**AFC Technology Commission Board Agenda**

**Date: Wednesday, December 13, 2023**

**Time: 1:00 PM EST/12:00 PM CST**

**Place: Via Teams**

* **Call to order: at 1pm EST.**
* **Quorum: 100% attendance.**
* **Voting on past meeting minutes: at the Conference Exemplary awards for first and second place.**
* **Exemplary Practice Awards Recognitions and pictures taken at the conference.**
* **Attendance to Executive Board Report: Jamie Beck has been attending all meetings.**
* **Report from officers: new roles**

**2024 EXECUTIVE BOARD**

* Chair: Dr. Belkis L. Cabrera, Miami Dade College-Padron, eMail: bcabrer2@mdc.edu; Phone: 305-237-6818 Officer attending conferences and events.
* Past Chair: Jamie Beck, Pensacola State College, eMail: jbeck@pensacolastate.edu; Phone: 850-484-1513 Acting as Consultant of the AFC Technology Commission.
* Webmaster: Pamela Suguimitzu, Miami Dade College-Padron, eMail: psuguimi@mdc.edu; Phone: 305-237-6343 In charge of managing social media accounts including creating a few blog posts related to tech and Higher Ed. Updating the WiX website [Home | Afctechnologycommiss (psuguimi.wixsite.com)](https://psuguimi.wixsite.com/afctechnologycommiss)
* Treasurer: Sheri Thomas, Tallahassee Community College, sheri.thomas@tcc.fl.edu; Phone: 850-201-6188 Managing the financial budget and fundraising affairs.
* Historian: Kim Castle, Eastern Florida State College, eMail: castlek@easternflorida.edu Phone: 321-433-5553 - Collecting and archiving photos, flyers, and records for the Yearbook.

\* The Historian shall collect and preserve memorabilia of the Commission.

\* The Historian shall display appropriate Commission History at the Spring Conference.

\* The Historian shall arrange for photography at appropriate commission events.

\* The Historian shall maintain, update, and distribute the Commission's Handbook.

\* The Historian shall develop and maintain the commission binder for the annual state convention and submit it by the established deadline for inclusion in the “Outstanding Commission of the Year” program/competition.

\* The Historian shall attend all Executive Board meetings.

* Secretary: Bertha Cabrera, Miami Dade College-North, eMail: bcabrera@mdc.edu; Phone: 305-237-8115. Preparing agenda-minutes, events, schedules, announcements, PDF proposals, and Weebly/district websites.
* ​Special Guest: Jessie Clayton, Tallahassee Community College, eMail: jessie.claytonj@tcc.fl.edu; Phone: 850-201-8267 optional.
* **Planning activities:** Presentations by vendors– Animoto & Virtual USA

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**Lunch & Learn series – sent via email**

Dear tech commission friends,

I just wanted to send a few things your way -- as promised in yesterday's (12/13/23) meeting:

1. As mentioned, please peruse the proposed ["new" website](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpsuguimi.wixsite.com%2Fafctechnologycommiss&data=05%7C02%7Cbcabrera%40mdc.edu%7Cc91cc3696d0d4143409908dbfcc1820e%7Cb0626806ceff4393821ef9a3e666893b%7C0%7C0%7C638381680335212763%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=YjI2KNrqM6yef84j9GRuI6oMgVEMMC154cqNqMEC9ek%3D&reserved=0) at your leisure, so that we can vote on whether or not to adopt [Wix](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpsuguimi.wixsite.com%2Fafctechnologycommiss&data=05%7C02%7Cbcabrera%40mdc.edu%7Cc91cc3696d0d4143409908dbfcc1820e%7Cb0626806ceff4393821ef9a3e666893b%7C0%7C0%7C638381680335368983%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=T3AsaKba%2BnU359afdS83jTYKQB%2BzdSwsST2WpZkBANw%3D&reserved=0" \o "Original URL: https://psuguimi.wixsite.com/afctechnologycommiss. Click or tap if you trust this link." \t "_blank) as our host site. We would, of course, provide a tab or link to our Weebly site and continue to use the old site to archive our work. We would also need to buy a fitting url, which will be my gift. 🙂 If we all agree to transition to Wix, I would appreciate any and all help identifying what's missing and how we can make our new site "sing."
2. We also discussed the Bite-Size Tech Saturday Speaker Series. I'm not sure if we want to co-sponsor these events in 2024 and invite all our commission members and potential members to attend. There would be no cost involved, and I believe it would be mutually beneficial as these events could help MDC and AFC maximize event participation, foster tech awareness, and continue to be seen as leaders in ed tech and innovation. We have only had 2 events so far: If you'd like to see what our first Bite-Size Tech presentation looked like, please[click on the link](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmdc-edu.zoom.us%2Frec%2Fshare%2FukXYJLJD0ohX27I04mJapjIjg5OjR7K1A71pNbens_ooitgrGMCbY14LZ9-54gQ.w5nN6Jq4G54D4MsL&data=05%7C02%7Cbcabrera%40mdc.edu%7Cc91cc3696d0d4143409908dbfcc1820e%7Cb0626806ceff4393821ef9a3e666893b%7C0%7C0%7C638381680335368983%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=w%2BpVDSj9VQGuUmNCViGwUH4buiFk%2FzbuzChw9u38DZI%3D&reserved=0) and enter the passcode: [1st Bite-Size Tech with Olson & Withrow Recording](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmdc-edu.zoom.us%2Frec%2Fshare%2FukXYJLJD0ohX27I04mJapjIjg5OjR7K1A71pNbens_ooitgrGMCbY14LZ9-54gQ.w5nN6Jq4G54D4MsL&data=05%7C02%7Cbcabrera%40mdc.edu%7Cc91cc3696d0d4143409908dbfcc1820e%7Cb0626806ceff4393821ef9a3e666893b%7C0%7C0%7C638381680335368983%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=w%2BpVDSj9VQGuUmNCViGwUH4buiFk%2FzbuzChw9u38DZI%3D&reserved=0)

