January 7, 1982

TO: FAEDS Board of Directors

FROM: Mrs. Mary Esther Raker, FAEDS President

SUBJECT: FAEDS Handbook and Directory

It seems that the FAEDS Handbook and Directory have not been published for several years. Since it was always a valuable tool for me, I took the liberty to produce the attached draft of the front section of the handbook. Please review the draft and notify me of any errors or omissions.

As you are aware, the next board meeting is scheduled for Wednesday, February 3, 1982, at the Sheraton-Twin Towers. Tentatively, we are scheduled to meet in the Duval Room from 12:30 p.m. - 4:00 p.m. I will be working with the hotel to provide lunch for us while we meet.

One key topic that we will need to discuss at this meeting is the budget for each committee. After reviewing the responsibilities of your committee as outlined in the attached draft, please develop a budget request so that we can assemble these at the meeting.

MER: mld

Attachment

FM.1
The purpose of the Florida Association of Educational Data Systems (FAEDS) is to promote and encourage appropriate use of data processing and computing equipment and techniques for the improvement of education. The organization also engages in and sponsors research to develop and publish suitable material relating to educational data processing systems. The above accomplishes yet another objective, that of bringing together for their mutual benefit, both operational and professional specialists concerned with educational data processing and representatives from manufacturing and service companies. Through the course of the above objectives, FAEDS' cooperation with manufacturers, distributors and commercial operators of educational data processing equipment helps to establish and maintain proper technical standards and aids in meeting new needs for specialized devices and systems.

FAEDS strives to stimulate development of adequate programs of instruction and orientation by institutions responsible for the professional training of data processing specialists. The organization also promotes general recognition of the vital professional role of the data processing specialist in a modern school system and of the high level of competence required for this role.

PUBLICATIONS

All of the following publications are included in FAEDS membership:

NEWSLETTER (JOB STREAM): published up to six times per year.

FAEDS HANDBOOK AND DIRECTORY: published annually for distribution at the FAEDS Fall Conference.

COMPUTER PROFILE MANUAL: a survey of hardware, software, budget, and staff of Florida educational data processing installations. Published annually for distributions in the Spring.
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FLORIDA ASSOCIATION OF EDUCATIONAL DATA SYSTEMS

BOARD OF DIRECTORS

1981-82

OFFICERS

President

Mrs. Mary Esther Raker
General Director, Data Processing
School Board of Hillsborough County
P. O. Box 3408
Tampa, Florida 33601
Telephone — 813/272-4230 SUNCOM 571-4230

President-Elect

Terrell W. Shoultes
Data Base Administrator
School Board of Palm Beach County
3323 Belvedere Road
West Palm Beach, Florida 33402
Telephone — 305/684-5090 SUNCOM 472-5090

Past President

F. Ronald McCord
Director of Computer Center
Manatee Junior College
P. O. Box 1849
Bradenton, Florida 33506
Telephone — 813/755-1511 SUNCOM 560-1256

Secretary

Walter Terrell (1983)
Systems Analyst
School Board of Seminole County
1211 S. Mellonville Avenue
Sanford, Florida 32771
Telephone — 305/322-1252 SUNCOM 389-1302

Treasurer

Kim M. Anderson (1982)
Systems Programmer
Northwest Regional Data Center
123 Williams Building
Florida State University
Tallahassee, Florida 32306
Telephone — 904/644-1590 SUNCOM 284-1590

FH.2
01/05/82
FLORIDA ASSOCIATION OF EDUCATIONAL DATA SYSTEMS
BOARD OF DIRECTORS
1981-82

DIRECTORS

David L. Brittain (1983)
Director, Educational Technology Section
Department of Education
109 Knott Building
Tallahassee, Florida 32301
Telephone - 904/488-0980 SUNCOM 278-0980

Dale Brushwood (1983)
School Board of Orange County
P. O. Box 271
Orlando, Florida 32802
Telephone - 305/423-9222 SUNCOM 329-1222

Jack Kelly (1983)
Director, Data Processing
Palm Beach Junior College
4200 Congress Avenue
Lake Worth, Florida 33461
Telephone - 305/439-8040 SUNCOM 458-8040

Systems Coordinator
University of Central Florida
P. O. Box 25000
Orlando, Florida 32816
Telephone - 305/275-9101 SUNCOM 375-0111

Richard E. Snyder (1982)
Director of Data Processing
School Board of Volusia County
P. O. Box 2118
Deland, Florida 32720
Telephone - 904/734-7190 SUNCOM 349-1256

