

ASSOCIATION OF FLORIDA COLLEGES
Florida College System Council of Presidents
Zoom
Meeting Minutes

October 21, 2021

1:00 pm

Policy and Advocacy Committee Meeting

1.0 Welcome and Remarks

Dr. Tim Beard, called the October 21, 2021, Policy and Advocacy Committee Meeting to order at 1:00 p.m. He shared that he, Dr. Falconetti, and Dr. Williams visited with many legislators during Committee Week with great success. He said because of the requested funding for the FCS priorities, legislators challenged the FCS to look at the curriculum and come up with ideas and innovation that would Pre the workforce in a greater way. He also said that as continued request for funding is made, policies would need to be crafted to present.

COP Business Meeting

1.0 CALL TO ORDER - Welcome and Remarks

Dr. Angela Garcia Falconetti, Chair called the Business Meeting to order at 9:09 am. She asked Ms. Marsha Kiner, CEO/Executive Director for the Association of Florida Colleges to call roll and confirm a meeting quorum.

2.0 Quorum Check

Presidents in attendance were:

President Greg Haile

President Sarah Clemmons

President Jim Henningsen via proxy Jessica McClain

President Tom LoBasso

President Jeff Allbritten

President Jim Richey

President Lawrence Barrett via proxy Mike McKee

President John Avendano

President John Holdnak via proxy Glenn McDonald

President Madeline Pumariega

President Devin Stephenson

President Ava Parker

President Tim Beard

President Ed Meadows

President Angela Garcia-Falconetti

President Paul Broadie

President Georgia Lorenz

President Thomas Litzel

President Joe Pickens
President Tonjua Williams
President Jim Murdaugh
President Kathleen Plinske

Marsha Kiner confirmed there was a quorum.

3.0 Council of Presidents Minutes

3.1 Council of Presidents' Zoom Business Meeting Minutes – September 22, 2021

Action: *Upon a motion by Dr. Lorenz and a second by President Haile, the Council of Presidents' Zoom Business Meeting Minutes from September 22, 2021, were adopted unanimously.*

4.0 Report of the Chair – Dr. Angela M. Garcia Falconetti

Dr. Falconetti thanked Dr. Lorenz for her presentation to the State Board of Education, and Chancellor Hebda for her support in presenting. She also thanked Lacey Hofmeyer and Eired Eddy for their facilitation of the legislative reception. She thanked the FCS Presidents who were in attendance to greet legislators, the Moore Agency, and Marsha Kiner for their assistance during the reception. She mentioned bills are in development, and how the Florida College System could be responsive to the nursing shortage and meet local healthcare needs. The workforce focus continues to be at the forefront, which aligns effectively with COP legislative priorities.

She introduced new members of the Division of Florida Colleges: Alexandria Valdez, Analyst for Governmental Relations, Benita Hampton, Director of Public Relations, and, Jeremy Capps, Data Analyst.

5.0 Report of the Chancellor, Division of Florida Colleges

Chancellor Kathy Hebda reported that she and Chancellor Criser presented along with a group of panelists to the Senate on Pathways, Workforce and how the AA degree springboards into a workforce baccalaureate at a college or university. She mentioned this discussion is not only a Florida conversation but a national conversation.

She stated there would be a special session at the **charter school conference** for colleges and universities that are interested in the new authorizing language that was passed during the last legislative session. She stated the language has not been implemented in State Board rules. However, the Choice Office is working on the rules and they could be presented to the State Board of Education at the next meeting.

Dr. Beard asked Chancellor Hebda if CORE accreditation would be something discussed during the charter school conference. Chancellor Hebda stated she was not positive if that subject would be discussed. She thought the primary point of

discussion would be the requirements to be an authorizer vs the requirements to manage charter schools.

- 6.0 Report of the Chancellor, Division of Career and Adult Education
Chancellor Henry Mack started by congratulating Dr. Stephenson at Northwest Florida State College and Dr. Beard at Pasco Hernando State College on receiving job growth grants awarded by the Governor.

He stated they released a memo on the CT Audit, and they will be hosting a webinar and it would be recommended that Chief Academic Officers and Workforce Deans attend the webinar to receive the message as to what data set implies.

He discussed career and technical outreach recruitment efforts, specifically the statewide campaign "Get There". They are seeing results of directing traffic to the 28 institutions by websites and phone calls into the Division.

He shared the Title II grants are being awarded to the institutions that are leading in the Adult Education areas of low educated adults across the State of Florida. The Division is trying to incentivize the model of integrated educational training, of how to concurrently enroll adults in postsecondary coursework and obtain adult basic skills. The Open-Door Grant addresses how funding can be obtained since many of the adults enrolled are not Pell Grant eligible.

He stated the charter school's movement is looking into how to pipeline enrollment and recruitment strategies development at the K-12 level for CTE. He is interested in how the Division can lend support to institutions that are thinking of sponsoring Charter schools with some type of workforce training component attached.

