**Council of Student Affairs**

**October 7-9, 2015**

**Hilton Cocoa Beach Oceanfront**

**Meeting Minutes**

**Council of Student Affairs**

**Board Meeting**

**October 7, 2015**

**Cocoa Beach, FL**

**Sandcastle II**

I. Dr. Naima Brown called the meeting to order at 4:00 pm.

II. Minutes from the June 2015 CSA meeting were submitted for approval. Kay Hogan moved to approve, Lynn Powell seconded the motion. Minutes were approve unanimously.

III. Dr. Brown distributed the financial report that indicated a starting balance of $7335.03. Doug Ryan indicated that CSA had 48 registrants with an estimated cost of $3682.00 for the October meeting.

IV. Doug Ryan advised the board that due to the council not having an approved refund policy, he refunded three registrations for the current meeting. Discussion ensued about the proposed refund policy that had not been presented to the council. The board proposed the following refund policy to be placed in the Handbook after Meeting Registration:

A 100% registration fee shall be refunded when the cancellation request is received ten (10) business days prior to the published first day of the meeting. Registrations can be transferred to colleagues within a given institution at any time.

Lynn Powell moved to approve the policy and Kim McGinnis seconded, motion carried. Policy will be presented to CSA for approval Thursday.

V. Doug Ryan encouraged the board to recycle name badges from meetings. For each name badge recycled we receive a $1.00 credit for the next meeting.

VI. Dr. Brown asked if the website for CSA could only house the current year meeting minutes. The board agreed but questioned if there is an archived repository for meeting minutes. Dr. Brown stated she would inquire at the FCS if they archived meeting minutes.

VII. Doug Ryan informed the board that the plans for the February 10-12 meeting are being negotiated and that he anticipated the contract being finalized the next week (Oct. 12-16). The February meeting will be held at the Ocala Hilton. They are also working on the location for the June 2016 meeting.

VIII. Dr. Brown circulated a Florida Legislative Bill Tracking Report of current legislation under consideration that has an impact on postsecondary education.

IX. The board reviewed the agenda for Thursday and Friday. Dr. Brown informed the board of the moment of silence that is scheduled for 2:00 pm Thursday in honor of the victims of the mass shooting at Umpqua Community College. She also mentioned the addition of recognition of Past Chair LeRoy Darby’s retirement. Dr. Brown will present Mr. Darby with a memento of his service to the Council of Student Affairs at Thursday’s meeting. Kathy Bucklew motioned and Chaquita Henderson seconded for CSA to reimburse Dr. Brown for the gift. Approval was unanimous.

X. Lynn Powell presented that the Council add the following to the Handbook for recognition of retirees:

The Council of Student Affairs will recognize Past Chairs upon their retirement from their institution.

Patrick Rinard seconded and the motion was unanimously approved. This will be placed before the listing of Past Chairs in the Handbook.

XI. Chaquita Henderson asked that when handouts, agendas, minutes, etc. are mass emailed before meetings that the email include a reminder that hard copies of handouts will NOT be available at the meetings and that members are encouraged to either print copies for their use or utilize the electronic copy.

XII. Kim McGinnis moved to include the following evaluation statement to the Handbook:

Evaluation is an on-going process and each attendee is asked to complete an evaluation for each meeting.

Tom Gillom seconded the motion, motion carried.

XIII. Lynn Powell presented the idea of adding a “New Member Orientation” for the Council. Discussion ensued on various topics to include in such sessions and the need to provide an orientation. Powell, McGinnis, Henderson and Rinard volunteered to begin development of a session for the next meeting. They will ask for volunteers in the larger group for assistance.

XIIII. Discussion ensured as to the history of a treasurer position within the board. The board recommended the following action:

The Chair-Elect will assume responsibility of treasurer for the council.

XV. Final discussion centered around the need for developing and communicating the expectations and responsibilities of region representatives, at large members and the need for the council to include communications from Financial Aid, Student Government, Athletics Director, Registrar, Advisor state-wide meetings.

Meeting Adjourned at 5:20 pm.

**Council of Student Affairs/Council of Instructional Affairs Joint Meeting**

**October 8, 2015**

**Cocoa Beach, FL**

Meeting began at 8:33

After a welcome from CSA and CIA chairs and an introduction of new members of both councils, Chris Mullin presented Florida Department of Education updates.

