

**AFC Board of Directors' Meeting
College of Central Florida
Ocala, Florida
Wednesday, June 28, 2017**

1.0 General Functions

1.1 Call to Order

The 2017 AFC President, Robert Flores called the June 28, 2017 meeting of the Association of Florida Colleges Board of Directors to order at 4:03 p.m.

1.2 Roll Call

An attendance sheet was distributed. The following members of the board were present:

Executive Committee

Robert Flores
Tom Mason
Stephanie Campbell

Tunjarnika Coleman-Ferrell
Marjorie McGee
Juanita Scott

Commissions

Ryan Woods
Greg Williams
Shelia Nichols
Renaë Tolson

Charlene Latimer
Jamie Clinton
John Fey
Jason Frank
Ruth McKinon

Regions

Christy Vint Griswold
Christine Warner

Francine Fuentes
Sandra Barrett

Committees

Carol Quinn
Byron Todd
Tracy Glidden

Dana Livesay
Juanita Scott
Gary Sligh

Ex-Officio

Andre Hawkins

Staff

Michael Brawer
Marsha Kiner
Allyson Williams

Eileen Johnson
Sharlee Whiddon

1.3 Consent Items for Approval or Ratification – Michael Brawer

- 1.3.1 Approval, Board of Directors Agenda, June 28, 2017
- 1.3.2 Approval, Board of Directors Minutes, January 25, 2017
- 1.3.3 Ratify, Home2Suites Contract, Leadership Conference
- 1.3.4 Ratify, Innisbrook, September 15, 2017 Board Meeting
- 1.3.5 Ratify, The Shores, October 4, 2017 Meeting
- 1.3.6 Ratify, Zota Resort, AFC Legislative Committee Retreat
- 1.3.7 Ratify, Hilton Cocoa Beach, Councils Meeting
- 1.3.8 Ratify, Hilton Garden Inn Fort Myers, CMC Spring Conference
- 1.3.9 Ratify, Hilton Ocala, Campus Safety Symposium
- 1.3.10 Ratify, 24 North, Region V Conference
- 1.3.11 Ratify, College of Central Florida License to Use Space and Facilities
- 1.3.12 Ratify, Aloft, Trustee Conference Reception
- 1.3.13 Ratify, Old Town Trolley Tours Contract
- 1.3.14 Ratify, Center for Business & Industry Threat Assessment Training Contract
- 1.3.15 Ratify, Graybar Financial Services, Telephone Lease
- 1.3.16 Ratify, Earthlink Move Addendum Agreement of Service
- 1.3.17 Ratify, Twisted Pair Fire Panel Monitoring Contract
- 1.3.18 Ratify, ADT Business Contract for Security on New Building
- 1.3.19 Ratify, Moore Communications Group Contract Extension Agreement
- 1.3.20 Ratify, Caribe Royale Orlando

Action: *Upon a motion by Juanita Scott and a second by Stephanie Campbell the items were ratified without objection.*

2.0 President’s Report – Robert Flores, President

2.1 Approval, President-elect special election procedure and timeline

Robert Flores referred to item 2.1. Michael Brawer ensured all were aware of the need for the President-elect special election.

Action: *Upon a motion by Gregory Williams and a second by Charlene Latimer the President-elect special election procedure and timeline passed was approved without objection.*

3.0 Executive Director/CEO Report – Michael Brawer

3.1 Approval, AFC Financial Summary

Michael Brawer referred to the handout entitled Financial Summary for Board of Directors.

Action: *Upon a motion by Juanita Scott and a second by Sandi Barrett, the AFC financial*

summary was approved without objection.

3.2 Ratify, 2015-2016 AFC Audit

Michael Brawer referred to the distributed copies of the AFC 2015-2016, audit and encouraged all to address him with any questions.

Action: *Upon a motion by Ruth McKinon and a second by Holly Sutton the 2015-2016 AFC audit was ratified without any objection.*

3.3 Approval , AFC 2017-2018 Budget – Byron Todd

Byron Todd referred to the distributed copies of the 2017-2018 budget draft.

Action: *Upon a motion by Stephanie Campbell and a second by Gregory Williams the AFC 2017-2018 budget was approved without any objection.*

3.4 Annual Conference Update – Marsha Kiner

Marsha Kiner distributed copies of Commission Duties and Region Duties for the 68th Annual Meeting and Conference, duties for both were clearly outlined. All Commission Chairs were strongly encouraged to plan early and get all items to Marsha Kiner. The registration goal for this year’s annual conference is 375 registrants.