Dr. Beard stated that he is already in discussion with superintendents in the Pasco and Hernando counties for the concept of early college. He also suggested looking at the Texas model as they appear to be leading the nation in this regard. He also stated that he wants to be in conversation with him.

President Haile thanked Chancellor Mack for his presentation and shared that he appreciated how Chancellor Mack demonstrated what the investment has been from the Division and showing the return on investment for the institutions and helping the institutions to continue to think about how to expand the work of their institutions. He thanked him for always supporting collaboration.

- 7.0 COP Committee and Work Group Reports

7.1 Articulation Coordinating Committee

Dr. Stan Sidor was not present, however, Dr. Falconetti asked Chancellor Mack if he had an update. Chancellor Mack shared the upcoming date on the Articulation Coordinating Committee Program meeting. He stated there are six action items on the agenda, two of which are relevant to the FCS. The approval of the statewide credit for military experience and equivalency list is one. The second item is related to teacher preparation

and the DOE current audit of teacher preparation. He asked Chancellor Hebda to provide that update. She stated this is not an action item, but it is a presentation for information. She provided an overview of the teacher preparation plan and the audit.

7.2 Distance Learning Committee

There was no report from Distance Learning Committee.

7.3 Florida College System Risk Management Consortium

7.3.1 Ratify, Employee Benefit Plans 2022 Recommendations

7.3.2 Ratify, EAP Program RFP Results

Dr. Murdaugh Dr. Murdaugh read the information relating to the items for approval

Regarding the EAP Program, after an extensive RFP and market analysis, the FCSRMC recommends changing EAP vendors. Lifeworks is the preferred vendor because they can provide a robust EAP service at a competitive price of \$1.03 PEPM (per employee per month) guaranteed for three years. The current vendor offered a 30% plus increase, this would be an annual savings of \$27,000. Lifeworks would be able to treat individual institutions as unique clients with logos, etc. at no additional cost, providing technology that drives proactive and targeted user engagement through multiple mobilities including a mobile app, website, first chat features, digital self-guided programs, video, face-to-face, and telephonic.

He shared there will be no increase to the Blue Medicare renewal. The recommendation is to accept the Blue Medicare renewal effective January 1, 2022, with a rate of \$271.39.

Dr. Falconetti asked if the COP had enough information in regards to the vote. Dr. Beard asked if any services would be deleted as a result of the change. Dr. Murdaugh said he did not have that information. Dr. Beard stated it would be an assumption that we would not lose any quality services. Dr. Murdaugh stated that it could be added as an element of approving both items with the understanding that no such reductions occur, providing an out if it was discovered that reductions did occur.

Action: Dr. Falconetti requested a motion and a second. Upon a motion by Dr. Beard to approve the requested proposal with a contingency that nothing will change in terms of the quality of services and a second by Dr. Lorenz the ratifications of the Employee Benefits Plans for 2022 and the EAP Program RFP were unanimously passed.

Dr. Meadows asked if anyone was tracking the progress of the OPPAGA study for health benefits and state retirement cost comparison for the institutions joining the state retirement system. Dr. Falconetti stated she has a preliminary copy of the study and could send the report to the council. She understood that several Presidents and/or institutions are being interviewed, but they are institutions that are not members of the FCSRMC. Dr. Meadows asked for clarification if the OPPAGA staff was interviewing Presidents that are not in the Consortium and if the study is ongoing? Dr.

Falconetti stated that she did not have the details, and it is her understanding that the study is ongoing. Dr. Meadows stated he didn't think the COP knew where they stood with the results of the OPPAGA study and he asked at the conclusion of the study what would be the next step on the part of the COP regarding a desire to have the same benefits as the state universities. Dr. Falconetti stated information would be acquired and brought back to the next meeting.

Mr. Tony Ganstine, from FCSRMC, joined the meeting later and he addressed Dr. Beard's question regarding the quality of services. He stated the quality of services would be enhanced.

7.4 Media and Public Relations Committee

Dr. Tom Leitzel stated the Moore Agency would be handling the Media and Public Relations report. He stated at the end of the report they would be presenting the logo for Accelerate Florida. With permission from the Chair, the COP would vote on the logo.

Ms. Karen Moore stated that President Leitzel and President Allbritten have been very involved in the logo design for the marketing of Accelerate Florida. She also shared they took the idea and the tagline, Fueling Florida's Future which was created by Dr. Falconetti and Dr. Williams, and designed a brand for Accelerate Florida. Ms. Moore stated their goal is to recognize that at all times Accelerate Florida would be used in conjunction with the Florida College System Council of Presidents' logo. She explained how the concept of the design was developed. She mentioned that Dr. Broadie suggested during the Council of Presidents' Professional Development that each institution should be able to substitute out the FCS logo and insert its institution's logo. The Moore Agency will have a statewide presence of the FCS and Accelerate Florida logos and then it would be adapted locally for each institution. For social media, an Accelerate Florida hyperlink would be created to take users to a landing page that would highlight all the specifics under the campaign. The Florida College System would also have a hyperlink going to the Florida Department of Education which highlights all 28 individual colleges. The rollout of the logo/brand is tentatively scheduled for a press conference on January 18th at 1:00 pm during the Trustees Commission Legislative Conference. This would ensure having Trustees, Presidents, staff, and the lobbying team all present to help rollout the logo/brand of Accelerate Florida. After the press release, The Moore Agency would have a full rollout across the state with digital media relations, public relations, and social media activities.

