

MEMORANDUM

TO: Tony Carvajal, Flash Sprague, Terry Atchley
FROM: Bill Cramer, Chair
DATE: April 7, 2026
RE: Trustee Manual — Summary of Approach for Officers' Discussion

I want to give you an overview of my thinking on the trustee manual before our call on April 13. This is not a priority item for that meeting — the special budget session and our funding position come first — but the manual is on our agenda, and I'd like you to have the general framework in mind.

The Problem

The 2018 FCS Trustee Manual covers the right topics, but roughly half its content is information that changes frequently: college president names, Board of Education membership, the Chancellor, enrollment data, and the officers and bylaws of the former Trustees Commission. All of that was outdated well before the Commission went dormant. As a static PDF, there was no practical way to keep it current.

The Approach

Rather than updating the 2018 document with current names and numbers, I propose we separate **durable content** from **dynamic content**.

Durable content — governance principles, trustee duties and responsibilities, ethics, Sunshine Law, presidential search guidance — would be written into the manual itself. This is material that changes on the scale of years, not months.

Dynamic content — officer rosters, contact directories, enrollment figures, appropriations data, legislative committee membership — would not appear in the manual at all. Instead, the manual would link to the websites where that information is already maintained: the AFC site, the Division of Florida Colleges, Online Sunshine, and others. When a president retires or a statute is amended, the links stay current without anyone having to republish the manual.

Web Presence

The AFC website already hosts a full section for the Council of Presidents at myafchome.org/cop, with subpages for meetings, bylaws, the handbook, and committee assignments. I'm proposing a parallel section for the Council of Trustees, built on the same platform with the same staff workflows. The manual content would live there as readable web pages, with a downloadable PDF available for trustees who prefer a portable copy. The legacy Trustees Commission page at myafchome.org/trusteescommission gives us a natural starting point.

This is a conversation I need to have with Tony about staff capacity and timing. It's content work, not a technology project.

Existing Material

We are not starting from scratch. My paper on the duties and responsibilities of trusteeship and Bill Mullooney's presentation on governance and administration together cover much of the manual's core content. The background and information briefs from January 6 cover the Council's formation and structure. Editorial work is needed to shape these into a coherent manual, but the foundation is solid.

What I'm Looking For

I have a more detailed concept brief and implementation roadmap that I'll circulate through Tony when the timing is right. For now, I'm asking whether this general direction makes sense to the three of you, and whether you see any issues I should be thinking about before we bring it to the full Council. I'd also welcome Tony's early read on AFC staff availability and Dr. Lorenz's interest in coordinating the COP's role in the manual.

We can discuss this briefly on April 13 and return to it in more detail at the April 20 Council meeting.

DRAFT