Florida Association of Community Colleges
REGION ONE
POLICIES and PROCEDURES

Membership.
The State of Florida shall be geographically subdivided into five FACC regions. Region I shall consist of Chipola College, Gulf Coast Community College, Northwest Florida State College, Pensacola Junior College, Tallahassee Community College and the Division of Community Colleges.

The purpose of the FACC region is to provide coordination/communication by and between all community colleges in the region. This shall be accomplished by facilitating interaction among chapters as well as individual members throughout the region.

Officers.

A. Term of Office.
The Director and the Director-Elect shall serve a one-year term from January 1 through December 31. Members may serve no more than two consecutive years in any one position.

B. Nominations.
The Director-Elect is elected on a yearly basis at the FACC Annual Convention held in October/November. The Director-Elect position will rotate among the five colleges making up Region I. The succession should be: Chipola College – Tallahassee Community College – Gulf Coast Community College – Pensacola Junior College – and Northwest Florida State College. The Director-Elect shall become the Director in the year succeeding his/her election as the Director-Elect. If for any reason the Director cannot fulfill his/her office, the Director-Elect will assume the role of Director immediately, with no further action needed.

C. Vacancies.
If the Director is unable to serve his/her full term, the Director-Elect will assume the responsibilities of the Director. The next college in the succession will be asked to name a Director-Elect. If a Director-Elect should not be able to serve, the college of the Director-Elect will first have the opportunity to replace the position. If they are unable to offer a replacement, the next college in the succession will be asked to nominate a new Director-Elect.

Region Director Duties.
Some of the major responsibilities are to represent the region on the Association’s Board of Directors; communicate actions and deliberations of the Board of Directors to the chapters within their regions through regional meetings and/or other means within three weeks following the date of each Board meeting; organize and supervise regional conferences and workshops; coordinate arrangements for and publicize professional activities within the region; conduct an annual evaluation of region activities following prescribed guidelines; follow established Board policies for the disbursement of region funds; prepare a written annual report of the region which shall be submitted to the Associations’ Awards Committee for judging in the Region of the Year competition.
A. Goals and Objectives.
The Director is responsible for reporting all goals and objectives from their region (region and chapters) to the Chair of the Planning and Development Committee by or before the annual FACC Leadership Conference (Not done since 2006-09).

B. Chapters.
The Director should nurture struggling chapters with support and ideas.

C. Board of Director’s Meetings.
The number of meetings of the Board of Directors is determined at the beginning of the calendar year, unusually three per year. The FACC President designates the dates and sites for said meetings. When matters require action prior to the next meeting of the Board of Directors, the President (or designate) may poll the members of the Board to affirm what action shall be taken.

The Director, Director-Elect, or their designee should attend each meeting. The Director should bring a written report (approximately 50 copies) of Region activities since the last meeting for dispersal at the meeting. The Director will also give a brief verbal report of the region’s duties at the meeting.

D. FACC Workshops and Conferences.
The Director should attend all state held FACC workshops, conferences, including: Leadership Development Workshop, Membership Development Workshop, and the FACC Annual Convention.

E. Chapter Presidents’ Meetings.
The Director should schedule a minimum of four meetings of the chapter presidents each year. While the dates of the meetings are flexible, the meetings should be held in conjunction with the following events:

1. 1st Meeting – Leadership Conference/Region Conference Planning
2. 2nd Meeting – Region Conference
3. 3rd Meeting – Membership Conference
4. 4th Meeting – Chapter of the Year Competition/Annual Convention Planning

F. Communications.
1. Distribution of Information.
The director must distribute association information to chapter presidents for distribution to their members.

2. Newsletters.
A region newsletter should be published at least quarterly. The newsletter may be transmitted in an email format to each chapter president for distribution on their campus. The newsletter can be distributed to all campus employees as a FACC recruitment tool, unless the college has a policy against this. A copy should also be sent via email to publications@facc.org and to the current Chief Operating Officer. The newsletter can also double as the Director’s written board report.
The newsletter should include, but not be limited to: Chapter activities as submitted by chapter presidents, Region I activities and news, and state information; i.e., conference and workshop information, membership drive information and service opportunities.

3. Current Articles.

The Current is published five times each year including:

<table>
<thead>
<tr>
<th>Printed</th>
<th>Deadlines</th>
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<tbody>
<tr>
<td>Pre-Legislative (March)</td>
<td>February 4</td>
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<tr>
<td>Post-Legislative (June)</td>
<td>May 4</td>
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<tr>
<td>Membership (September)</td>
<td>August 20</td>
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<tr>
<td>Pre-Convention (October)</td>
<td>September 21</td>
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<tr>
<td>Post-Convention (December)</td>
<td>November 9</td>
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The Director will submit an article to the FACC state newsletter, Current prior to each publication date. The article should represent region information or activities. Sample articles could include a list of all the chapters’ activities, information concerning the Region I Conference, and the announcement of the Region I Chapter of the Year.