Ms. Kendra Parsons provided an update on the progress of the current digital engagement. She shared since the launch of the Faces campaign, 10 posts were created reaching 15,000 people: 9300 on Facebook and Instagram and the remaining 6200 on Twitter.

Action: *Dr. Leitzel made a motion on behalf of the Media and Public Relations Committee for a vote to approve the Accelerate Florida logo as presented. Dr. Falconetti asked for a second, President Haile seconded the motion. After a comment from Chancellor Mack on how to cobrand or leverage the efforts on the DOE "Get There" campaign and how the Division could help, the motion unanimously passed.*

8.0 COP Support Council Reports

8.1 Council of Instructional Affairs

Dr. Locklear shared the Council of Instructional Affairs, Council of Student Affairs, and Council of Workforce Education held a joint meeting October 6-8, 2021. The members appreciated the ability to do Q&A with the Division's staff and ask questions regarding new legislation. She stated one of the topics was teacher preparation at the Baccalaureate level. She shared they had great discussions on the challenges and exchanged ideas during the meeting. An initial statement drafted by the CIA, with additions from CWE and CSA, was submitted on the impact of two areas of HB1507 and SB1108. Together, it means the curriculum would have to be moved around. In their recommendation, they asked if the COP could request an extension to implement the changes and if more flexibility on program length could be given.

Dr. Falconetti stated the joint councils have provided a recommendation to provide an extension in relation to the implementation of HB1507 and SB1108 with regards to the general education competencies and civic literacy. Dr. Falconetti stated this impact would be changing the statute because the bills have already passed. She shared that the best way to proceed would be to find out if the COP wanted to look into an extension and at the potential of changing the statute. She said her recommendation is for the COP to obtain additional information. She opened the floor up for discussion. Dr. Lorenz asked if the recommendations were included in the meeting packet. Dr. Falconetti said it was not, but she felt Dr. Locklear would be open to sharing. Dr. Locklear said they have started a list of the courses they would like to see added and she would share the draft by email.

Dr. Beard stated this is a good time to present a plan to legislators. There would be support from some legislators to help prevent derailing workforce and career technical education programs. Dr. Lorenz stated that we don't want to extend beyond program requirements, but it sounded like a good course of action if the COP did ask for an extension with clear reasoning as to why the extension is being requested and present revised language for the bill next year. Dr. Falconetti asked Dr. Locklear if it would be possible for the Councils to provide additional

information by the next meeting on the specific courses and how the accrediting bodies would be impacted for the different programs.

8.2 Council of Student Affairs

Dr. Laura Sidoran thanked Dr. Locklear for working to provide the joint statement to the COP promptly. She also thanked Dr. Falconetti and Dr. Williams for meeting with the Council Chairs on how they could work more collaboratively and what could be provided to better understand the work of the Councils.

8.3 Council of Business Affairs

Mr. Loren Bender reported they continue to meet to share best practices. They have had conversations on how different institutions are using recruitment bonuses and a lot of discussion on the challenges of food services with the institutions. They have continued to have a robust discussion on the Fund Balance initiative, and they are hoping to bring a recommendation forward soon. They have continued to address questions on HEERF ensuring that institutions are consistent with answers.

Dr. Falconetti asked Mr. Bender about COVID relief funds, specifically if COBA is collecting data on the spending of those funds. Mr. Bender stated they collected the first set of data on each institution's spending, and the second set of data needs to be collected. He stated that at the end of the year, he feels that COBA would be able to say all institutions appropriately spent the appropriated funds. Dr. Falconetti asked if he could have an update for the presidents at the next meeting.

8.4 Florida Council for Resource Development

Ms. Kristeen Gammon reported on their fall gathering held October 6. They had 26 of the 28 institutions represented with 91 in attendance. They had over 20 presenters at the conference. The spring conference will be held virtually, April 27-29. She stated that colleges are struggling to fill grant positions. The membership has asked that a special meeting be called to discuss different options and ways to attract the talent that is needed.

8.5 Council for Workforce Education

Ms. Kim Moore presented on behalf of the CWE. She shared that all of the key workgroups have representation from all 28 institutions and that moving forward the COP could anticipate a bi-monthly report capturing a full body of work with a section to include recommended actions. The CWE would also be providing COP with formal communication with a brief analysis of perceived opportunities that address other aspects of HB1507. She shared they have partnered with the Florida Economic Development Council and they have identified three representatives from CWE who will now be participating in those ongoing meetings.

