

CF's Chapter of the Association of Florida Colleges
Chapter Book Submission
June 1, 2019 – May 31, 2020



2019 Hospitality Room winners!!!!

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CF's Chapter of the Association of Florida Colleges

Section 1: Membership

Points will be calculated for new members and member retention

NEW MEMBER POINTS - Excluding Trustees/Contributing

Chapters will earn points for new members enrolled during the period of June 1 – May 31 as follows:

- *Each new full-time member acquired: 1 (one) point - excludes trustees, contributing, part-time, adjuncts, and retirees*
- *Each new adjunct or part-time member acquired: .50 (half) point*
- *New retiree (retiree or life retiree): .25 (quarter) point*

RETENTION BONUS POINTS – Excluding Trustees/Contributing

Chapters will earn bonus point for the percentage of retained members as follows:

- *90% or more members retained: 5 points*
- *75% - 89% of members retained: 2 points*
- *74% or less of members retained: 0 points*

Each year the AFC State Office will provide the previous year's total membership number (excluding trustees/contributing) as of May 31, to the chapter. Examples of the new calculation method will be provided to all chapters.

TOTAL POINTS AWARDED FOR MEMBERSHIP 15.75 points

AFC Membership Calculations

pts earned

Membership as of June 1, 2019	268		
New part-time members:	5	2.5	
New full-time members:	13	13	
New Life Retiree	1	.25	
Non renewals:	(41)		
Membership as of May 31, 2020	257		
Retention rate	86%	2	<u><u>15.75</u></u>

Retained Members (226)

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38	Tom	Walsh	walsht@cf.edu
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40	Trevis	Williams	williamt@cf.edu
41	Rebecca	York-Alcorn	yorkr@cf.edu

New Members (28)

	<u>[Name First]</u>	<u>[Name Last]</u>	<u>[Email Primary]</u>	<u>Status</u>
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<u>2</u>	<u>Sandra</u>	<u>Balfour</u>	<u>alvaradc@cf.edu</u>	<u>Trustee</u>
<u>3</u>	<u>Jennifer</u>	<u>Barnes</u>	<u>barnesj@cf.edu</u>	<u>FT</u>

<u>4</u>	<u>Lauren</u>	<u>Bork</u>	<u>borkl@cf.edu</u>	<u>FT</u>
<u>5</u>	<u>Joyce</u>	<u>Brancato</u>	<u>joyful2beme@gmail.com</u>	<u>Trustee</u>
<u>6</u>	<u>Russell</u>	<u>Branson</u>	<u>alvaradc@cf.edu</u>	<u>FT</u>
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CF's Chapter of the Association of Florida Colleges

Section 2: State Leadership

Chapter must provide name(s) and office/committee as of May 31, 2020. Officers serving on May 31, 2020 will be the only officers awarded points for state leadership. Chapters must provide documentation for candidates not elected.

One officer to State, Region, or Commission Office or Committee appointee as of May 31, 2020 (5 points each)

Immediate Past President - **Marjorie McGee**

Marketing Chair-Elect – **Tina Banner**

Membership Development Co- Chair – **Kim Sellers**

Faculty Commission Chair – **Jean Scheppers**

Faculty Commission Vice Chair – **Lori Bufka**

Student Development Commission Immediate Past Chair - **Mikel James**

Awards Committee Region III Representative – **Cara Bennett**

Member Services Committee Region III Representative – **Rory Wells**

Nominating Committee Chair – **Marjorie McGee**

Council of Presidents – **Dr. James Henningsen**

TOTAL POINTS AWARDED FOR STATE LEADERSHIP 30 points

IMMEDIATE PAST PRESIDENT: MARJORIE MCGEE

Member Services x Commissions Board of Directors

afc.memberclicks.net/board-of-directors

VP-Elect for Regions & Chapters - Christine Tripp
Eastern Florida State College
1519 Clearlake Road
Cocoa, Florida 32922
PH: 321-433-5921
Email: trippc@easternflorida.edu

VP for Commissions - John Fey
Pasco-Hernando State College
10230 Ridge Road
New Port Richey, Florida 34654
PH: 727-816-3111
Email: feyj@phsc.edu

VP-Elect for Commissions - Gregory Williams
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
PH: 850-201-8361
Email: williaagr@tcc.fl.edu


Immediate Past-Presidents - Marjorie McGee
College of Central Florida
3001 SW College Road
Ocala, FL 34474
PH: 352-291-4415
Email: mcgeem@cf.edu

VOTERS REJECT TRUMP INSISTENCE THAT SCHOOLS REOPEN
DESANTIS DEFENDS SCHOOL MANDATE, SAYS PARENTS HOLD THE CARDS
APPEALS JUDGE SKEPTICAL OF GUN LAW CHALLENGE
TRUMP'S DEMAND THAT SCHOOLS FULLY REOPEN SPURNED BY BIG DISTRICTS

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Association

9:02 AM 7/21/2020

MARKETING CHAIR-ELECT: TINA BANNER

Member Services x Commissions Commissions List

afc.memberclicks.net/commissions-list

- Secretary: Hayden McGee Russell, Gulf Coast State College; eMail: hmcgee@gulfcoast.edu; Phone: 850-769-1551 x.2829

COMMUNICATIONS AND MARKETING COMMISSION

WEB PAGE: Communications and Marketing

BOARD REPORTS: Communications and Marketing Commission

OFFICERS:

- Chair: Travis Jordan, Tallahassee Community College; eMail: jordantr@tcc.fl.edu; Phone: 850-201-6083
- Chair-Elect: Tina Banner, College of Central Florida; eMail: bannert@cf.edu; Phone: 352-873-5800 x.1565
- Vice Chair: Zack Blessing, Pensacola State College; eMail: zblessing@pensacolastate.edu; Phone: 850-484-1791
- Immediate Past Chair: Kelly Hogan, Indian River State College; eMail: kmhogan@irsc.edu; Phone: 772-462-7270
- Communications Co-Chairs: Ayanna Young, Tallahassee Community College; eMail: youngay@tcc.fl.edu; Phone: 850-201-8470
Selina Starling, Tallahassee Community College; eMail: starlins@tcc.fl.edu; Phone: 850-201-6217

8:59 AM 7/21/2020

MEMBERSHIP DEVELOPMENT CO-CHAIR: KIM SELLERS

The screenshot shows a web browser window with the URL afc.memberclicks.net/committees#Awards. The page content includes:

The committee assists in the development of an annual membership conference that provides growth to the AFC membership goals. The Committee develops an agenda and secures motivational speakers and team building activities, and arranges for Association updates from the Chief Executive Officer, members of the Executive Committee, and representatives of commissions, regions, chapters and committees as deemed appropriate.

COMMITTEE APPOINTMENT GUIDELINES: The Committee may be comprised of eleven (11) members: Chairs (1); one member from each of the Association's five (5) regions; an at-large member; ex-officio members (3) - one each from the Member Services Committee and the Planning and Development Committee; and an AFC staff representative. Committee chairs and members are appointed by the President.

All terms begin January 1.

Co-Chair
John Barbieri
Indian River State College
3209 Virginia Ave.
Fort Pierce, FL 34981
PH: 772-519-1188
Email: gbarbier@irsc.edu

Co-Chair
Kim Sellers
College of Central Florida
Ocala, FL 34474
3001 SW College Road
Ocala, FL 34474
PH: 352-854-2322 x.1266
Email: sellersk@cf.edu

The Windows taskbar at the bottom shows the time as 8:56 AM on 7/21/2020.

FACULTY COMMISSION CHAIR- JEAN SCHEPPERS FACULTY COMMISSION VICE CHAIR- LORI BUFKA

The screenshot shows a web browser window with the URL afc.memberclicks.net/commissions-list. The page content includes:

Treasurer/Secretary: Sarah Sconyers, South Florida State College; eMail: sarah.sconyers@southflorida.edu; Phone: 863-784-7090

FACULTY COMMISSION

WEB PAGE: [Faculty Commission](#)

BOARD REPORTS: [Faculty Commission](#)

OFFICERS:

- Chair: Jean Scheppers, College of Central Florida; eMail: scheppej@cf.edu; Phone: 352-299-5146
- Chair-Elect: Tracy Ciucci, Palm Beach State College; eMail: ciuccit@palmbeachstate.edu; Phone: 561-868-3439
- Vice-Chair: Lori Bufka, College of Central Florida; eMail: bufkal@cf.edu; Phone: 909-747-7331
- Immediate Past Chair: Kimberlie Massnick, Indian River State College; eMail: kmassnic@irsc.edu; Phone: 772-462-7966
- Secretary/Social Media: Gladys Wills, Miami Dade College; eMail: gwills@mdc.edu; Phone: 786-209-7291

HEALTHCARE EDUCATION COMMISSION

WEB PAGE: [Healthcare Education Commission](#)

The Windows taskbar at the bottom shows the time as 7:07 PM on 7/8/2020.

STUDENT DEVELOPMENT COMMISSION IMMED. PAST CHAIR: MIKEL JAMES

Member Services x Commissions x Commissions List x +

afcmemberclicks.net/commissions-list

Apps JICS Single Sign-On Inside - College of... ICIMS - College of... Online Courses from... Login - Powered by...

STUDENT DEVELOPMENT COMMISSION

WEB PAGE: [Student Development Commission](#)

BOARD REPORTS: [Student Development Commission](#)

OFFICERS:

- Chair: Chalah Harris, Seminole State College; eMail: harrisca@seminolestate.edu; Phone: 407-708-2652
- Chair-Elect: Woosly Calixte, Broward College; eMail: wcalixte@broward.edu; Phone: 954-201-7915
- **Immediate Past Chair: Mikel James, College of Central Florida; eMail: Jamesm@cf.edu; Phone: 352-873-5800 ex. 1903**
- Recording Secretary: Andrea Lee, Santa Fe College; eMail: andrea.lee@sfccollege.edu; Phone: 352-395-5413
- Treasurer: Sofia McNeil; Seminole State College; eMail: mcneils@seminolestate.edu; Phone: 407-708-2870

TECHNOLOGY COMMISSION

WEB PAGE: [Technology Commission](#)

BOARD REPORTS: [Technology Commission](#)

Windows taskbar: 9:01 AM 7/21/2020

AWARDS COMMITTEE REGION III REPRESENTATIVE: CARA BENNETT

Member Services x Committees x +

afcmemberclicks.net/committees#Awards

Apps JICS Single Sign-On Inside - College of... ICIMS - College of... Online Courses from... Login - Powered by...

PH: 850-718-2297
Email: warde@chipola.edu

Region I Representative
Rita Dickey
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
PH: 850-201-8376
Email: dickeyr@tcc.fl.edu

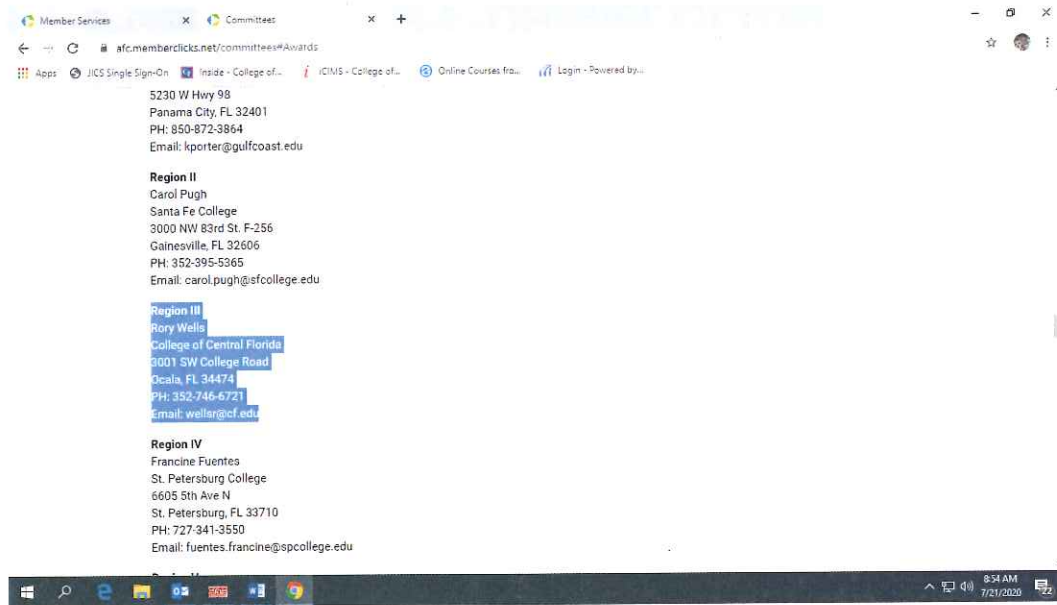
Region II Representative
Shellie Banfield
Santa Fe College
3000 NW 83rd St
Gainesville, FL 32606-6200
PH: 352-381-3701
Email: shellie.banfield@sfccollege.edu

Region III Representative
Cara Bennett
College of Central Florida
3001 SW College Road
Ocala, FL 34474
PH: 352-854-2322 x.1447
Email: bennettc@cf.edu

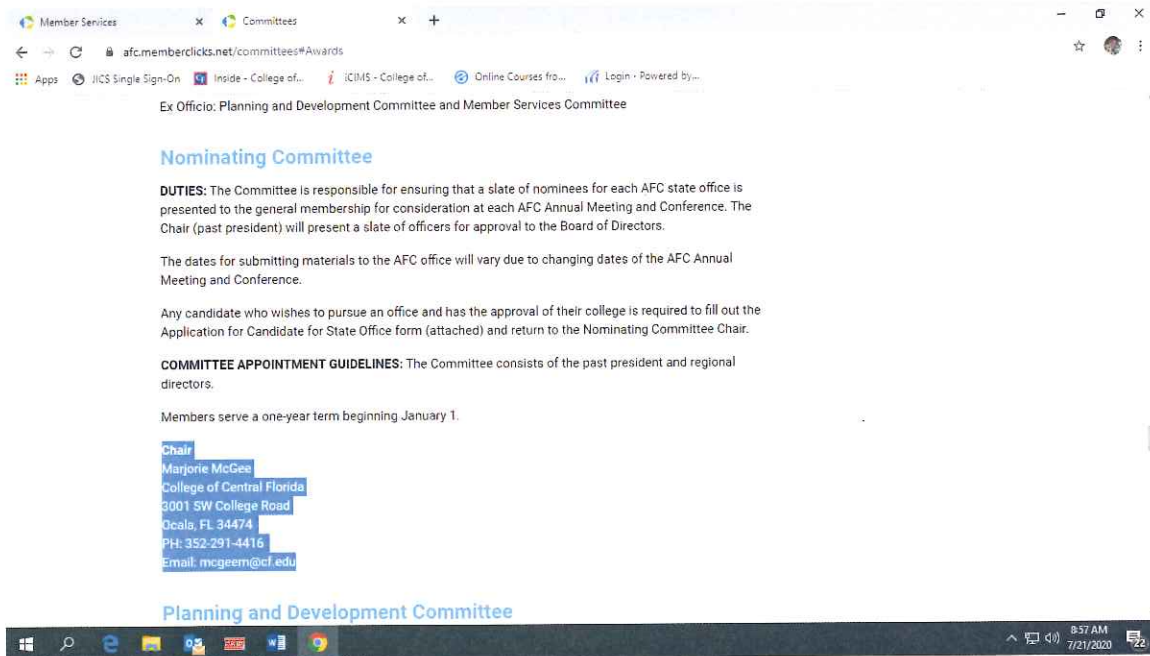
Region IV Representative
Cary Cox
Pasco-Hernando State College

Windows taskbar: 8:55 AM 7/21/2020

MEMBERSHIP SERVICES COMMITTEE REGION III REPRESENTATIVE: RORY WELLS



NOMINATING COMMITTEE CHAIR: MARJORIE MCGEE



COUNCIL OF PRESIDENTS: DR. JAMES HENNINGSEN

Member Services | Commissions | College Presidents

afc.memberclicks.net/college-president-listing

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College President Contact Information

Select Language
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Broward College

Gregory A. Haile, J.D.
111 Las Olas Blvd
Ft. Lauderdale, FL 33301
E-Mail: ghaile@broward.edu
Phone: (954) 201-7409
Fax: (954) 201-7357
Sr. Executive Asst to President:
Marisol Cortes
Email: mcortes@broward.edu
Website: www.broward.edu
Board Chair: Gloria Fernandez
(5)

Chipola College

Dr. Sarah Clemmons
3094 Indian Circle
Marianna, FL 32446-2053
E-Mail: clemmonss@chipola.edu
Phone: (850) 718-2288
Fax: (850) 718-2388
Executive Assistant: Jan
Cummings
Email: cummingsj@chipola.edu
Website: www.chipola.edu
Board Chair: Thomas Lassmann
(9)

College of Central Florida

Dr. James D. Henningsen
3001 SW College Rd
Ocala, FL 34474
E-Mail: henningj@cf.edu
Phone: (352) 873-5835
Fax: (352) 873-5847
Executive Assistant: Sherr
Hinkle
E-Mail: hinkles@cf.edu
Website: www.cf.edu
Board Chair: Russell Branson
(7)

Daytona State College

Dr. Tom LoBasso
PO Box 2811

Eastern Florida State College

Dr. James Richey
3865 North Wickham Road

Florida Gateway College

Dr. Lawrence Barrett
149 SE College Place

Upcoming Events

Tue Jul 21, 2020
[Returning Together Part 3 presented by Region IV](#)
Category: Webinar

Tue Jul 21, 2020
[I've Got Work-Life Balance, Just Not This Week! by Alpha Umi](#)
Category: Webinar

Thu Jul 23, 2020
[Bouncing Back Strongly! By Alpha Umi](#)
Category: Webinar

[View Full Calendar](#)

Latest News

9:05 AM
7/21/2020



CF's Chapter of the Association of Florida Colleges

Section 3: State, Region and Commission Participation

Chapter must provide copy of report submitted with submittal date, Region Conference registration verification, Minutes of Chapter President's meeting showing attendance and Commission Conference registration verification.

Attendance at Legislative/Leadership Conference – 1 point per attendee (Maximum 5 points)

Attendance at Safety Symposium – 1 point per attendee (Maximum 5 points)

Attendance at Annual Conference – 1 point per attendee (Maximum 10 points)

Attendance at Membership Development Workshop – 1 point per attendee (Maximum 2 points)

Submittal of Chapter Activity Report to Region Director prior to each of the four regularly scheduled

Board of Directors meetings - 1 point each (Maximum 4 points)

Attendance at Region Conference – 1 point each (Maximum 5 points)

Attendance at Chapter President's meetings - 1 point each (Maximum 3 points) Attendance at

Commission Conference – 1 point each (Maximum 18 points)

Note: Points are only awarded to one person per commission per conference

Attendance at Legislative/Leadership Conference

Name of attendees (4) 4 points

Rory Wells, Cara Bennet, Alicia Harrison, Marjorie McGee

Attendance at Safety Symposium

Name of attendees (3) 3 points

Marjorie McGee, Victoria Colleli, Doug Prevatt

Attendance at Annual Conference

Name of attendees (14) 10 points

Ron Kielty, Deyanira Garcia, Amanda Camp, Krystle Skelly, Rory Wells, Norma Walcott, Debbie Bowe, Joshua Paugh, Alicia Harrison, Kim Sellers, Lori Bufka, Lois Brauckmuller, Tina Banner, Rachel Cote

Attendance at Membership Development Workshop

Name of attendees (1) 1 point

Rory Wells

Submittal of Chapter Activity Report to Region Director prior to each of the four regularly scheduled Board of Directors meetings - 1 point each (Maximum 4 points)

Chapter Report September 10, 2019

Chapter Report October 10, 2019

Attendance at 2020 AFC Joint Spring Virtual Region I, Technology Commission, and CPEC Conference

Name of attendees (6) 5 points

Rory Wells, Cynthia Moody, Cara Bennett, Steve Vaughn, Kim Sellers, Marjorie McGee

Attendance at Region IV Conference parts 1&2

Name of attendees (1) 1 point

Steve Vaughn

Attendance at Region II Conference

Name of attendees (1) 1 point

Rory Wells

Professional Development Sessions:

Attendance at Cabin Fever Isolation Workshop

Name of attendees (7)

Marjorie McGee, Amanda Camp, Tina Banner, Karla Wilson, Joanne Holleran, Lana Lutz, Rory Wells

Attendance at CARES Act Workshop

Name of attendees (12)

Dr. Saul Reyes, Maureen Anderson, Stephanie Butscher, Jessica Kummerle, Lois Brauckmuller, Lana Lutz, Rory Wells, Christine Forde, Lillian Reed, Lea Phelps, Jennifer Klepfer, Matt Matthews

Attendance at Finding My Positive Thoughts in a Negative World Workshop

Name of attendees (3)

Amanda Camp, Carole Thompson, Laura Wright

Attendance at The New Normal: A Way of Living and Thriving Workshop

Name of attendees (2)

Kathleen Wilson, Rory Wells

Attendance at AFC's Cinco de Mayo Trivia Fiesta Happy Hour!

Name of attendees (2)

Amanda Camp, Marjorie McGee

Attendance at Thriving Instead of Just Surviving During the Transition to Online Advising

Name of attendees (1)

Deyanira Garcia

Attendance at Commission Conferences: (1 point each) 4 points

Name of attendee: Steve Vaughn _____ Commission: Region IV Wace _____

Name of attendee :Carole Thompson _____ Commission: Administrative _____

Name of attendee __ Connie Munden _____ Commission __ CPEC _____

Name of attendee __ Rory Wells _____ Commission _Technology and Campus Safety _____

Submittal Dates of Chapter Activity Reports to Region Director _Sept 10, 2019 and October 10, 2019 _____

TOTAL POINTS AWARDED FOR STATE, REGION AND COMMISSION PARTICIPATION: ____ 31 plus Prof. Devel.points

COLLEGE OF CENTRAL FLORIDA

TRAVEL APPROVAL AND REIMBURSEMENT REQUEST

TRIP NUMBER
(To Be Assigned by Business Office)
100636

Name: Cara Bennett JENZEAH ID#: 154
 DEPARTMENT: Information Technology BUDGET NUMBER: 014843022 OLD NUMBER: 60502 CHECK IF USING SPD FUNDS
 DEPARTMENT: OFFICE OTHER AREA (SPECIFY) CITY & STATE: Tallahassee, FL

PURPOSE: (ATTACH DOCUMENTATION) APC Leadership Conference

PLANNED TRIP	DEPARTURE DATE: <u>1/29/20</u> TIME: <u>4:30</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	RETURN DATE: <u>1/31/20</u> TIME: <u>3:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
MILEAGE: OFFICIAL	TRIP VICINITY: <u>-</u>	TOTAL ESTIMATED MILES: <u>0</u>
ACTUAL TRIP	DEPARTURE DATE: <u>1/29/20</u> TIME: <u>3:30</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	RETURN DATE: <u>1/31/20</u> TIME: <u>3:30</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
MILEAGE: OFFICIAL	TRIP VICINITY: <u>-</u>	TOTAL ACTUAL MILES: <u>0</u>

	ESTIMATED COST OF TRIP	PERSONAL REIMBURSEMENT REQUEST	SPD BUDGET CODE	ACTUAL COST OF TRIP	REIMBURSEMENT AMOUNT TO TRAVELER
<input type="checkbox"/> SHARE TRANSPORTATION WITH: _____					
<input type="checkbox"/> STUDENT MEALS <input type="checkbox"/> VAL OK <input type="checkbox"/> PICK-UP* VID #:					0.00
<input type="checkbox"/> COMMON CARRIER FARE* (PLANE, BUS, TRAIN) PAY TO: _____ <input type="checkbox"/> VAL OK <input type="checkbox"/> PICK-UP* VID #:					0.00
<input type="checkbox"/> PERSONAL VEHICLE: EST. MILES: <u>0</u> @ <u>0.45 PER MILE</u>	0.00			0.00	0.00
<input checked="" type="checkbox"/> COLLEGE CAR/VAN FUEL REIMBURSEMENT <input type="checkbox"/> VAL OK <input type="checkbox"/> PICK-UP*	50.00	50.00		50.00	0.00
<input checked="" type="checkbox"/> LEASING/RENTAL VEHICLE* <input checked="" type="checkbox"/> CAR <input type="checkbox"/> BUS <input type="checkbox"/> VAN <input type="checkbox"/> VAL OK <input type="checkbox"/> PICK-UP* <input type="checkbox"/> STARTER PAY TO: _____ VID #:	89.55	89.55		89.55	0.00
<input checked="" type="checkbox"/> HOTEL: EST. 2 NIGHTS @ \$145.78 ACT. 2 NIGHTS @ \$145.78 PAY TO: <u>WYNEHAM GARDEN TALLAHASSEE GARDEN</u> <input type="checkbox"/> VAL OK <input checked="" type="checkbox"/> PICK-UP* VID #:	291.56	291.56		291.56	0.00
<input checked="" type="checkbox"/> REGISTRATION FEES: PAY TO: <u>APC</u> <input type="checkbox"/> VAL OK <input checked="" type="checkbox"/> PICK-UP* VID #:	129	129.00		129	0.00
<input type="checkbox"/> INCIDENTAL EXPENSES: <input type="checkbox"/> TOLLS <input type="checkbox"/> PARKING <input type="checkbox"/> TAXIS/UTLITY <input type="checkbox"/> OTHER					0.00
<input type="checkbox"/> MISCELLANEOUS ADJUSTMENT: ADD OR (SUBTRACT) AS NEEDED - ATTACH OPT. S					
MEALS	ESTIMATED	ACTUAL			
<input checked="" type="checkbox"/> BREAKFAST: 2 @ \$6.00 12.00 2 @ \$6.00 12.00					
<input checked="" type="checkbox"/> LUNCH: 2 @ \$11.00 22.00 2 @ \$11.00 22.00					
<input checked="" type="checkbox"/> DINNER: 2 @ \$19.00 38.00 2 @ \$19.00 38.00					
TOTAL ESTIMATED: 572.00		TOTAL ACTUAL: 572.00			
			TOTAL TRAVEL COSTS BELOW:		
	5612.09	\$524.05		\$596.05	\$72.00
			CHECK PICK-UP INFORMATION <u>6:13.04</u>		
			CONTACT NAME: <u>CARA BENNETT</u>		
			PHONE #: <u>1447</u>		

TRAVEL REQUEST AND APPROVAL SIGNATURES	DATE	REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES	DATE
TRAVELER		TRAVELER*	<u>Cara Bennett</u> <u>2/4/20</u>
SUPERVISOR		SUPERVISOR	<u>[Signature]</u> <u>2/4/20</u>
VICE PRESIDENT		ADMINISTRATOR*	
RETURN APPROVED FORM TO:		BUSINESS OFFICE*	
OTHER APPROVER (SPD)		AMOUNT AUTHORIZED:	SPD BUDGET #:

*Traveler must be a full-time employee of the College of Central Florida. The request for reimbursement must be submitted to the Business Office within 90 days of the date of travel. The request for reimbursement must be submitted to the Business Office within 90 days of the date of travel. The request for reimbursement must be submitted to the Business Office within 90 days of the date of travel. The request for reimbursement must be submitted to the Business Office within 90 days of the date of travel.