Director-Elect Duties.

The Director is assisted in all aspects of Region business by the Director-Elect. The responsibilities of the Director-Elect are to serve in the absence of the Director and perform all other duties assigned by the Director. The Director-Elect will assume the office of Director at the end of the term as Director-Elect. The Director-Elect needs to get a copy of all spring conferences from the Director prior to the Annual Conference and pick a date and have it posted on the FACC web site calendar before the end of the annual conference month and before the Director-Elect becomes Director.

Region One Spring Conference.

The Director’s home campus will host the Region I Spring Conference. The date for the conference should be decided and communicated to chapter presidents no later that the first presidents meeting and published to all chapters as well as the Tallahassee office. The director may choose to appoint a committee to help with conference preparations. Other chapters may assist as needed.

A registration fee will be charged to pay for all conference expenses. Any profits from the conference will be put into the Region I account. Accurate records and receipts will be kept and forwarded to Eileen@FACC.org.

Each chapter will bring two or more door prizes to the conference.

Professional Development opportunities must be a part of the agenda. There should also be a legislative component and a FACC component.

The outgoing Director will be recognized at the Region I Spring Conference immediately following their term of office. The recognition should be a plaque with a gavel.
Region One Meeting at Annual Convention.

It is the Director’s responsibility to facilitate the region meeting at the Annual FACC convention and include the following:

1. An agenda of all items to be covered at the meeting.
2. Acknowledgement of the Chapter Presidents, also known as the Lifesaver Awards (plaque, certificate, gift, etc.).
3. Acknowledgement of Region Lifesaver Awards at the discretion of the Director (plaque, certificate, gift, etc.).
4. Acknowledgement of one Un-Sung Hero for each chapter (plaque, certificate, gift, etc.).
5. Acknowledgement of one Region Un-Sung Hero at the discretion of the Director (plaque, certificate, gift, etc.).
7. Voting for Region Deputy Director.
8. Facilitate reports from each Chapter President introducing new officers and summarizing the years activities and expectations for the coming year.
10. Facilitate a program/speaker offering professional development opportunities for the members.
11. Closing comments by the incoming Director (currently Director-Elect).
12. Allot time for candidates for state officers to address the region members.

Chapter of the Year Competition.

Each college is encouraged to submit a notebook entry for the Chapter of the Year competition. The notebooks should be created within the criteria established by FACC and published in the Leadership Manual. Notebooks should be submitted by the deadline date also published in the criteria. (The winner of the Region competition will be forwarded to the Awards Committee for submission in the state competition)—before 2009.

(Judging before 2009): The Director will establish a time and location for judging the notebooks. A group of non-biased judges should be used. It is helpful for judges to have an understanding of FACC and its activities. Notebooks should be judged strictly on the criteria approved by the FACC Awards Committee. Notebooks not judged by this criterion will not fare well under the strict judging at the state level. The winning chapter notebook should be forwarded to the state awards committee. Other notebooks should be returned to their respective colleges. All chapters should be recognized for their efforts.)

(Judging in 2009 and beyond): Chapters will submit the chapter notebook directly to the Awards Chair by July 31. That's part of the new criteria. There will no longer be a Region I Chapter of the Year. All of the books are judged by the awards committee and EVERY college will receive a distinction for their efforts.
Region of the Year Competition.

The Director should submit a notebook entry for the Region of the Year competition. The notebook should be created within the criteria established by FACC and published in the Leadership Manual. The notebook should be submitted by the deadline date also published in the criteria.

Region One Website.

The Director should appoint a website manager for the Region I website. The Director is responsible for sending the manager information to be updated on the site. The manager is responsible for updating the site in a timely manner and the site will be maintained at the current director’s college, but the link will be on the FACC Region 1 site:

http://www.facc.org/facc/Region_I.asp?SnID=1629453815
http://facc.nwfstatecollege.edu/region1/index.cfm (2009)

Region Bank Account

A region account will be established at the beginning of the year. The FACC office will act as custodian of the account. All income will result in deposits to this account. All expenditures will result in checks being drawn on this account. All expenditures will be paid by check upon presentation of an invoice to Eileen@FACC.org.

Last updated by Dianne Kostelny, Region 1 Director, 2009
September 30, 2009