9.0 Florida College System Activities Association

Dr. John Avendano stated they had one action item, which was a vote on the re-conferencing for men's and women's basketball only. The issue of baseball and

softball will be taken up at a later date. Ms. Kelly Warren stated her entire report could be found in the meeting packet. She introduced the new Associate Director for FCSAA, Mr. Rob Chaney. Mr. Chaney thanked everyone for their support. He stated that he is very excited about what's ahead and he is looking forward to serving each institution in the FCS and being of service in the future. Ms. Warren stated the CAA spent time over the summer determining moves from Division 1 to Division 2 and some colleges dropping specific programs.

Action: *Dr. Falconetti requested a motion and a second. Dr. Meadows asked if the discussion and the vote could be tabled until speaking with his Athletic Director. Dr. Falconetti asked Dr. Avendano if there was an urgency for the approval. He said there is a sense of urgency. Ms. Warren said it would not be an issue to table the vote until December.*

Ms. Warren also gave an update on other student activities.

10.0 Association of Florida Colleges Report

Ms. Marsha Kiner reported on behalf of the Association of Florida Colleges', she stated the AFC is excited about the upcoming virtual annual conference. She also shared the AFC bylaws would be presented for a vote. The change in the bylaws would ensure a seat on the EC for a member of the COP. Ms. Kiner provided an update on the professional development sessions held. She also highlighted the Communications and Marketing Commission's LeRoy Collins Distinguished Alumni Award and the COP Wattenbarger Award

11.0 Announcements/Other Business

Dr. Falconetti recognized Dr. Lorenz for her work with the Aspen Institute. She also applauded President Pumariega, President Parker, President Haile, and Ms. Karen Moore for being recognized in the top 500 Business Leaders in Florida Trend. Dr. Falconetti stated she was honored to serve alongside President Pumariega, President Stephenson, and President Williams in a panel discussion led by Chancellor Hebda.

12.0 ADJOURN

President Falconetti adjourned the October 21, 2021, Florida College System Council of Presidents' Business Meeting at 11:10 a.m.

Florida College System Council of Presidents

Agenda Item Request Form

Agenda Item Name: Fund Balance Calculation

**Date of COP Meeting for Agenda Item Consideration: Thursday,
December 16, 2021**

Presenter: Dr. Gina Doeble

Description of Agenda Item: Currently, fund balances are required to be 7% of revenues plus the existing fund balance. This calculation appears arbitrary and is difficult to explain. Dr. Doeble has built a model that focuses on number of days of working cash that is consistent with a formula used by The Government Finance Officers Association (GFOA). COBA would like to change the current fund balance formula to a more widely accepted model endorsed by the GFOA.

Action Requested:

COP Approval_____

Information Only_____

Discussion Item_____

List Background Information Provided:

- **Calculation summary for all 28 FCS schools.**
- **Power point to walk through the concept.**

Disposition of Item:

Florida College System Council of Presidents

Agenda Item Request Form

Agenda Item Name: FCSAA Report

Date of COP Meeting for Agenda Item Consideration: December 16, 2021

Presenter: Dr. John Avendano/Dr. Tom LoBasso and Ms. Kelly Warren

Description of Agenda Item: FCSAA Approvals and Updates

Action Requested:

COP Approval: Athletics Reconferencing
FCSAA Constitution and Bylaws Revisions
FCSAA Executive Committee Policies Revisions

Information Only: General Updates

Discussion Items: N/A

Disposition of Item:

Florida College System Activities Association
Report to the Council of Presidents
 December 16, 2021

Approval Item: Athletics Reconferencing for Basketball, Softball and Baseball

Basketball - Approved by CAA September 10; approved by FCSAA Executive Committee October 13; brought to COP October 21 and tabled.

Basketball (Men)		
DI Conference A	DI Conference B	DII
Chipola	Florida SouthWestern	Florida Gateway
Gulf Coast	Indian River	Pasco-Hernando
Northwest Florida	Miami Dade	Palm Beach (plans to reinstate Fall 2022)
Pensacola	Eastern Florida	
Tallahassee	Hillsborough	
Santa Fe	St. Petersburg	
FSCJ	Daytona	
Polk	State College of Florida	

Basketball (Women)		
DI Conference A	DI Conference B	DII
Chipola	Florida SouthWestern	Palm Beach
Gulf Coast	Indian River	
Northwest Florida	Miami Dade	
Pensacola	Eastern Florida	
Tallahassee	Hillsborough	
Santa Fe	St. Petersburg	
FSCJ	Daytona	

Softball – Approved by CAA November 10, 2021; approved by FCSAA Executive Committee via email vote November 29.