RECEIVED FEB 05 2020

Revised 06/05/2014

COLLEGE OF CENTRAL FLORIDA
TRAVEL APPROVAL AND REIMBURSEMENT REQUEST

TRIP NUMBER
100556

Name: Rory Wells JOURNAL ID #: 508189
 DEPARTMENT: Institutional Services BUDGET NUMBER: 014843022 G. O.N. OFFR: 50510 CHECK IF USING SPD FUND
 DEPARTMENT: OSA OTHER AREA (SPECIFY) Citrus City & State: Tallahassee, FL

PURPOSE: (ATTACH DOCUMENTATION) AFC Leadership Conference 2020

PLANNED TRIP	DEPART DATE: <u>1/29/20</u> TIME: <u>5:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	RETURN DATE: <u>1/31/20</u> TIME: <u>5:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
	MILEAGE OFFICIAL <u>57.4</u> MILEAGE PRIVATE = <u>57.4</u> TOTAL ESTIMATED MILES	
ACTUAL TRIP	DEPART DATE: <u>1/29/20</u> TIME: <u>4:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	RETURN DATE: <u>1/31/20</u> TIME: <u>4:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
	MILEAGE OFFICIAL <u>57.4</u> MILEAGE PRIVATE = <u>57.4</u> TOTAL ACTUAL MILES	

<input checked="" type="checkbox"/> SPECIAL TRANSPORTATION WITH: <u>Car Rental</u>	ESTIMATED COST OF TRIP	PROGRAM COUNTRY ADJUST	PER DIEM COST	ACTUAL COST OF TRIP	PROGRAM COUNTRY ADJUST
<input type="checkbox"/> STAY-IN MEALS <input type="checkbox"/> MAILBOX <input type="checkbox"/> PICK-UP/VOL. #				0.00	
<input type="checkbox"/> COMMON CARRIER FARE ¹ (PLANE, BUS, TRAIN) PAY TO: _____ <input type="checkbox"/> MAILBOX <input type="checkbox"/> PICK-UP/VOL. #				0.00	
<input checked="" type="checkbox"/> PERSONAL VEHICLE: <u>0.74</u> EST. MILES <u>57.4</u> ACT. MILES <u>57.4</u> @ <u>44¢</u> PER MILE	<u>29.99</u>			<u>29.99</u>	<u>29.99</u>
<input type="checkbox"/> COLLEGE CAR / WALK FUEL REIMBURSEMENT: <input type="checkbox"/> MAILBOX <input type="checkbox"/> PICK-UP/VOL. #				0.00	
<input type="checkbox"/> LEASED/RENTAL VEHICLE: <input type="checkbox"/> CAR <input type="checkbox"/> BUS <input type="checkbox"/> VAN <input type="checkbox"/> CHARTER PAY TO: _____ <input type="checkbox"/> MAILBOX <input type="checkbox"/> PICK-UP/VOL. #				0.00	
<input checked="" type="checkbox"/> HOTEL: <u>EST. NIGHTS @ \$</u> ACT. NIGHTS @ \$ <input type="checkbox"/> MAILBOX <input type="checkbox"/> PICK-UP/VOL. #	0.00			0.00	0.00
<input checked="" type="checkbox"/> REGISTRATION FEES: PAY TO: <u>AFC</u> <u>1725 MAHAY DRIVE, TALLAHASSEE, FL 32309</u> <input checked="" type="checkbox"/> MAILBOX <input type="checkbox"/> PICK-UP/VOL. #	<u>129.00</u>	<u>129.00</u>		<u>129.00</u>	<u>129.00</u>
<input type="checkbox"/> INCIDENTAL EXPENSES: <input type="checkbox"/> TIPS <input type="checkbox"/> PARKING <input type="checkbox"/> TAXI/SHUTTLE <input type="checkbox"/> OTHER				0.00	
<input type="checkbox"/> VOUCHER/FOCUS ADJUSTMENT: ADD OR (SUBTRACT) AS APPLICABLE - ALL ASH CLASSES					
MEALS ESTIMATED ACTUAL	<u>63.00</u>			<u>63.00</u>	
<input checked="" type="checkbox"/> BREAKFAST ² 2 @ \$8.00 = <u>12.00</u> 2 @ \$12.00 = <u>24.00</u>					
<input checked="" type="checkbox"/> LUNCH ² 2 @ \$11.00 = <u>22.00</u> 2 @ \$11.00 = <u>22.00</u>					
<input checked="" type="checkbox"/> DINNER ² 1 @ \$15.00 = <u>15.00</u> 1 @ \$15.00 = <u>15.00</u>					
TOTAL ESTIMATED: <u>\$63.00</u> TOTAL ACTUAL: <u>\$72.00</u>					
TOTAL TRAVEL COSTS BELOW:				<u>\$230.99</u>	<u>\$230.99</u>
*CHECK FOR AIR INCIDENTAL ON CONTACT HERE:				<u>207.99</u>	<u>18.99</u>

TRAVEL REQUEST AND APPROVAL SIGNATURES	DATE	REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES	DATE
TRAVELER _____		TRAVELER _____	<u>2/1/20</u>
SUPERVISOR _____		SUPERVISOR _____	<u>2/5/20</u>
VICE PRESIDENT _____		VICE PRESIDENT _____	<u>2/5/20</u>
RETURN APPROVED FOR TO _____		RETURN APPROVED FOR TO _____	
QUICK APPROVAL (SPD)		AMOUNT AUTHORIZED: _____	SPD BUDGET # _____

1. Maximum amount and mileage of college cars: \$100 for business class; \$50 for regular; \$250 for coach; bus mileage \$100 for college and 1 cent per mile for private use of the parked automobile. 2. Meals: \$8.00 breakfast; \$11.00 lunch; \$15.00 dinner. 3. Per Diem: \$12.00 for lodging; \$12.00 for meals. 4. Mileage: 44¢ per mile. 5. Hotel: \$12.00 per night. 6. Registration: \$129.00. 7. Taxi/SHUTTLE: \$15.00. 8. Other: \$15.00. 9. Car Rental: \$29.99. 10. Fuel: \$0.44 per mile. 11. Airfare: \$0.00. 12. Incidentals: \$0.00. 13. Total: \$230.99. 14. Contact: 207.99. 15. Total: 18.99.

RECEIVED FEB 10 2020

Revised 10/19/2016

COLLEGE OF CENTRAL FLORIDA TRAVEL APPROVAL AND REIMBURSEMENT REQUEST

TRIP NUMBER
100344

NAME: Alicia Harrison JLN/CADSW ID #: 533380
 DEPARTMENT: Enrollment Services BUDGET NUMBER: 014843022 GLC NUMBER: 80502 CHECK IF USING SPD BUDGET
 DEPART FROM: COLLEGE OTHER AREA (SPECIFY) HOMOSASSA, Florida CITY & STATE: Tallahassee, Florida

PURPOSE: (ATTACH DOCUMENTATION) Association of Florida Colleges 2020 Legislative Days

PLANNED TRIP: DEPARTURE DATE: 1/27/20 TIME: 12:00 AM PM RETURN DATE: 1/29/20 TIME: 3:30 AM PM
 MILEAGE: OFFICIAL 353 BY VEHICULARITY: - 353 TOTAL ESTIMATED MILES: -
 ACTUAL TRIP: DEPARTURE DATE: 1/27/20 TIME: 12:00 AM PM RETURN DATE: 1/29/20 TIME: 8:00 AM PM
 MILEAGE: OFFICIAL 353 BY VEHICULARITY: - 353 TOTAL ACTUAL MILES: -

SHARE TRANSPORTATION WITH: _____ ESTIMATED COST OF TRIP: _____ REIMBURSEMENT REQUEST: _____ ACTUAL COST OF TRIP: _____ REIMBURSEMENT REQUEST TO TRAVELER: _____

STUDENT MEALS MAILER PICK-UP* VEHICLE# _____ 0.00

COMMON CARRIER FARE* (PLANE, BUS, TRAIN) PAY TO: _____ MAILER PICK-UP* VEHICLE# _____ 0.00

PERSONAL VEHICLE* EST. MILES: _____ ACT. MILES: _____ @ GAS PER MILE: _____ 0.00

COST FOR CAR / VAN FUEL REIMBURSEMENT* VAL. CAR PICK-UP* 0.00

LEASE/RENTAL VEHICLE* CAR BUS VAN VAL. CAR PICK-UP* VEHICLE# _____ 0.00
 CHARTER PAY TO: _____

HOTEL* EST. NIGHTS @ \$ _____ ACT. NIGHTS @ \$ _____ MAILER PICK-UP* VEHICLE# _____ 0.00
 PAY TO: _____

RECEIPT ON FILE* PAY TO: APG MAILER PICK-UP* VEHICLE# _____ 79.00
1725 MAHAN DRIVE, TALLAHASSEE, FL 32308

INCIDENTAL EXPENSES* TOLLS PARKING TAXI/SHUTTLE OTHER 0.00

MISCELLANEOUS ADJUSTMENTS (SEE OR (SEE) AS NEEDED) - ATTACH DETAILS

MEALS	ESTIMATED	ACTUAL	TOTAL TRAVEL COSTS BELOW:
<input checked="" type="checkbox"/> BREAKFAST* 1 @ \$0.00 6.00	6.00	6.00	5115.00
<input checked="" type="checkbox"/> LUNCH* 1 @ \$11.00 11.00	11.00	11.00	\$0.00
<input checked="" type="checkbox"/> DINNER* 1 @ \$19.00 19.00	19.00	19.00	\$36.00
TOTAL ESTIMATED: \$36.00		TOTAL ACTUAL: \$36.00	\$36.00

TRAVEL REQUEST AND APPROVAL SIGNATURES: _____ DATE: _____ REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES: _____ DATE: _____
 TRAVELER: _____ SUPERVISOR: Sonyal Jackson 01/30/2020
 VICE PRESIDENT: _____ ADMINISTRATOR: _____
 RETURN APPROVED FORM TO: ALICIA HARRISON BUSINESS UNIT: _____

OTHER APPROVER (SPD): _____ AMOUNT AUTHORIZED: _____ SPD BUDGET # _____

Revised 06/05/2016

RECEIVED FEB 05 2020

COLLEGE OF CENTRAL FLORIDA TRAVEL APPROVAL AND REIMBURSEMENT REQUEST

TRIP NUMBER
To Be Assigned By Business Office
100432

NAME: Marjorie McGee JENZABAR ID #: 2389

DEPARTMENT: Student Life BUDGET NUMBER: 014843022 G.L.C. NUMBER: 80510 CHECK IF USING SPEC FUNDS

DEPART FROM: OCALA OTHER AREA (SPECIFY) City & State: Sanford, FL + Tallahassee

PURPOSE (ATTACH DOCUMENTATION): Attend the AFCLegislative Days, Executive Committee Mtg., Board Mtg. & Leadership

PLANNED TRIP DEPARTURE DATE: 1/27/20 TIME: 3 AM PM RETURN DATE: 1/31/20 TIME: 5 AM PM

MI FARE: OFFICAL 364 PROXIMITY: 40 = 404 TOTAL ESTIMATED MILES

ACTUAL TRIP DEPARTURE DATE: 1/27/20 TIME: 3 AM PM RETURN DATE: 1/31/20 TIME: 4 AM PM

MI FARE: OFFICAL 364 PROXIMITY: 40 = 404 TOTAL ACTUAL MILES

SHARE TRANSPORTATION WITH: _____ ESTIMATED MILEAGE: _____ ACTUAL MILEAGE: _____

STUDENT MEALS MAIL CK PICK-UP* VOUCHER* _____ 0.00

COMMON CARRIER FARE* (PLANE, BUS, TRAIN): MAIL CK PICK-UP* _____ 0.00

PERSONAL VEHICLE: EST. MILES: _____ ACT. MILES: _____ @ \$.45 PER MILE 0.00 0.00 0.00

CAR / VEHICLE FUEL REIMBURSEMENT* MAIL CK PICK-UP* 50.00 47.35 47.35

LEASERENTAL VEHICLE: CAR BUS VAN MAIL CK PICK-UP* _____ 0.00

CHARTER PAY TO: _____ MILEAGE: _____ 0.00

HOTEL: EST. 4 NIGHTS @ \$ 179.00 ACT. 4 NIGHTS @ \$ 179.00

PAY TO: HOME SUITES 2103 MAGNOLIA DRIVE, TALLAHASSEE, FL 32301 VOUCHER PICK-UP* 716.00 716.00 716.00 0.00

REGISTRATION FEES: PAY TO: NAMEL - DE MENULIN VOUCHER PICK-UP* _____ 0.00

INCIDENTAL EXPENSES: TOLLS FAREMS TAXI/SHUTTLE OTHER 20.00 4.00 4.00

MISCELLANEOUS ADJUSTMENT, ADD OR (SUBTRACT) AS NEEDED - ATTACH DETAILS (51.35)

MEALS ESTIMATED ACTUAL 109.00 49.00 49.00

BREAKFAST: @ \$5.00 0.00 @ \$5.00 0.00

LUNCH: 3 @ \$13.00 39.00 1 @ \$11.00 11.00

DINNER: 4 @ \$15.00 60.00 2 @ \$24.00 48.00

TOTAL ESTIMATED \$495.00 TOTAL ACTUAL \$49.00

TOTAL TRAVEL COSTS BELOW: 8896.00 8716.00 8816.35 849.00

*CHECK PICK-UP INFORMATION CONTACT NAME: W. WESLE DEPARTMENT: STUDENT LIFE PHONE #: 3578

TRAVEL REQUEST AND APPROVAL SIGNATURES DATE REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES DATE

TRAVELER: _____ TRAVELER: _____

SUPERVISOR: _____ SUPERVISOR: _____

ADMINISTRATOR: _____ ADMINISTRATOR: _____

BUSINESS OFFICE: _____ BUSINESS OFFICE: _____

OTHER APPROVER (BPD): RECEIVED AMOUNT AUTHORIZED: _____ BPD BUDGET #: _____

RECEIVED FEB 03 2020

W. Wesle 2/3/2020

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COLLEGE OF CENTRAL FLORIDA
TRAVEL APPROVAL AND REIMBURSEMENT REQUEST

TRIP NUMBER
 To Be Assigned by Purchasing Office
 100015

NAME: Marjorie McGee JENEXBAR ID#: 2389
 DEPARTMENT: Student Life BUDGET NUMBER: 014043022 GLC NUMBER: 80510 [] CHECK IF JEOP. SPD. UNDS.
 DEPART FROM: OCALA OTHER AREA (SPECIFY) CITY & STATE: Palm Beach Gardens, FL
 PURPOSE: (ATTACH DOCUMENTATION) Attend the APC BIT & Campus Safety Symposium

PLANNED TRIP	DEPARTURE DATE: <u>7/8/19</u> <u>11:00 AM</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	RETURN DATE: <u>7/12/19</u>	TIME: <u>3</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
	MILEAGE: OFFICIAL <u>448</u> PLS. VICINITY <u>40</u> - <u>488</u> TOTAL ESTIMATED MILES		
ACTUAL TRIP	DEPARTURE DATE: <u>7/8/19</u> <u>11:00 AM</u> <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	RETURN DATE: <u>7/12/19</u>	TIME: <u>4:30</u> <input type="checkbox"/> AM <input type="checkbox"/> PM
	MILEAGE: OFFICIAL <u>448</u> PLS. VICINITY <u>90.1</u> - <u>538.1</u> TOTAL ACTUAL MILES		

SHARE TRANSPORTATION WITH:	ESTIMATED COST OF TRIP	RECEIVED/REIMBURSED	ACTUAL COST OF TRIP	AMOUNT TO TRAVELER
<input type="checkbox"/> STRIKE MEALS <input type="checkbox"/> MAIL CK <input type="checkbox"/> PICK-UP# <u>VID #:</u>				0.00
<input type="checkbox"/> COMMON CARRIER FARE# (PLANE, BUS, TRAIN) <input type="checkbox"/> MAIL CK <input type="checkbox"/> PICK-UP# <u>PAY TO:</u> <u>VID #:</u>				0.00
<input type="checkbox"/> PERSONAL VEHICLE: EST. MILES <u> </u> ACT. MILES <u> </u> @ <u> </u> PER MILE	0.00		0.00	0.00
<input checked="" type="checkbox"/> COLLEGE CAR/VAN FUEL REIMBURSEMENT <input type="checkbox"/> MAIL CK <input type="checkbox"/> PICK-UP#	50.00		0.00	0.00
<input type="checkbox"/> RENTAL VEHICLE: <input type="checkbox"/> CAR <input type="checkbox"/> SUV <input type="checkbox"/> VAN <input type="checkbox"/> MAIL CK <input type="checkbox"/> PICK-UP# <u>CHARTER</u> <u>PAY TO:</u> <u>VID #:</u>				0.00
<input checked="" type="checkbox"/> HOTELS: <u> </u> EST. NIGH'S @ \$ <u> </u> ACT. NIGH'S @ \$ <u> </u> <u>PAY TO:</u> <u>APC COVER</u> <input type="checkbox"/> MAIL CK <input type="checkbox"/> PICK-UP# <u>VID #:</u>	0.00		0.00	0.00
<input checked="" type="checkbox"/> REGISTRATION FEES: <u> </u> <u>PAY TO:</u> <u>MAXIMUM</u> <input type="checkbox"/> MAIL CK <input type="checkbox"/> PICK-UP# <u>COMMITTEE MEMBERS</u> <u>MAIL CK</u> <u>PICK-UP#</u> <u>VID #:</u>				0.00
<input checked="" type="checkbox"/> INCIDENTAL EXPENSES: <input checked="" type="checkbox"/> GTS <input type="checkbox"/> PARKING <input type="checkbox"/> TAXI/RENTAL <input checked="" type="checkbox"/> OTHER	40.00		0.00	0.00
<input type="checkbox"/> MISCELLANEOUS ADJUSTMENT: ADD OR (SUBTRACT) AS NEEDED - ATTACHED DETAILS				
MEALS	ESTIMATED	ACTUAL		
<input type="checkbox"/> BREAKFAST @ \$8.00	0.00	@ \$8.00	0.00	
<input type="checkbox"/> LUNCH @ \$11.00	0.00	@ \$11.00	0.00	
<input type="checkbox"/> DINNER @ \$12.00	0.00	@ \$12.00	0.00	
TOTAL ESTIMATED: <u>\$0.00</u>		TOTAL ACTUAL: <u>\$0.00</u>		
TOTAL TRAVEL COSTS BELOW: 580.00 50.00 0.00 0.00 *CHECK FOR INFORMATION				
CONTACT NAME: <u> </u> DEPARTMENT: <u>STUDENT LIFE</u> PHONE #: <u>1578</u>				

TRAVEL REQUEST AND APPROVAL SIGNATURES	DATE	REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES	DATE
TRAVELER		TRAVELER	<u>7/12/19</u>
SUPERVISOR		SUPERVISOR	
VP: PERSONNEL		ADMINISTRATOR	

RETURN APPROVED FORM TO: BUSINESS OFFICE
 OTHER APPROVER (SPD) RECEIVED AMOUNT AUTHORIZED SPD BUDGET #

1. Indicate amount and method of payment to "PO" for purchase order. Do not request for check. "PO" is not to be used for "PO" for all items. All numbers (0) are to be entered as "00".
 2. Vendor list on N. 1000 (all requests) must be paid on purchase order. If "PO" (Vendor ID) is not available on Vendor Database, please provide vendor's telephone number.
 3. For State: Request for Information (RFI) must be received before noon and after 2 p.m. For other: Request for Information (RFI) must be received before 3 p.m.
 4. Vendor's performance on previous contracts for all requests must be reviewed and approved before performance on this request.
 5. Signature required only if all expenses are not stated on previous "TR" entries.

RECEIVED JUL 19 19

COLLEGE OF CENTRAL FLORIDA TRAVEL APPROVAL AND REIMBURSEMENT REQUEST

TRIP NUMBER
(To Be Assigned by Business Office)
100030

NAME: Victoria Colletti (15) JENZARAR (7A); 249104

DEPARTMENT: Disability Services PROJECT NUMBER: 014643022 GLC NUMBER: 60502 CHECK IF USING SPD FUNDS

DEPARTMENT: LOCAL OTHER (DATA SPECIFY) CITY & STATE: Palm Beach

PURPOSE: (ATTACH DOCUMENTATION) Behavioral Intervention Team Training Level II and AFC Campus Safety Symposium

PLANNED TRIP DEPARTURE DATE: JULY 8 TIME: 6:00 AM PM RETURN DATE: JULY 12 TIME: 6:00 AM PM

MILEAGE: OFFICIAL 450 PLUS VICINITY = 450 TOTAL OFFICIAL MILES

ACTUAL TRIP DEPARTURE DATE: JULY 8 TIME: 4:30 AM PM RETURN DATE: JULY 12 TIME: 6:30 AM PM

MILEAGE: OFFICIAL 450 PLUS VICINITY = 450 TOTAL ACTUAL MILES

SHARE TRANSPORTATION WITH: _____

STUDENT (FARE) MAIL CK PICK-UP* VOT.# _____

COMMON CAROL (FARE) (PLANE, BUS, TRAIN) MAIL CK PICK-UP* VOT.# _____

PERSONAL VEHICLE: EST. MILES ACT. @ 44¢ PER MI = 0.00

COLLEGE CAR / VAN FUEL REIMBURSEMENT MAIL CK PICK-UP*

INCIDENTAL VEHICLE: CAR BUS VAN MAIL CK PICK-UP* MILE# _____

CHARTER: PAY TO: EXPRESS

HOTEL: EST. 4 NIGHTS @ \$120 ACT. 4 NIGHTS @ \$120

PAY TO: EMBASSY SUITES MAIL CK PICK-UP* VOT.# _____

REGISTRATION FEES: PAY TO: AFB MAIL CK PICK-UP* VOT.# _____

INCIDENTAL EXPENSES: MEALS PARKING TAXI-RIDERS OTHER

MISCELLANEOUS ADJUSTMENT (ADD OR (SUBTRACT) AS NEEDED - ATTACH DETAILS)

MEALS ESTIMATED ACTUAL 114.00 244.00/114.00

BREAKFAST 4 @ \$6.00 24.00 12 @ \$6.00 72.00

LUNCH 3 @ \$11.00 33.00 12 @ \$11.00 132.00

DINNER 3 @ \$19.00 57.00 4 @ \$19.00 76.00

TOTAL ESTIMATED: \$114.00 TOTAL ACTUAL: \$444.00

TOTAL TRAVEL COSTS BELOW: \$780.00 \$1,305.00 \$1,546.75 \$844.75

*CHECK PICK-UP INFORMATION (PRINT NAME: VICTORIA COLLETTI PHONE # 1580)

DEPARTMENT: DISABILITY SERVICES PHONE # 1580

TRAVEL REQUEST AND APPROVAL SIGNATURES DATE REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES DATE

TRAVELER: _____ SUPERVISOR: Victoria Colletti 7/15/19

VICE PRESIDENT: _____ ADMINISTRATOR: A. Ben. Cole 7-17-19

RETURN APPROVED FORM TO: RON KELTY BUSINESS OFFICE: S. E. Ky 7/15/19

OTHER APPROVER (if any): _____ ANOINT AUTHORIZED: \$44 BUDGET # 22

1. This document is the method of payment (MOP) for the travel expenses. It is not to be used for reimbursement. Please note: All expenses must be pre-approved for reimbursement.
2. Receipts are required for all expenses. Receipts must be original and include date, time, amount, and item description. Receipts must be submitted with this request.
3. Receipts must be submitted within 90 days of the date of the expense. Receipts must be submitted with this request.
4. Receipts must be submitted with this request.

COLLEGE OF CENTRAL FLORIDA

TRIP NUMBER

TRAVEL APPROVAL AND REIMBURSEMENT REQUEST

Approved by Business Office
DOC 21

Name: **Doug Prevatt** JENKINS ID #: **185324**

DEPARTMENT: **Public Safety** BUDGET NUMBER: **attached** GLC NUMBER: **60502** CHECK IF USING SPG FUND

DEPARTMENT: OUALA DUBLIN/DA (SPECIAL) City & State: **Palm Beach Gardens, FL**

PURPOSE: (ATTACH DOCUMENTATION) **Behavior Intervention Training (UCampus Safety Symposium)**

PLANNED TRIP: DEPART. DATE: **07/08/19** TIME: **3:00** AM PM RETURN DATE: **07/12/19** TIME: **8:00** AM PM
MILEAGE: OFFICIAL **447** PLUS VICINITY **40** = **407** TOTAL ESTIMATED MILES

ACTUAL TRIP: DEPART. DATE: **07/08/19** TIME: **2:00** AM PM RETURN DATE: **07/12/19** TIME: **6:00** AM PM
MILEAGE: OFFICIAL **447** PLUS VICINITY **19** = **466** TOTAL ACTUAL MILES

SHARE TRANSPORTATION WITH: _____

STUDENT MEALS MAIL CK PICK-UP* VE # _____ 0.00

COMMON CARRIER FARE* (PLANE, BUS, TRAIN): MAIL CK PICK-UP* VE # _____ 0.00

PERSONAL VEHICLE: 487 PGM MILES 456 ACT. MILES 466 ACT. MILES 216.71 207.37 207.37

COLLEGE CAR/VAN FUEL REIMBURSEMENT MAIL CK PICK-UP* 0.00

LEASE/RENTAL VEHICLE: CAR BUS VAN CHARTER PAY TO: _____ MAIL CK PICK-UP* VE # _____ 0.00

HOTEL: EST. 4 NIGHTS @ \$129 ACT. 4 NIGHTS @ \$129
PAY TO: **MEASRY SUITES PALM BEACH GARDENS**
350 W. PALM BLVD. PALM BEACH GARDENS FL 33410
 MAIL CK PICK-UP* VE # _____ 516.00 515.00 515.00 0.00

REGISTRATION FEES: PAY TO: **APC**
 MAIL CK PICK-UP* VE # _____ 789.00 789.00 789.00 0.00

INCIDENTAL EXPENSES: TOLLS PARKING TAXI/FERRIER OTHER 27.00 27.00

MISCELLANEOUS ADJUSTMENT: ADD OR (SUBTRACT) AS NECESSARY - ATTACH DETAILS

MEALS: ESTIMATED 144.00 ACTUAL 143.00

BREAKFAST: 4 @ \$6.00 24.00 4 @ \$5.00 20.00

LUNCH: 4 @ \$11.00 44.00 4 @ \$11.00 44.00

DINNER: 4 @ \$19.00 76.00 4 @ \$19.00 76.00

TOTAL ESTIMATED: 514.00 TOTAL ACTUAL: 513.00

TOTAL TRAVEL COSTS BELOW: 169.92
\$1,666.71 \$1,305.00 \$1,672.37 999.37
CHECK PICK UP INFORMATION
CONTACT NAME: **DOUG PREVATT**
DEPARTMENT: **PUBLIC SAFETY** PHONE #: **1242**

TRAVEL REQUEST AND APPROVAL SIGNATURES	DATE	REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES	DATE
TRAVELER		TRAVELER	7/15/19
SUPERVISOR		SUPERVISOR	7/17/19
VICE PRESIDENT		ADMINISTRATOR	
RETURN APPROVED FORM TO		BUSINESS OFFICE	

OTHER APPROVER(S) ACCOUNT AUTHORIZED SPG BUDGET

1. This request is for reimbursement of expenses incurred by the traveler for the purpose of conducting business on behalf of the College of Central Florida. It is not to be used for personal expenses. Expenses for meals, lodging, and transportation are reimbursable only if they are necessary and reasonable in amount. Expenses for other items are reimbursable only if they are specifically authorized by the College of Central Florida. This request is not to be used for reimbursement of expenses incurred by the traveler for the purpose of conducting business on behalf of the College of Central Florida. It is not to be used for personal expenses. Expenses for meals, lodging, and transportation are reimbursable only if they are necessary and reasonable in amount. Expenses for other items are reimbursable only if they are specifically authorized by the College of Central Florida.

