



Andy Tuck, *Chair*
Marva Johnson, *Vice Chair*
Members
Ben Gibson
Tom Grady
Michael Olenick
Ryan Petty
Joe York

MEMORANDUM

TO: Florida College System Reports Coordinators

FROM: Dr. Carrie Henderson, Executive Vice Chancellor *CEH*

DATE: July 27, 2020

SUBJECT: Updates to Florida College System Directory

Due Date: **September 2, 2020**

The Division of Florida Colleges (DFC) is in the process of updating our distribution lists to ensure accuracy in our communications. As part of that process, we request that institutions review the attached directory and submit any modifications by September 2, 2020.

To complete this request, please:

1. Download a copy of the Excel spreadsheet and filter to your college.
2. Review the staff who are listed to ensure they are associated with the correct duty assignment listed in columns G through columns AB. The "X" signifies the staff member listed is on the distribution list in the column header. Each college should have at least one staff member in each duty assignment category.
3. Please indicate new contacts and information in **green font**. Indicate outdated contacts and information that should be deleted by changing outdated information to **red font**.
4. Return the revised spreadsheet by emailing FCSInfo@fldoe.org by September 2, 2020.

If you have any questions, please contact FCSInfo@fldoe.org. Thank you for your assistance in this request.

CH/II

Cc: Juan Mestre, Bureau Chief, Community College & Technical Center Management Information Systems (CCTCMIS)
Kimberly Pippin, Data Processing Manager, CCTCMIS
Hayley Spencer, Director, Research and Analytics, DFC
Caleb Hawkes, Executive Director, External & Governmental Affairs, DFC
Jon Manolo, Associate Vice Chancellor, Financial Policy & Facilities Planning & Budgeting, DFC
Dr. Mike Sfiropoulos, Director of Academic Affairs, DFC
Dr. Shanna Autry, Director of Student Affairs, DFC

KATHRYN S. HEBDA
FLORIDA COLLEGE SYSTEM CHANCELLOR