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***Florida  
College  
System  
Council of  
Student  
Affairs***

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***Handbook***

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EXECUTIVE STEERING  
COMMITTEE  
2017

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## **Introduction**

The Florida College System Council of Student Affairs Handbook is designed to orient new members of the Council of Student Affairs to the activities and responsibilities of the Council. It identifies objectives, lists helpful information for new members, and serves as a reference for long-standing members.

## **Statement of Purpose**

In August of 1969, the Council of Presidents of the Community College System of the State of Florida authorized and established the Council of Student Affairs. The purpose of the Council is to serve in an advisory capacity to the Council of Presidents (COP) on matters related to student affairs.

Additional council responsibilities include the following:

1. Serving as an appropriate statewide body for study, evaluation, and implementation of student affairs and the outcomes of student programs.
2. Facilitating communication and exchanging information among council members and other appropriate councils, agencies, organizations, and/or individuals.
3. Recommending statewide objectives related to areas of student affairs and dealing with current issues and concerns of the council.
4. Developing appropriate reports and recommendations on matters relating to student affairs.

## **A Brief Historical Overview**

In August 1969, the Florida Community College Council of Presidents approved a request to establish the Council of Student Affairs. This Council would be a coordinating and policy recommending body. The primary focus would be centered on the major student affairs' concerns and practices in the Florida Community College System. An immediate function would be the reorganization of the Florida Junior College Conference and the Florida Student Government Association. The Council was also charged with closely monitoring more athletic programs within the community college system.

The first official meeting of the Council was held in September of 1969. The meeting was hosted by St. Petersburg Junior College. During that organizational meeting, a number of preliminary issues were addressed, such as affiliations with other Councils and the dissolution of the Guidance and Counseling Steering Committee.

By the end of the second meeting in November 1969, the Council had established goals and objectives, identified various agencies and organizations with which linkages should be developed, and established its general parameters of operation. It was also during the first two

meetings that the Council discovered the need to serve as a vehicle of communication among student service personnel across the state.

The Council of Student Affairs and the State University System's Council of Student Affairs held their first meeting in 1970. During that year, the council redefined the role of its steering committee to include the responsibility of serving as a response group to the division of community colleges.

By 1971, the growth of the Community College System began demanding more and more attention to the specific and unique challenges to the system. These demands made it necessary for the Council to discontinue the joint meetings with the SUS Student Affairs Council.

Throughout the years the Council has brought many changes, and in some ways consistency to a rapidly growing system. The strategies, projects and scope have changed numerous times over the years, but the original purpose remains the same, "*a coordinating and policy recommending body*" to the Florida Community College Council of Presidents.

Several issues have become important topics for the Council. These issues include: workforce development, technology, K-16 partnerships, performance based funding, remediation reduction, and retention. In addition, the Council has been involved with leadership and professional development of the membership establishing itself as a primary recourse of influence within the communities in Florida.

### **Objectives**

The primary objective of the Council is to facilitate the development of programs within Student Affairs at the community college level. The Council is also committed to appropriately advising the Community College Council of Presidents in matters of student affairs. In addition, the Council provides a statewide forum through which personnel can receive staff development appropriate to accomplishing the following functions at the institutional level:

1. Admissions counseling services to assist students in defining the accomplishing personal, academic, and career goals
2. Enrollment management to meet the enrollment goals of institutions
3. Comprehensive assessment programs to test college readiness
4. Academic advisement programs, including transfer programs
5. Career counseling to assist students in developing, evaluating, initiating, and implementing their life career plans
6. Financial aid programs to adequately meet the needs of eligible students
7. Job placement services
8. Orientation programs to aid students in their transition to the institution
9. Retention programs to monitor student progress towards previously defined educational/career goals, and to provide appropriate support services

10. Co-curricular programs, activities and athletics that complement the academic agenda and enhance the educational experience for students
11. Public information activities to inform the community of the broad educational opportunities
12. Graduation services to commemorate completion

### **Organization**

The Council of Student Affairs is comprised of Vice Presidents, Student Services Deans, and Chief Student Affairs Officers of the Florida Colleges System and/or other representatives as may be designated by the president of the college.

### **The Executive Committee**

The Executive Committee is composed of five regional representatives; two Representatives at-Large, the immediate past Chair, the Chair, and the Secretary. The Chair and the Secretary may be a current regional or member at-large representative. A Chair Elect is selected by the Executive Committee at the summer meeting and will assume responsibility of treasurer for the council.

### **Elections**

Regional Representatives are elected in the summer for two years according to the following:

Region I, III, V – even years (fall term)

Region II and IV – odd years (fall term)

The Members at-Large and Secretary are elected annually by all members of the Council.

### **Voting**

The Chief Student Affairs Officer or designee shall be the voting member for leadership elections. Each college will have one vote.

### **Agenda**

The Chair, working in conjunction with the Council Executive Committee, determines agenda items for meetings, and develops workshops that respond to specific staff development needs of the Council members. Specific areas within student affairs to be evaluated or reviewed are determined by the Council or may be directed by the Council of Presidents. The Chair is the chief contact point between this Council and other councils such as COP, CIA (Council on

Instructional Affairs), FCRAO (Florida Council of Registrars and Admissions Officers), and Directors of Financial Aid.

### **Meetings**

The Council of Student Affairs meets three times a year. The meeting dates and sites are established by the Steering Committee and submitted to the Council of Presidents for approval.