DI Conference A	DI Conference B	DII
Chipola	Florida SouthWestern	St. Johns River
Gulf Coast	Indian River State	Palm Beach
Northwest Florida	Miami Dade	Pasco-Hernando
Pensacola State	Eastern Florida	FSCJ
Tallahassee	Hillsborough	South Florida
Santa Fe	St. Petersburg	Lake-Sumter
Daytona State	State College of Florida	
Central Florida	Polk State	
	Seminole	

Baseball – Approved by CAA November 10, 2021; approved by FCSAA Executive Committee via email vote November 29.

DI Conference A		DI Conference B	
“Panhandle” Division	“Mid-Florida” Division	“Suncoast” Division	“Southern” Division
Chipola	Santa Fe	Polk	Eastern Florida
Gulf Coast	Central Florida	St. Petersburg	Miami Dade
Northwest Florida	Daytona State	State College of Florida	Indian River
Pensacola	Seminole State	Hillsborough	Florida SouthWestern
Tallahassee			

DII
FSCJ
Lake-Sumter
South Florida
Pasco-Hernando
Palm Beach
St. Johns River

*Each division within each DI Conference will produce their own conference schedule.

*Each Conference will determine their four representatives for the State tournament

*If a division were to lose a participant for whatever reason, it will be up to the conference as a whole to now determine the schedule and state reps moving forward

Current Volleyball Structure (for reference only; no changes)

DI (Suncoast)	DII (Sun-Lakes)
Florida SouthWestern	Florida Gateway
Hillsborough	FSCJ
Polk State	Gulf Coast
State College of Florida	Lake-Sumter
Miami Dade	Palm Beach
Indian River	Pasco-Hernando
Eastern Florida	Pensacola State
Santa Fe	South Florida
Daytona	St. Johns River
	St. Petersburg

Approval Item: FCSAA Constitution and Bylaws Revisions

The current full Constitution and Bylaws can be found here:

https://thefcsaa.prestosports.com/resources/Constitution_and_By-Laws_October_2017.pdf

Article 4 – Organizational Structure, Section 2: D: Approve the election of the officers of FCSAA and the Athletic Commissioners NJCAA Region Directors;

Article 4 – Organizational Structure, Section 3: A: Oversee the work of the FCSAA Executive Director and Associate Director, establish the compensation and benefits package and authorize the FCSAA President to execute appropriate employment contracts;

Article 4 – Organizational Structure, Section 3: L: Call upon the Executive Director and/or Associate Director for an accounting, or an explanation of any act or ruling on his/her part, or to perform any specific act or duty for the welfare of FCSAA;

Article 4 – Organizational Structure, Section 4:

The Executive Director and Associate Director shall provide staff support service to the Executive Committee, provide input on discussions as appropriate and shall attend all meetings.

The Athletic Commissioners (NJCAA Region Directors) for Men's Athletics and Women's Athletics will attend all meetings of the Executive Committee and provide reports as appropriate. Each Commissioner Region Director is expected to provide support and input within the scope of their position with the FCSAA. Commissioners-Region Directors may be reimbursed for travel expenses incurred in accordance with FCSAA policies and procedures.

Article 4 – Organizational Structure, Section 5: E: Submit necessary accounting, reports and division meeting minutes to the Executive Director and/or Associate Director as appropriate;

Article 10 – Staff and Duties, Section 1: FCSAA administrative and operational duties and responsibilities shall be vested in the Executive Director, with assistance from the Associate Director.

Article 10 – Staff and Duties, Section 2: The Executive Director and Associate Director shall be employed by FCSAA and shall be responsible to the FCSAA President and the Executive Committee.

Article 10 – Staff and Duties, Section 3: M: Supervise Association staff, including the Associate Director and administrative assistant(s).

Article 10 – Staff and Duties, Section 4: The duties and responsibilities of Associate Director include without limitation:

- A. Serve as an assistant director to the Executive Director, acting in the capacity of the Executive Director in his or her absence;
- B. Oversee member colleges' compliance with FCSAA and NJCAA athletics rules and regulations;
- C. Manage athletics violation investigations and recommend sanctions or penalties to FCSAA and NJCAA governing bodies;

- D. Conduct audits of all men's and women's athletic eligibility, letters of intent and releases;
- E. Manage Ethics and Code of Conduct for behavior rules, ejections, and standard penalties;
- F. Oversee the development of compliance training workshops for member colleges in conjunction with the NJCAA;
- G. Work with the Council of Athletic Affairs in the management of athletics tournaments;
- H. Serve as the NJCAA Region 8 Board of Regents voting member;
- I. Develop and implement sponsorship programs for FCSAA athletic and academic divisions;
- J. Assist the Executive Director with special projects as assigned.

Article 11 – Elections, Section 1: The FCSAA President shall instruct the Executive Director to conduct the election of the ~~Athletic Commissioners~~ NJCAA Region Directors and Assistant Region Directors for Men and Women during even numbered years. Those nominated and who qualify shall be submitted on an official ballot to the member College Athletic Directors for their vote.