Remer E. Young (1982)
Manager of Systems and Programming
Palm Beach Junior College
4200 Congress Avenue
Lake Worth, Florida 33461
Telephone - 305/439-8040 SUNCOM 458-8040

FH. 3
01/04/82
FLORIDA ASSOCIATION OF EDUCATIONAL DATA SYSTEMS
BOARD OF DIRECTORS
1981-82

Chairman, AEDS Convention 1982

Randall L. Johns
Director of Data Processing
School Board of Seminole County
1211 S. Mellonville Avenue
Sanford, Florida 32771
Telephone - 305/322-1252 SUNCOM 389-1302

FH.4
01/05/82
COMMITTEE CHAIRPERSONS

Membership - Jack Kelly, Palm Beach Junior College

Nominating - F. Ronald McCord, Manatee Junior College

Scholarship - Dale Brushwood, School Board of Orange County

Awards - Bernard L. Slessinger, University of Central Florida

Computing Profile - Remer E. Young, Palm Beach Junior College

Bylaws - Richard E. Snyder, School Board of Volusia County

Job Stream - David L. Brittain, Department of Education

AEDS Liaison - Jack Kelly, Palm Beach Junior College

PH.6

01/05/82
FAEDS PAST PRESIDENTS

1963-64  Mr. William English
1964-65  Mr. William English
1965-66  Mr. William English
1966-67  Dr. Henry Fox
1967-68  Mr. Everett Yarbrough
1968-69  Dr. William Wharton
1969-70  Mr. Theodore Koschler
1970-71  Mrs. Mary Esther Raker
1971-72  Mr. Alton R. Kindred
1972-73  Dr. William Odom
1973-74  Dr. Archie Johnson
1974-75  Mr. Randall L. Johns
1975-76  Mr. David Daniels
1976-77  Mr. Jack Kelly
1977-78  Mr. Raymond Parker
1978-79  Mr. Charles W. Lee
1979-80  Mr. Michael Staggs
1980-81  Mr. F. Ronald McCord
**FORMER FAEDS AWARD WINNERS**

*** Past President Plaques ***

<table>
<thead>
<tr>
<th>Year</th>
<th>Winner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1963-1966</td>
<td>Mr. William English</td>
</tr>
<tr>
<td>1966-1967</td>
<td>Dr. Henry Fox</td>
</tr>
<tr>
<td>1967-1968</td>
<td>Mr. Everett Yarbrough</td>
</tr>
<tr>
<td>1968-1969</td>
<td>Dr. William Wharton</td>
</tr>
<tr>
<td>1969-1970</td>
<td>Mr. Theodore Koschler</td>
</tr>
<tr>
<td>1970-1971</td>
<td>Mrs. Mary Esther Raker</td>
</tr>
<tr>
<td>1971-1972</td>
<td>Dr. Alton Kindred</td>
</tr>
<tr>
<td>1972-1973</td>
<td>Dr. William Odom</td>
</tr>
<tr>
<td>1973-1974</td>
<td>Dr. Archie Johnson</td>
</tr>
<tr>
<td>1974-1975</td>
<td>Mr. Randall L. Johns</td>
</tr>
<tr>
<td>1975-1976</td>
<td>Mr. David Daniels</td>
</tr>
<tr>
<td>1976-1977</td>
<td>Mr. Jack Kelly</td>
</tr>
<tr>
<td>1977-1978</td>
<td>Mr. Raymond Parker</td>
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<tr>
<td>1978-1979</td>
<td>Mr. Charles Lee</td>
</tr>
<tr>
<td>1979-1980</td>
<td>Mr. Michael Staggs</td>
</tr>
<tr>
<td>1980-1981</td>
<td>Mr. F. Ronald McCord</td>
</tr>
</tbody>
</table>

*** Robert L. Simms Memorial Award for continued outstanding service to FAEDS ***

<table>
<thead>
<tr>
<th>Year</th>
<th>Winner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1970</td>
<td>Mr. Everett Yarbrough</td>
</tr>
<tr>
<td>1971</td>
<td>Dr. Alton Kindred</td>
</tr>
<tr>
<td>1973</td>
<td>Mr. Raymond Parker</td>
</tr>
<tr>
<td>1977</td>
<td>Mr. Randall L. Johns</td>
</tr>
<tr>
<td>1978</td>
<td>Mr. Michael Staggs</td>
</tr>
<tr>
<td>1979</td>
<td>Mr. Laymon Gray</td>
</tr>
<tr>
<td>1980</td>
<td>Mr. Jack Kelly</td>
</tr>
<tr>
<td>1981</td>
<td>Mr. Terrell Shoultes</td>
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</tbody>
</table>