The council may meet at additional times at other statewide events, such as the Association of Florida Colleges Annual Convention.

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.

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

### **Expectations of Members**

The quality of student services at the state and campus level can be enhanced by participation in the Council of Student Affairs. The activities are designed to provide information as well as serve as a vehicle for communication and networking across the state.

Members of the Council serve in the spirit of professional responsibility. The overall effectiveness and credibility of this council is reflected through the decisions engendered by its members as a group as well as by its members as individuals.

Listed below are some of the performance expectations of Council members:

1. Attend council meetings on a regular basis
2. Provide input on agenda items that are reflective of your college's position. This may require reviewing and discussing agenda items with appropriate campus personnel prior to meetings.
3. Work as part of the group to address statewide issues and concerns affecting student services.
4. Nominate and elect members of the Executive Steering Committee.
5. Participate in the development of the long and short range goals and programs.
6. Work with other statewide groups to represent the different aspects of student services issues and positions.
7. Share experiences and ideas with other colleges.
8. Serve as a liaison between the colleges and the Council.
9. Serve on committees of the Council as assigned or through voluntary action.

10. Participate in the annual review and evaluation of the Council philosophy, goals, and objectives and all other written policies that pertain to the Council and student services as a whole.
11. Provide input to the steering committee through meetings, evaluations, and personal contact.

### **Suggestions for working with the Representatives of the State University System**

1. Collaborate with university representatives to resolve articulation issues or concerns.
2. Inform the representatives how they can improve their effectiveness. Provide feedback, both positive and negative.
3. Identify and utilize your own campus or college articulation officers that are the counterparts to your university and representative.
4. Inform the university representative of key administrative, programmatic, and other changes. Notify your regional university representative, who in turn will notify the other eight.
5. Consistently stress with students the advantages of early application and lead-time for appointments to make their transfer process as smooth as possible.
6. Keep your Council of Student Affairs Regional Representative informed on related issues and progress.

### **Committees**

#### **Leadership**

The Leadership Committee develops recommendations for the leadership activities of the Council, particularly the leadership institute to be incorporated into the June meeting of the Council.

#### **Other**

Other committees will be formed as deemed necessary or appropriate by the Chair, Steering Committee, or a majority of the voting members.

#### **Representatives**

Members are asked to serve as Council Representatives on various state committees as needed. Examples are articulation, retention, facts, finance, and the Florida Community College Activities Association. The Council of Student Affairs has a very specific role regarding the FCCAA (See FCCAA handbook for additional information). The Immediate Past Chair shall serve as the CSA representative to the Florida Community College Activities Association.

## **Registration Fees**

A registration fee of \$75.00 is collected at each meeting from members of the Council of Student Affairs to be used for the following:

1. Training materials (e.g., workbooks, test booklets, pamphlets, etc.)
2. Expenses for guest presenters
3. Refreshments during meetings
4. Incidental expenses

The Chair Elect is responsible for the collection and management of the fees. When needed, an additional registration fee may be assessed to cover professional development.

**Council of Student Affairs  
Organizational and Planning Committee  
(1969)**

Paul J. Glynn	PBJC
William F. Taylor	PCC
Jack Taylor	BCC
Wes McClure	SPJC
Robert Burns	NFJC

**Council of Student Affairs, Chairpersons**

May 1970	John Hayes, FJC
August 1970	Bill Taylor, PCC
November 1970-September 1972	Bob Holland, DCC
December 1972	Martha Brownlee, DCC
March 1973-1976	Kitty Hunter, DCC
June 1976	Bud Gilligan, DCC
1976-77	Jerry Odom, VCC
1977-78	Kathy Merrill, MDCC
1978-79	Joe Caldwell, FCCJ
1979-80	Ann Otto, FKCC
1980-81	Leo Diaz, HCC
1981-82	Bud Gilligan, CFCC
1982-83	Melvin Hayes, DBCC
1983-84	James Sawyer, SCC
1984-85	Arthur Pollock, PHCC
1985-86	Dennis King, LCCC
1986-87	Cyrus Criswell, MCC
1987-88	Clinton Cooper, MDCC
1988-89	Patti Anderson, FKCC
1989-90	Myrtle Williams, SPJC
1990-91	Sylvia Thomasson, PHCC
1991-92	Stan Mitchell, CFCC
1992-93	Shann Purinton, SJRCC
1993-94	George Young, BCC
1994-95	Willie Felton, SPJC
1995-96	Willie Felton, SPJC
1996-97	Harold Nolte, EDD
1997-98	Michael Elam, FCCJ
1998-99	Susan Malter, BCC
1999-00	Isaac Brigham, PCC

2000-01	Hank Hurley, SCC
2001-02	Vernon Haley, PBCC
2002-03	Mary B. Coburn, TCC
2003-04	Amando Ferrer, MDCC
2004-05	Jim Martin, PCC
2005-06	Portia Taylor, SFCC
2006-07	Jim Heck, Brevard CC
2007-08	Lourdes Perez, MDC
2008-09	Jim Henningsen, SCC
2009-10	Ken Ray, HCC
2010-11	Tim Beard, PHCC
2011-12	Timothy Wise, CCF
2012-13	LeRoy Darby, EFSC
2013-14	LeRoy Darby, EFSC
2014-15	Saul Reyes, PSC & CCF
2015-16	Naima Brown, SF