3.5 Campus Safety Symposium – Marsha Kiner

Marsha Kiner gave an update on the Campus Safety Symposium that will be held at the College of Central Florida, June 29-30, 2017. She stated that CEUs will be offered for attending the Threat Assessment Training on June 30, 2017. Michael Brawer also encouraged everyone to visit with the vendors who will be set up near the registration table.

3.6 AFC International Conference on Teaching and Learning – Marsha Liner/ Gary Sligh

Marsha Kiner stated that the AFC would host the International Conference on Teaching Learning. It will be held in Orlando, at the Caribe Royale, on April 4-6, 2018. The forms will be going live very soon.

Marjorie McGee introduced Jason Frank and he did a session demonstrating, “Pecha Kucha”. There will be sessions held at the AFC Annual Conference.

4.0 AFC Foundation – Andre Hawkins

Andre Hawkins gave an update on the mortgage free AFC building.

Carol Quinn spoke on the AFC Annual Conference silent auction. The form, for submitting items, is available online. The proceeds from the silent auction will go towards the Capitol Fund, which will be used for building maintenance or improvements as needed.

Information on all silent auction items must be submitted no later than October 2, 2017, in order to have items placed online for bidding.

5.0 Commission Business: Marjorie McGee

5.1 Administration: Xiao Wang (Absent)

Marjorie McGee reported the Administration Commission is taking nominations for the Exemplary Leadership Award. The Administration Commission partnered with Florida Keys for their spring conference. The Administration Commission Report is posted online.

5.2 Campus Safety: Ryan Woods

Ryan Woods referred to the handout entitled Campus Safety. He reported the Campus Safety Commission is looking to actively recruit more members.

Ryan Woods added the Campus Safety Commission will be presenting their Best Practices Award in the fall. He also reported that Campus Safety has upgraded their webpage and are working to develop new leaders.

5.3 Career and Professional Employees: Matt Wetzel (Absent)

Greg Williams referred to the handout entitled CPEC. CPEC partnered with North Florida Community College for the spring conference. The CPEC summer board meeting will be held in Tallahassee at the AFC building.

5.4 Communications and Marketing: Shelia Nichols (Absent)

Carol Quinn referred to the handout entitled Report for the Association of Florida Colleges Board of Directors Meeting. Mrs. Quinn reminded everyone that the position of chair-elect is still available.

She also reported the Commission will hold their 2017 conference, The Great 28, on July 19-21 at Florida SouthWestern State College. She reported the Commission will be seeking nominations for LeRoy Collins Distinguished Alumni Award this year.

5.5 Equity, Diversity and Inclusion: Renee Tolson

Renee Tolson was introduced as the chair for the remainder of the year. The EDI report is available online for all to review.

5.6 Facilities: Ray Coulter (Absent)

A handout was distributed and Marjorie McGee gave an update on the Facilities Commission.

5.7 Faculty: Charlene Latimer

Charlene Latimer referred to the handout entitled Faculty Commission. She reported Commission partnered with the Student Development Commission as well as Technology for their spring conference.

She also reported there will be three finalists that will present at AFC Annual Conference for their Exemplary Practice Award. She also encouraged everyone to consider nominations for the Outstanding Faculty Award.

5.8 Healthcare Education: Monica Franklin (Absent)

No report

5.9 Institutional Effectiveness, Planning, and Professional Development: Jillian Ramsammy (Absent)

Jamie Quinton gave an update on behalf of the Commission. The spring conference went well.

5.10 Learning Resources: Kendra Auberry (Absent)

Marjorie McGee reported that Learning Resources hosted a virtual conference for the second time. They had 77 attendees. Report is posted online.

5.11 Student Development: John Fey

John Fey gave a report on the commission spring conference; this was the 50th Anniversary of the conference. The board will meet on September 21-22, 2017, in Panama City.

On behalf of the Student Development Commission, Marjorie McGee and John Fey presented the AFC staff with a handmade, 50th Anniversary quilt, to be displayed in the new building.

5.12 Technology: Jason Frank

Jason Frank reported that Technology was able to partner with Faculty and Student Development for the spring conference. He stated that the commission is working to support all commissions. They would also like to seek a charity that aligns with technology and education.

5.13 Trustees: Karen Moore (Absent)

No report

5.14 Workforce, Adult and Continuing Education: Ruth McKinnon

Ruth McKinnon gave a report on the commission/region conference. She reported that several board members will be stepping up to higher positions and they will be focusing on each area of the commission. The commission report is posted online.

