgroup leads as assigned by the Co-chairs.

### ***Section 3. Terms and Election of Steering Committee Members***

The Steering Committee shall serve for a term of two years beginning July 1 and ending June 30. Nominations of CWE voting members for the Steering Committee shall be accepted from the floor at the June meeting for a term beginning July 1. Steering Committee members will be selected by a majority vote of CWE voting members. The Co-chair Elect will automatically become Co-chair when the term of the preceding Co-chair expires or if the Co-chair resigns from office. A new Co-chair Elect will be selected at the first meeting of the Steering Committee. Steering Committee Co-Chair Elect, Treasurer, Secretary, and work group assignments will be communicated to the CWE membership.

### ***Section 5. Order of Business***

The order of business for the Council of Workforce Education regular, special, and emergency meetings shall be determined by the Co-chairs in consultation with the Steering Committee. The order of business for the Council of Workforce Education business meeting shall be as follows:

- Call to Order
- Approval of Minutes
- Treasurer's Report

- Workgroups and Standing Committee Reports
- Unfinished Business
- New Business
- Announcements
- Adjournment.

Agenda items should be submitted to the Co-chairs at least fourteen (14) days prior to the date of its regular and business meetings. Items requiring a vote will be at the discretion of the Co-Chairs. In the event that the Co-Chairs do not agree, the item will go to the CWE voting membership. A vote will be in accordance with Roberts Rules of Order Revised.

#### ***Section 6. Minutes and Treasurer's Report***

The Secretary shall provide minutes for each regular, special, emergency, and business meeting of the Council of Workforce Education. The Treasurer shall provide a report on the Council of Workforce Education finances at each business meeting.

#### ***Section 7. Quorum***

A quorum of the Council of Workforce Education shall consist of a majority of the institutional representatives, including designees, as reported to the Co-Chairs by the voting member.

#### ***Section 8. Amendments to the Bylaws***

Amendments to these bylaws may be made by a majority vote of the CWE voting members.

*Adopted: Month, Day, Year; Revised: Month, Day Year; Month, Day, Year*