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

Handbook

EXECUTIVE STEERING
COMMITTEE
Last updated 2025

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 resource 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 state/community college level. The Council is also committed to appropriately advising the Florida College System 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 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. Career development 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, 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 four regional representatives; three representatives at-Large, the immediate past Co-chair, two Co-chairs, the Co-chair Elect, and the Secretary. The Co-chairs will serve a term for a total of two years. 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 Co-chair Elect is selected by the Executive Committee at the summer meeting and will assume responsibility of treasurer for the council.

Co-Chair Responsibilities

- Preside at all Council meetings and serve as the spokesperson for the Council.
- Serve as a liaison to the Florida College System staff, the Council of Presidents, the Council of Instructional Affairs, the Council of Business Affairs, Florida Council of Registrars and Admissions Officers, and the Directors of Financial Aid, and other state-wide entities.
- Appoint and charge ad-hoc and standing committees and assign Council representatives to state workgroups.
- Participate in monthly CSA Executive Committee phone calls/virtual meetings.
- Attend CSA Executive Committee meetings prior to CSA meeting.

Past Co-chair Responsibilities

- Serve as supporting resource for the Co-chair
- Serve as the Council's representative to the Florida State College Activities Association.
- Participate in monthly CSA Executive Committee phone calls/virtual meetings.
- Attend CSA Executive Committee meetings prior to CSA meeting.

Co-chair-Elect Responsibilities

- Maintain Council finances and provide a Treasurer report at each business meeting.
- Preside at Council meetings in the absence of the Co-chairs.

- Participate in monthly CSA Executive Committee phone calls/virtual meetings.
- Attend CSA Executive Committee meetings prior to CSA meeting.

Secretary Responsibilities

- Record and distribute meeting minutes.
- Update and maintain the CSA roster and Listserv.
- Lead annual updates to Council guiding documents.
- Participate in monthly CSA Executive Committee phone calls/virtual meetings.
- Attend CSA Executive Committee Meetings prior to CSA meeting.

Representatives-at-Large Responsibilities

- Advocate for the needs of the Council and the member Colleges.
- Serve on workgroups and lead Council projects and initiatives.
- Participate in monthly CSA Executive Committee phone calls/virtual meetings.
- Attend CSA Executive Committee meetings prior to CSA meeting.

Region Representative Responsibilities

- Provide CSA members from the represented region with updates from FCS meetings. Including, but not limited to, COP, CIA, CSA, and COBA.
- Facilitate communication among region that enhances Student Affairs programming. Encourage professional partnerships among Student Affairs personnel within the region.
- Provide a venue for recognition and sharing of best practices for Student Affairs personnel within the region.
- Provide region report at CSA Executive Committee meetings.
- Participate in monthly CSA Executive Committee phone calls/virtual meetings.
- Attend Executive Committee meetings prior to CSA meeting.

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 Co-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 Co-chair are 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.

Committees

Leadership

The Steering Committee develops recommendations for the leadership activities of the Council.

Other

Other committees will be formed as deemed necessary or appropriate by the Co-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 State College Activities Association. The Council of Student Affairs has a very specific role regarding the FSCAA (See FSCAA handbook for additional information). The Immediate Past Co-chair shall serve as the CSA representative to the Florida State College Activities Association.

Registration Fees

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

1. Costs for meetings (venues, consultant fees, administrative costs, 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
2016-17	Patrick Rinard, SPC
2017-18	Christine Davis, FSW
2018-19	Marie Desanctis, BC
2019-20	Sheri Rowland, TCC
2020-2021	Claire Brady, LSSC
2021-2022	Laura Sidoran, EFSC
2022-2023	Gerald Jones, TCC

2023-2024	Erik D'Aquino, DSC
2024-2025	Kathleen Karran-McCoy, PBSC Jan Lloyd-Lesley, SSC