**Passcode:** welearn3!

1. We also spoke about placing our AFC info on our signature and possibly creating a similar signature "runner" for all of us. Additionally, we may want to think about creating badges for event participants and partners to add to their signature lines and post or feature on social media.
2. We might also want to partner with other leaders and institutions/organizations that are interested and committed to similar goals and engaged in similar work. As an example:

**Yunhong “Tom” Tu***Ed. S., M.Ed.*

Florida QM System Lead Coordinator/Instructional Designer

Distance Learning and Student Services

Florida Virtual Campus
1753 W. Paul Dirac Drive

Tallahassee, Florida 32310

**Email**:       ttu@flvc.org

**Website**: [https://dlss.flvc.org/idn](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsecure-web.cisco.com%2F1fzMET0J5cwUvn4iSb2t_7ZhxlbMuj4sbi8ndceJyNk6GvJZL6ndc3z0m5Vzn84mTS1ershEckf9kt4RMbHRbwz40Innr1-zQ9qLam494aKgszbQLEmA8ZiuWwS5YCCarfDbqJOfCpGf9zMMaqKJ-hRNHHJNCfQpFGqg9IuFq2Hz8TsdmMUYq9k3vny1buUTOqRoPJBza5YEqgUSS4A8hOUwiDRQONW5lhVzNYY1evyyXLzJoXvTJOuN8QPPAqZvrAfbC-raA9Lc1NOMDGcq56_Kei7tzRia-x3D5jTLBfsSkqUijAREroWWFx-BCLSoi6ijOmomLttvGGH4eQWxlOBpA0h9K1iKHySMgI6OBfykBN0Cs4L_H7mize9FISBGOhP3uUy4PblDvxvPVL46srEfiK1b0mOu8-6bxJMtvVhYy2HwcrDIZXYM4PLhMsAaD%2Fhttps%253A%252F%252Fdlss.flvc.org%252Fidn&data=05%7C02%7Cbcabrera%40mdc.edu%7Cc91cc3696d0d4143409908dbfcc1820e%7Cb0626806ceff4393821ef9a3e666893b%7C0%7C0%7C638381680335368983%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=aKToQvpNBtgjoM6ZAOk50VGsugsL6u2zgpOaJvIJ53g%3D&reserved=0)



1. We also discussed possible fund-raising ideas, such as partnering with the Miami Fair and Expo.
2. Lastly, we mentioned that we need to cut the check for the Exemplary Practice award: Jessie will be receiving a check for $100 for winning 2nd place, and the $150 prize would be "donated" back into our funds, so no check needs to be sent/made for 1st place.

Please let me know if I forgot anything. I'm looking forward to revisiting all these points next year and continuing to work together to foster interest and leadership (and membership) in ed tech initiatives!

If you have any urgent questions or recommendations, please do not hesitate to contact me directly on my cell: 305-778-9919..”

* **Financial report:** to request from Eileen to issue a check for $100 to Jessie Clayton for the second prize award. The first prize award will be donated to the Technology commission’s account or in other words it will not be issued.
* **Upcoming Conferences:** Leadership @ Jacksonville [AFC Leadership Conference (memberclicks.net)](https://afc.memberclicks.net/index.php?option=com_jevents&task=icalrepeat.detail&evid=777&Itemid=119&year=2024&month=02&day=01&title=afc-leadership-conference&uid=fb6e67e2fc6004c472b047fcd51da78d) February 1-2, 2024.
* **Yearly Operational Planning:** in progress.
* **Bylaws revisions:** any changes?
* **Fundraising Projects:** see proposal for[Miami-Dade County Fair and Exposition - Schedule (fairexpo.com)](https://www.fairexpo.com/plan) and requesting vendors donations or discounts for digital pens, mics, mouse, etc.
* **Professional Development Presenters:** TBA
* **New Business:** discussion and voting next meeting**.**
* **New Meeting:** TBA
* **Meeting adjournment:** 1:42 PM EST.