RECEIVED BY: [Signature]

7/19/19
7/18/19

COLLEGE OF CENTRAL FLORIDA TRAVEL APPROVAL AND REIMBURSEMENT REQUEST

TRIP NUMBER
100-385

NAME: Ron Kleitzy DEPARTMENT: Information Technology BUDGET NUMBER: 014843022 GLC NUMBER: 60502 CHECK IF USING SPD FUNDS:
 DEPART FROM: ROWA OTHER AREA (SPECIFY) CITY & STATE: Palm Harbor, FL

PURPOSE (ATTACH DOCUMENTATION): Attend APC Annual Conference

PLANNED TRIP	DEPARTURE DATE: 11/6/19	TIME: 9:00	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	RETURN DATE: 11/8/19	TIME: 3:00	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
ACTUAL TRIP	DEPARTURE DATE: 11/6/19	TIME: 9:00	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	RETURN DATE: 11/8/19	TIME: 3:00	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM

SHARE TRANSPORTATION WITH: _____		ESTIMATED COST OF TRIP*	ACTUAL COST OF TRIP	PO/CR CODE	ACTUAL COST OF TRIP	REIMBURSED AMOUNT TO TRAVELER
<input type="checkbox"/> STUDENT MEALS	<input type="checkbox"/> MAIL/CRK <input type="checkbox"/> PICK-UP* VID #:					0.00
<input type="checkbox"/> COMMON CARRIER (ARE? (PLANE BUS, TRAIN): PAY TO: _____	<input type="checkbox"/> MAIL/CRK <input type="checkbox"/> PICK-UP* VID #:					0.00
<input type="checkbox"/> PERSONAL VEHICLE: EST. MILES: ACT. MILES: @ \$1.45 - PER MILE		0.00			0.00	0.00
<input checked="" type="checkbox"/> COLLEGE CAR / VAN FUEL REIMBURSEMENT*	<input type="checkbox"/> MAIL/CRK <input checked="" type="checkbox"/> PICK-UP* VID #:	20.00	20.00	CR	20.00	20.00
<input type="checkbox"/> LEASE/RENTAL VEHICLE? <input type="checkbox"/> CAR <input type="checkbox"/> BUS <input type="checkbox"/> VAN <input type="checkbox"/> CARRIER (PAY TO: _____	<input type="checkbox"/> MAIL/CRK <input type="checkbox"/> PICK-UP* VID #:					0.00
<input checked="" type="checkbox"/> HOTEL: EST. 2 NIGHTS @ \$125 ACT. 2 NIGHTS @ \$125 PAY TO: HILTI	<input type="checkbox"/> MAIL/CRK <input checked="" type="checkbox"/> PICK-UP* VID #:	250.00	250.00	CR	250.00	0.00
<input checked="" type="checkbox"/> REGISTRATION FEES: PAY TO: APC	<input type="checkbox"/> MAIL/CRK <input checked="" type="checkbox"/> PICK-UP* VID #:	298.00	299.00	CR	299.00	0.00
<input type="checkbox"/> INCIDENTAL EXPENSES? <input type="checkbox"/> GOLF <input type="checkbox"/> PARKING <input type="checkbox"/> TAXI/SHUTTLE <input type="checkbox"/> OTHER						0.00
<input type="checkbox"/> MISCELLANEOUS/ADJUSTMENT: ADD OR (SUBTRACT) AS APPLICABLE - ATTACH DETAIL						
MEALS	ESTIMATED	ACTUAL				
<input checked="" type="checkbox"/> BREAKFAST 2 @ \$6.50	12.00	2 @ \$6.50	12.00			
<input checked="" type="checkbox"/> LUNCH 2 @ \$11.00	22.00	2 @ \$11.00	22.00			
<input checked="" type="checkbox"/> DINNER 1 @ \$19.00	19.00	1 @ \$19.00	19.00			
TOTAL ESTIMATED:	\$53.00	TOTAL ACTUAL:	\$53.00			
		TOTAL TRAVEL COSTS BEFORE TAX				
		\$630.00	\$657.00		\$641.91	\$641.91

TRAVEL REQUEST AND APPROVAL SIGNATURES	DATE	REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES	DATE
TRAVELER		TRAVELER	11/11/19
SUPERVISOR		SUPERVISOR	11-14-19
VICE PRESIDENT		ADMINISTRATOR	
RETURN APPROVED FOR YOU:		BUSINESS OFFICE	
OTHER APPROVER (SPD)		AMOUNT AUTHORIZED:	SPD BUDGET #

*Include a receipt - and a copy of program if possible for each expense item for reimbursement for travel. For meals, include receipts for all food and beverage items. For lodging, include receipts for all lodging charges. For other expenses, include receipts for all other expenses.
 **Check for applicable Florida state and federal tax laws. For example, Florida state law requires that a receipt be provided for all expenses over \$10.00.
 ***For meals, breakfast - must leave before 8 am. Lunch - must leave before 12:30 pm. Dinner - must leave before 6:30 pm. For other expenses, include receipts for all other expenses.
 ****The College of Central Florida is an equal opportunity institution. Any individual who is discriminated against on the basis of race, sex, or religion in the performance of his/her duties will be held accountable.

RECEIVED BY 114386

Revised 06/05/00 6

COLLEGE OF CENTRAL FLORIDA
TRAVEL APPROVAL AND REIMBURSEMENT REQUEST

TRIP NUMBER
100-323

NAME: Deyarina Garcia EMPLOYEE ID #: 559118
 DEPARTMENT: Advising BUDGET NUMBER: 014843077 GLC NUMBER: 60502 CHECK IF USING GPO FUNDS
 DEPART FROM: DOWNTOWN OTHER AREA (SPECIFY) CITY & STATE: Palm Harbor, FL

PURPOSE: (ATTACH DOCUMENTATION) AFC Annual Conference

PLANNED TRIP	DEPART DATE: <u>11/6/19</u> TIME: <u>8:00</u> <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	RETURN DATE: <u>11/8/19</u> TIME: <u>4:30</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
ACTUAL TRIP	DEPART DATE: <u>11/6/19</u> TIME: <u>9:00</u> <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	RETURN DATE: <u>11/8/19</u> TIME: <u>4:30</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM

X SHARE TRANSPORTATION WITH: <u>Bob Kliczy</u>		TOTAL CHARGE TO DEPT	TRAVEL FUNDING REQUEST	ACTUAL COST OF TRIP	REIMBURSED AMOUNT TO TRAVELER
<input type="checkbox"/> STUDENT MEALS	<input type="checkbox"/> MAIL OR <input type="checkbox"/> PICK-UP? V.#: _____				0.00
<input type="checkbox"/> COMMON CARRIER FARE ¹ (PLANE, BUS, TRAIN) PAY TO: _____	<input type="checkbox"/> MAIL OR <input type="checkbox"/> PICK-UP? V.#: _____				0.00
<input type="checkbox"/> PERSONAL VEHICLE: EST. MILES: _____ ACT. MILES: _____ @ \$ _____ PER MILE		0.00		0.00	0.00
<input type="checkbox"/> COLLEGE CAR/VAN FUEL REIMBURSEMENT	<input type="checkbox"/> MAIL OR <input type="checkbox"/> PICK-UP? V.#: _____				0.00
<input type="checkbox"/> UTAS/RENTAL VEHICLE ¹ <input type="checkbox"/> CAR <input type="checkbox"/> BUS <input type="checkbox"/> VAN <input type="checkbox"/> CHARTER PAY TO: _____	<input type="checkbox"/> MAIL OR <input type="checkbox"/> PICK-UP? V.#: _____				0.00
<input checked="" type="checkbox"/> HOTEL ¹ EST. NIGHTS @ \$ _____ ACT. NIGHTS @ \$ _____	<input type="checkbox"/> MAIL OR <input type="checkbox"/> PICK-UP? V.#: _____	0.00	0.00	0.00	0.00
PAY TO: <u>SHARING ROOM WITH JEAN SCHEMERS</u> <u>UNIVERSITY, PALM HARBOR</u>					
<input checked="" type="checkbox"/> REGISTRATION FEE: PAY TO: <u>AFC</u>	<input type="checkbox"/> MAIL OR <input checked="" type="checkbox"/> PICK-UP? V.#: <u>2554</u>	299.00	299.00	CK	299.00
<input type="checkbox"/> INCIDENTAL EXPENSES ¹ <input type="checkbox"/> TOLLS <input type="checkbox"/> PARKING <input type="checkbox"/> TAXI/RIDESHARE <input type="checkbox"/> OTHER					0.00
<input type="checkbox"/> MISCELLANEOUS ADULT (MENTION ADD ON (SUBSTANCE) AS NEEDED ATTACH DETAILS)					0.00
MEALS	ESTIMATED	ACTUAL			
<input checked="" type="checkbox"/> BREAKFAST ² 2 @ \$5.00 12.00		2 @ \$5.00 12.00			
<input checked="" type="checkbox"/> LUNCH ² 2 @ \$11.00 22.00		2 @ \$11.00 22.00			
<input checked="" type="checkbox"/> DINNER ² 1 @ \$15.00 15.00		1 @ \$15.00 15.00			
TOTAL ESTIMATED: <u>\$53.00</u>		TOTAL ACTUAL: <u>\$53.00</u>			
			TOTAL TRAVEL COSTS BELOW:		
			\$352.00	\$299.00	\$53.00

*CHECK PICK-UP INFORMATION
CONTACT: AXC DEYARINA GARCIA
DEPARTMENT: ADVISING PHONE #: 1817

TRAVEL REQUEST AND APPROVAL SIGNATURES	DATE	REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES	DATE
TRAVELER: <u>Deyarina Garcia</u>	<u>11/26/19</u>	TRAVELER: <u>Deyarina Garcia</u>	<u>11/26/19</u>
SUPERVISOR: <u>NOVA</u>	<u>11/26/19</u>	SUPERVISOR: <u>Chela</u>	<u>11/26/19</u>
VICE PRESIDENT: <u>7</u>		ADMINISTRATOR: <u>Sally</u>	<u>11/26/19</u>

RETURN APPROVED FORM TO: _____ BUSINESS OFFICE
 OTHER APPROVER (GPO): RECEIVED AMOUNT AUTHORIZED: _____ GPO SUBJECT # _____

¹Indicates use of a College of Central Florida (CCF) sponsored vehicle for business purposes. If not a CCF sponsored vehicle, the driver (employee) and/or organization is responsible for all applicable state and federal taxes and other expenses.
²Under the Florida Number 703 (reg. for occupational purposes), Florida (State of FL) driver was holding a valid Driver's License, please provide a valid driver's license number.
³For Rental Car, see the Florida State Department of Transportation website for rental car rates and other information.
⁴Traveler is responsible for the cost of the trip. Expenses should be itemized and receipts provided for all expenses.
⁵Form is required only if the traveler is not a CCF employee.

REF-100-307-18-200

Revised 08/06/2015

COLLEGE OF CENTRAL FLORIDA TRAVEL APPROVAL AND REIMBURSEMENT REQUEST

TRIP NUMBER
(To Be Assigned by Business Office)
100356

Name: Krystle Skelly JENZBAR ID #: 237166

DEPARTMENT: Levy Enrollment Svcs BUDGET NUMBER: 014843022 GLO NUMBER: 60502 CHECK IF BRINGING FUNDS

DEPART FROM: Ocala OTHER AREA (SPECIFY) Levy Campus CITY & STATE: Palm Harbor, FL

PURPOSE: (ATTACH DOCUMENTATION) AFC Annual Conference

PLANNED TRIP	DEPARTURE DATE: 11/08/19	TIME: 9:45	<input type="checkbox"/> AM <input type="checkbox"/> PM	RETURN DATE: 11/08/19	TIME: 3:00	<input type="checkbox"/> AM <input type="checkbox"/> PM
	MILEAGE OFFICAL: 276	MILE VOUCHER: 10 =	286	TOTAL ESTIMATED MILES:		
ACTUAL TRIP	DEPARTURE DATE: 11/08/19	TIME: 9:45	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	RETURN DATE: 11/08/19	TIME: 3:00	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
	MILEAGE OFFICAL: 286	MILE VOUCHER: =	286	TOTAL ACTUAL MILES:		

	ESTIMATE COST OF TRIP	PREPAY/POSTPAY REQUEST	MILEAGE REIMBURSEMENT	ACTUAL COST OF TRIP	REIMBURSEMENT TO TRAVELER
<input type="checkbox"/> SHARED TRAVEL (INDICATE IN COMMENTS)					
<input type="checkbox"/> STUDENT MEALS <input type="checkbox"/> MALCK <input type="checkbox"/> PICK-UP* VID #:					0.00
<input type="checkbox"/> COMMERCIAL CAB/RENTAL TAXI (PLANE, BUS, TRAIN) PAY TO: MALCK <input type="checkbox"/> PICK-UP* VID #:					0.00
<input type="checkbox"/> PERSONAL VEHICLE: EST. MILE ACT. MILEAGE PER MILE	0.00			0.00	0.00
<input type="checkbox"/> COLLEGE CAR/VAN FUEL REIMBURSEMENT <input type="checkbox"/> MALCK <input type="checkbox"/> PICK-UP*					0.00
<input checked="" type="checkbox"/> RENTAL VEHICLE: <input checked="" type="checkbox"/> CAR <input type="checkbox"/> BUS <input type="checkbox"/> VAN <input type="checkbox"/> MALCK <input type="checkbox"/> PICK-UP* PAY TO: ENTERPRISE INVOICE ATTACHED VID #:	106.75			106.75	0.00
<input checked="" type="checkbox"/> HOTEL: EST. 2 NIGHTS @ \$ ACT. 2 NIGHTS @ \$ PAY TO: SUITING ROOM W/ RORY WELLS-1248123456 RESORT, PALM HARBOR, FL 34682 <input type="checkbox"/> MALCK <input type="checkbox"/> PICK-UP* VID #:	0.00			0.00	0.00
<input checked="" type="checkbox"/> REGISTRATION FEES: PAY TO: AFC <input type="checkbox"/> MALCK <input checked="" type="checkbox"/> PICK-UP* VID #:	299.00	299.00	OK 299.00		0.00
<input type="checkbox"/> INCIDENTAL EXPENSES: <input type="checkbox"/> TOLLS <input type="checkbox"/> FARES <input type="checkbox"/> TAXI/SHUTTLE <input type="checkbox"/> OTHER					0.00
<input type="checkbox"/> MISCELLANEOUS ADJUSTMENT ADD OR (SUBTRACT) AS NEEDED - ATTACH DETAILS					
MEALS	ESTIMATED	ACTUAL			
<input checked="" type="checkbox"/> BREAKFAST: 2 @ \$6.00 12.00		1 @ \$3.00 3.00			
<input checked="" type="checkbox"/> LUNCH: 2 @ \$11.00 22.00		1 @ \$3.00 3.00			
<input checked="" type="checkbox"/> DINNER: 1 @ \$19.00 19.00		1 @ \$3.00 3.00			
TOTAL ESTIMATED: \$53.00		TOTAL ACTUAL: \$36.00			
TOTAL TRAVEL COSTS BELOW:					
	\$458.75	\$0.00	\$44.75	\$458.75	\$16.00
*CHECK PICK-UP INFORMATION CONTACT NAME: KRISTLE SKELLY					
PAY TO: LEVY ENROLLMENT SVCS FISCAL YEAR: 2019					

TRAVEL REQUEST AND APPROVAL SIGNATURES	DATE	REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES	DATE
TRAVELER		TRAVELER	11/15/19
SUPERVISOR		SUPERVISOR	
VICE PRESIDENT		ADMINISTRATOR	11-15-19
RETURN APPROVED FORM TO:		BUSINESS OFFICE	
OTHER APPROVER (SPE)		ACTING AUTHORIZED	SPE EMPLOY #

1. Indicate amount and method of payment (CASH or personal check) for request for check (COC) received and amount for other use (COC) not received. (COCs are not to be used for other purposes.)
2. Mileage: Mileage rate: 21¢ per mile (per mile). Credits may be applied for other purposes.
3. Vehicle: Indicate the number (VIN) needed for travel. Mileage is not available for other purposes. Please provide vehicle telephone number.
4. For Meals: (Estimated) must include before 8:00 a.m. and after 8:00 p.m. (Estimated) must include after 8:00 p.m. (Estimated) must include after 8:00 p.m.
5. Traveler must be in possession of valid driver's license and valid insurance. (Estimated) must include after 8:00 p.m.
6. Signature required by 11/08/19. (Estimated) must include after 8:00 p.m.

11/15/19
100356
Revised 06/06/2016

COLLEGE OF CENTRAL FLORIDA TRAVEL APPROVAL AND REIMBURSEMENT REQUEST

TRIP NUMBER
100321
By Approved By: [Signature]

NAME: Norma Walcott JENZBAR ID #: 19359
 DEPARTMENT: Student Affairs/Advising BUDGET NUMBER: U14863022 GLC NUMBER: 80502 CHECK IF USING SPY PLANS
 DEPART FROM: OCALA OTHER AREA (CITY)
 CITY & STATE: Palm Harbor, Florida
 PURPOSE: (ATTACH DOCUMENTATION) 70th AFC Annual Meeting and Conference

PLANNED TRIP: DEPARTURE DATE: 11/06/19 TIME: 8:00 AM PM RETURN DATE: 11/08/19 TIME: 4:30 AM PM
 MILEAGE: OFFICIAL PLUS MILEAGE = 0 TOTAL ESTIMATED MILES
 ACTUAL TRIP: DEPARTURE DATE: 11/06/19 TIME: 8:30 AM PM RETURN DATE: 11/08/19 TIME: 4:30 AM PM
 MILEAGE: OFFICIAL PLUS MILEAGE = 0 TOTAL ACTUAL MILES

<input checked="" type="checkbox"/> SHARE TRANSPORTATION WITH: <u>Joshua Carab</u>				ESTIMATED COST OF TRIP	APPROVED BY (BY REQUEST)	ACTUAL COST OF TRIP	REIMBURSED AMOUNT TO CARRIER
<input type="checkbox"/> STAFF MEALS							0.00
<input type="checkbox"/> COMMON CARRIER FARE* (PLANE, BUS, TRAIN) PAY TO: _____							0.00
<input type="checkbox"/> PERSONAL VEHICLE	EST. MILES	ACT.	@ .425 REIMB.	0.00		0.00	0.00
<input type="checkbox"/> COLLEGE CAR / VAN FUEL REIMBURSEMENT							0.00
<input type="checkbox"/> LEASE/RENTAL VEHICLE* <input type="checkbox"/> TAXI <input type="checkbox"/> R.V. <input type="checkbox"/> VAN <input type="checkbox"/> CHARTER PAY TO: _____							0.00
<input checked="" type="checkbox"/> HOTEL* FRT. 2 NIGHTS @ \$139.00 ACT. 2 NIGHTS @ \$139.00 PAY TO: _____ <u>INNBRICK PALM HARBOR</u>				278.00	278.00	278.00	0.00
<input checked="" type="checkbox"/> RESTAURANT MEALS* PAY TO: <u>AFC</u>				299.00	299.00	299.00	0.00
<input type="checkbox"/> INCIDENTAL EXPENSES: <input type="checkbox"/> TOILET <input type="checkbox"/> PARKING <input type="checkbox"/> TAXI/SHUTTLE <input type="checkbox"/> OTHER							0.00
<input type="checkbox"/> MISCELLANEOUS ADU.S. FEES: ADD OR (SUBTRACT) AS NEEDED ATTACH DETAILS							
MEALS				53.00		53.00	53.00
<input checked="" type="checkbox"/> BREAKFAST 2 @ \$6.00 12.00 2 @ \$5.00 10.00							
<input checked="" type="checkbox"/> LUNCH 2 @ \$11.00 22.00 2 @ \$11.00 22.00				5830.00	\$577.00	\$630.00	553.00
<input checked="" type="checkbox"/> DINNER 1 @ \$18.00 18.00 1 @ \$15.00 15.00							
TOTAL ESTIMATED: <u>\$53.00</u> TOTAL ACTUAL: <u>\$53.00</u>							

TOTAL TRAVEL COSTS BELOW:
 CHECK PICK-UP INFORMATION
 CONTACT NAME: NORMA WALCOTT
 DEPARTMENT: ADVISING PHONE #: 1606

TRAVEL REQUEST AND APPROVAL SIGNATURES	DATE	REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES	DATE
TRAVELER: <u>Norma Walcott</u>	<u>11/19/19</u>	TRAVELER: <u>Norma Walcott</u>	<u>11/19/19</u>
SUPERVISOR: <u>[Signature]</u>	<u>11/11/19</u>	SUPERVISOR: <u>[Signature]</u>	<u>11/11/19</u>
VICE PRESIDENT: <u>[Signature]</u>	<u>11/11/19</u>	ADMINISTRATOR: <u>[Signature]</u>	<u>11/11/19</u>
RETURN APPROVED FORM TO:		DIRECTOR'S OFFICE:	
OTHER APPROVER (SPC) <u>RECEIVED</u>		AMOUNT AUTHORIZED:	SFD BUDGET #

* If additional mileage is required, attach a separate item for request for travel (FCR) for additional charges (FCR) for mileage over 2000 and rental car mileage (airfare) and other transportation.
 ** If a vehicle is used for personal use, the driver must be a member of the College of Central Florida and must have a valid driver's license.
 *** If a vehicle is used for personal use, the driver must be a member of the College of Central Florida and must have a valid driver's license.
 **** If a vehicle is used for personal use, the driver must be a member of the College of Central Florida and must have a valid driver's license.
 ***** If a vehicle is used for personal use, the driver must be a member of the College of Central Florida and must have a valid driver's license.

RECEIVED FOR 15 2019

Revised 06/06/2018

**COLLEGE OF CENTRAL FLORIDA
TRAVEL APPROVAL AND REIMBURSEMENT REQUEST**

FORM NUMBER
100322

Name: Joshua J. Prugh DEPARTMENT: Academic Advising BUDGET NUMBER: 014843022 GLC NUMBER: 60502 CHECK USING SPD FUNDS
 DEPART FROM: OCALA OTHER AREA (SPECIFY) CITY & STATE: Palm Harbor, FL
 PURPOSE (ATTACH DOCUMENTATION): APC Annual Conference

PLANNED TRIP: DEPARTURE DATE: 11/06/19 TIME: 9:30 AM PM RETURN DATE: 11/08/19 TIME: 4:30 AM PM
 MILEAGE: OCALA 214 MILES (MINUS Y B = 220) TOTAL ESTIMATED MILES
 ACTUAL TRIP: DEPARTURE DATE: 11/06/19 TIME: 9:30 AM PM RETURN DATE: 11/08/19 TIME: 4:30 AM PM
 MILEAGE: OCALA 215 MILES (MINUS Y D = 215) TOTAL ACTUAL MILES

<input checked="" type="checkbox"/> S-STATE TRANSPORTATION WITH: <u>Norma Walcott</u>				ESTIMATED COST OF TRIP	PREPAID TRAVEL REQUEST	ACTUAL COST OF TRIP	REIMBURSEMENT TO TRAVELER
<input type="checkbox"/> STUDENT TRIP							0.00
<input type="checkbox"/> COMMERCIAL TRIP (PLANE, BUS, TRAIN) PAY TO: <u>204</u>						66.77	66.77
<input checked="" type="checkbox"/> PERSONAL VEHICLE: <u>220</u> EST. MILES <u>215</u> ACT. MILES @ <u>.415</u> PER MILE				97.90		95.67	95.67
<input type="checkbox"/> COLLEGE CAR/VAN FUEL REIMBURSEMENT							0.00
<input type="checkbox"/> LEASE/RENTAL VEHICLE: <input type="checkbox"/> CAR <input type="checkbox"/> TRUCK <input type="checkbox"/> VAN <input type="checkbox"/> CHARTER PAY TO: _____						1.00	0.00
<input checked="" type="checkbox"/> HOTEL: <u>EST 2 NIGHTS @ \$129.00</u> ACT 2 NIGHTS @ <u>\$125.00</u> PAY TO: <u>INVERBOK, PALM HARBOR</u>				258.00	258.00	258.00	0.00
<input checked="" type="checkbox"/> REGISTRATION FEE: <u>FLORIDA COLLEGES</u> PAY TO: <u>ASSOCIATION OF FLORIDA COLLEGES</u> MILEAGE: <u>2554</u>				299.99	299.99	299.99	0.00
<input type="checkbox"/> INCIDENTAL EXPENSES: <input type="checkbox"/> TOLLS <input type="checkbox"/> PARKING <input type="checkbox"/> TAXI/SUBURB <input type="checkbox"/> OTHER							0.00
<input type="checkbox"/> MISCELLANEOUS ADJUSTMENT: ADD OR (SUBTRACT) AS APPLICABLE - ATTACH DATA							
MEALS				ESTIMATED	ACTUAL		
<input checked="" type="checkbox"/> BREAKFAST: 2 @ \$5.00 = 12.00 2 @ \$5.00 = 12.00							
<input checked="" type="checkbox"/> LUNCH: 2 @ \$11.00 = 22.00 2 @ \$11.00 = 22.00							
<input checked="" type="checkbox"/> DINNER: 1 @ \$19.00 = 19.00 1 @ \$19.00 = 19.00							
TOTAL ESTIMATED: \$53.00 TOTAL ACTUAL: \$53.00				53.00		53.00	53.00
				TOTAL TRAVEL COSTS BELOW:			
				\$708.89	\$557.99	\$706.69	\$448.67
				CHECK PICK-UP IN-CHARGE: <u>Joshua J. Prugh</u>			
				CONTACT NAME: <u>JOSHUA J. PRUGH</u>			
				DEPARTMENT: <u>ACADEMIC ADVISING</u> PHONE: <u>3586</u>			

TRAVEL REQUEST APPROVAL SIGNATURES	DATE	REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES	DATE
TRAVELER		TRAVELER	
SUPERVISOR	<u>NOV 14 2019</u>	SUPERVISOR	<u>11-14-19</u>
VICE PRESIDENT		ADMINISTRATOR	<u>11-14-19</u>
RETURN APPROVED FORM TO:		BUSINESS OFFICE	
OTHER APPROVER (SPD)		AMOUNT AUTHORIZED:	SPD BUDGET #

RECEIVED

The user must submit a valid receipt for the purchase of travel services. Receipts for travel services must be submitted to the Business Office within 30 days of the date of the purchase. Receipts for travel services must be submitted to the Business Office within 30 days of the date of the purchase. Receipts for travel services must be submitted to the Business Office within 30 days of the date of the purchase.