*** Aids to FAEDS Award ***

<table>
<thead>
<tr>
<th>Year</th>
<th>Winner</th>
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</thead>
<tbody>
<tr>
<td>1979</td>
<td>Mr. Jack Kelly</td>
</tr>
<tr>
<td>1980</td>
<td>Mrs. Nikki Riggsbee</td>
</tr>
<tr>
<td>1980</td>
<td>Mr. Thomas Lunsford</td>
</tr>
<tr>
<td>1981</td>
<td>Dr. Peggy Robyler</td>
</tr>
</tbody>
</table>

*** Other Awards ***

<table>
<thead>
<tr>
<th>Year</th>
<th>Winner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1975</td>
<td>Mr. William English upon his Retirement</td>
</tr>
<tr>
<td>1977</td>
<td>Mrs. Shirley Molan upon her Retirement</td>
</tr>
<tr>
<td>1978</td>
<td>Captain Grace Hopper, Special Recognition</td>
</tr>
</tbody>
</table>

*** Honorary FAEDS Lifetime Memberships ***

<table>
<thead>
<tr>
<th>Year</th>
<th>Winner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1978-1981</td>
<td>Mr. William English</td>
</tr>
</tbody>
</table>
FAEDS JOB DESCRIPTIONS

DUTIES OF THE PRESIDENT:

1. Is responsible for the overall conduct of the organization.

2. Shall preside over all official meetings of the FAEDS organization.

3. Acts as chairperson at all FAEDS Board of Directors meetings.

4. Maintains, coordinates and conducts correspondence related to AEDES group affiliation.

5. Selects committee chairpersons. This includes standing committees as well as ad hoc committees.

6. Appoints a nominating committee with the Past President as chairperson, to select a slate of candidates for the coming year.

7. Recommends to the Board of Directors a replacement should any Director or committee chairperson resign.

8. Represents the FAEDS organization at meeting where a representative of FAEDS is appropriately requested. If unable to attend, appoints a member of FAEDS to attend.

9. Begins term of office at the Fall Conference of one calendar year and ends at the Fall Conference of the next calendar year. Not subject to an immediate re-election.

DUTIES OF THE PRESIDENT-ELECT:

1. Assumes the duties of FAEDS President in the event that the President is unable to serve.

2. Serves as a voting member of the FAEDS Board of Directors for three (3) consecutive years:
   
   1st year as President-Elect
   2nd year as President
   3rd year as Past President

3. As President-Elect, acts as program chairperson for the FAEDS Fall Conference and any other conference which may be scheduled.

DUTIES OF THE PAST PRESIDENT:

1. Serves as a voting member of the FAEDS Board of Directors during the final year in office.

2. Acts as chairperson for the nomination of candidates to the FAEDS Board of Directors. Presents the slate of candidates and conducts the election prior to the Fall Conference.

FH.8
12/30/81
DUTIES OF THE MEMBERSHIP COMMITTEE CHAIRPERSON:

1. Acts as chairperson for persons assigned as regional membership committee members. Coordinates regional membership activity.

2. Keeps an updated file of all active institutional and individual memberships.

3. Prints membership labels and listings as authorized.

4. Produces the FAEDS directory for distribution at the Fall Conference.

5. Sends out invoices, both institutional and individual as required.

6. Provides two lists: a. current members b. general distribution

DUTIES OF THE NOMINATING COMMITTEE MEMBERS:

1. The nominating committee will consist of the Past-President as chairperson, and at least two (2) active members of FAEDS.

2. In addition to the President, Past President and President-Elect, there are eight (8) other members of the FAEDS Board of Directors.

   Each year, four (4) of the eight (8) Board positions will become vacant. The nominating committee will select at least two (2) candidates for each of those four (4) vacancies in addition to selecting candidates for President-Elect.

3. Selections should be representative of all levels of education and geographic location. Committee members must assure that their selections will allow for representation of at least four (4) district units and at least two (2) institutions of higher education (see Bylaws section ____).

4. Candidates selected should:
   
   A. Secure permission and agree in writing to serve a two year term of office and to attend all Board meetings deemed necessary.
   
   B. Be familiar with the FAEDS Bylaws and other requirements of the office.
   
   C. Be a member of FAEDS.

5. Obtain a short resume of each candidate and publish in the issue of the JOB STREAM prior to the Fall meeting.

6. Prepare the ballots, conduct the election and report the results to the membership.

7. Serving on the nominating committee will not preclude a person from being nominated.
DUTIES OF THE TREASURER:

1. Serves as a voting member of the FAEDS Board of Directors.
2. Maintains the association's financial records.
3. Receives and deposits all monies due the association.
4. Pays all authorized debts of the association.
5. Prepares financial reports for presentation at the FAEDS conferences and board meetings.