5.15 Other Commission Business

Robert Flores referred back to item 3.6. Gary Sligh mentioned the steering committee has been meeting monthly.

6.0 Regional Business: Tom Mason

6.1 Region I: Carol Quinn for David Del Rossi

Carol Quinn gave a report on the spring conference, which they partnered with Equity, Diversity and Inclusion to host. Full report is available online.

6.2 Region II: Holly Sutton for Christy Vint Griswold

Holly Sutton gave a report on the Spring Conference held for Region II. Full report is available online.

6.3 Region III: Christine Warner

Christine Warner gave a report on the Spring Conference they hosted with Facilities. Also Region III has launched Facebook and Instagram page. Full report is available online.

6.4 Region IV: Francine Fuentes

Francine Fuentes gave a report on the Spring Conference for Region IV. Full report is available online.

6.5 Region V: Sandra Barrett

Sandi Barrett gave a report on the Spring Conference for Region V. Full report is available online.

6.6 Other Chapter Business

7.0 Standing Committee: Juanita Scott

7.1 Awards: Carol Quinn

Carol Quinn reported that the deadline for submitting Chapter reports for judging has been extended from July 31, 2017 to September 1, 2017. Nominations for Honorary Life Memberships and Distinguished Service are due by September 1, 2017. Commission of Year and Region End of Year report are due October 17, 2017.

Marjorie McGee added that Carol will accept PDF version of reports for Regions and Commissions. Carol will respond via email when she has received reports.

7.2 Bylaws: Bill Mullooney (Absent)

No Report

Michael Brawer reported that Bill Mullooney was helpful in solving special-election issues. He stated there will be by-law revisions presented in September.

7.3 Certified College Professional Program: Charlene Latimer

Charlene Latimer thanked Marsha Kiner and Allyson Williams for working with CCP. She encouraged all to spread the word about the free CCP course.

Michael Brawer announced that TCC has paid for 7 new CCP enrollments.

7.4 Finance and Human Resources: Byron Todd

Byron Todd asked all to return financial reports.

7.5 Legislative: Sandy Cesaretti Ray (Absent)/Michael Brawer

Michael Brawer announced that the final version, with vetoes and overrides, of the Current will be posted with in the week. The Legislative Committee will have their retreat at the end of July.

7.6 Member Services: Dana Livesay

Dana Livesay reported that the the Member Services Committee has been reaching out to companies and corporations, but have not yet been successful in obtaining any business discounts. Dana plans to get with Marsha Kiner and work on marketing strategies. Full report is available online.

7.7 Membership Development: Tracy Glidden

Tracy Glidden reported on the wrap up of the Membership Development Workshop. She encouraged the board to reach out to the members, who attended, to keep momentum going. The committee report is available online.

7.8 Nominating: Juanita Scott

Juanita Scott reported that there were several wonderful submissions for commissions and officers. The nominees are: Vice President-Elect of Regions - Ray Coulter; President Elect – Marjorie McGee; Vice President-Elect of Commissions – Tracy Glidden. All will be running unopposed.

7.9 Planning and Development: Glenn Little

No Report

7.10 Policy and Advocacy: Tom LoBasso (Absent)

No Report

7.11 Service Projects: George Urbano

No Report

8.0 Liaisons and Special Committees – Juanita Scott, Past President

8.1 Credentials and Tellers - TBD

No report

8.2 Journal Editorial Board – Gary Sligh

Gary Sligh referred to the handout AFC Board Report for Visions. There are two changes to the publications of visions. First, choosing special themes for each issue and second they will be planning two publications a year.

8.3 AFC Retirees – Sheryl Peterson (Absent)

No Report

8.4 Speakers Bureau – Mercedes Clement

Mercedes Clement reported that a conference call had been organized for the committee and the group has worked to create a list of experts. Ms. Clement stated that Marsha Kiner will be working with the committee to refine the application for the Speakers Bureau and Ms. Kiner will also be organizing the next meeting for the committee.

President Robert Flores spoke on encouraging all to share their AFC story.

OBFTGOTC?

Mercedes Clement asked if there would be any scholarships available, to those dealing with budget cuts at their college, to attend AFC Annual Conference. Michael Brawer reported that there is a scholarship application on the AFC website.

Action: Upon a motion by Juanita Scott and a second by Sandi Barrett the meeting was adjourned without objection at 5:59 p.m.