RECEIVED NOV 15 2019

Revised 05/06/2015

COLLEGE OF CENTRAL FLORIDA TRAVEL APPROVAL AND REIMBURSEMENT REQUEST

TRIP NUMBER: **100247**

NAME: Alicia Harrison JENZADA # 5333RD
 DEPARTMENT: Enrollment Services BUDGET NUMBER: D14843022 GLC NUMBER: 40502 CHECK IF USING SPD FUNDS
 DEPART FROM: Ocala Orlinda (Specify) Home CITY & STATE: Homestead, Florida
 PURPOSE (ATTACH DOCUMENTATION): Association of Florida Colleges Annual Conference

PLANNED TRIP: DEPARTURE DATE: 11/6/19 TIME: 8:00 AM PM RETURN DATE: 11/8/19 TIME: 12:00 AM PM
 MILEAGE: OFFICIAL 48.7 PLUS VICINITY: 0 TOTAL ESTIMATED MILES: 48.7
 ACTUAL TRIP: DEPARTURE DATE: 11/6/19 TIME: 10:00 AM PM RETURN DATE: 11/8/19 TIME: 2:00 AM PM
 MILEAGE: OFFICIAL 48.7 PLUS VICINITY: 0 TOTAL ACTUAL MILES: 48.7

STUDENT TRANSPORTATION		ESTIMATED COST OF TRIP	ACTUAL COST OF TRIP	ACTUAL COST OF TRIP	REIMBURSEMENT TO TRAVELER
<input type="checkbox"/> STUDENT MEALS	<input type="checkbox"/> WALK <input type="checkbox"/> PICKUP				0.00
<input type="checkbox"/> COMMON CARRIER FARE (PLANE, BUS, TRAIN)	<input type="checkbox"/> WALK <input type="checkbox"/> PICKUP				0.00
<input checked="" type="checkbox"/> PERSONAL VEHICLE: <u>48.7</u> NET MILES	<input checked="" type="checkbox"/> WALK <input type="checkbox"/> PICKUP	21.67		21.67	21.67
<input type="checkbox"/> COLLEGE CAR / VAN FUEL REIMBURSEMENT	<input type="checkbox"/> WALK <input type="checkbox"/> PICKUP				0.00
<input type="checkbox"/> LEASERENTAL VEHICLE (TRUCK, BUS, VAN)	<input type="checkbox"/> WALK <input type="checkbox"/> PICKUP				0.00
<input checked="" type="checkbox"/> HOTEL: <u>1</u> NIGHTS @ \$ <u>139.00</u>	<input checked="" type="checkbox"/> WALK <input type="checkbox"/> PICKUP	139.00	139.00	139.00	0.00
<input checked="" type="checkbox"/> REGISTRATION FEE: <u>1</u> NIGHTS @ \$ <u>299.00</u>	<input checked="" type="checkbox"/> WALK <input type="checkbox"/> PICKUP	299.00	299.00	299.00	0.00
<input type="checkbox"/> INCIDENTAL EXPENSES (TOLLS, PARKING, TAXIS, etc.)					0.00
MEALS		ESTIMATED	ACTUAL		
<input checked="" type="checkbox"/> BREAKFAST	2 @ \$6.00	12.00	1 @ \$6.00	6.00	
<input checked="" type="checkbox"/> LUNCH	2 @ \$11.00	22.00	1 @ \$11.00	11.00	
<input checked="" type="checkbox"/> DINNER	1 @ \$19.00	19.00	1 @ \$19.00	19.00	
	TOTAL ESTIMATED:	\$53.00	TOTAL ACTUAL:	\$26.00	
TOTAL TRAVEL COSTS BELOW:		\$412.67	\$438.00	\$495.67	-\$57.67

TRAVEL REQUEST AND APPROVAL SIGNATURES: _____ DATE: _____
 REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES: _____ DATE: _____
 TRAVELER: _____ SUPERVISOR: _____
 VICE PRESIDENT: _____ ADMINISTRATOR: _____
 RETURN APPROVED FORM TO: _____ BUSINESS OFFICE: _____
 OTHER APPROVER (SPD): _____ AMOUNT AUTHORIZED: _____ SPD BUDGET # _____

1. This form is to be used for reimbursement of travel expenses only. It is not to be used for reimbursement of other expenses.
 2. Traveler must submit receipts for all expenses. Receipts must be dated and show the amount and description of the expense.
 3. Receipts must be submitted within 30 days of the date of the expense.
 4. Receipts must be submitted to the Business Office for review and approval.
 5. Receipts must be submitted to the Business Office for review and approval.
 6. Receipts must be submitted to the Business Office for review and approval.
 7. Receipts must be submitted to the Business Office for review and approval.
 8. Receipts must be submitted to the Business Office for review and approval.
 9. Receipts must be submitted to the Business Office for review and approval.
 10. Receipts must be submitted to the Business Office for review and approval.

RECEIVED NOV 14 2019

Revised 10/20/2019

COLLEGE OF CENTRAL FLORIDA
TRAVEL APPROVAL AND REIMBURSEMENT REQUEST

TRIP NUMBER
100314

NAME: Kim Sellers JENKINS ID #: 562470
 DEPARTMENT: Teacher Ed BUDGET NUMBER: 014843022 CRIC NUMBER: 60502 CHECK PLUSING SPD FUNDS
 DEPART FROM: Ocala OTHER AREA (SPECIFY) CITY & STATE: Palm Harbor, FL

PURPOSE: (ATTACH DOCUMENTATION) AFG Annual Conference

PLANNED TRIP	DEPARTURE DATE: 11/5/18 TIME: 10:00 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM RETURN DATE: 11/8/18 TIME: 4:30 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM MILEAGE: OFFICIAL 102 PLUS MILEAGE 10 = 112 TOTAL ESTIMATED MILES
ACTUAL TRIP	DEPARTURE DATE: 11/5/19 TIME: 10:00 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM RETURN DATE: 11/8/19 TIME: 3:30 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM MILEAGE: OFFICIAL 206 PLUS MILEAGE 15 = 225 TOTAL ACTUAL MILES

		ESTIMATED COST OF TRIP	PERMITS/PER DIARY REQUEST	ACTUAL COST OF TRIP	REIMBURSED AMOUNT TO TRAVELER
<input type="checkbox"/>	SHARE TRANSPORTATION WITH _____				
<input type="checkbox"/>	STUDENT MEALS <input type="checkbox"/> MAIL OK <input type="checkbox"/> PICK-UP* VO #:				0.00
<input type="checkbox"/>	CONYON CARRIAGE FARE* (PLANE, BUS, TRAIN); PAY TO: _____ VO #:				0.00
<input checked="" type="checkbox"/>	PERSONAL VEHICLE: 112 EST. MILES @ 32¢ PER MILE @ 44¢ PER GALLON	45.84		100.57	100.57
<input type="checkbox"/>	COIT FOR CAR/VAN FUEL REIMBURSEMENT <input type="checkbox"/> MAIL OK <input type="checkbox"/> PICK-UP*				0.00
<input type="checkbox"/>	RENTAL VEHICLE: <input type="checkbox"/> CAR <input type="checkbox"/> BUS <input type="checkbox"/> VAN <input type="checkbox"/> CHARTER PAY TO: _____ <input type="checkbox"/> MAIL OK <input type="checkbox"/> PICK-UP* VO #:				0.00
<input checked="" type="checkbox"/>	HOTEL: EST. 3 NIGHTS @ \$219 ACT. 3 NIGHTS @ \$219 PAY TO: INDEPENDENT GOLF AND SPA RESORT 38750 US HWY 19 NORTH, PALM HARBOR, FL 34684 <input checked="" type="checkbox"/> MAIL OK <input checked="" type="checkbox"/> PICK-UP* VO #:	657.00	657.00 ✓	657.00 ✓	0.00 ✓
<input checked="" type="checkbox"/>	REGISTRATION FEES: PAY TO: AFG 1725 MANAHOA DR. TA. ANNAPOLIS, MD 21401 <input type="checkbox"/> MAIL OK <input checked="" type="checkbox"/> PICK-UP* VO #:	299.00	299.00 ✓	299.00 ✓	0.00 ✓
<input type="checkbox"/>	INCIDENTAL EXPENSES: <input type="checkbox"/> TIPS <input type="checkbox"/> PARKING <input type="checkbox"/> TAXI/RENTAL <input type="checkbox"/> OTHER				0.00
<input type="checkbox"/>	MISCELLANEOUS ADJUSTMENT: ADD OR (SUBTRACT) AS NEEDED - ATTACH RECEIPTS				
	MEALS: ESTIMATED ACTUAL	64.00		53.00	53.00
<input type="checkbox"/>	Breakfast: 2 @ \$10.00 12.00 2 @ \$11.00 22.00				
<input type="checkbox"/>	Lunch: 3 @ \$11.00 33.00 2 @ \$11.00 22.00				
<input type="checkbox"/>	Dinner: 1 @ \$19.00 19.00 1 @ \$18.00 18.00				
	TOTAL ESTIMATED: \$64.00 TOTAL ACTUAL: \$53.00				
		TOTAL TRAVEL COSTS BELOW:			
		\$1,468.84	\$657.00	\$840.57	\$468.57
		*CHECK PICK-UP INFORMATION INITIAL NAME: KIM SELLERS			
		DEPARTMENT: LEARNING LAB SCHOOL PHONE #: 1200			

TRAVEL REQUEST AND APPROVAL SIGNATURES	DATE	REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES	DATE
TRAVELER: <i>[Signature]</i>	11/12/19	TRAVELER: <i>[Signature]</i>	11/12/19
SUPERVISOR: <i>[Signature]</i>		SUPERVISOR: <i>[Signature]</i>	11/12/19
VICE PRESIDENT: <i>[Signature]</i>		ADMINISTRATOR: <i>[Signature]</i>	11/30/19

RETURN APPROVED FORM TO: BUSINESS OFFICE
 OTHER APPROVER (SPD): AMOUNT AUTHORIZED: SPD BUXXET #

*Initials required and method of payment required for all payments except for the employee's personal credit card. For credit card charges, attach the credit card statement and the receipt for the purchase. Do not use a cash advance. Please note: ALL receipts and financial statements must be attached for reimbursement.
 *Vehicle Identification Number (VIN) required for personal vehicles. If VIN is not available, please provide vehicle's telephone number.
 *Residence: Special approval is required for travel from a residence not listed in the system. Traveler must have a valid driver's license and a valid passport.
 *Traveler's signature is required for reimbursement. If a signature is not available, the traveler must provide a written statement of the reason.
 *Signatures are valid only if they appear as signed information on the SPD system.

**COLLEGE OF CENTRAL FLORIDA
TRAVEL APPROVAL AND REIMBURSEMENT REQUEST**

TRIP NUMBER
100306

NAME: Debbie Howe LEADERSHIP ID #: 95
 DEPARTMENT: Information Technology FUND NUMBER: 014843022 GLE NUMBER: 60502 CREDIT USING SPU FUNDS
 DEPART FROM: COCA OTHER AREA (SPECIFY) CITY & STATE: Palm Harbor, FL
 PURPOSE: (ATTACH DOCUMENTATION) Attend AFC Annual Conference

PLANNED TRIP: DEPARTURE DATE: 11/5/19 TIME: 9:00 AM PM RETURN DATE: 11/9/19 TIME: 3:00 AM PM
 MILEAGE: OFFICIAL _____ FUEL MILEAGE _____ TOTAL ESTIMATED MILES _____
 ACTUAL TRIP: DEPARTURE DATE: 11/5/19 TIME: 9:00 AM PM RETURN DATE: 11/0/19 TIME: 3:00 AM PM
 MILEAGE: OFFICIAL _____ FUEL MILEAGE _____ TOTAL ACTUAL MILES _____

TRIP TYPE	EST. COST	ACTUAL COST	ACTUAL COST	REIMBURSED
<input checked="" type="checkbox"/> SHARE TRANSPORTATION WITH: <u>Don Kelly</u>				
<input type="checkbox"/> STUDENT MEALS <input type="checkbox"/> MAIL OK <input type="checkbox"/> PICK-UP? <u>VID #:</u>				0.00
<input type="checkbox"/> COMMON CARRIER FARES* (PLANE, BUS, TRAIN): <input type="checkbox"/> MAIL OK <input type="checkbox"/> PICK-UP? <u>FAY TO:</u> <u>VID #:</u>				0.00
<input type="checkbox"/> PERSONAL VEHICLE: EST. MILES: _____ AGT. _____ @ <u>\$.45</u> PER MILE	0.00		0.00	0.00
<input checked="" type="checkbox"/> COMMON CARRIER VEHICLE REIMBURSEMENT <input type="checkbox"/> MAIL OK <input type="checkbox"/> PICK-UP?	0.00		0.00	0.00
<input type="checkbox"/> LEASE/RENTAL VEHICLE: <input type="checkbox"/> CAR <input type="checkbox"/> BUS <input type="checkbox"/> VAN <input type="checkbox"/> MAIL OK <input type="checkbox"/> PICK-UP? <u>VID #:</u>	0.00		0.00	0.00
<input type="checkbox"/> CHARTER <u>PAY TO:</u> _____ <u>VID #:</u> _____				
<input type="checkbox"/> HOTEL: EST. NIGHTS @ \$ _____ AGT. _____ @ \$ _____ <input type="checkbox"/> MAIL OK <input type="checkbox"/> PICK-UP? <u>VID #:</u>	0.00		0.00	0.00
<input checked="" type="checkbox"/> REGISTRATION FEES: <u>PAY TO:</u> <u>DEC</u> <input type="checkbox"/> MAIL OK <input type="checkbox"/> PICK-UP? <u>VID #:</u>	299.00	299.00	CK	299.00
<input type="checkbox"/> INCIDENTAL EXPENSES: <input type="checkbox"/> TOLLS <input type="checkbox"/> PARKING <input type="checkbox"/> TOWING/RENTAL <input type="checkbox"/> OTHER				0.00
<input type="checkbox"/> MISCELLANEOUS ADJUSTMENT: ADD OR (SUBTRACT) AS NEEDED - ATTACH DETAILS				
MEALS	ESTIMATED	ACTUAL		
<input checked="" type="checkbox"/> BREAKFAST: 2 @ \$6.00 12.00		2 @ \$6.00 12.00		
<input checked="" type="checkbox"/> LUNCH: 2 @ \$11.00 22.00		2 @ \$11.00 22.00		
<input checked="" type="checkbox"/> DINNER: 1 @ \$19.00 19.00		1 @ \$19.00 19.00		
TOTAL ESTIMATED: 555.00		TOTAL ACTUAL: 555.00		
TOTAL TRAVEL COSTS BELOW:				
	\$352.00	\$299.00		\$555.00
*CHECK PICK-UP INFORMATION CONTACT NAME: _____ DEPARTMENT: _____ PHONE #: _____				

TRAVEL REQUEST AND APPROVAL SIGNATURES	DATE	REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES	DATE
TRAVELER		TRAVELER	<u>12/1/19</u>
SUPERVISOR		SUPERVISOR	<u>12/1/19</u>
VICE PRESIDENT		ADMINISTRATOR	
RETURN APPROVED FORM TO:		BUSINESS OFFICE	
OTHER APPROVER (SF2) <u>[Signature]</u> <u>12/13/19</u>		AMOUNT AUTHORIZED:	\$0.00

Inmate travel and per diem expenses are not reimbursable. For purchase order (PO) or purchase order (PO) for a budget item, and not for a purchase order for other purposes. Please note: ALL expenses must be incurred prior to the date of travel. For more information, please refer to the College of Central Florida's Travel Policy. For more information, please refer to the College of Central Florida's Travel Policy. For more information, please refer to the College of Central Florida's Travel Policy. For more information, please refer to the College of Central Florida's Travel Policy.

COLLEGE OF CENTRAL FLORIDA TRAVEL APPROVAL AND REIMBURSEMENT REQUEST

100285

Name: Rachel Cote | GLN/QUAK ID#: 594885

DEPARTMENT: Marketing and Public Rel. | FUNDSET NUMBER: 014843022 | GLN NUMBER: 60502 | CHECK IF USING EPD FUNDS

DEPARTMENT: Ocala | OTHER AREA (SPECIFY) | CITY & STATE: Palm Harbor, Florida

PURPOSE: (ATTACH DOCUMENTATION) Association of Florida Colleges Conference (1 day)

PLANNED TRIP | DEPARTURE DATE: 11/7/19 | TIME: 8:00 | AM | PM | RETURN DATE: 11/7/19 | TIME: 7:00 | AM | PM
MILEAGE: OFFICIAL 206 | FUEL MOUNTY: - | 206 | TOTAL ESTIMATED MILES

ACTUAL TRIP | DEPARTURE DATE: 11/7/19 | TIME: 8:00 | AM | PM | RETURN DATE: 11/7/19 | TIME: 7:30 | AM | PM
MILEAGE: OFFICIAL | FUEL MOUNTY: - | 0 | TOTAL ACTUAL MILES

SHARE TRANSPORTATION WITH: Lyle Brackbill (driver) | ESTIMATED COST OF TRIP | PROGRAM POLICY REQUEST | FUEL OIL OR FE | ACTUAL COST OF TRIP | REIMBURSED AMOUNT TO TRAVELER

STUDENT MEALS | MAIL OR PICK-UP* | MAIL OR PICK-UP* | MAIL OR PICK-UP* | MAIL OR PICK-UP* | 0.00

COMMON CARRIER FARE* (PLANE, BUS, TRAIN): | MAIL OR PICK-UP* | MAIL OR PICK-UP* | MAIL OR PICK-UP* | MAIL OR PICK-UP* | 0.00

PERSONAL VEHICLE: | EST. MILES | ACT. | @ .145 per mile | 0.00 | 0.00 | 0.00

COLLEGE CAR/VAN USE REIMBURSEMENT | MAIL OR PICK-UP* | MAIL OR PICK-UP* | MAIL OR PICK-UP* | MAIL OR PICK-UP* | 0.00

LEASING/RENTAL VEHICLE* | CAR | BUS | VAN | MAIL OR PICK-UP* | MAIL OR PICK-UP* | MAIL OR PICK-UP* | MAIL OR PICK-UP* | 0.00

HOTEL* | EST. NIGHTS @ 5 | ACT. NIGHTS @ 5 | MAIL OR PICK-UP* | MAIL OR PICK-UP* | 0.00 | 0.00 | 0.00

REGISTRATION FEES* | PAY TO: ASSOCIATION OF FLORIDA COLLEGE PRES. 1725 NW AN DR. TALLAHASSEE FL 32308 | MAIL OR PICK-UP* | MAIL OR PICK-UP* | 185.00 | 185.00 | 185.00 | 0.00

INCIDENTAL EXPENSES* | CASH | AMEX | DISCOVER | OTHER | 0.00

MISCELLANEOUS ADJUSTMENT / ADD OR (SUBTRACT) AS NEEDED - ATTACH DETAILS | 0.00

MEALS	ESTIMATED	ACTUAL	11.00	11.00	11.00
<input type="checkbox"/> BREAKFAST*	@ \$3.00 0.00	@ \$3.00 0.00			
<input checked="" type="checkbox"/> LUNCH*	1 @ \$11.00 11.00	1 @ \$11.00 11.00			
<input type="checkbox"/> Dinner*	@ \$15.00 0.00	@ \$15.00 0.00			
TOTAL ESTIMATED:	\$11.00	TOTAL ACTUAL:	\$11.00		

TOTAL TRAVEL COSTS BELOW: \$200.00 | \$185.00 | \$200.00 | \$11.00*

*CHECK PICK-UP OR REIMBURSEMENT | CONTACT NAME: RACHEL COTE | DEPARTMENT: MARKETING AND PR | PHONE #: 1373

TRAVEL REQUEST AND APPROVAL SIGNATURES	DATE	REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES	DATE
TRAVELER		TRAVELER*	12/1/19
SUPERVISOR		SUPERVISOR	12/1/19
VICE PRESIDENT		ADMINISTRATOR*	

RETURN APPROVED FUND ID: | AMOUNT AUTHORIZED: | EXP. BUDGET #:

1. Includes fuel and mileage for personal vehicles used for business purposes only. 2. Includes tolls and charges for the use of personal vehicles for business purposes. 3. Includes parking fees for business purposes. 4. Includes the cost of meals and lodging for business purposes. 5. Includes the cost of travel agency fees for business purposes. 6. Includes the cost of travel insurance for business purposes. 7. Includes the cost of travel agency fees for business purposes. 8. Includes the cost of travel insurance for business purposes. 9. Includes the cost of travel agency fees for business purposes. 10. Includes the cost of travel insurance for business purposes.

CLASS C. MERR

COLLEGE OF CENTRAL FLORIDA TRAVEL APPROVAL AND REIMBURSEMENT REQUEST

TRIP NUMBER
110040

NAME: Rory Wells JENKINS ID #: 566189
 DEPARTMENT: Instructional Services ACCOUNT NUMBER: 014843022 GLO NUMBER: 30502 CHECK IF USING SPY FLARE
 DEPARTING FROM: LOCAL OTHER AREA (SPECIFY) _____ CITY & STATE: Palm Beach Gardens, FL

PURPOSE (ATTACH DOCUMENTATION): AFC Membership Conference

PLANNED TRIP	DEPARTURE DATE: <u>7/9/19</u> TIME: <u>2:30</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	RETURN DATE: <u>7/10/19</u> TIME: <u>9:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
	MILEAGE: OFFICIAL <u>500</u> PLUS MILEAGE = <u>500</u>	TOTAL ESTIMATED MILES
ACTUAL TRIP	DEPARTURE DATE: <u>7/9/19</u> TIME: <u>2:30</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	RETURN DATE: <u>7/10/19</u> TIME: <u>10:30</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
	MILEAGE: OFFICIAL <u>450</u> PLUS MILEAGE = <u>450</u>	ACTUAL MILES

5-STAR TRANSPORTATION WITH:	ESTIMATE DOLLARS	ACTUAL DOLLARS	ACTUAL CENTS	ACTUAL CENTS
<input type="checkbox"/> AIRLINE MEALS <input type="checkbox"/> MAIL OR <input type="checkbox"/> PICK-UP* V# # _____				0.00
<input type="checkbox"/> COMMON CARRIER FARE* (PLANE, BUS, TRAIN) PAY TO: _____ <input type="checkbox"/> MAIL OR <input type="checkbox"/> PICK-UP* V# # _____				0.00
<input type="checkbox"/> PERSONAL VEHICLE: _____ MILES @ _____ PER MILE @ 45¢ PER MILE	0.00			0.00
<input checked="" type="checkbox"/> COLLEGE CAR/VAN/BIKE REIMBURSEMENT <input type="checkbox"/> MAIL OR <input type="checkbox"/> PICK-UP*				77.95
<input checked="" type="checkbox"/> LEASE/RENTAL VEHICLE: <input checked="" type="checkbox"/> CAR <input type="checkbox"/> BUS <input type="checkbox"/> VAN <input type="checkbox"/> MAIL OR <input type="checkbox"/> PICK-UP* <input type="checkbox"/> CHARTER PAY TO: <u>ENTERPRISE</u> V# # _____	\$9.34			0.00
<input checked="" type="checkbox"/> HOTEL: <u>EST. 1 NIGHTS @ \$180.15</u> ACT. NIGHTS @ <u>5</u> PAY TO: <u>EMERSONS BY ELVEN P&A</u> <u>4300 PGA BLVD. SUITE 200</u> <input checked="" type="checkbox"/> MAIL OR <input type="checkbox"/> PICK-UP* <u>PALM BEACH GARDENS, FL 33410</u> V# # _____	180.15			0.00
<input checked="" type="checkbox"/> REGISTRATION FEES: PAY TO: <u>AFC</u> <input checked="" type="checkbox"/> MAIL OR <input type="checkbox"/> PICK-UP* <u>1725 PALM DRIVE</u> V# # _____ <u>TALLahassee, FL 32301</u>	36.00			0.00
<input checked="" type="checkbox"/> INCIDENTAL EXPENSES: <input checked="" type="checkbox"/> TRIP <input type="checkbox"/> PARKING <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> OTHER	36.00			32.30
<input type="checkbox"/> DISCREPANCY ADJUSTMENT: ADD OR (SUBTRACT) AS NEEDED - ATTACH DETAILS				
WE AIR	ESTIMATED	ACTUAL		
<input type="checkbox"/> AIRFARE @ \$180.15 3.00 @ \$180.15 4.00				
<input type="checkbox"/> TRIP @ \$11.00 0.00 @ \$11.00 0.00				
<input checked="" type="checkbox"/> DINNER 2 @ \$19.00 38.00 1 @ \$19.00 19.00				
TOTAL ESTIMATED: \$38.00		TOTAL ACTUAL: \$19.00		
		TOTAL TRAVEL COSTS BELOW:		
		\$345.49	50.00	\$129.25
		CONTACT NAME: <u>39946</u>		
		DEPARTMENT: _____		

TRAVEL REQUEST AND APPROVAL SIGNATURES	DATE	REIMBURSEMENT REQUEST AND APPROVAL SIGNATURES	DATE
TRAVELER: _____		Requester: <u>Rory Wells</u>	<u>7/10/19</u>
SUPERVISOR: _____		Supervisor: <u>[Signature]</u>	<u>7/10/19</u>
VICE PRESIDENT: _____		ADMINISTRATOR: _____	
RETURN APPROVED FORM TO: _____		BUSINESS OFFICE: _____	
C. ILM APPROVAL (RPO): _____		AMOUNT AUTHORIZED: _____	SFC # JOB# # _____

Information and rules are subject to change without notice. All requests must be submitted by the 15th of the month following the trip. All requests must be submitted by the 15th of the month following the trip. All requests must be submitted by the 15th of the month following the trip. All requests must be submitted by the 15th of the month following the trip.

RECEIVED: 7/10/19

DD
10 147345
Revised 06/02/19
7/10/19

College of Central Florida

Chapter report

Sep 10 2019

- College Park Elementary School donation for school supplies. Tuesday August 6th Chapter presented two \$500 checks to the school for student school supplies.
- The First Chapter meeting after the summer break was held on Aug 20. The meeting had three long time members from different areas of the college tell their story of why they joined AFC and why they continue to support AFC and the college system.
- Starting Sept. 17, a long-term fundraising activity will begin with the insider auction. Funds generated will be used to fund community service and AFC activity's
- CF coming to serve thanksgiving dinner the Tuesday (Nov. 26) before Thanksgiving at the Salvation Army Evangeline Booth Gardens apartments.

College of Central Florida

Chapter report

Oct 25 2019

- Chapter Meeting Sept 17 AMP- Marion county
- Chapter Meeting Oct 15 United Way Presentations
- Annual Conference, Chapter will be attending wit 17 participants
- Potluck lunch For AFC members
- CF coming to serve thanksgiving dinner the Tuesday (Nov. 26) before Thanksgiving at the Salvation Army Evangeline Booth Gardens apartments.

