

Administration Commission Board Meeting Minutes

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Meeting called to order on February 18, 2014 at 11:00 a.m. via teleconference.

In Attendance: Tunjamika Coleman-Ferrell, Kimberly Batty-Herbert and Bertha Cabrera.

- Dr. Coleman-Ferrell welcome us to the first meeting of the Administration Commission and explained that unfortunately the position of Vice-President was vacant again due to the resignation of Rhea Cemer. She mentioned that the Commission's report was presented in January to the Board of Directors stating all the commission's goals, revising the constituency base, and introducing the Newsletter. In essence we are aiming for a robust 2014-2015 year with a strong Executive Board to re-introduce the Administration Commission. She wants to see more collaboration with other Commissions and Committees along with professional Workshops for Administration in their facilities on campus. Ex. The Controller on campus presenting on his area of expertise. It is more convenient and it can become a webinar and/or we can post it on our website. She stressed the fact that she will like to avoid overtasking one member so we will have to appoint more people coming onboard for the different activities and events. The bylaws were revised thoroughly and we came to a consensus of some important changes in content and format. Dr. Coleman-Ferrell will be emailing all Administration Commission's members with a welcome letter and she will be facilitating a workshop during the Joint Commission Conference and the Region V Conference in Miami Dade College at Wolfson Campus.
- Kimberly Batty-Herbert made significant contributions to the revision of the bylaws and compromised on contacting the Chair of the Student Services Commission to work in collaboration with them in presenting the workshop during the Joint Commissions Conference on Wed May 21, 2014 8:00 AM - Thu May 22, 2014 1:00 PM in The Shores 2637 South Atlantic Avenue, Daytona Beach, Florida 32118.
- Bertha Cabrera compromised to contact the Facilities Commission to join us in presenting during the Joint Commissions Conference as well and report back to the Executive Board of the Administration Commission. She will be revising the bylaws, compiling a members list, editor in charge of the Circle and typing the minutes to post online on our website for recordkeeping.

Next meeting scheduled for Tuesday, March 11, 2014 at 11 a.m. via teleconference.

Meeting adjourned at 12:15 p.m.

Note: The notetaker/Secretary wishes to introduce a simplify Minutes method following the Robert's Rules of order with the name of the participants and all their contributions to the meeting consolidated by their names and referring only to the most important aspects of the meeting with the conclusion or summary of what has been said during the meeting. Important concise information will be added if appropriate like the date and place of the conferences, etc. The minutes are subject to revisions/amendments during the next meeting session.