

**MINUTES
FHE-ASAP CONFERENCE CALL
MARCH 19, 2003**

Participants: Mike Smith, FSU; Chris Franzetti, FSU; Bob Ruday, University of Tampa; Oscar Loynaz, FIU; Mike Zajac, UWF; Tavis Glassman, UF; Tom Hall, Florida Southern University; Maureen Miller, UF; Holly Rako, USF; Barry Gregory, FAU; Dawn Pollock, Hospitality Resource Panel; Ellen Snelling Tampa Coalition; Mark Vargo, Operation PAR; Tanya Cepero, UCF; Mark Stier, Saint Leo University; Jennifer Brack, University of Miami, Betty Straub, Center Associate.

A. Mini Grant:

- One of the purposes of the grant is to collect data through surveys on perceptions of college norms, give rates of college binge drinking and to provide a baseline on student behaviors. Each site needs to select a random list of students to receive the email survey according to the guidelines sent out by Barry. The anticipated administration date is April 10th.
- Barry Gregory reported on the mini grant, saying the Florida Atlantic University Foundation is hosting the grant, and that it would be processed through University of Tampa with Bob Ruday responsible for the basic bookkeeping and financial transactions. It is important that we keep careful track of the spending of the grant funds.
- The funds would be received in three installments, when the contract is received, after the interim report is completed (30 days after we receive the first check) and the final installment after the June 15th report is completed. Barry Gregory will write the interim report and Bob Ruday will write the June 15th report.
- Barry needs to know the number of sites needing the \$200 reimbursement for the assessment phase, the \$400 reimbursement for completion of the survey. Once those dollars are calculated, reimbursement for travel stipends for the March training will be calculated and allocated as available. Bob Ruday will work with a steering committee composed of: Laura Riddle, Mike Smith, Tavis Glassman and Barry Gregory to determine the travel stipends. Mike Smith volunteered that he does not need to receive the travel reimbursement and the residual funds should be allocated where there is a greater need. Bob will work with each site's team leaders to determine how much each site may need.
- There are three areas of the grant: travel and training expenses, website construction and the assessments – on line and the HEC assessment. If a FHE ASAP member did not participate in the training, they can still receive the benefits of \$200 for the HEC assessment and the \$400 for the online survey.
- The data will be collected at the statewide level. Betty Straub would like to see the data first to help her with the HEC grant application and then will forward the data on to Bob Ruday.

B. Website Development:

- Mike Smith reported there was nothing new at this time. He asked for volunteers for an Executive Committee of people to give input on the Website. Tavis Glassman, Bob Ruday, Ellen Snelling and Chris Franzetti will participate in the committee.
- Ron Manasa (grant coordinator) asked that we keep a list of the number of hits to the website and prepare a special report about the FHE ASAP website.. It was suggested that every institution needs a link on the Website to their individual websites.

C. June Training

- Bob asked for input on those interested in going to dinner as a group on the first night of the June training, the cost of which will be covered by the grant.
- Bob is assuming that all who participated in the March training will attend in June, with at least one of the June team members having attended in March. Bob needs to know how many will be attending. The HEC is setting the limit at 55-60 people.
- Community participants are encouraged to attend, with one or two community people participating.

D. HEC/DOE grant application

- Betty Straub explained the grant application she is preparing on behalf of FHE ASAP for the Department of Education which will include Rapid Response Training to Florida. She developed the goals and objectives in the grant based on information from Tavis and the group's logic chart.
- She will be collecting data on the Florida universities and reporting information on an aggregate basis and not by individual institution. All survey information collected by the institutions should be forwarded to Betty. Chris Franzetti will research the files at FSU to find the statewide CAS data that had been collected here and forward to Betty. If it is not available each institution will forward their individual data to Betty for review. Betty needs the information by the end of the week.
- The funding is for a total of \$150,000 over a two year period, with \$2500-3000 going to each of 15 institutions each year. The grant is for an environmental management approach to reducing high risk drinking among first year college students. Each university is asked to submit a letter of commitment to the project. Betty will prepare a sample for distribution.
- A draft of the proposal will be submitted to each member by the end of the week.
- The group thanked Betty for her help.

E. Membership Development

- Tavis raised the issue of including representation from more universities in the state based on his experiences in Ohio.
- Betty suggested ways to recruit and involve other universities in the group.
- Mike Z. stated it was difficult for many programs to participate in all the groups that are working on these issues due to lack of staff and resources at the universities.

F. New Participant

- Mike Smith introduced Dawn Pollock of the Hospitality Resource Panel (HRP), and has invited her to participate in the FHE ASAP. She explained that the HRP works with a core of bar owners in Florida communities to address underage and high risk drinking, responsible vendor practices, etc.
- Dawn has met with Bob Ruday and done some work in Ybor City. Students at University of Tampa will be doing a business analysis of the Ybor City Main Street Methodology, regarding density and practices and future planning. The students will be given class credit for working on this special project.
- Dawn will be going next to Delray Beach, Daytona Beach and Lakeland to assist them in developing an HRP. She thanked Mike for all his help.

The call ended at 10:00am with plans for the next call on Wednesday, April 16 at 9:00am EST. The same phone number is to be used for the conference call: 850.6456338.