Meeting ID	Topic
769792996	2020 AFC Joint Spring Virtual Region I, Technology Commission, and CPEC Conference - entirely online. 4/24/2020

Name (Original Name)	User Email
Rory Wells	wellsr@cf.edu
Cynthia Moody	moodyc@cf.edu
Cara Bennett	bennettc@cf.edu
Steve Vaughn	vaughns@cf.edu
Kim Sellers	sellersk@cf.edu
Marjorie McGee	mcgeem@cf.edu

6 attendees

Meeting ID	Topic
81535932172	Region IV Conference Part 2 5/15/2020

Name (Original Name)	User Email
Steve Vaughn	vaughns@cf.edu
1 attendee	

Meeting ID	Topic
87198526477	Region II Conference 5/27/2020

Name (Original Name)	User Email
Rory Wells	Wellsr@cf.edu
1 attendee	

Professional Development Sessions

Meeting ID	Topic
109325604	Cabin Fever/Isolation: What Does This Mean For You? 4/16/2020
Name (Original Name)	User Email
Marjorie McGee	mcgeem@cf.edu
Amanda Camp	campa@cf.edu
Tina Banner	bannert@cf.edu
Karla Wilson	wilsonk@cf.edu
Jo-Anne Holleran	holleran@cf.edu
Lana Lutz	lutzl@cf.edu
Rory Wells	wellsr@cf.edu
	7 attendees

Meeting ID	Topic
852782015	CARES ACT WEBINAR with ACCT and AACC 4/14/2020
Name (Original Name)	User Email
Saul Reyes	Reyess@cf.edu
Maureen Anderson	andersom@cf.edu
Stehenie Butscher	butsches@cf.edu
Jessica Kummerle	kummerlj@cf.edu
Lois Brauckmuller# APR	brauckml@cf.edu
Lana Lutz	Lutzl@cf.edu
Rory Wells	wellsr@cf.edu
Christine Forde	fordec@cf.edu
Lillian Reed	reedl@cf.edu
lea phelps	phelpsl@cf.edu
Jennifer Klepfer	klepferj@cf.edu
Matt Matthews	matthewm@cf.edu
	12 attendees

Meeting ID

89166057779

Topic

Finding My Positive Thoughts in a Negative World
4/30/2020

Name (Original Name)

Amanda Camp
Carole Thompson
Laura Wright

User Email

campa@cf.edu
thomsoc@cf.edu
wrightl@cf.edu

3 attendees

Meeting ID

751927429

Topic

The New Normal: A Way of Living and Thriving 5/7/2020

Name (Original Name)

Kathryn Wilson
Rory Wells

User Email

wilsonk@cf.edu
wellsr@cf.edu

2 attendees

Meeting ID

84075347018

Topic

AFC's Cinco de Mayo Trivia Fiesta Happy Hour!
5/5/2020

Name (Original Name)

Amanda Camp
Marjorie McGee

User Email

Amandasmil@yahoo.com
mcgeem@cf.edu

2 attendees

Meeting ID

85660028553

Topic

Thriving Instead of Just Surviving During the Transition to Online
Advising 5/5/2020

Name (Original Name)

Deya Garcia

User Email

garciad@cf.edu

1 attendee



CF's Chapter of the Association of Florida Colleges

Section 4: Commission Exemplary Practices

16. COMMISSION EXEMPLARY PRACTICES (Maximum 90 points)

Chapter must provide copy of cover sheet or supporting documentation for nomination

Nomination for Commission Exemplary Practice - 5 points each

A maximum of 25 points will be awarded per commission.

Name of nomination: Rory Wells _____ Exemplary Practice: DE TO CF- Building Bridges

Name of nomination _____ Exemplary Practice _____

Name of nomination _____ Exemplary Practice _____

TOTAL POINTS AWARDED FOR COMMISSION EXEMPLARY PRACTICE 5_ points

Commission Exemplary Practice Application

1. Name of the college and campus.

College of Central Florida, Citrus Campus

2. Name and title of innovative practice

DE to CF: Building Bridges

3. Name(s) and title(s) of individuals directly responsible and involved in this innovative practice.

If this is a group submission, the chair of the committee must be a career and professional employee and the committee must consist of 50% career and professional employees.

Rory Wells- Manager- Instructional Services- Citrus

Sonya Warden- Director- Student Affairs- Citrus

4. What date did the program originally begin?

Implemented in Fall 2018 Semester for Cohort 2020

5. Briefly describe the program. Explain its uniqueness and the innovative aspect of this practice.

Cohort 2020 was designed to accommodate qualified dual enrollment students with a guaranteed seat in selected core courses at the CF Citrus campus. After noticing that needed courses usually did not have ample seats available when registration began for dual enrollment students, our local high schools requested a partnership that would provide seating in courses designated for only dual enrollment students.

6. What need did this practice meet that was not being met? Our first cohort gained much attention but the lack of transportation for many students was an issue. Our local school board agreed to provide one school bus from each of the three local high schools to bring the students to our CF Citrus campus during their first block. The course schedule was revised to offer the needed courses for ENC, Math, Humanities, Speech and Freshman Seminar, all during our 8:00 a. m.- 9:15a.m. time block.

7. Number effected: what areas and how many categories of people were served by this practice. Does it include career and professional employees; does it affect students, faculty or community?

The biggest impact of this program affects our local high school juniors and seniors. We currently have approx. 275 dual enrollment students countywide. 68 students participated in Cohort 2020 and we have 108 in Cohort 2021.

8. What is the objective of this practice and how are the objectives met?

The objective is to provide core courses that are needed for most, if not all, academic pathways. These objectives are met by offering only those courses that the majority, if not all, students will be required to take in order to obtain an Associate's degree.

9. What is the cost of this practice and what is the funding source if any?

The only cost to the college is to cover the wages of the instructors who were already teaching at the college, facilities, and administrative and student services support. No additional staff was hired for this project.

10. Was this practice cost effective? Did it save the College money? What are the financial benefits? Are there benefits other than financial? Was morale of career and professional employees or other staff and students affected?

This was a financial benefit to the college because it brought in more students in onsite classes and increased FTE to offset onsite enrollment decreases as Citrus Campus students shift to online offerings. The connection between local high school and college staff has greatly increased and the focus increased on advancing qualified students while still in high school.

11. Was the creation of this innovation a part of your written job duties?

As Manager of Instruction and Director of Student Services, our job duties revolve around student success, retention and completion, and providing the courses that students are seeking in their academic paths.

12. Does the innovation make your job easier or affect the job performance of other faculty or staff?

This innovation will make the registration process easier for staff and students, although our first pilot did have some negative aspects that affected the staff who coordinate schedules at the high schools and the college. However, these obstacles helped us learn how to make the process smoother for future cohorts.

13. Have there been commendations, awards, or evaluations in association with this innovative practice?

Include copies of any newspaper articles or letters of commendation or support from employees, supervisors, deans, provosts, or President of the college. There have not been any awards or recognition for this practice.

14. Has this innovative practice been changed, revised, modified or improved in any way since its inception and why?

The practice has been changed to include transportation provided by the school board, a designated course numbering system for ease of registration and schedule alterations to fit staff and transportation changes.

15. What materials are available for other colleges/individuals to implement this innovative practice at other institutions- how it could be applied to other colleges in Florida.

We have a PowerPoint that shows our local data of dual enrollment before this practice and what we saw in enrollment changes for the first two cohorts. The suggested course of action would be for colleges to meet with their local school boards as each county has different needs. Make the bridge from high school to college as seamless as possible for staff and students.

16. Where can interested colleagues write/and/or call you to inquire about your innovative practice to apply it to their colleges?

Rory Wells- wellsr@cf.edu- 352-746-6721, etc. 6117

Sonya Warden- wardens@cf.edu- 352-746-6721, etc. 6179

17. Please include a 500-word abstract describing your innovative practice. The abstract should be no longer than one typed page. It should include the background of the innovative practice. It should also include what problems or needs were addressed in your innovative practice. Show the outcome, result or effect of the innovative practice may have had on staff, faculty, students, or community. This abstract is in addition to the answers to the questions above. This abstract may be printed as part of the agenda for the workshop

CPEC Exemplary Practice Award Submission Essay

The College of Central Florida, Citrus Campus, was approached by our local school board who wanted to initiate a path for current high school students who qualified for dual enrollment to be able to obtain an Associate's degree while still attending high school. Their idea was to have students earn both their diploma and AA degree concurrently. While the college appreciated this concept, our Academic Pathways are too varied to accommodate this request as they had anticipated. Together, we viewed the Academic Pathways to identify the core courses that the majority, if not all, students would need to take on their selected Academic Pathway before branching out into Pathway specific courses.

Our pilot, Cohort 2020, included a Fall semester offering of ENC1101- Freshman Composition I, SLS1122- Freshman Seminar, MAT1033- Intermediate Algebra, and MAC1105- College Algebra. The pilot Spring semester had an offering of ENC1102- Freshman Composition II, MAC11105- College Algebra and SPC2608- Effective Speaking. ENC courses were scheduled for Mondays and Wednesdays and Math, Freshman Seminar and Effective Speaking were scheduled on Tuesdays and Thursdays. We tracked the enrollment from the Fall to Spring to see how many cohort students continued with the program.

Now in our second school year of this program, Cohort'2021, we have made such adjustments. One of the biggest needs to dual enrollment students was transportation. Our county school board agreed to provide one school bus to each of the three local high schools to transport students to the CF Citrus campus and then return the students to their base high school. We altered the course time offerings to run during our 8:00a.m. to 9:15a.m. time block.

The main course offered are the same, with the addition of HUM1020- Introduction to the Humanities. With the busing available, we saw an almost double increase in the Cohort enrollment. Courses were still scheduled using the M/W or T/H option. This posed some staffing challenges for the college with multiple sections of the same course running at the same time. A possible future change is not to stack the classes on the same days and to have the sections spaced out over the four days that students are bussed to CF Campus.

Over the first two school years, we noticed an increase in onsite enrollment at the Citrus campus and less dual enrollment taking online courses. Most students take at least two modalities of courses with the most popular modality being an onsite high school course with an onsite Citrus campus course. The second most popular modality is the Cohort only. The number of students taking courses only at their base high school decreased slightly.

This program continues to evolve and we are constantly seeking ways to increase student awareness and interest in this program. One of the most beneficial changes was the installation of an orientation night where students, parents, high school staff and counselors and college staff could meet and discuss the program. This proved to be a very informative platform for all involved and helped ease some of the previous communication deficiencies. We are looking forward

continuing this program and will strive to keep all lines of communication open so that this program benefits the students,

AFC CAREER AND PROFESSIONAL EMPLOYEES COMMISSION

2019 EXEMPLARY PRACTICE AWARD VERIFICATION FORM

(Please Type or Print)

Name or Title of Innovative Practice

DE to CF: Building Bridges

Person(s) Responsible for Innovative Practice

Rory Wells

Manager- Instructional Services- Citrus

Sonya Warden
Name(s)

Director- Student Services- Citrus
Title(s)

Approval Signature of the Applicant's College President
ON BEHALF OF PRESIDENT JIM HENNINGER
FRANCIS J. WARDEN III - VP ADMIN & FINANCE

Signature: *[Handwritten Signature]*
Name: I DH

The approval signature of the applicant's college president is required. This is only to assure that the College President is aware that a career and professional employee is going to compete for an exemplary practice award.

College Address: 3001 S. College Road
Ocala, FL 34471

Signature of CPEC Innovator Exemplary Practice Award Applicant(s)

Signature: Rory Wells Date: 9/20/19

Signature: [Blank] Date: 9/20/19

By signing above the applicant indicates that this exemplary practice has not won an exemplary practice award from any other AFC Commission. If a practice has previously won an award from any other AFC commission, it cannot be considered for competition for the CPEC Innovators Exemplary Practice Award 2019.



CF's Chapter of the Association of Florida Colleges

Section 5: Chapter Political Activities

Chapter must provide a copy of each activity announcement making sure that the Chapter involvement is clearly documented.

Any organized political activity.

Include only activities sponsored or co-sponsored by the Chapter (not the College). - 5 points each

Name of activity: Legislative Update, November 11, 2019

Name of activity: Legislative Update, January 27, 2020

Name of activity: Legislative Update, February 16, 2020

Name of activity: Register to Vote at Citrus Campus, February 17, 2020

TOTAL POINTS AWARDED FOR CHAPTER POLITICAL ACTIVITIES 20 points

2020 Legislative Update

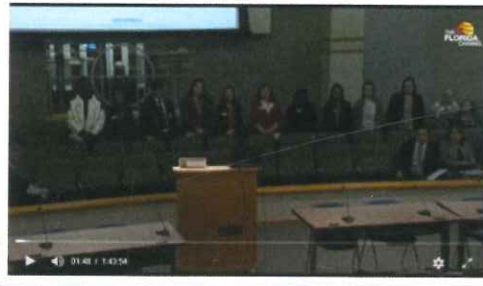
College of Central Florida
Jessica Kummerle
Governmental Relations Director
11/18/19



Stay informed by tuning into [The Florida Channel!](#)

11/13/19 House Higher Education
Appropriations Subcommittee

We experienced technical difficulties from 2:43-2:56 in the video player





Florida Colleges 2020 Legislative Session Update

January 27, 2020

In This Issue

- Schedule for January 27-30
- Day by Day Action, Week of January 21
- Bills For Review

Schedule for the Week of January 27-30

Monday, January 27

- *Senate Education*, 1:30 PM, 412K
 - SB 774- Public Records and Meetings/Applicant for President/State University or Florida College System Institution (Diaz)
- *Senate Ethics and Elections*, 4:00 PM, 412K
 - Board of Trustees of Florida State College at Jacksonville- Young, Orrin Wayne (Jacksonville)

Tuesday, January 28

- *Senate Appropriations Subcommittee on Education*, 8:30 AM, 412K
 - SB 72-Postsecondary Education (Stargel)
- *House Higher Education Appropriations Subcommittee*, 3:30 PM, 212K

Wednesday, January 29

- *House Higher Education & Career Readiness Subcommittee*, 8:00 AM, 306H
- *Senate Appropriations Subcommittee on Education*, 9:00 AM, 412K
 - Review and Discussion of Fiscal Year 2020-21 Budget Issues Relating to BOG, DOE and OEL
 - SB 72- Postsecondary Education (Stargel)
- *House Appropriations*, 12:30 PM, 212 K
- *House Session*, 3:30 PM
- *Senate Session*, 4:00 PM

Thursday, January 30

- *House Education Committee*, 9:00 AM, 102H
- *House Session*, 3:00 PM

Day by Day Action, January 21-25

Tuesday, January 21-

The Senate Education Committee passed SB 132-Sunshine Scholarship Program (Braynon) with 8 Yeas, 0 Nays and SB 1246- Dual Enrollment (Stargel) with 7 Yeas, 1 Nay.

Senate Ethics and Elections Committee confirmed the following trustees:

Board of Trustees of Daytona State College: Holness, Betty Jean (Ormond Beach) 05/31/2023, Howard, Randall B. (New Smyrna Beach) 05/31/2022, Lloyd, Robert W. (Port Orange) 05/31/2023, Lubi, Garry R. (Palm Coast) 05/31/2022

Board of Trustees of Miami-Dade College: Abraham, Anay Marie () 05/31/2023, Bileca, Michael (Miami) 05/31/2021

Board of Trustees of St. Petersburg College: Gibbons, Deveron M. (St. Petersburg) 05/31/2022



Florida Colleges 2020 Legislative Session Update

February 16, 2020

In This Issue:

- Schedule for February 17-21 (pgs. 1-2)
- Budget Update (pg. 2)
- Day by Day Action, Week of February 10-14 (pgs. 2-3)
- Bills For Review (pgs. 3-14)

Schedule for the Week of February 17-21

Full descriptions of the bills up this week are located under "Bills For Review". This schedule only includes bills that pertain to the Florida College System. Some committees have not posted their agendas as of when this newsletter was released.

Monday, February 17

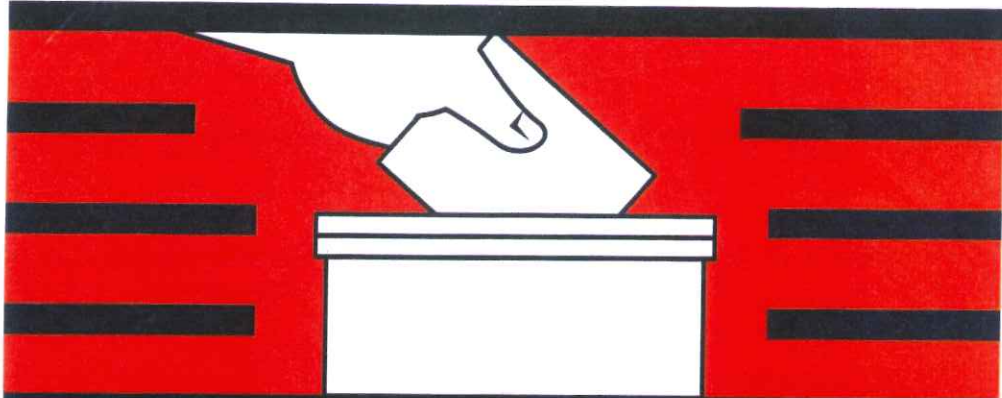
- *Senate Education, 1:30 PM, 412K*
 - SB 1322- Postsecondary Fee Exemptions (pg. 10)
- *Senate Governmental Oversight and Accountability, 1:30 PM, 301S*
 - SB 0774- Public Records and Meetings/Applicant for President (pg. 10)
- *Senate Innovation, Industry & Technology, 1:30 PM, 110S*
 - SB 646- Intercollegiate Athlete Compensation and Rights (pg. 7)
- *Senate Community Affairs, 4:00 PM, 301S*
 - SB 1270- Fiduciary Duty of Care for Appointed Public Officials and Executive Officers (pg. 11)
- *Senate Ethics and Elections, 4:00 PM, 412K*
 - Board of Trustees of Broward College- Caldwell, Matthew (Ft. Lauderdale) 05/31/2022
 - Board of Trustees of Florida State College at Jacksonville- DiBella, Laura (Fernandina Beach) 05/31/2023

Tuesday, February 18

- *House Appropriations Committee, 11:30 AM, 212K*
- *Senate Subcommittee on Education, 1:30 PM, 412K*
 - SB 1246- Dual Enrollment (pg. 4)
- *House Education Committee, 3:00 PM, 102H*

Wednesday, February 19

- *House Session, 1:30 PM*



2020 IS AN ELECTION YEAR
AND YOUR VOICE MATTERS!

REGISTER TO VOTE

Have an impact on OUR community.
Become a registered voter!

FEBRUARY 17, 2020
C4 LOBBY
9:00AM-11:00AM



College of Citrus and Subtropical Horticulture, University of Florida, Citrus Campus, 700 University Blvd., Citrus, FL 33510. For more information, contact the Citrus Campus Extension Office, 700 University Blvd., Citrus, FL 33510. Phone: 352-853-3000. Fax: 352-853-3001. Email: ccs@ufl.edu.





CF's Chapter of the Association of Florida Colleges

Section 6: Professional Development Activities

Chapter must provide a copy of each activity announcement making sure that the Chapter involvement is clearly documented.

Any organized educational activity.

Include only chapter sponsored or co-sponsored activities. - 5 points each

Name of activity: Health and Wellness AMP with speaker Brianna Liles September 17, 2019

Name of activity: Community Service: Speakers from tri-county United Way branches October 15, 2019

Name of activity: Improve Your Public Speaking, speaker Cynthia Moody February 18, 2020

Name of activity: Maintaining Work-Life Balance during Covid-19/speaker Debbie Bowe June, 16, 2020

TOTAL POINTS AWARDED FOR PROFESSIONAL DEVELOPMENT ACTIVITIES 20 points



Get AMP'd Up, CF!

Tuesday, Sept. 17 12:30-1:30 p.m.

- Ocala Campus: Bryant Student Union, Building 5, Room 203
- Citrus Campus: Citrus learning and Conference Center, Room 105
- Levy Campus: L-1, Room 105

AMP (Active Marion Project) is an innovative county program and smartphone app developed right here to help all Marion County residents live a healthier lifestyle. Come hear Brianna Liles, AMP project director, speak about the new app and it's benefits to our community.

Refreshments will be served.

Remember to bring cash for the insider's auction fundraiser.

Bring a guest.

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Equity Officer, Ocala Campus, Everts Century Center, Room 201C, 3001 S.W. College



Guest Speaker

Brianna Liles

AMP project director



COLLEGE of
CENTRAL
FLORIDA





IMPROVE YOUR PUBLIC SPEAKING

AFC CF Chapter Meeting

Tuesday, Feb. 18

12:30-1:30 p.m.

Bryant Student Union, Building 5, Room 203
Citrus Learning Conference Center, Room 105
Jack Wilkinson Levy Campus, Room 105

Whether you are an experienced public speaker, or hesitant to share your thoughts in front of a group, this workshop is for you. Join us for tips and practice taking your public speaking abilities to the next level.

COLLEGE OF
CENTRAL FLORIDA

Pizza will be served at the Ocala Campus.

AFC
ASSOCIATION OF
FLORIDA COLLEGES

The AFC member auction will take place at the end of the meeting. Bring your items and cash.

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Speaker

Dr. Cynthia Moody
CF Associate Professor,
BAS/BTW
Toastmaster- ACS/ALB



COLLEGE of
CENTRAL
FLORIDA



Maintaining work-life balance during COVID-19

How to separate the weekdays from the weekends

AFC CF Chapter Meeting

Tuesday, May 19

12:30-1:30 p.m.

Online through Zoom

Visit Insider for the meeting details

This new normal is anything but normal. Whether it's working remotely or juggling kids and school work, work-life balance can be really difficult now. Having a clear definition of what balance looks like and means to you is essential. Under the best conditions, personal and professional life should complement each other. Learn what adjustments you can make to help you get through this unprecedented time.

For more information contact, Deya Garcia at garcia@CF.edu.

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Speaker

Debbie Bowe
Business and Community
Liaison
Faithfully Guided
Health Center



COLLEGE of
CENTRAL
FLORIDA



CF's Chapter of the Association of Florida Colleges

Section 7: Membership Development Activities

Chapter must provide a copy of each activity announcement making sure that the Chapter involvement is clearly documented.

Any organized membership development activity. – 5 points each

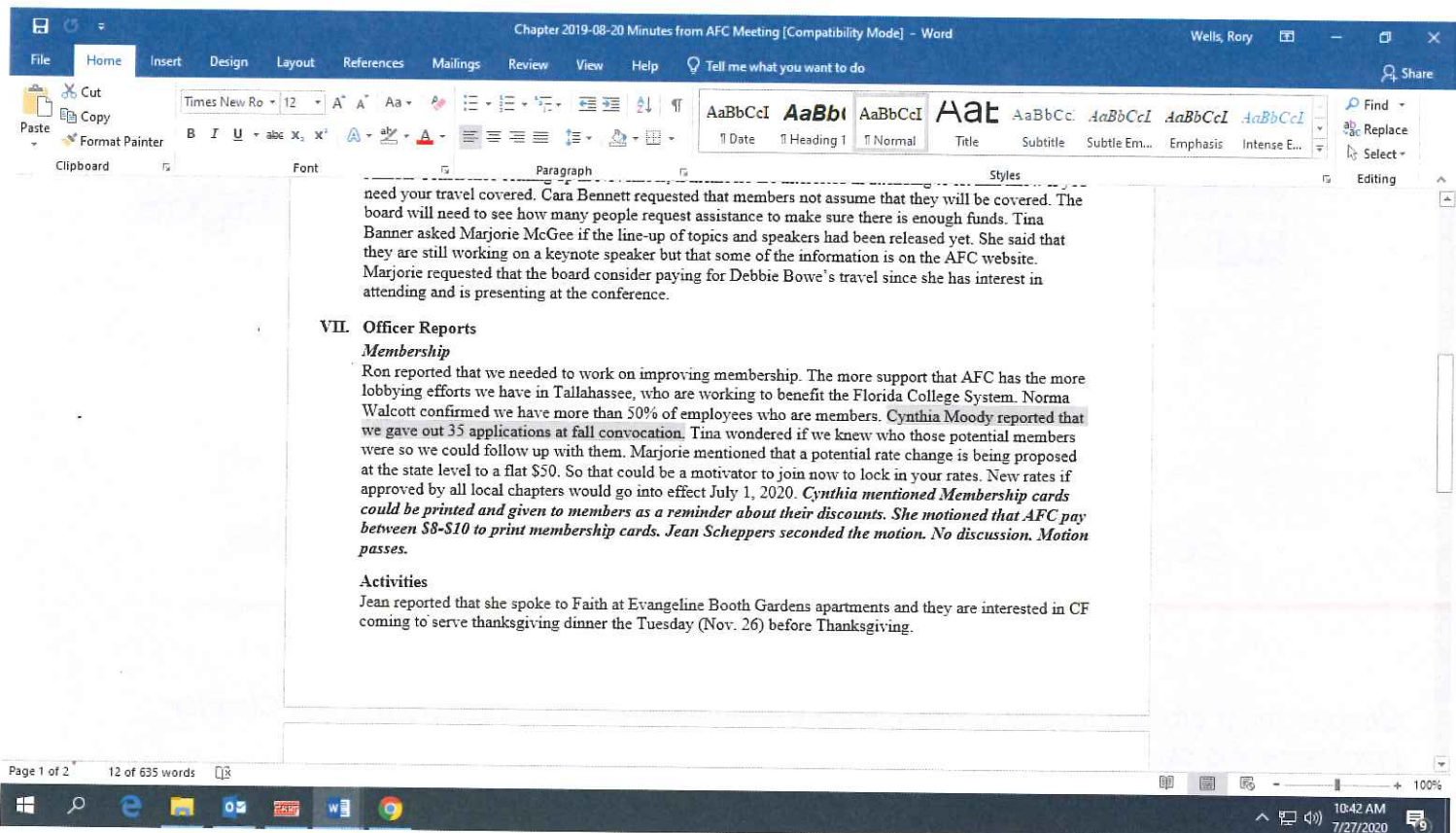
Name of activity: Recruitment Booth at Convocation August 15, 2019

Name of activity: AFC What's Your Why? August 20, 2019

Name of activity- New Member Gift Card Drawing October 15, 2019

Name of activity: Recruitment Booth at Professional Development Day January 6, 2020

TOTAL POINTS AWARDED FOR MEMBERSHIP DEVELOPMENT ACTIVITIES ____20__ points



From: Garcia, Deyanira
Sent: Tuesday, August 27, 2019 1:25 PM
To: Garcia, Deyanira
Subject: AFC August Meeting Recap and exciting new ideas coming in September!
Attachments: First meeting recap.pdf

Dear AFC Members,

In an effort to keep you in the loop, here is a recap of what you missed at the August AFC Chapter Meeting, My AFC Why?

For our AFC State President, Marjorie McGee, it is advocacy, the opportunity to make lifelong connections and the chance to know at least one person at each of our state colleges. For our AFC CF Chapter President, Ron Kielty, it is supporting the college system and how our membership fees support the needs for our lobbyist who are our voice at the state level. He truly understands and appreciates the need for such support. CF gave Ron an opportunity to pursue an education when, as a young man, everything around him was farmland and could have directed his life in a different direction (the opportunity of choice was important). For Fundraising Chair, Jean Scheppers, besides the fantastic connections and the great opportunities through different types of perks and scholarships, it is the ability to serve in the community through our AFC service projects and to be able to involve, not only staff members, but students and faculty as well. She shared that AFC is the opportunity given to every single person, without regards to their position or experience at the college. "Everyone is so supported with whichever role they decide to pursue as a member of the board and there is only room for growth." Jean Scheppers



Picture by Dr. Cynthia Moody

Membership: Previous balance \$771.33. Changes include spending money on gift cards for meeting attendance incentives, and printing of membership cards. New balance: \$615.35.

Fundraising: Previous balance \$2,573.11. Changes included a \$200 donation to Camp Anderson for Bahamian relief efforts, \$500 for the Foundation CF Retiree Dinner, and \$7.88 on Chapter Meeting snacks. The September Chapter Meeting auction made \$88. New balance: \$1,953.23.

College Activities: Previous balance \$2,200. No change.

Travel: (by general membership) Previous balance \$15,263.28. Approximately \$8,167.16 is in reserves for CF staff to attend the AFC Annual Conference in November. New balance is \$7,096.12.

VI. Chapter Business

Membership

Ron asked if we had any new members attend. Citrus Campus had one guest, Jon Schneiderman, guest of Alicia Harrison. Alicia was awarded the \$10 gift card for the membership attendance incentive.