Article 14 – Finances and Budget, Section 2: ~~The formula used by the Association of Florida Colleges (AFC) with a \$22,000 cap shall be used by FCSAA to calculate annual dues.~~ Dues shall be calculated by a formula developed by the institutional dues workgroup, which shall consist of, at minimum, two college presidents and two Council of Business Affairs representatives, the FCSAA President, the FCSAA President-Elect and the Executive Director.

- A. Annual dues are payable in July each year and are not pro-rated by activity participation.
- B. Colleges who do not pay membership dues in any given year are not eligible to participate in any FCSAA-organized activities or tournaments for that year. (This language was already in Article 3, Section 6. It makes more sense to have it in this section.)

Approval Item: FCSAA Executive Committee Policies Revisions

The current full Executive Committee Policies can be found here:

https://thefcsaa.prestosports.com/resources/Executive_Committee_Policies_June_2020_Update.pdf

Policy 7 – Expenditures

All authorized requests for FCSAA expenditures shall be approved by designated personnel. Designated personnel shall include the President, the President-elect, the appropriate division representative, ~~Athletic Commissioner~~ Associate Director, or Executive Director. Authorized expenditures are those which are provided for by written FCSAA policies and included in the approved budget of the requesting organizational component.

Policy 9 – Conferences and Conventions

- C. The Division Representative, Athletic Commissioner Sport Chair or college financial host shall submit a financial report to the Executive Director detailing all revenues, expenses, profits and losses to the at the conclusion of any conference, convention, tournament or similar activities. Copy of this report shall be included in the organizational components' Budget Request to the Executive Committee.

Policy 10 – Travel and Per Diem

- A. Authorized travel includes any travel by the FCSAA President, President elect, Representative of the office of the Chancellor of Florida College System, Executive Director, Associate Director Athletic Commissioner NJCAA Region Director, division representative or any other member of the Executive Committee or their designated representative, to meetings, conferences, tournaments or similar activities at the state, region or national level that is necessary to carry out their duties or for the welfare of FCSAA. Any individual who serves on a state committee or as a consultant, judge, contest official or in another official position approved by FCSAA shall be eligible for reimbursement for travel related to the duties of the position. Students participating in an FCSAA activity may be entitled to reimbursement of travel expenses in accordance with this policy and the policies of the student participant's organizational component.

Policy 12 – Duties of Division Representatives

- E. The Athletic Commissioners' NJCAA Region Directors' duties to the Executive Committee shall be to:
1. Attend all appropriate meetings;
 2. Provide detailed reports on NJCAA Activities;
 3. Submit a detailed year-end report;
 4. Fulfill other responsibilities assigned by the Executive Committee or FCSAA President.

Policy 17 – Violations and Dispute Resolution

It is recommended that any athletics allegations be addressed informally between Athletic Directors of FCSAA member institutions for clarification and/or review. If informal allegations are not resolved through communications between Athletic Directors and FCSAA member institutions, a formal complaint may be submitted by the Athletic Director to the FCSAA Executive Associate Director with a copy to the appropriate Athletic Commissioner/Region Director. FCSAA/NJCAA member colleges and members of FCSAA/NJCAA leadership can report/challenge/question a violation of other FCSAA/NJCAA member colleges.

In the Athletics division, if the alleged violation is an NJCAA violation, the appropriate FCSAA Athletic Commissioner FCSAA Associate Director will report the alleged violation to the national office for review and response. If the NJCAA finds the violation substantiated and institutes sanctions, the FCSAA reserves the right to institute further sanctions in order to maintain equity within the FCSAA.

For FCSAA (non-NJCAA) athletic or academic division violations, proceed as outlined below (Note: all time frames may be extended by the FCSAA President for good cause):

Eligibility Issues (Policy 17.A.): Any allegation(s) concerning the violation of FCSAA eligibility rules of student athletes/activities participants shall be directed to the ~~appropriate Athletic Commissioner~~ FCSAA Associate Director in the case of athletics or the appropriate academic division State Advisor (collectively referred to in this section as the “Investigator”) who shall review the allegations with the Institution, gather all relevant documents, including statements, and based on such evidence make an initial determination of eligibility. The allegations, evidence gathered and the initial determination shall be forwarded to the Executive Director no more than 5 business days after receipt of the allegations.

Expedited Investigation/Hearing Process (Policy 17.A.3): Upon rejection by the Executive Director of an Initial Determination that no violation has occurred or upon request of an investigator as set forth in subsection A.1. or A.2. of this policy, the FCSAA President, or designee if unavailable, shall, within 5 business days of receipt of the rejection notification or Investigator’s request, appoint, from among the members of the Executive Committee, an investigation/hearing panel to review the allegations, Initial Determination Report and all other relevant documents. The hearing panel shall include, in the case of an athletic eligibility violation, the two NJCAA Region Directors athletic commissioner who did not conduct the initial investigation and in the case of other, non-athletic events, a State Advisor who did not conduct the initial review. The Institution at issue may submit to the FCSAA President, within 5 business days of receipt of the notice provided for in Subsection A.1 or A.2., a position statement addressing the allegations and Initial Determination. Such position statement will be provided to members of the investigation/hearing committee. The investigation/hearing committee may meet by telephonic or electronic means, provided that such meeting is open and accessible to the Institution and members of the public.