DUTIES OF THE SECRETARY:

1. Serves as a voting member of the FAEDS Board of Directors.
2. Records and publishes the minutes of each conference(s) business session(s).
3. Records and publishes the minutes of all Board of Directors meetings.
4. Maintains a historical file of all FAEDS activities and correspondence.
5. Assists the President and Board in producing any necessary correspondence.

DUTIES OF THE BOARD OF DIRECTORS:

1. The President, President-Elect, Past President, Treasurer and Secretary are the designated officers of the FAEDS Board of Directors and have specific duties listed elsewhere.
2. All other members of the Board of Directors will serve a two (2) year term and are accorded equal voting privileges.
3. The JOB STREAM Editor will be an ex-officio member of the Board of Directors.
4. Fills vacancies if an officer or director (excluding President) is unable to complete a term of office. In the event of the resignation of the President-Elect, this vacancy will be decided by a new election by the membership.
5. The Board of Directors will select which officers will serve as Treasurer and Secretary at the first Board meeting following the election.

DUTIES OF THE SCHOLARSHIP COMMITTEE:

1. Forwards information and applications for the William J. English Scholarship to Florida high school counselors in the spring.

FH.10
01/05/82
DUTIES OF THE SCHOLARSHIP COMMITTEE (continued)

2. Forwards information and applications for the Dr. Robert Sims Scholarship to post-secondary counselors in adult vocational schools, community colleges, and universities in the spring.

3. Reviews all applications and recommends to the Board of Directors the names and qualifications of two students to receive the scholarship awards.

4. Notifies students who are to receive the award and asks that they acknowledge receipt of the award and provide the name of the college in which they are or intend to enroll. Upon receipt of this information, the committee chairperson will ask the treasurer of FAEDS to write checks for the amount of the awards.

5. Arranges time on the program for the students to present their projects to the FAEDS membership at the FAEDS Fall Conference.

6. Funded by transferring $1.00 per member per year.

AWARDS COMMITTEE:

1. This committee shall be comprised of a chairperson, one regular member as appointed by the FAEDS President, the Membership Committee Chairperson, the JOB STREAM Editor and the President-Elect.

2. A. The committee will select a slate of candidates from within the FAEDS organization who they feel deserve special recognition for their efforts on behalf of FAEDS. One candidate will then be selected by a 3/4 majority vote of the committee to receive the "Robert W. Sims Memorial Award for Outstanding Service to FAEDS".

B. The committee will select an appropriate award (preferably engraved); the chairperson will address the merits of the candidate and present the award before the general membership of FAEDS at the Fall Conference.

C. Serving on this committee will not preclude a person from being considered for this award.

D. It is not mandatory that an award be made each year.

3. Prepares William J. English Past-President's Award.

4. Prepares certificates for outgoing Board members.

5. Presents additional requests for awards to the Board for approval.

FH.11
01/05/82
RESPONSIBILITIES OF CHAIRPERSON AND COMMITTEE ON COMPUTING PROFILE SURVEY

1. Designs and/or revises a survey form, with the approval of the Board of Directors.

2. Distributes and receives the survey form to and from Florida educational institutions.

3. Organizes the survey data into a Computing Profile Manual.

4. Produces copies of the manual for:
   A. Distribution to installations responding to the survey.
   B. FAEDS member installations.
   C. The Board of Directors, as requested.

BYLAWS CHAIRPERSON

1. Studies Bylaws for inconsistency and errors.

2. Places "Bylaws changes" on meeting agenda.

3. Provides copies of proposed changes and present to members at least fifteen (15) days prior to the annual meeting and to all members attending the annual meeting.

JOB STREAM EDITOR

1. Publishes minutes of business meeting held at each Fall Conference immediately after the meeting.

2. Publishes summary of conference including papers and presentations.

3. Publishes before conference notices of program, comments, etc.

4. Publishes papers, articles and comments from members.

5. Sends newsletter to every member with at least one year holdover on non-members.

LOCAL ARRANGEMENTS CHAIRMAN

1. Responsible for recommending the convention site.

2. Responsible for negotiating with potential sites for convention facilities.

3. Responsible for coordination of convention facilities and activities before and during conference.

4. Provides liaison between FAEDS board and host hotel.

5. Recommends activities for FAEDS members and their families.

PH.12
01/05/82
6. Participates on the program committee.

7. Coordinates supplies and equipment for speakers and sees that their needs are accommodated.

8. Arranges for entertainment and door prizes during the convention.


10. Recommends banquet facilities and menu.