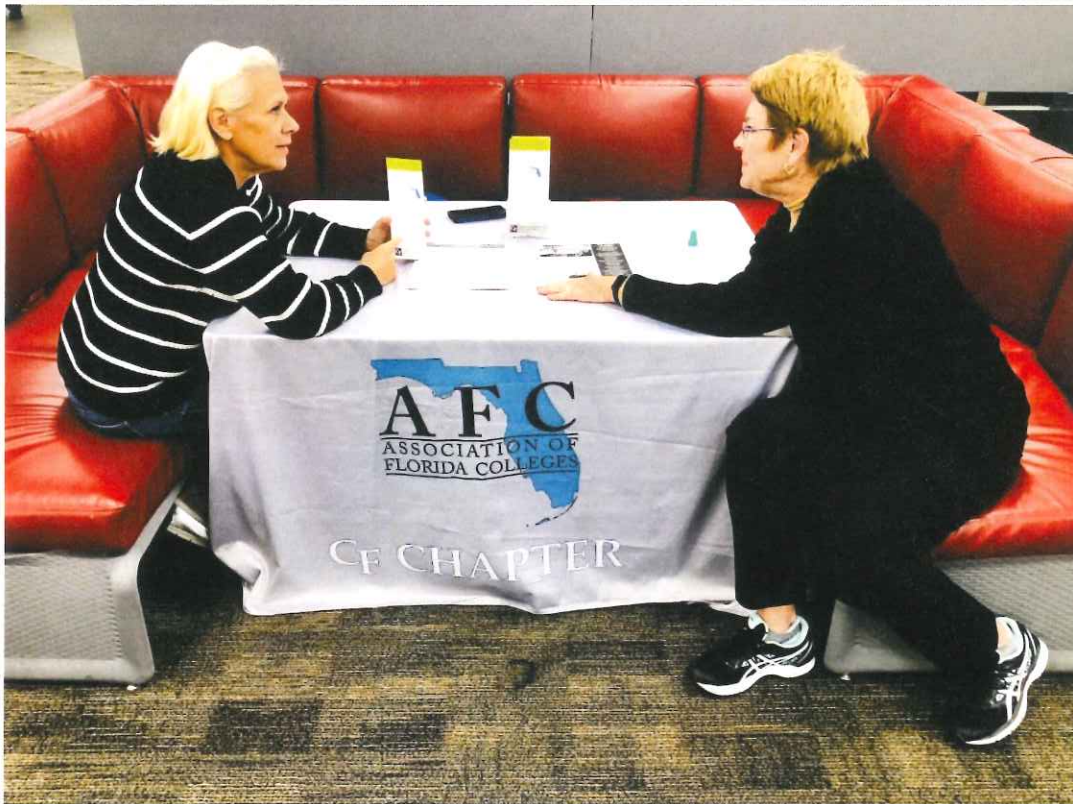
Activities

Amanda Camp reported that the annual AFC Potluck would be Wednesday, Nov. 13 in the Webber Center from noon-2 p.m. Krystle added that Levy's would be Tuesday, Nov. 12. She passed out flyers and encouraged individuals to RSVP by Nov. 4. AFC will provide the turkey, gravy and rolls and asked members to bring a side dish based on your last name. The flyer includes the details. The AFC Thanksgiving dinner for Evangeline Booth Garden Apartment residents is Tuesday, Nov. 26. Ron passed around some sign up sheets at the meeting asking for volunteers to assist in a variety of AFC activities.

Fundraising

Jean asked members to please consider donating a gift card for the Holiday Gift Card tree that is one of the Chapter's biggest fundraiser. To date she has only received five cards. Jean also mentioned with graduation coming up, she has been researching flowers and with the Business Office not allowing AFC to use the credit card machine, the chapter might need to rethink how we fundraise if cash/checks are only allowed. Jean asked that if anyone had any ideas to please reach out to her. **Fundraiser Auction:** Jean auctioned off nine different items that were donated and collected \$53 dollars.





AFC Recruitment table at Professional Development Day Jan. 6, 2020



CF's Chapter of the Association of Florida Colleges

Section 8: Community Service Activities

Chapter must provide documentation showing Chapter involvement.

Any organized community service activity. – 5 points each

Participation in a state sponsored service project – 2 points each

School Supply Donation to College Park Elementary August 7, 2019

Hurricane Dorian Relief at Camp Anderson 9/13/2019

Evangeline Gardens Thanksgiving Luncheon November 26, 2019

United Way Day of Caring February 29, 2020

Donation to PACE school for Girls May 11, 2020

Name of State activity- School supplies donation to Leon County Schools (Leadership conference)

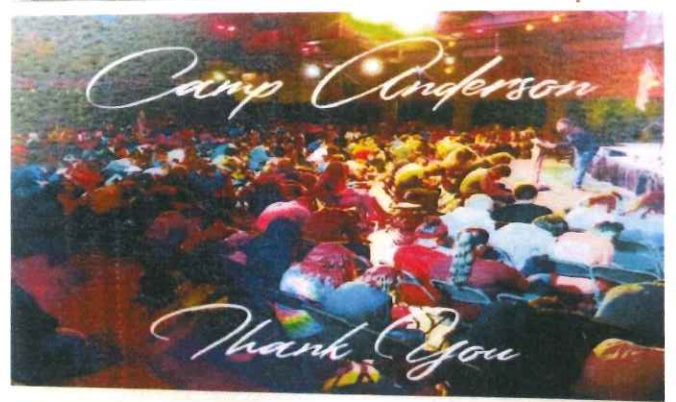
TOTAL POINTS AWARDED FOR COMMUNITY SERVICE ACTIVITIES 22 points



Backpacks and School Supply Collection for College Park Elementary Aug. 7, 2019



Hurricane Dorian Relief at Camp Anderson Sept. 13, 2020



To Cynthia and College of CF,
Thank you kindly for your donation
that is aiding these sweet bahamian people
in times of change.
May you be blessed in all you do!

Sincerely,
Camp Anderson



Annual Thanksgiving at
 Evangeline Booth Gardens
 Apartments Nov.26, 2019

Evangeline Booth Garden Apartments



The Salvation Army
 2921 NE 14th Street / Office
 Ocala, FL 34470

DOING THE
 MOST GOOD

352-671-2870 Phone 352-671-2872 FAX
milo.ayen@uss.salvationarmy.org



Jessica Kummeric & Sheila Naymon
 President's Office
 College of Central Florida
 3001 SW College Road
 Ocala, FL 34474-4415

Dear Jessica:

Re: 2019 Thanksgiving Luncheon on the 26 November 2019.

This letter is to thank you and your wonderful students, your faculty, family and friends again for their generous time given to lift our resident's moral.

We really look forward to the activities you plan for us throughout the year. Our residents always have a great time. The day always starts out quiet, but once the word spreads, everyone wants to join in. Then it gets so quiet in the afternoon!

Please thank the following members, including yourself, on behalf of the EBGA Residents. And if we have left out anyone or spelled their names wrong, please let them know it was not intentional.

Fred Rolland, Kim Sellers, Ron Kietly, Abraham Mathew, Cynthia Moody, Robert Rolland, Joshua Pugh, C. Lynn Johnson, Maureen Anderson, Tina Banner, Lois Brackindale, Marjorie McGee.

Please accept this certificate of appreciation and let everyone know that we care about them and we are so happy they care about us.

Sincerely,

Joyce M. Smith

SM

Milo A. Ayen, Director
 Evangeline Booth Garden Apartments

MAA/fms





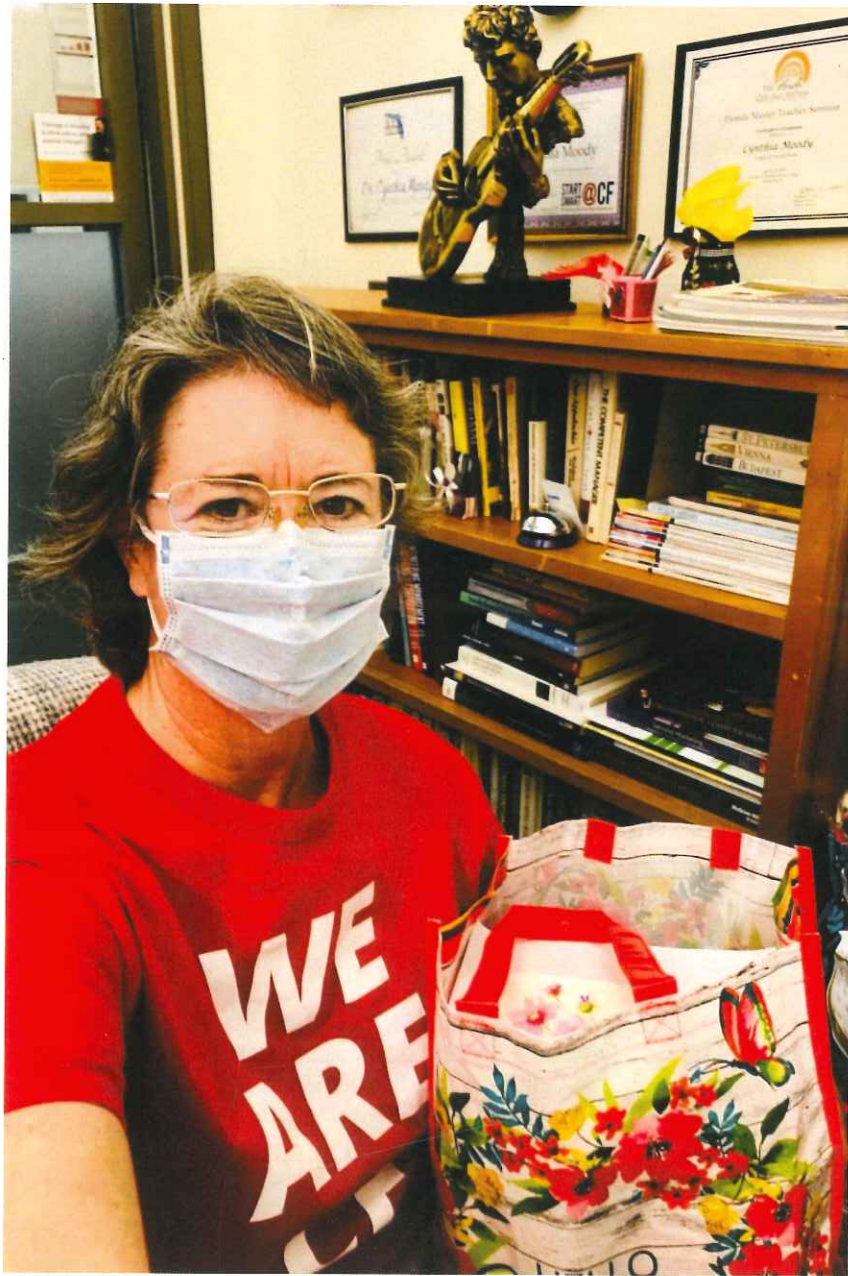
United Way Day of Caring at Evangeline Booth Garden Apartments Feb. 29, 2020



Marion County Day of Caring AFC sign in sheet
Evangeline Booth Garden Apartments
Saturday, February 29, 2020
8am- 12pm



Name	Organization	AFC member?
Amanda Camp	AFC	Yes
Ronald Kelly	AFC	Yes
Wyatt Parker	Psych. Club	NO
Saul (Lyle)	AT	Yes
Andrew Thompson	club member (CF)	Yes
Abraham Mathew	AFC	Yes
Marilyn McFee	AFC	Yes
MIKE & FRANK	Guest	NO
John Schuyman	AFC	Yes
John Gracovsky	Guest	NO
Tara Walsh	Psych Club	Yes
Ardena Gonzalez-Torres	international club	NO
Francis Williams	International club	no
Jara Ramos	Psych Club	no
JANESSA MARYARD	Psych Club	NO
Clayton Johnson	AFC	Yes
Tasha Johnson	AFC	NO
James Gaffey	Veteran's Association	NO
Darshika Alfonso	CF International Club	No
Alexandra Sanchez	AFC International, STPH Club	No



Donation to PACE Center School for Girls May 11, 2020



Donation to Leon County Schools at Leadership Conference Jan. 2020



CF's Chapter of the Association of Florida Colleges

Section 9: Social Activities

Chapter must provide a copy of each activity announcement making sure that the Chapter involvement is clearly documented.

Any organized social activity for chapter members or potential members.

Include only chapter sponsored or co-sponsored activities. – 5 points each

Name of activity: Installation Luncheon – June 10, 2019

Name of activity: Pot Luck Lunch – November 13, 2019

Name of activity: Zoom Trivia- May 12, 2020

Name of activity: Zoom Trivia- May 19, 2020

TOTAL POINTS AWARDED FOR SOCIAL ACTIVITIES __20 points__

COLLEGE OF CENTRAL FLORIDA
ASSOCIATION OF FLORIDA COLLEGES
INSTALLATION LUNCHEON
MONDAY, JUNE 10, 2019

12:00 – 12:40

POTATO BAR & SALAD

CF-AFC JUNE CHAPTER MEETING

- CHAPTER BUSINESS – SHARON ALTANY
- BOARD MEMBER RECOGNITION
- INSTALLATION OF OFFICERS – DR. JAMES HENNINGSEN

PRESIDENT – RON KIELTY
PRESIDENT-ELECT – VICTORIA COLLELI
VICE PRESIDENT – CYNTHIA MOODY
SECRETARY – TINA BANNER
TREASURER – CARA BENNETT
CITRUS CAMPUS REPRESENTATIVE – ALICIA HARRISON
LEVY CENTER REPRESENTATIVE – KRISTLE SKELLY
ACTIVITIES CHAIR – AMANDA CAMP
FUNDRAISING CHAIR – JEAN SCHEPPERS
LEGISLATIVE REPRESENTATIVE – JESSICA KUMMERLE
MEMBERSHIP CHAIR – NORMA WALCOTT
PUBLICITY CHAIR – DEYANIRA GARCIA
HISTORIAN – RORY WELLS

CLOSING REMARKS – RON KIELTY



AFC Thanksgiving Potluck



You are cordially invited to the
AFC Thanksgiving Potluck

Webber Center
Wednesday, Nov. 13
Noon-2 p.m.

Please RSVP by Nov. 4

**CLICK HERE TO
RSVP TODAY**



College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Equity Officer, Ocala Campus, Evaro Century Center, Room 2010, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smtho@cf.edu.

POTLUCK DISH BREAKDOWN

So that we end up with the right balance of dishes, Ocala Campus should follow these guidelines:

If your last name begins with A-F, bring a vegetable, fruit or salad.
(examples: green bean casserole, collard/mustard greens, cranberry sauce, squash, etc.)

If your last name begins with G-P, bring a starchy side.
(examples: sweet potato casserole, mashed potatoes, stuffing/dressing, macaroni and cheese, potato salad, etc.)

If your last name begins with Q-Z, bring dessert.

AFC is providing the turkey, gravy, rolls, and drinks.

These are just guidelines. If you fall into starchy side, but you really love to bake, consider trading with a coworker.

APC Trivia Night

Player	Score	Progress
Kimmy	21136	36 out of 42
Teresa F	26166	39 out of 42
Cara	17535	34 out of 42

Trivia Night Results May 12, 2020

Scoreboard

Player	Score
Major	4156
Teresa F	4098
Kimmy	2886
Cara	1903
Sab	1701

Major has a streak with 4 correct answers in a row!

kahoot.it Game PIN: 7567346



Trivia Night Results May 19, 2020





CF's Chapter of the Association of Florida Colleges

Section 10: Fundraising Activities

Chapter must provide a copy of each activity announcement making sure that the Chapter involvement is clearly documented.

Any organized fundraising activity. – 5 points each

AFC Foundation Silent Auction Donation. Must provide copy of donation request form. – 5 points Each

Name of activity: Holiday Gift Card Tree Raffle 12/6/19

Name of activity: Fall Graduation Flower Sales 12/13/19

Name of activity: Chapter Meeting Auction- September

Name of activity: Chapter Meeting Auction- October

Name of activity: Chapter Meeting Auction- December

TOTAL POINTS AWARDED FOR FUNDRAISING ACTIVITIES ____20__ points



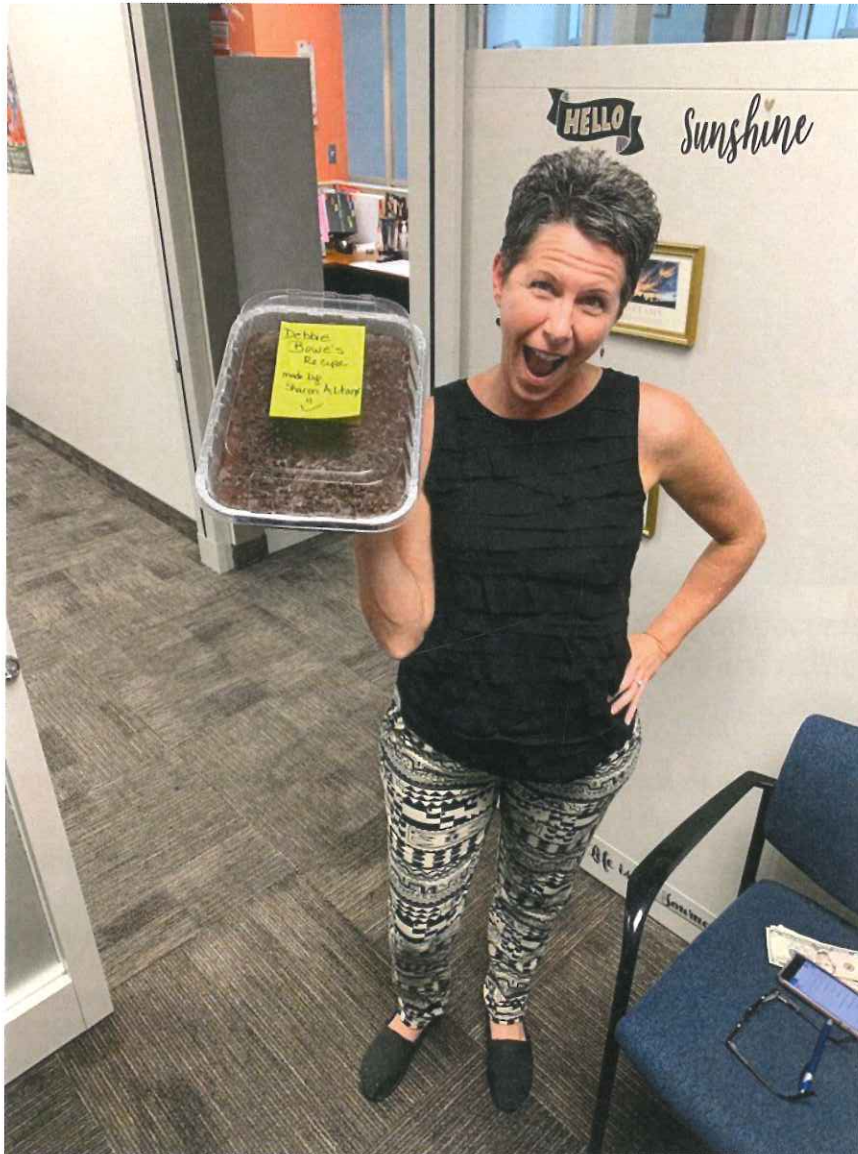
Gift Card Tree at December 6 Holiday Luncheon



Bear and Flower Sales at Fall 2019 Graduation Dec, 13, 2019



Auction at Chapter meeting 9/2019



Auction at Chapter meeting 10/19



Auction at Chapter Meeting 12/19

Fund Raising (068023031)

Date	Description	Projected	Amt	Balance
7/1/18	Balance Forward		3,571.11	3,571.11
7/25/19	Donation to College Park Elementary		998.00	2,573.11
9/11/19	Walmart GC to Camp Anderson		200.00	2,373.11
9/17/19	Snack (apples) during general mtg		7.88	2,365.23
9/17/19	Chapter Mtg Auction		-88.00	2,453.23
9/25/19	Foundation's Retiree Dinner		500.00	1,953.23
10/17/19	Chapter Mtg Auction		-53.00	2,006.23
11/26/19	Evangeline Booth Dinner		468.75	1,537.48
11/7/19	Hospitality Suite		120.69	1,416.79
11/25/19	Chapter Mtg Auction		-17.00	1,433.79
12/9/19	Christmas Gift Card tree raffle		-438.00	1,871.79
1/14/20	Chapter meeting auction (Benlolo)		-50.00	1,921.79
1/29/20	Graduation Flowers		-485.00	2,406.79
2/10/20	Chapter meeting auction (Grant)		-10.00	2,416.79
2/24/20	Chapter Meeting Pizza (Kielty)	54.57		2,362.22
2/24/20	Chapter Meeting Pizza (Harrison)	7.99		2,354.23
2/25/20	Spring Calendar Printing	41.50		2,312.73

104.06 1,154.32 2,312.73



CF's Chapter of the Association of Florida Colleges

Section 11: Scholarship Program

Chapter must provide AFC chapter scholarship program criteria and documentation of scholarship awards or a copy of each activity announcement for the building of a scholarship program. Chapter involvement must be clearly documented.

An established scholarship program with criteria and documentation of awards – 5 points

Established Scholarship Program ___X___

TOTAL POINTS AWARDED FOR SCHOLARSHIP PROGRAM ___5___ points

Jordyn Gregory
1809 Colonnade Street
Inverness, FL 34453
October 20th, 2019

Dear AFC (Association of Florida Colleges) College of Central Florida Chapter (CF):

Thank you so much for your generous offer and for considering me to be an ideal candidate for your scholarship; it is greatly appreciated! Your generous offer will help me purchase my books for this upcoming semester.

My name is Jordyn Gregory, and I will be graduating this year from CF with my AA in Biology. My goals after CF are to (hopefully) attend USF in St Petersburg, Florida, to pursue my dreams of becoming a Marine Biologist, with a specialty in sea turtle conservation. I am also hoping to start an Internship at the Florida Aquarium. Attending college means a great deal to both myself, and for my family, as I will be the first to graduate college. I will continue to strive to do the best I can in my courses, and my goal is to graduate with my AA with honors this upcoming May.

I thank you again for your consideration.

Sincerely,



Jordyn Gregory

Dear Association of Florida Colleges CF chapter,

I am writing to thank you for your generous scholarship. I was very happy and appreciative to learn that I was selected as the recipient of your scholarship.

I currently am pursuing my Associate Degree in Nursing. I am in my third semester and on track to graduate May 2020. When I graduate I hope to gain employment with a local hospital to help treat the people in our community.

By awarding me this scholarship, you have lightened my financial burden which allows me to focus more on the most important aspect of school, learning. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as you have helped me.

Sincerely,


Valary Carroll



CF's Chapter of the Association of Florida Colleges

Section 12: Social Media

Chapter must provide a screen print of chapter website, Facebook page, Twitter page or other form of electronic social media showing chapter information, membership recruitment information, minutes, upcoming events, etc. A college internal intranet is not considered social media.

Chapter Website Included Facebook Page Included Other _____

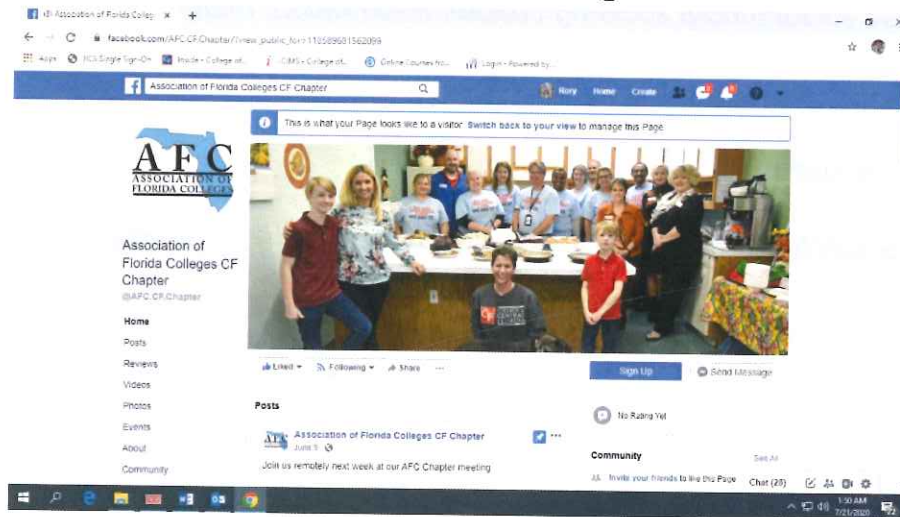
TOTAL POINTS AWARDED FOR SOCIAL MEDIA 30 points

Chapter Website



Screenshot of CF's AFC Chapter page, taken July 21, 2020

Facebook Page



Screenshot of CF's AFC Chapter Facebook page, taken July 21, 2020

Instagram

AFC_CF (@afc_cf) • Instagram profile

instagram.com/afc_cf/

Instagram Search

afc_cf Follow

12 posts 47 followers 29 following

AFC_CF
Education
m.facebook.com/AFC.CF.Chapter

POSTS TAGGED

IMPROVE YOUR PUBLIC SPEAKING

AFC CF Chapter Meeting
Tuesday, Feb. 18
12:00 - 1:30 pm

Business Student Center, Building 1, Room 203
Celia Learning Conference Center, Room 103
Jack Whitman Levy Campus, Room 103

Public College
LEGISLATIVE DAYS

Windows taskbar: 11:04 AM 7/21/2020

Screenshot of CF's AFC Chapter Instagram page, taken July 21, 2020



CF's Chapter of the Association of Florida Colleges

Section 13: Certified College Professional Program

Chapter must provide name(s) of CCP candidates(s) as of May 31, 2020. Chapters must provide documentation for each session that a candidate participated, i.e., certificates of completion, and proof of graduation from the AFC state office.

CCP sessions completed – 5 points per session per participant

Graduation from program – 5 points per participant

Scholarship Award – 5 points per participant

Name of Candidate: Tina Banner

Graduate: No

Sessions Attended: Leadership

Name of Candidate: Kim Sellers

Graduate: Yes

Sessions Attended: Graduation

Name of Candidate: Rory Wells

Graduate: Yes

Sessions Attended: Graduation

TOTAL POINTS AWARDED FOR CERTIFIED COLLEGE PROFESSIONAL PROGRAM 15 points

Tina Banner- CCP Core Credit Transcript

Date:	Core Competency:	Sponsored by:	Credits Completed:	User
5/29/2020	Leadership	AFC	10	Tina Banner



The Association of Florida Colleges

LET IT BE KNOWN BY ALL PERSONS THAT

Kimberly Sellers

HAS SUCCESSFULLY COMPLETED ALL PROGRAM REQUIREMENTS
AND HAS EARNED THE

FLORIDA COLLEGE PROFESSIONAL CERTIFICATE

On the 7th day of November, 2019

As affirmed by the seal of the Association and the
signature of its duly authorized officers

Christine Jupp
CCP PROGRAM CHAIR



M3
MICHAEL BRAWER
AFC EXECUTIVE DIRECTOR
AND CHIEF EXECUTIVE OFFICER



The Association of Florida Colleges

LET IT BE KNOWN BY ALL PERSONS THAT

Rory Wells

HAS SUCCESSFULLY COMPLETED ALL PROGRAM REQUIREMENTS
AND HAS EARNED THE

FLORIDA COLLEGE PROFESSIONAL CERTIFICATE

On the 7th day of November, 2019

As affirmed by the seal of the Association and the
signature of its duly authorized officers

Christine Jupp
CCP PROGRAM CHAIR



M3
MICHAEL BRAWER
AFC EXECUTIVE DIRECTOR
AND CHIEF EXECUTIVE OFFICER



CF's Chapter of the Association of Florida Colleges

Section 14: Publicizing Chapter Activities

Submit copy of article published in/submitted to Current, any article published in other publication or day, date, and station for radio or TV appearance. Only print, radio or television press/advertising will be accepted. Internal announcements and email announcements are not considered in this category. Must be an AFC Chapter activity.