Non-Eligibility Related Issues (Policy 17.B): If the report contains sufficient information on which to act, then the Executive Director shall notify, in writing, the President of the Institution involved, the ~~appropriate athletic commissioner~~ FCSAA Associate Director in the case of athletics or the appropriate academic division State Advisor and the President of the FCSAA within 10 business days of the receipt of the allegations. If the Executive Director is unavailable and cannot address the matter in the designated timeframe, the matter will be addressed by the FCSAA President-Elect or designee.

- 1. Informal Action:** If the Executive Director views the violation as a minor violation (meaning no competitive advantage has been gained and the institution has not had any other violations within the previous 5 years), informal action may be taken. Informal Action shall be limited to finding the allegations are supported and recommending minor sanctions. The Executive Director shall consult with the President of the Institution or his/her designee to reach an agreement on the sanctions or penalties to be imposed. If the President of the Institution and the Executive Director are able to reach an agreement, then the Executive Director shall submit the proposed agreement to the FCSAA President and the ~~appropriate athletic commissioner~~ FCSAA Associate Director in the case of athletics or the appropriate State Advisor for review and acceptance. If the ~~appropriate athletic commissioner~~ FCSAA Associate Director in the case of athletics or the appropriate State Advisor does not wish to accept the agreement, he/she shall submit a written notice of rejection

to the FCSAA President within 5 business days of receiving the notice of the agreement specifying the reasons for rejecting the agreement. The FCSAA President, or designee if unavailable, shall review the written notice of rejection and act upon same within 5 business days of receipt of the notice of rejection. If the FCSAA President finds that the rejection is well founded, then the agreement shall be rejected and the Executive Director may be instructed to conduct further informal action with the Institution or may direct that the Executive Director refer the matter for formal action under section B.2 of this policy. The FCSAA President shall have the discretion to reject any agreement under this section and refer the matter for formal action. Such rejection must occur not more than 10 business days after receipt of the agreement from the Executive Director. Institutions accepting agreements under this section shall not have right of appeal.

Appeals (Policy 17.C.): Within 5 days of receipt of a sufficient notice of appeal, the Executive Director shall notify the FCSAA President, who shall, within 10 business days of such notice, appoint an appeals committee from among the members of the Executive Committee. The appeals committee shall consist of 5 members, including, in a case involving athletics, the ~~athletic commissioner~~ Region Director who does not oversee the athletics involved (i.e. the men's ~~commissioner~~ director shall serve for a violation involving women's athletics) or, in non-athletic activities, a State Advisor not involved in the activity involved in the violation. An Executive Committee member who is affiliated with the sport or activity involved in the allegations of misconduct or was previously (within the past 5 years) or is currently employed at the institution involved in the allegations shall not be eligible to serve on the appeals panel.

Policy 19 – Personnel

The Executive Director, with the assistance of designated Executive Committee members, shall employ on behalf of the FCSAA an Associate Director. The Associate Director will serve as Athletics Commissioner and will assist the Executive Director with academic division operations as needed.

The Executive and Associate Director shall employ on behalf of the FCSAA an administrative assistant (one or two as budget allows) to assist the Executive Director and Associate Director in the operations of the Association.

The Director(s) of the Statistical Reporting Service shall be selected by and serve at the pleasure of the Executive Committee. The Executive Committee may approve honoraria for the director(s) services. These duties are being assumed by the Associate Director.

Positions (2) for ~~athletic commissioner~~ NJCAA Region Director for men and women are authorized to assist the FCSAA Executive Committee, Executive Director and Associate Director with athletic matters. The Executive Committee may approve Honoraria for the ~~commissioner(s)~~ region directors.

Policy 22 – Fraud

Background - This fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the Florida College System Activities Association. It is the intent of the FCSAA to promote consistent organizational behavior by providing guidelines and assigning

responsibility for the development of controls and conduct of investigations. These policies and guidelines can be found in the FCSAA Constitution and Bylaws and the FCSAA Executive Committee Policies.

Scope of Policy - This policy applies to any irregularity, or suspected irregularity, involving employees as well as Executive Committee members, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the FCSAA.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the FCSAA.

Policy – The FCSAA Executive Director and division representatives are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility and be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to the FCSAA President, who coordinates all investigations with the assistance of designated personnel, both internal and external.