Mullin, Abbey Ivey and Tamaria Williams broke the room into three groups and led group discussions about what hinders the colleges from serving their communities.

A question arose about the wages measure in performance budgeting due to individual colleges being penalized due to low wages in their service area.

We were encouraged to keep our web pages up to date because the Florida Department of Education uses our college webpages for policy information, program information, etc. Colleges need to be sure that the pages are up to date and accurate.

Break 10:20

Mullin discussed rule revisions and information requests. Reminded the group that the legislative session begins in January and runs through May.

Ivey presented the Accountability Report and Williams gave an update about Baccalaureate degrees, OPPAGA Survey, and $10 K implementation. Williams informed us that a new concentration within a currently approved baccalaureate degree does not need further approval.

We were informed that common prerequisites for education majors may change. The steering committee was meeting soon and would make a recommendation to the ACC at their February meeting.

Residency rule was on the State Board agenda. The state board was not making a ruling on Dual Enrolled students FTIC status as it relates to General Education requirements. Information about Dual Enrollment articulation, Collegiate High School contracts, Ability to Benefit were all being discussed by the State Board.

ECHO 360 Presented Lunch at 11:20

**Council of Student Affairs**

**Meeting Minutes**

**October 8, 2015**

**Cocoa Beach, FL**

Meeting called to order at 1:15 pm.

Lynda Earls, Director of Equity and Civil Rights at the Division of Florida Colleges presented information about discrimination, harassment, Title IX compliance, Title IX Coordinator and other information that colleges are responsible for providing.

Ms. Earls also indicated the importance of communicating grievance procedures in student and employee handbooks, at student and employee orientation and also dissemination on colleges’ websites.

Ms. Earls also strongly encouraged the colleges to train their personnel and their students about sexual assault prevention in order to meet the requirements of the Federal Violence Against Women Act and the Campus SAVE Act.

Other information shared with the group included: the termination of high school Special Diplomas after 2014, Florida Consortium on Inclusion in Higher Education, Homeless Awareness Week.

Break

Meeting Resumed 3:15 pm

Robin Rosabrand presented information about Children Welfare Related Tuition, Foster Care and the waiver of tuition. She also informed the group that nine (9) credit hours was considered full-time for child welfare and that a college academic advisor could provide this information for students utilizing a letter on the college’s letterhead.

Dan Rodkin presented Homeless Students in FCS

Dr. Brown presented Council of Student Affairs Handbook revisions. Ken Ray motioned to accept the four new proposals and approve the Handbook (Meeting Cancellation Refund, Recognition of Past Chairs upon retirement, Evaluation of Meetings, Chair-Elect responsibilities of treasurer) Dan Rodkin seconded, motion carried.

We discussed the need for sponsors for upcoming meetings.

Short Break

Meeting Resumed 4:05 NUTS AND BOLTS

Joyce Romano recognized the service of Sally Search from TCC who will retire soon

Sally Myers from St. Johns River delivered the responses of her New Student Orientation survey.

Discussion about Developmental Education Advising, High School Transcripts, any changes that the college has made with regard of their original Developmental Education Plan.

Palm Beach announced that they were outsourcing their Financial Aid.

Adjourned 4:25

**Council of Student Affairs**

**October 9, 2015**

**Meeting Minutes**

Meeting was called to order at 8:30 am

Patrick Rinard presented about St. Petersburg College’s Program Based Academic Standing.

Chaquita Henderson from Pasco Hernando State College presented about their Get Acquainted Day.

Kathy Bucklew from Polk State College presented about their Competency Based Education.

Dr. Brown recognized LeRoy Darby and presented Mr. Darby with a memento for his service to CSA.

Dr. Brown asked for volunteers for a joint recommendation about Developmental Education. Each school to have a local diagnostic to use for advising purposes only to inform for appropriate placement.

Volunteers were:

Sylvester Little from Polk

Kim McGinnis from Miami Date

Naima Brown from Santa Fe

Ken Ray from Hillsboro

Melissa Lavender from Gulf Coast

Santa Fe College presented their findings from their Counseling Center.

Meeting adjourned