Each article submitted – 2 points each (Maximum 10 points)

Article titles and dates:

Ocala Star Banner, 8/18/2019 “CF donates school supplies to College Park Elementary”

Ocala Star Banner, 11/25/2019 “CF Wins Awards”

Ocala Star Banner, 11/27/2019 “CF Hosts an Early Holiday”

Ocala Star Banner, 12/15/2019 “Association of Florida College Honors CF”

Connection Fall 2019, Volume 20 “CF Donates to School Business Partner”

TOTAL POINTS AWARDED FOR PUBLICIZING CHAPTER ACTIVITIES 10 points

Ocala Lions Club donates school supplies to Children's Home Society of Florida

At the annual Stuff the Trike event on Aug. 8, members of the Ocala Lions Club, with the help of member Sheriff Billy Woods, collected school supplies. All supplies were taken to the Children's Home Society of Florida for distribution.

Golfer achieves second hole-in-one

Jim Miller of Dunnellonaced the 137-yard 4th hole at Stone Creek Golf on Aug. 10.

CF donates school supplies to College Park Elementary

The College of Central Florida and Association of Florida Colleges CF Chapter donated school supply items to College Park Elementary School valued at \$3,248. Items included kindergarten start smart supply packs

weighing 13 pounds, 5 ounces, caught July 27 during a University of Florida fishing tournament on Orange Lake.

[SUBMITTED PHOTO]

and student incentives and resources.

"College Park Elementary has a student population where 100 percent of the students are economically disadvantaged and the school has an 84 percent minority rate," Dr. Renae Robinson, teacher education faculty and business partner liaison, said in a press release. "As a business partner, we have the privilege of making an impact on the success of those students right in our backyard."

The AFC CF chapter has 262 members and has been hosting the school supply drive annually as part of its partnership with College Park Elementary. AFC represents employees, presidents and trustees associated with the Florida College System and actively promotes, represents and

supports members and institutions as they prepare students for the future. AFC has chapters throughout Florida. To learn more, visit www.CF.edu.

Ocala resident celebrates 104th birthday

Eugenia "Jenny" Danastorg turned 104 on Aug. 3. She was born in Catano, Puerto Rico, and moved to New York City in 1937. She had three children, eight grandchildren, 14 great-grandchildren and one great-great-grandchild. She was a social worker for the City of New York and has been an active member of St. Theresa's Catholic Church since 1974.

Send items for Applause to calendar@starbanner.com and write "Applause" in the message line.

teenage girl and a 17-year-old boy.

Other deputies were called, and the boy was questioned, according to the Sheriff's Office. During

dwelling and possession of marijuana less than 20 grams. The Star-Banner is not publishing his name because of his youth.

The girl was not arrested. Deputies con-

in the pickup truck followed other the person to a home on Juniper Pass. The home, which had several people it, was hit by multiple gunshots.

No one was hit or

Ocala Star Banner,
8/18/2019 "CF donates school supplies to College Park Elementary"

APPLAUSE



College of Central Florida employees donated school supplies to their business partner, College Park Elementary School. [SUBMITTED PHOTO]

Vivek S
[SUBMIT

OCALA STAR BANNER SUNDAY

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CF wins awards

The College of Central Florida took home several awards from the Association of Florida Colleges at its annual conference in Palm Harbor.

The CF AFC Chapter won platinum chapter status, Cara Bennett was presented the Unsung Hero award for Region 3, and retired CF staff member Debbie Bowe was given honorary Lifetime AFC Membership.

Kim Sellers and Rory Wells were awarded their Certified College Professional designation.

Additionally, CF's marketing and public relations won 11 awards from the Communications and Marketing Commission, including first place for Yearbook Print Advertisement, Financial Aid and Program Brochures, and High School Poster Series; second place for the 2017-2018 Annual Report, Fall 2018 and Summer 2019 Connection Magazine and the Domestic Violence Single Sheet Flyer; and two third-place awards, for the CF was the Right Choice for Me Video/Digital Promotion and the International Viewbook/Recruitment piece.

In addition, the student art and literary magazine Imprints won first place for Faculty-Advised Student Publication.

Ocala Star Banner, 11/25/2019 "CF Wins Awards"

CF hosts an early holiday



ABOVE: Pat Mitchell enjoys her meal Tuesday during the annual Thanksgiving lunch at Evangeline Booth Garden Apartments in Ocala. For the past 17 years the College of Central Florida has brought seniors a delicious holiday meal.

BELOW: College of Central Florida volunteer Abraham Mathew delivers a meal Tuesday during the annual Thanksgiving lunch at Evangeline Booth Garden Apartments. (ALAN YOUNGBLOOD/SPECIAL TO THE STAR-BANNER)



SunPass fails the oversight analysis

By Jim Turner
News Service of Florida

TALLAHASSEE — Wrapping up a long-awaited probe of the botched upgrade of the SunPass toll-collection system, the governor's chief inspector general said more oversight is needed of state transportation contracts.

Finding a wide range of fault, Florida Chief Inspector General Melinda Miguel recommended the Department of Transportation have better communications with the public and smaller, more manageable vendor contracts.

The inspector general's office was asked in August 2018 by former Transportation Secretary Michael Dew to conduct the review of the SunPass toll-system conversion.

Miguel found a heavy reliance on consultants to oversee the development, management and implementation of the project.

She also confirmed in the 61-page report that as of July 31, about \$184 million remained uncollected from SunPass and Toll-By-Plate customers for toll transactions recorded between June 11, 2018, when the new system went live, and May 31, when the system was considered back to normal business.

"At this time, the full financial impact of potential revenue loss is unknown, and likely will not be known for several months as collection efforts progress on the outstanding receivables," the report said.

Nicola Liquori, executive director of the Turnpike Enterprise, had advised lawmakers in September that losses in toll collections could exceed \$50 million, as 50 to 60 percent of the backlog might never be recovered, even with the efforts of collection agencies.

that participated. They included Belleview Middle School's FFA; Forest High School's ASL Club, Redeemer Christian School; Trinity Catholic's Celtic Touchdown Club; Clear Channel Outdoor Ocala/Gainesville and the Frank DeLuca YMCA.

Association of Florida College honors CF

The College of Central Florida was honored with several awards at the Association of Florida Colleges annual conference in Palm Harbor Nov. 6-8.

The CF AFC Chapter won Platinum chapter status, Cara Bennett was presented the Unsung Hero award for Region Three, and retired CF staff member Debbie Bowe was given honorary Lifetime AFC Membership.

Kim Sellers and Rory Wells

were awarded Certified College Professional designation. And CF Marketing and Public Relations earned 11 Awards of Excellence from the Communications and Marketing Commission.

Three CF team members accepted 2020 leadership positions; Marjorie McGee will serve as immediate past president of the state organization, Jean Scheppers will serve as the Faculty Commission Chair, and Tina Banner will serve as the Communications and Marketing Commission vice chair.

Interfaith Thanksgiving Service

All three Abrahamic religions were represented on Nov. 23 at the annual interfaith Thanksgiving service held at First Congregational United Church of Christ (FCUCC):

Ocala. Rabbi Ze'ev Harari, Imam Zafer Sabawi, Reverend Sue Corley and Reverend Dana Knapp each delivered a homily on gratitude and thanksgiving.

Music was provided by members of various local faith communities. Riham Hamed interpreted a music video in American Sign Language, explaining why some Muslim women choose to wear a hijab (headscarf). Duo Judi Siegal and Hilda Hollandsworth sang "For the Beauty of the Earth." Dale Berman, accompanied by her husband, Raoul Garfinkel, on piano, sang a Jewish prayer.

Coloratura soprano Jennifer Foster sang "Consecration" by John Nes Beck, accompanied by Bob Cabbage on piano. Three sisters (Rosa, Keyetta and Mari Harris-Harington) performed as a group called "#Life" and sang a beautiful a capella song they had written and composed themselves.

"In our world, which is often so harsh and divided, it was wonderful to see how people from so many different faith backgrounds can come together in unity, acceptance, and love," Teddy Laury, spokesperson for Interfaith, said in a press release.

Dr. Cory Alexander conducted the combined church chancel choir and Central Florida Master Choir with an inspiring rendition of "With Heart and Hands." To see these performances, visit FCUCC's YouTube channel or Facebook page.

This annual Thanksgiving service is an integral part of a dedication to interfaith cooperation between faith communities celebrating Thanksgiving.

Temple Beth Shalom and First Congregational United Church of Christ are in the

process of forming a unique partnership that includes constructing a building on Southwest 80th Avenue, to be called Ocala Tree of Life Sanctuary. This visionary partnership and future home of both communities of faith will maintain their separate identities with their own worship space, while sharing common areas for community support through educational, social justice, and artistic endeavors as part of their dedication to "Tikkun Olam" - Hebrew for "Healing the World."

A spectacular kickoff gala, open to the public, is planned for Jan. 4 at the Ocala Hilton, and will include music, dancing and a silent auction to celebrate this rare partnership. For more information, visit OcalaTreeOfLifeSanctuary.com/.

HOUSING

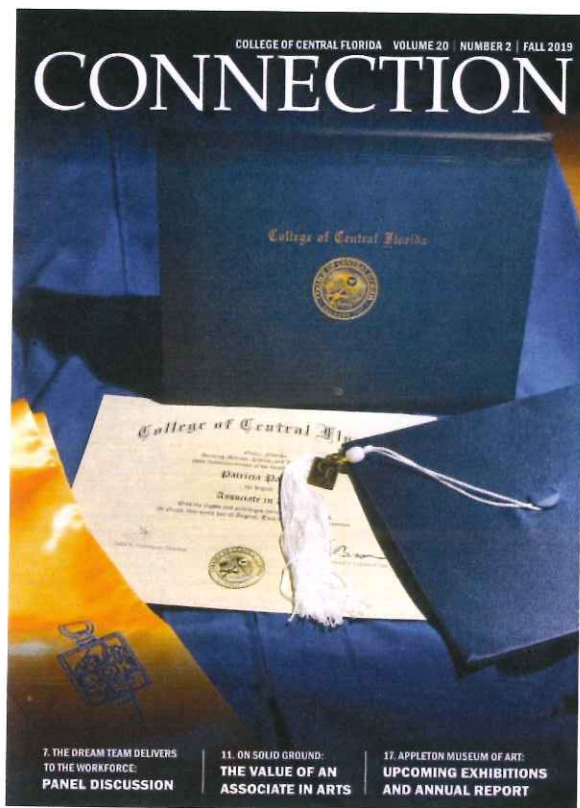
rent people could afford and the rent they actually pay also

are seeking help with finding a place to live.

DeSantis wanted. But he went ahead and signed the

But Cummings, the House budget chief, pointed out

Ocala Star Banner, 12/15/2019 "Association of Florida College Honors CF"



Connection Fall 2019,
Volume 20 "CF Donates to
School Business Partner"

APPLAUDING

OUR STUDENTS, FACULTY AND STAFF

CF Among Top 15% of Colleges in Nation, Eligible for \$1 Million Aspen Prize

The College of Central Florida has been selected as one of the top 15% of colleges in the country to be eligible to compete for the 2021 Aspen Prize for Community College Excellence. The Aspen Prize is based on performance in student outcomes, including graduation rates, improvement in student success and equitable student success.

In each two-year cycle, a jury of national experts selects 10 finalist institutions, and ultimately one winner of the prestigious award. CF was also recognized and deemed eligible for the \$1 million prize in 2011, 2013 and 2017.

"Recognition by the Aspen Institute demonstrates that CF faculty and staff are delivering exceptional education opportunities for our community," said Dr. James Henningsen, CF president. "We are looking forward to providing the additional documentation to show that we are one of the best colleges in the nation."

The Aspen Prize has brought a new level of public attention to community colleges, defined comprehensive measures of excellence in outcomes for community college students, and uncovered and disseminated practices that help exceptional colleges ensure great outcomes for their students.

Citrus Hospital Board Grants \$124,000 to Support Nursing Programs

The CF Foundation has received a \$123,000 grant from the Citrus County Hospital Board to fund the purchase of two high fidelity patient simulators for the Nursing program at the Citrus Campus. In addition, the grant will purchase a cutting edge Anatomic virtual dissection table

for Anatomy and Physiology courses. "The funding demonstrates the Citrus County Hospital Board's commitment to education and their investment in our next generation of health care providers," said Chris Knize, executive director of the CF Foundation. "The grant will enhance the CF Nursing program and allow the college to provide the best educational experience and training to Citrus County students."

The CF Foundation was one of five applicants out of 35 that received full funding for its request. The equipment is expected to be available to students by Spring Semester, which begins Jan. 8.

Nursing Students Receive \$20,500 in Scholarships

In September, the Community Foundation of Ocala Marion County presented the Angelica G. Moss Nursing Scholarship to 10 CF students totaling \$20,500. Emma Baul, Michael Cole, Josh Copeland, Alexandra Herschel, Christina King, Regan Martin, Ronald Oliver, Timothy Quick, and Tanna Taylor.

The scholarship was established by Angelica Moss, a United States Air Force lieutenant colonel and registered nurse who served during World War II. The scholarships support students who plan on staying in Marion County and working at a Marion County acute health care facility. Mawal Abdelhach was designated the Therese McPherson scholar with a \$2,500 award. The scholarship was established

by Dr. Len McPherson, former senior vice president of medical affairs at Monroe Regional Medical Center, in loving memory of his wife. Therese, for nursing students who "bridge" programs toward an advanced nursing degree.

CF Donates to School Business Partner

The College of Central Florida and the Association of Florida Colleges CF chapter donated more than \$3,000 in school supplies for school business partner College Park Elementary School. CF and AFC have been doing the school supply drive annually as part of the partnership with College Park.



Members of the Association of Florida Colleges CF Chapter present school supplies to College Park Elementary.

"College Park Elementary has a student population where 100% of the students are economically disadvantaged and the school has an 84% minority rate," said Dr. Renae Robinson, Teacher Education faculty and business partner liaison. "As a business partner, we have the privilege of making an impact on the success of those students right in our backyard."



CF's Chapter of the Association of Florida Colleges

Section 15: Chapter Organization

Copy of Bylaws showing reviewed/revised annually by the Chapter Executive Board or the Chapter membership – 5 points

Copies of minutes from Chapter Officer Meetings- 5 points

Copies of minutes from Chapter member meetings - 5 points

Copy of Chapter Strategic Plan – 5 points

Chapter Bylaws Minutes from Chapter Officer Meetings Minutes from Chapter member meetings Strategic Plan

TOTAL POINTS AWARDED FOR CHAPTER ORGANIZATION 15 points

Bylaws for the CF Chapter of the Association of Florida Colleges at the College of Central Florida

We, the members of the CF Chapter of the Association of Florida Colleges, do hereby adopt the following bylaws. These bylaws shall provide the foundation and guidelines for our chapter as we seek to cultivate professional development opportunities, networking opportunities with our chapter and among the association as a whole, and to promote advocacy for the Florida College system as prescribed by the state Association of Florida Colleges.

The following bylaws of the CF Chapter shall not contradict the laws of the State of Florida, the College of Central Florida, or the laws and/or policies of the Association of Florida Colleges state office.

ARTICLE I: THE CHAPTER Section 1: Name The name of this organization shall be the College of Central Florida (CF) Chapter, herein referred to as the "Chapter," of the Association of Florida Colleges (AFC), herein referred to as the "Association."

Section 2: Authority The Chapter shall be governed by the laws/policies of the Association of Florida Colleges, the policies of Region III, the bylaws of the Chapter, and the rules and regulations put forth by the College of Central Florida.

Section 3: Quorum A quorum is necessary for any official Chapter business to be conducted. This includes all Chapter votes. A quorum is defined as: A) A quorum for an Executive Board meeting shall be defined as the attendance of a simple majority (51%) of all elected Chapter Executive Board officers. B) A quorum for a general Chapter meeting shall be defined as the presence of a simple majority (51%) of the Chapter's Executive Board officers.

ARTICLE II: PURPOSE The Chapter is organized to more actively involve individual members at the College in carrying out the goals and purposes of the Association. To this end, the Chapter shall endeavor to: A) Serve as a comprehensive, professional organization for anyone employed (full-time or part-time) at the College of Central Florida. B) Promote increased communication and interaction among all employees and trustees of the College. C) Provide a forum for the discussion of issues which are of interest or importance to the entire college family including, but not limited to, legislative concerns.

D) Encourage and enhance a cooperative spirit among college trustees, administrators, faculty, professional and career service employees. E) Support the College's Vision Statement and acknowledge the core values of empowerment, engagement, and excellence while adhering to the College's service standards of Professional, Responsive, Informative, Dependable and Engage (PRIDE).

ARTICLE III: MEMBERSHIP Section 1: Non-Discrimination Membership in the Chapter shall not be denied to any person on the basis of race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability status.

Section 2: Classes Ten classes of membership are established — Individual, Contributing, Institutional, Affiliate, Associate, Retiree, Life, Adjunct Faculty, Part-time Employee and Honorary Life. (A) Individual membership is open to any college employee or to any employee of the Division of Florida Colleges. (B) Contributing membership is automatic for the Chief Executive Officer, Associate Executive Director, and any member of a District Board of Trustees whose college holds institutional membership in the Association. (C) Institutional membership is open to any college. (D) Affiliate membership is open to institutions and organizations, including student groups whose activities are recognized by the Board of Directors as being closely related to the functions and purposes of the colleges. Individual and associate memberships are not a prerequisite for members of affiliated organizations. (E) Associate membership is open to individuals whose professional or educational activities are closely related to the functions and purposes of the Association and to any individual who, in the opinion of the Board of Directors, exhibits interest in supporting the aims and activities of the

Association. (F) Retiree membership is open to any person who has retired from a Florida community or state college or the Division of Florida Colleges. (G) Life membership is available to individuals employed fulltime and retired members. (H) Adjunct Faculty membership is open to any person who is employed less than fulltime in an instructional position at a community or state college or the Division of Florida Colleges. (I) part-time employee membership is open to any person who is employed less than full-time in an administrative or support position at a community or state college or the Division of Florida Colleges. (J) Honorary Life membership is conferred on those persons who, in the opinion of the Board of Directors, have made an outstanding contribution to the colleges and/or the Association. Recipients for Honorary Life memberships are recommended by the Awards Committee.

Section 3: Dues Dues each year shall be the amount of annual state AFC dues, inclusive of \$1.50 to be retained by the Chapter. Membership dues are payable by: A) Cash or check, paid annually. B) Payroll deduction, authorized annually by the individual. C) Payroll deduction, authorized on a continuous basis by the individual. D) Credit card, payable directly to the state AFC office.

Section 4: Criteria for Good Standing A) Have paid dues in full or on a current payroll deduction plan.

ARTICLE IV: MEETINGS Section 1: Regular Meetings A) The Chapter will conduct monthly business meetings during the fiscal year of the College of Central Florida. 1. In the months of July and December, the Chapter may elect to forego this meeting due to the limitations of the working schedule of the College. 2. Business meetings can take place briefly at the beginning of certain social events (e.g. Employee Recognition Breakfast or Fall Harvest Luncheon), if the Chapter deems it necessary. B) Meeting times and locations are to be determined by the Executive Board. 1. Chapter meetings shall be announced to the membership at least one week in advance. 2. Meetings will begin no later than ten minutes after the designated time. C) Scheduling a place on the meeting's agenda must be done 24 hours in advance by contacting the Chapter President. D) Meetings will be conducted following Robert's Rules of Order. 1. When voting, the following terms shall be defined by the following: a) Simple majority is 51% or greater. b) Majority is two thirds (67%) or greater.

Section 2: Executive Board Meetings A) The Executive Board will conduct monthly business meetings during the fiscal year of the College of Central Florida. B) Meeting times and locations are to be determined by the Chapter President. 1. Meetings will begin no later than ten minutes after the designated time. C) Meetings will be open to all members of the Chapter, unless otherwise specified by the Chapter President. D) All members attending the meeting, who are not members of the Executive Board or on the agenda of the Executive Board meeting are not to address the Board unless asked to do so. E) Meetings will be conducted following Robert's Rules of Order. 1. When voting the following terms shall be defined by the following: a) Simple majority is 51% or greater. b) Majority is 2/3rds (or 67%) or greater.

Section 3: Special Meetings A) The President may call special meetings of the Chapter or Executive Board, if deemed necessary. B) A written request of five or more members will require the President to call a special Chapter meeting. C) A written request of three or more Executive Board members will require the President to call a special Executive Board meeting.

D) At least 48 hours' notice must be given to all members if a special meeting, Chapter or Executive Board, is called.

Section 4: Attendance at Meetings A) Attendance at Chapter meetings for general members is voluntary, but strongly encouraged. B) Attendance at Chapter meetings for Executive Board members is required. 1. If an Executive Board member is aware that they will be absent or late, said member must notify the President. C) Members who attend meetings on a regular basis will have higher consideration for Chapter funded events (e.g. Commission Conferences, Annual Conferences, etc.) than those who are not involved.

Section 5: Voting Rights A) Every member of the Chapter may have one vote upon any question lawfully coming before the Chapter for consideration. B) The member must be present at the time of the vote for the vote to count. C) Absolutely no proxies are allowed. D) The President will only vote in the event of a tie.

ARTICLE V: OFFICERS Section 1: Executive Board A) The Role of the Executive Board is to: 1. Provide leadership and direction for the Chapter. 2. Review, approve, and assist with all events (e.g. socials, fundraisers, service) of the Chapter. 3. Approve appointments made by the President of members to fill vacancies in elected Chapter offices. 4. Provide leadership and direction for the Membership Drive Committee. 5. Authorize expenditures and payments of Chapter funds. 6. Review proposals from the state office of the Association and any other agencies having any effect upon the College of Central Florida. 7. Review the bylaws and make revisions, if necessary, at least once a term. a) Review proposals submitted for bylaw revisions made by any member of the Chapter or the Executive Board. b) Determine which revisions are to be brought to the Chapter for a vote. c) Provide the Chapter with all bylaw changes for review and voting. d) Conduct voting processes as often as necessary. B) All Executive Board members shall be elected with the exception of the President and the Immediate Past President. C) All Executive Board members shall have the right to vote during both Executive Board and Chapter meetings. 1. The exception is the President; who will only vote in order to break a tie. D) Executive Board Members 1. President 2. President-Elect

3. Vice President 4. Secretary 5. Treasurer 6. Activities Chair 7. Fund Raising Chair 8. Membership Chair 9. Legislative Representative 10. Publicity Chair 11. Historian 12. Citrus Campus Representative 13. Levy Campus Representative 14. Ocala Satellite Campus Representative 15. Immediate Past President

ARTICLE VI: ELECTIONS Section 1: Eligibility for Office A) Any active member in good standing is eligible to hold an office. B) Any active member in good standing is eligible to accept a nomination for only one position per year.

Section 2: Time of Election A) Elections will be held in May of every year. B) Nominations will be taken at least one month prior to elections.

Section 3: Voting for Officer Positions A) All voting will be done by secret ballot. B) Ballots will be conducted in a manner determined by the Executive Board. C) The candidate must receive a simple majority of the votes cast in a particular race to be elected. 1. If no candidate receives a simple majority on the first ballot, the highest finishing candidates, who together received a simple majority of the vote, will participate in a runoff ballot, until one candidate receives a majority. D) If the position is not filled by election, it shall be filled by appointment of a simple majority of the Executive Board.

Section 4: Terms of Office for Elected Positions A) Terms shall align with the College's fiscal year, July 1 to June 30. B) All officers shall serve for one term following their election or appointment.

Section 5: Removal of an Officer A) An officer may be removed from their position because they are deemed unfit to hold an office for the following reasons: 1. Non-satisfactory performance or failure to perform their duties of the office. 2. Misrepresentation of the Chapter, College, or AFC's purpose. 3. Violating, unintentionally or intentionally, the laws of the Chapter, College, State, Country, or the Association. B) The removal of an officer shall originate by petition to the President.

1. In case the officer is the President, the petition should be submitted to the Vice-President. C) The officer in question shall be given the option to defend themselves before the Executive Board for their alleged offense. D) A vote of majority of the Executive Board in favor of removal is required to remove an officer. E) Filling the removed position of the removed officer shall be determined by the Executive Board based on the time of the removal.

Section 6: Vacancies A) If the position is not filled by election, it shall be filled by appointment of a simple majority of the Executive Board. B) If an office should become vacant, it is the responsibility of the President, or the person they appoint, to fulfill the duties of that office until the position can be filled. C) If the office of the President becomes vacant, the President-Elect will fulfill this responsibility for the remainder of the term. D) Chapter members are to be notified the first meeting after the vacancy occurs. 1. Nominations will be taken from the Chapter at that time. 2. Elections will be held in a manner determined by the Executive Board.

ARTICLE VII: CHAPTER OFFICER DUTIES Section 1: President The President shall have the following duties: A) Serve only one term, unless re-elected. B) Automatic succession into this role upon the start of the next term after their term as President-Elect. C) Call to order and preside at meetings of the Executive Board and the Chapter. D) Represent the Chapter in all matters. E) Serve on College Council as the Chapter's Representative. F) Establish ad-hoc committees as necessary. G) Appoint people to serve on committees, as needed. H) Serve as ex-officio, non-voting member of each committee. I) Select persons to fill vacancies in appointed offices. J) Be aware of all financial matters concerning the Chapter during the term in office. K) L) Provide Chapter quarterly reports to the Region Director in a timely manner. M) Attend, if possible, all important State, Region, and Commission meetings and conferences.

Section 2: President-Elect The President-Elect shall have the following duties: A) Serves only one term; will ascend to the role of President the following term. C) Shadow the President to ensure proper transitioning when they become President the next term. D) Perform the duties of the President during the President's temporary absence or disability.

E) Assist the standing committee chairs in the performance of their duties. F) Perform any other duties assigned by the President.

Section 3: Vice-President The Vice-President shall have the following duties: A) Serve only one term, unless re-elected. B) Coordinate information regarding travel, registration, and accommodations for various AFC Events (i.e. annual conference, commission conferences, regional meetings, etc.) 1. Ensure participants are adhering to the Policies and Procedures Manual for all travel related AFC events. C) Serve as coordinator of Commission activities, including, but not limited to: 1. Insure the Commission submits nominations for the various awards presented at the annual convention. 2. Act as liaison between the Commission and the Executive Board. 3. Advise persons seeking commission leadership of their responsibilities prior to accepting office. D) Perform any other duties assigned by the President.

Section 4: Secretary The Secretary shall have the following duties: A) Serve only one term, unless re-elected. B) Serve as the Chapter's Secretary. C) Record and oversee the distribution of the minutes from Chapter and Executive Board meetings. D) Notify the Association in writing of any changes in officers or status of the Chapter. E) Secure reservation for the location of each Chapter meeting, including the use of technology (e.g. ITV), for Citrus and Levy Campuses to virtually attend as well. F) Act in the absence of leadership based on the "Line of Succession" listed in the AFC Leadership Manual. G) Perform any other duties assigned by the President.

Section 5: Treasurer The Treasurer shall have the following duties: A) Serve only one term; unless re-elected. B) Serve as the Chapter's Treasurer. C) Collect dues from the Membership Chair and process the funds in the manner deemed by the state office of the Association. D) Safeguard, deposit and disburse any Chapter funds as necessary. 1. Ensure all forms or documentation related to the use of Chapter funds are on file (e.g. invoices, travel, deposit slips, receipts, etc.) E) Perform any other duties assigned by the President. F) Present an up-to-date report of financial activity at meetings of the Chapter and Executive Board. G) Act in the absence of leadership based on the "Line of Succession" listed in the Policies and Procedures Manual.