Actions Constitution Fraud – The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Profiteering as a result of insider knowledge of company activities
- Disclosing confidential and proprietary information to outside parties
- Disclosing to other persons securities activities engaged in or contemplated by the company
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the Company. Exception: Gifts less than \$50 in value.
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; and/or
- Any similar or related irregularity

Investigation Responsibilities – Unless involved in the suspected fraud, the Executive Director has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Executive Director will issue reports to FCSAA Steering Committee. Should the Executive Director be suspected of fraud, the FCSAA President and President-Elect will conduct the investigation with the assistance of designated personnel. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with FCSAA Legal Counsel, the FCSAA President, and if appropriate, the individual's college president, as will final decisions on disposition of the case.

Confidentiality - The Executive Director treats all information received confidentially to the extent permitted by law. Any division representative or participant, including FCSAA division advisors, coaches and directors, who suspects dishonest or fraudulent activity shall notify the Executive Director immediately, and should not attempt to personally conduct investigations related to any suspected fraudulent act (see Reporting Procedure section below).

Investigation results shall not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the FCSAA from potential civil liability.

Reporting Procedures - Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. Any division advisor, coach or director who discovers or suspects fraudulent activity will contact the Executive Director or the FCSAA President immediately. The reporting individual may remain anonymous to the extent permitted by law. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Executive Director or the Legal Counsel. The reporting individual shall not contact the suspected individual in an effort to determine facts or demand restitution and shall not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Legal Counsel, the Executive Director or the FCSAA President.

Administration - The FCSAA Executive Director is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

Information Items:

Academic Division Updates

Student Government: The Student Government Division held their Legislative Advocacy Conference November 2-3 in Tallahassee with 115 attendees. Our thanks to Dr. Jim Murdaugh and the staff at Tallahassee Community College for hosting our first in-person academic division program since the start of the pandemic.

Fall FCSAA Academic Division Students of the Month

Model UN – Danielle Luna, Miami Dade College, August 2021
Model UN – Sade Mitchell, HCC, November 2021
Publications – Xiu Hau, MDC-Urbana, September 2021
Publications – Camila Rameriz, MDC-Urbana, October 2021
Publications – Daphnie Velasquez, MDC-Urbana, November 2021
Student Government – David Ogbekhilu, PHSC, August 2021
Student Government – Frank Cejas, MDC-Kendall, September 2021
Student Government – Shamori Fancher, MDC-Homestead, October 2021
Student Government – Kendra MacGeorge, FSW, November 2021

Student Government – Rebecca Ott, PHSC, December 2021
Theatre – Kori Pigott, TCC, August 2021
Theatre – Gwyneth Davis, Chipola, October 2021
Theatre – Ryan Moore, TCC, November 2021

Fall NJCAA National Players of the Week

Basketball (Men) – Bendji Pierre, IRSC, November 30, 2021
Basketball (Women) – Aleisha Curry, Santa Fe, November 30, 2021
Cross Country (Men) – Leo Rutledge, TCC, August 31, 2021
Cross Country (Men) – Andy Martinez, DSC, October 19, 2021
Soccer (Men) – Yutaro Tsukada, DSC, September 15, 2021
Volleyball – Darlenis Medina, PBSC, September 7, 2021
Volleyball – Deborah Ribeiro, FSW, September 14, 2021
Volleyball – Luisa Melloni, MDC, October 5, 2021
Volleyball – Cydnee Eubanks, Santa Fe, October 26, 2021

All FCSAA Fall Players of the Week can be found here:

http://www.thefcsaasports.com/awards/POTW_HQ/2021-22/POTW

Spring Calendar 2022

Jan. 20-22	FCSAA Winter Music Symposium, Stetson University, Deland
Feb. 4-5	FCSAA State Forensics Tournament, Tallahassee Community College
Feb. 9-12	FCSAA Press Association Conference, Hillsborough Community College-Ybor
Feb. 11	FCSSGA Leadership Conference, 4 region hosts TBA in person with statewide virtual component
Feb. 11-12	FCSAA Brain Bowl Regional Tournaments (Locations TBA)
March 2-5	FCSAA State/NJCAA Region 8 Basketball Tournaments, NWFSC
March 24-26	FCSAA State Brain Bowl Tournament, College of Central Florida (Tentative)
April 8-9	FCSSGA Year End Conference/Elections, Daytona State College
April 14-16	FCSAA State/NJCAA Region 8 Tennis Tournament, Sanlando Park, Altamonte
May 6-8	FCSAA Baseball State Tournament Semi-Finals, Locations TBA
May 6-9	FCSAA State/NJCAA District Softball Tournament, Soldiers Creek Park, Longwood
May 12-15	FCSAA State/NJCAA District Baseball Tournament Finals, Lakeland
May 19-20	Council for Athletic Affairs Spring Meeting, Daytona State College
May 25	Spring FCSAA Steering Committee Meeting, Tampa (Tentative)
May 26	Spring FCSAA Executive Committee Meeting, Tampa (Tentative)
June 14-16	FCSSGA Summer Advisors' Workshop, Location TBA

Respectfully submitted,

Kelly Warren, FCSAA Executive Director