Section 6: Activities Chair The Activities Chair shall have the following duties: A) Serve only one term, unless re-elected. C) Provide a tentative list of Chapter meeting topics, to fulfill the "Outstanding Chapter of the Year" Award requirements, as put forth by the Association, to the Executive Board for approval. D) Coordinate Chapter activities outside of Chapter meetings, such as Chapter social, philanthropy events, etc. E) Chair the Chapter Activities Committee. F) Provide the President and Treasurer with all invoices or receipts for expenses related to Chapter activities, as laid out in the Policies and Procedures Manual. G) Act in the absence of leadership based on the "Line of Succession" listed in the Policies and Procedures Manual. H) Perform any other duties assigned by the President.

Section 7: Fundraising Chair The Fundraising Chair shall have the following duties: A) Serve only one term; unless re-elected. B) Provide a tentative list of Chapter fundraisers, to fulfill the "Outstanding Chapter of the Year" Award requirements, as put forth by the Association, to the Executive Board for approval. C) Make all deposits from fundraising activities within a timely manner of the end of the event. D) Provide the Treasurer with all receipts for expenses and monies related to Chapter fundraisers, as laid out in the Policies and Procedures Manual. E) Coordinate Chapter involvement in executing fundraising activities. F) Chair the Chapter Fund Raising Committee. G) Act in the absence of leadership based on the "Line of Succession" listed in the Policies and Procedures Manual. H) Perform any other duties assigned by the President.

Section 8: Membership Chair The Membership Chair shall have the following duties: A) Serve only one term, unless re-elected. B) Process all new member membership forms and dues. 1. Submit all forms in the manner deemed by the state office of the Association. 2. Collect dues in the manner by which the new member has directed and process the funds deemed by the state office of the Association. 3. Ensure copies of new member forms are sent to appropriate departments at the College for processing (e.g. Payroll, for payroll deduction for dues). C) Be responsible for organizing and coordinating membership drive activities that ensure the Chapter retains membership of at least 50% of College employees. D) Chair the annual Membership Drive Committee. E) Maintain a current Chapter membership roster and provide this listing to the appropriate Chapter officers and the Association's Executive Director. F) Attend, if possible, the State Membership Conference. G) Act in the absence of leadership based on the "Line of Succession" listed in the Policies and Procedures Manual. H) Perform any other duties assigned by the President.

Section 9: Legislative Representative The Legislative Representative shall have the following duties: A) Serve only one term; unless re-elected. B) Serve as liaison between the State AFC Legislative Committee, the College President, and Chapter members in all matters pertaining to legislation affecting the Florida College System. C) Disseminate all pertinent legislative information to the Executive Board and the Chapter. D) Attend, if possible, the State Legislative Conference. E) Serve as the official Chapter spokesperson to the College's legislative delegation. F) Serve on the Region III Legislative Committee. G) Act in the absence of leadership based on the "Line of Succession" listed in the Policies and Procedures Manual. H) Perform any other duties assigned by the President.

Section 10: Publicity Chair The Publicity Chair shall have the following duties: A) Serve only one term, unless re-elected. B) Develop communication pieces, flyers, or other forms of advertisement to inform members in advance of times, locations, and topics and/or themes of upcoming Chapter meetings, events, or other activities in a timely manner. C) Submit all pertinent information and photos to the AFC Current for articles to be published. D) Work with the College's Marketing Department for inclusion in the Insider Weekly, CF Connection, and any local, state, and national media. E) Assist Historian in taking photographs of all Chapter events. F) Submit articles on Chapter events and pictures to CF Webmaster. G) Act in the absence of leadership based on the "Line of Succession" listed in the Policies and Procedures Manual. H) Perform any other duties assigned by the President.

Section 11: Historian The Historian shall have the following duties: A) Serve only one term, unless re-elected. B) Take photographs at all Chapter meetings, events, and functions. C) Collect all important and required information and documentation needed for the "Chapter Book."

D) Assemble the "Chapter Book" for submission for the "Outstanding Chapter of the Year" award. E) Keep and maintain all historical data for the Chapter. F) Act in the absence of leadership based on the "Line of Succession" listed in the Policies and Procedures Manual. G) Perform any other duties assigned by the President.

Section 12: Citrus Campus Representative The Citrus Campus Representative shall have the following duties: A) Serve only one term, unless re-elected. B) Liaison for all AFC activities and functions at the Citrus Campus. C) Provide the Executive Board and the Chapter with updates in regards to the Citrus Campus. D) Work with the Activities Chair and implement separate, if needed, functions at the Citrus Campus. E) Coordinate with the Fundraising Chair and perform separate, if needed, functions at the Citrus Campus. F) Assist the Membership Chair with recruiting new members at the Citrus Campus. G) Act in the absence of leadership based on the "Line of Succession" listed in the Policies and Procedures Manual. H) Perform any other duties assigned by the President.

Section 13: Levy Campus Representative The Levy Campus Representative shall have the following duties: A) Serve only one term; unless re-elected. B) Liaison for all AFC activities and functions at the Levy Campus. C) Provide the Executive Board and the Chapter with updates in regards to the Levy Campus. D) Work with the Activities Chair and implement separate, if needed, functions at the Levy Campus. E) Coordinate with the Fundraising Chair and perform separate, if needed, functions at the Levy Campus. F) Assists the Membership Chair with recruiting new members at the Levy Campus. G) Act in the absence of leadership based on the "Line of Succession" listed in the Policies and Procedures Manual. H) Perform any other duties assigned by the President.

Section 14: Ocala Satellite Campus Representative The Ocala Satellite Campus Representative shall have the following duties: A) Serve only one term, unless re-elected. B) Liaison for all AFC activities and functions for the Hampton Center, Appleton Museum of Art and Vintage Farm. C) Provide the Executive Board and the Chapter with updates in regards to all Ocala satellite campuses. D) Work with the Activities Chair and implement separate, if needed, functions at all Ocala satellite campuses. E) Coordinate with the Fundraising Chair and perform separate, if needed, functions at all Ocala satellite campuses. F) Assist the Membership Chair with recruiting new members at all Ocala satellite campuses. G) Act in the absence of leadership based on the "Line of Succession" listed in the Policies and Procedures Manual. H) Perform any other duties assigned by the President.

Section 15: Immediate Past President The Immediate Past President shall have the following duties: A) Automatic succession into this role upon the start of the next term after their term as President. B) Serve only one term, during the first term of successor. C) Continue to mentor the President to ensure proper execution of their term. D) Advise and inform the Executive Board of past decisions when appropriate. E) Assist the standing Committee Chairs in the performance of their duties. F) Act in the absence of leadership based on the "Line of Succession" listed in the Policies and Procedures Manual. G) Perform any other duties assigned by the President.

ARTICLE VIII: OFFICER TRANSITION Section 1: Installation of Officers A) The "Installation of Officers" ceremony should take place, when possible, at the end of the last month (e.g. June) of the vacating officers' term to allow proper transitioning of officers. B) Both vacating and incoming officers should be present for this ceremony. C) The "Oath of Office" shall be administered by the President of the college. 1. A copy of the "Oath of Office" can be found in the AFC Leadership Manual.

Section 2: Vacating Officers A) All vacating officers should have an up-to-date Officers Transitional Binder to pass on to the incoming officers. These binders should include, but are not limited to: 1. A detailed report of all action taken throughout their term for effective fulfillment of duties. 2. A detailed report on goals set as well as progress taken towards those goals. 3. Submission of any and all relevant documents and materials. B) Conduct at least one meeting with the incoming officer, preferably prior to installation; if not, shortly thereafter.

Section 3: Incoming Officers A) Successfully receive the aforementioned material from the outgoing officer mentioned to be included in the up-to-date Officers Transitional Binder. B) Conduct at least one meeting with outgoing officer, preferably prior to installation; if not, shortly thereafter. C) Set positional goals with the President that they will serve under during their term.

ARTICLE IX: COMMITTEES Section 1: Formation of Committees A) The Chapter or the President may establish committees to advise the Chapter and the Executive Board on the state of affairs in the Chapter to analyze problems in their respective areas and propose solutions, and to bring forward innovative ideas for improving the Chapter. B) The Chair of each standing committee shall be responsible for convening its meetings, setting the agenda, conducting the meetings, and advising the Executive Board. The Chair shall also be responsible for submission of a full report on the committee's work to the next Chapter and Executive Board Meetings. 1. The Chapter shall have the following standing committees: a. Activities b. Fundraising c. Membership C) The Immediate Past President or the President-Elect shall help advise Chairs of each committee when requested. D) Ad-hoc or special committees may be appointed by the President as needed. 1. The Chapter may have the following special committees as examples: a. Nominating Committee b. Elections Committee

Section 2: Standing Committees A) The Chapter shall have the following standing committees: 1. Activities 2. Fundraising

3. Membership B) The Immediate Past President or the President-Elect shall help advise Chairs of each committee when requested. C) Membership – 1. Any current member of the Chapter is eligible to serve on a committee. 2. The Chair of each committee will appoint the members of their committee. 3. The standard size of each committee will be five people including the Chair. a) However, except as it conflicts with provisions defined for an individual committee, the Chair may appoint more or fewer as he/she deems appropriate. 4. Each committee should, when possible, include one member from the Citrus Campus, Levy Campus, Appleton Museum, and the Hampton Center. D) Duties – 1. In addition to those duties enumerated herein, each committee shall perform such other functions as determined by the President acting in consultation with the Executive Board. a) The Activities Committee will be responsible for planning, promoting, and conducting activities for all college employees, especially those who are current members of AFC. i. These activities should seek to enhance employees' professional growth, social interaction, and cultural awareness. ii. The committee will be responsible for arranging to provide food and/or refreshments for any event or function for which the Executive Board determines the need. b) The Fundraising Committee will be responsible for planning, promoting and conducting fundraising activities for the benefit of the Chapter. c) The Membership Committee will be responsible for carrying out the annual membership drive. i. This committee will also maintain a year round effort to promote membership in the Association and to encourage non-members who are eligible for membership to join.

Section 3: Special Committees A) Ad-hoc or special committees may be appointed by the President as needed. B) The Immediate Past President or the President-Elect shall help advise Chairs of each committee when requested. C) Membership – 1. Any current member of the Chapter is eligible to serve on a committee. 2. The President may appoint the special committee's Chair. a) The Chair of each committee will appoint the members of their committee. i. In the event the President deems it necessary, they may appoint the committee members

in addition to appointing the Chair. 3. The size of each ad-hoc or special committee will be determined by the nature of the committee.

E) Duties – 1. In addition to those duties enumerated herein, each committee shall perform such other functions as determined by the President acting in consultation with the Executive Board. a) Nominating Committee will be responsible for accepting nominations from the membership and compiling a slate of candidates to run for the Chapter's officer positions. i. The Nominating Committee will make every effort to secure at least two candidates for each position. ii. The Committee will also verify that a nominee is willing to serve if elected before placing their name on the ballot. b) The Elections Committee will be responsible for conducting the Chapter elections under the direction of the Executive Board, counting the votes, and making the results known to the Executive Board.

ARTICLE X: FINANCES Section 1: Association of Florida Colleges Membership Dues A) Each member and new member will pay all fees to the Association based on one of the following methods: 1. Cash/check paid annually. 2. Payroll deduction, authorized annually by the individual. 3. Payroll deduction, authorized on a continuous basis by the individual. 4. Credit card, payable directly to the state AFC office. B) Association of Florida Colleges membership dues are established by the Board of Directors and ratified by the Assembly of Delegates. C) Dues shall be based on the type of membership classification. 1. Regular Membership Dues: a. All new regular members beginning July 1, 2020 shall pay \$50 annually. b. All regular members in good standing on July 1, 2020 paying a dues rate below \$50 are entitled to retain that rate. Lapsed regular members who wish to rejoin shall not be entitled to retain their regular member dues rate paid prior to July 1, 2020. c. All regular members in good standing on July 1, 2020 who are paying a dues rate above \$50 may lower their rate at their next renewal period, or by adjusting their payroll deduction at their college. d. Effective July 1, 2020 AFC chapters will be reimbursed \$1.50 for each regular member and \$0.75 for each adjunct or part-time member in good standing. There shall be no reimbursement for retired members. Reimbursement checks will be distributed in July of each year beginning July 1, 2020. 2. Associate Membership Dues: Associate dues shall be \$100 per year. 3. Institutional Membership Dues: Institutional dues shall be established formula approved by the Policy and Advocacy Committee.

4. Affiliate Membership Dues: Affiliate membership dues shall be established by the Board of Directors. 5. Contributing Membership Dues: In recognition of their service to Florida's public community and state colleges, there shall be no dues charged to persons who are contributing members. Contributing members shall have the same rights and privileges as individual members. 6. Retiree Membership Dues: Annual dues for retired members are \$10 per year. 7. Life Membership Dues: Dues for full-time individual members desiring Life membership shall be equivalent to ten (10) times the current individual annual dues remitted to the Association prior to June 30 during any membership year. Dues for retired members desiring Life membership shall be equivalent to five (5) times the current retiree annual dues remitted to the Association prior to June 30 during any membership year. 8. Honorary Life Membership Dues: Honorary Life members are exempt from paying dues. 9. Adjunct Faculty Membership Dues: Annual dues for adjunct faculty of the community and state colleges and the Division of Florida Colleges are \$25 per year beginning July 1, 2020. 10. Part-time Employee Membership Dues: Annual dues for part-time employees of community and state colleges and the Division of Florida Colleges are \$25 per year beginning July 1, 2020. D) Local chapters will be reimbursed the following amounts based upon the dues paid. 1. Local chapters will be reimbursed \$1.50 for each member paying \$70.00 or less and \$10 for each member paying \$275.00. 2. Reimbursement checks will be mailed in January and July of each year. E) If the AFC State Executive Committee makes any changes to the amounts listed above, this section shall automatically ratify itself.

Section 2: Budget A) The fiscal year shall coincide with the College's fiscal year, July 1 to June 30. B) A Chapter account shall be maintained and funds disbursed through the Chapter President and the Treasurer, following college procedures. C) The Treasurer shall keep an accurate and up-to-date ledger of all Chapter accounts in regards to expenditures and procurements. 1. Types of Chapter Accounts a) Fundraising b) College Activity c) SPD-Travel d) Membership D) The Chapter President shall have the discretionary power to spend no more than \$100 of Chapter funds for any chapter-related need or activity without formal action by the Board. 1. However, all Board members must be advised of such expenditures at the next Board or Chapter meeting.

Section 3: Expenditures A) All use of money, excluding payments to the Association, must be allocated through the Executive Board for approval. B) All allocations must be submitted to the Executive Board. 1. Budgeted allocations: a) Money being allocated must be allocated by an authorized position from their budgeted funds. b) Types of budgeted allocations may be, but not limited to: i. Travel Funds for Annual Conference ii. Travel Funds for Regional Meetings iii. Travel Funds for Commission Conferences iv. Materials and Supplies for Fundraisers v. Materials and Supplies for Activities c) Budget allocations shall be determined by the Executive Board at the start of each term, based on the allotted budget provided from the College. 2. Unbudgeted allocations: a) Any expenditure not foreseen in standard budgeting shall be discussed and voted upon by the Executive Board for prior approval. b) The Executive Board will determine if the allocation is warranted and decide from which budget the funds shall be used. c) A majority vote will be required for all unbudgeted allocations.

Section 4: Collection A) All funds collected by the Chapter shall have the deposits made by the Treasurer. B) All funds collected shall be deposited in a timely manner and not held onto for a period of time.

Section 5: Disbursements of Funds A) In the event that the Chapter disbands, all funds remaining after payment of outstanding debts will be processed in accordance with the regulations of the College and the Association.

ARTICLE XI: COMMISSIONS Section 1: Selection of Commission Representatives A) Eligibility as an elected Commission Representative is based upon the Association's criteria in the state bylaws. 1. If a vacancy occurs in an elected Commission representative position, the Executive Board shall appoint a member from the same interest area to fill the unexpired term on the Commission. 2. If a vacancy occurs in an appointed position, the College President shall appoint a replacement to fill the unexpired term on the commission. B) Officers of the Chapter and Delegates to the Assembly of Delegates are eligible to be Commission representatives. C) Two members in good standing shall be either elected by the declared Commission membership or appointed by the College President to each of the following commissions: 1. Administration 2. Campus Safety 3. Career and Professional Employees 4. Communication and Marketing 5. Equity, Diversity, and Inclusion 6. Facilities 7. Faculty 8. Healthcare Education 9. Institutional Effectiveness, Planning, and Professional Development 10. Learning Resources 11. Student Development 12. Technology 13. Trustees 14. Workforce, Adult, and Continuing Education D) In the event other Commissions are established by the Assembly of Delegates, these bylaws shall be automatically revised to comply with that action, and the Representatives shall be appointed or elected as appropriate.

Section 2: Terms of Commission Representatives A) The term of a Commission Representative shall begin on July 1 of the year following their election or appointment. B) As required by the state bylaws, representatives to the Administration Commission shall serve staggered two-year terms. C) Representatives to all other Commissions shall serve a one-year term. D) There shall be no limit on the number of terms an individual may serve.

Section 3: Duties of Commission Representatives Commission Representatives will: A) Attend all state and regional Commission meetings in assigned area to the extent that the College's travel budget and the employee's work responsibilities will allow. B) Attend general sessions at the Annual Conference. C) Vote for officers in assigned Commission. D) Vote on motions, resolutions or amendments brought before assigned Commission. E) Represent the College in functions as deemed necessary by the Chapter. F) Attend Commission

workshops during the year as budget restrictions and work schedules permit. G) Consult with the Executive Board in the process of selecting a candidate for award competition within their Commission area.

ARTICLE XII: BY-LAWS Section 1: Distribution A) The Executive Board will hold official copies of the CF Chapter bylaws. B) These copies will also be posted on the Chapter website. C) These bylaws can be inspected by any member at any time.

Section 2: Interpretations of Bylaws A) The President shall interpret these bylaws. B) The Executive Board will review any appeal of an interpretation.

Section 3: Suspension of Bylaws A) A motion may be made during an Executive Board or Chapter meeting to temporarily suspend these bylaws, in order to pass a motion that would otherwise conflict with the document. B) Suspension of bylaws requires a unanimous vote in favor of suspension. C) This will enable special motions to be considered so that the bylaws will not have to be changed permanently. D) An immediate vote to reinstate the bylaws should take place at the conclusion of all business requiring the suspension.

Section 4: Amendments to Bylaws A) Proposed revisions to these bylaws shall be submitted in writing to the membership and adopted upon approval of the simple majority of those voting on the matter. The Executive Board shall determine the manner in which the voting is to take place. To insure adequate time for requesting and receiving clarifications, the vote on any proposed revision shall be taken no less than two calendar weeks from the date the proposal is sent out. B) Members may offer amendments through the Bylaws Committee or may submit them directly to the Executive Board at any time. When a member proposal is submitted directly to the Board, the Board may hold it until the next Bylaws Committee report of recommended revisions is received.

ARTICLE XIII: COMMISSION, REGION, STATE OFFICERS A) Any chapter member desiring to serve at the state level must obtain approval from the College President before accepting the state level position. 1. This would include, but is not limited to, serving on the Association Board of Directors, a Commission Board, Region Board, or any Association or Commission Committee.

ARTICLE XIV: RATIFICATION Approved by a vote of the members of the College of Central Florida Chapter of the Association of Florida Colleges on this 31st day of May, 2020.

CF Chapter of the Association of Florida Colleges Executive Board Meeting Minutes

June 17, 2019

Board members present:

Ron Kielty, President, Victoria Colleli, President-Elect, Tina Banner, Secretary, Cara Bennett, Treasurer, Alicia Harrison, Citrus Campus Representative, Krystal Skelly, Levy Campus Representative, Amanda Camp, Activities Chair, Jessica Kummerle, Legislative Representative, Norma Walcott, Membership Chair, Deya Garcia, Publicity Chair, Rory Wells, Historian. **Members absent:** Sharon Altany, Immediate Past President, Cynthia Moody, Vice President and Jean Scheppers, Fundraising Chair.

I. Welcome

Ron Kielty called to order the meeting of the CF Chapter Executive Committee meeting in Founder's Hall, Room 105 at 11 a.m.

Ron welcomed everyone and set the expectation that each board member would share "something good" with each other at the start of each meeting to help change the mood and help us focus on the agenda for the meeting. Ron also shared the importance of AFC and how it benefits the college. Everyone went around the room and share either a "good" personal or work related item.

II. Approval of minutes from last meeting

There were no meeting minutes presented.

III. Treasure Report

Cara reported the following breakdown of what was in the CF Chapter Treasury.

The following two items will roll over to the next chapter year.

Membership: We started with \$585.21 and ended with \$849.76.

Fundraising: We started with \$2,140.92 and ended with \$4,035.31.

The following two items will NOT roll over and will have to be returned to the college.

College Activities: We started with \$2,200.00 and ended with \$73.37.

Travel: We started with \$20,000 (this large sum is due to Marjorie McGee being AFC State President. We ended with \$4,943.81 (\$2,424.56 for the chapter and \$2,519.25 for MG.)

CF Chapter spent approximately \$8,100 to send members to Annual Conference in Orlando last year.

IV. Board Meeting Schedule

Ron asked that we set the Executive Board Meeting schedule as a group. The committee decided to meet every second Monday of the month from 11 a.m. to noon, except in July and November. Tina will send an Outlook calendar invite and secure the room with Mary LaPointe.

V. Chapter Meeting Schedule

Ron also asked that we set the Chapter Meeting schedule as a group. The committee decided to stay away from the activity hour on Mondays and Wednesdays and meet every third Tuesday of the month from 12:30-1:30 p.m. Tina will send an Outlook calendar invite and secure the room with Carole Smith.

VI. Chapter Book

Ron talked about the chapter book and how it is a compilation of all the chapter's activities that is sent to the state to be judged. He expressed one of the lacking pieces has been a submission of an exemplary practice. Board members shared some examples of best practices for those who were unfamiliar with it.

Other items that need to be reported in the chapter book include professional development, social activities, fundraising, political activities and membership development.

Tina discussed the possibilities of hosting a membership orientation process to help members understand about the benefits of AFC. Victoria mentioned that Shena Grant, last year's membership chair met with new AFC members individually. Cara mentioned that orientation would not count for a Membership Development activity but hosting a table at Convocation would. The activities need to be more focused on recruitment. **After the meeting Tina spoke with Katrina Porter, AFC Awards Committee Chair and it was determined that orientation activities would count as a membership development activity.

Ron mentioned that if we could get more faculty members that would really be great. Tina suggested that we talk to Cynthia and Jean about ideas that would motivate their peers to join. She said that we have to share the value of AFC and personally shared that until recently she really didn't understand AFC or the benefit. She said that she is sure there are others out there who feel the same way.

Deya suggested using one of our chapter meetings as an opportunity to talk about membership benefits. She also suggested spotlighting new members as well. Tina suggested that perhaps we could post once a month on Insider "Why I'm an AFC member" as a way to share individual's AFC story.

The committee started brainstorming some possible activities that could populate the AFC calendar and to try to get a calendar of activities set that could be shared with CF employees at convocation.

Calendar ideas:

Community Service

- Thanksgiving at Evangeline Booth Garden Apartments (November)
- College Park Elementary School Supply Drive (August)

Membership Development

- Convocation (August)
- Harvest Potluck (October)... Possibly Oct. 25. Amanda will check to see if the Webber Center is available. Krystal mentioned that for Levy a Thursday would be better for them.

Amanda was wondering about the school supply drive and Tina mentioned that she had an update. President's staff decided they did not want to ask employees to donate items and that CF would make a donation to purchase school supply items instead. Renae Robinson, school business partner liaison for CF wanted to see if AFC would purchase the backpacks for the supplies. The board said they need to know how much that was going to cost and the number of backpacks she wanted to purchase. Tina also mentioned that she was aware that Levy County had a back to school bash that they were collecting for as well. She has asked Jennifer Fryns to find out if CF will be donating to that cause as well. Krystal added that they were collecting paper and folders so any amount would be appreciated.

ACTION: The committee agreed to individually think of activities that the chapter can do throughout the year and bring those back to the July meeting to help prepare a full calendar.

VII. Adjournment

Cara made a motion to adjourn the meeting at 11:58 a.m. Deya seconded the motion, Motion passed.

Next meetings: Executive Board – July 15 at 11 a.m. in 1-105.
Chapter – August 20 at 12:30 p.m. in 5-203.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges Executive Board Meeting Minutes

July 15, 2019

Board members present:

Ron Kielty, President, Victoria Colleli, President-Elect, Cynthia Moody, Vice President, Tina Banner, Secretary, Sharon Altany, Immediate Past President, Alicia Harrison, Citrus Campus Representative, Amanda Camp, Activities Chair, Jessica Kummerle, Legislative Representative, Norma Walcott, Membership Chair, Rory Wells, Historian. **Members absent:** Cara Bennett, Treasurer, Jean Scheppers, Fundraising Chair, Krystal Skelly, Levy Campus Representative, Deya Garcia, Publicity Chair

I. Welcome

Ron Kielty called to order the meeting of the CF Chapter Executive Board meeting in Founder's Hall, Room 105 at 11:05 a.m.

Ron welcomed everyone remotely as he had a flight change and was still on vacation and not back on campus. He asked everyone to share their "something good" moments with each other.

II. Approval of minutes from last meeting

Minutes from the June Executive Board were presented by Tina Banner. Rory Wells motioned to approve the minutes. Sharon Altany seconded the motion. There was no discussion. Motion passed to approve minutes as presented.

III. Old Business

None reported.

IV. Treasure Report

Cara submitted her Treasurer's report since she could not attend. The report included the following breakdown of what was in the CF Chapter Treasury.

Membership: Opening balance \$849.76 (carry over from last year)

Fundraising: Opening balance \$3,571.11 (carry over from last year)

College Activities: Opening balance \$2,200

Travel: (by general membership) Opening balance \$15,800 less (\$1,012.30 in estimated expenses to Campus Safety and Membership Conferences. End balance: \$14,787.70

Travel: (by Marjorie) Opening balance \$4,200 less (\$4,390 in projected travel through June 2020. End balance: -\$190.00

Ron was going to ask Cara to verify the open balance on travel. Amanda Camp motioned to approve the minutes. Jessica Kummerle seconded the motion. There was no discussion. Motion passed to approve the treasurer's report as presented.

V. New Business

Ron reported he wanted to create a travel approval process. He requested for all travel to be presented to him first and then he will make sure all the information is verified. Ron will then present the travel to the full board for approval. Sharon mentioned to confirm the travel numbers with Mary Boeseman and to ask her to work with Ron before approvals are complete.

Backpacks

Tina Banner presented on behalf of Dr. Renae Robinson the request for AFC to purchase backpacks for school business partner College Park Elementary School. CF will be donating \$2,250 to purchase school supplies in lieu of asking faculty and staff to donate items. Dr. Robinson requested the purchase of 200 backpacks at approximately \$8.00 apiece. The backpacks would have the CF logo on them. If 200 is too much then if 140 (20 per grade level) could be donated that would be helpful.

Discussion among the board occurred including why backpacks when the school system has a liaison who can fulfill missing items. Why not underwear or other specific school supplies? Members also wondered how much we spent last year on this. Last year, members actually donated school supplies, so AFC did not spend any additional dollars on school supplies. Ron mentioned that we currently have \$3,571 in fundraising dollars and donating 200 backpacks would spend half of that amount. Tina added that if the board did 140 backpacks then it would be \$480 dollars less.

The board decided that they would like to donate \$1,000 earmarked for school supplies that the school could then purchase based on their needs. Motion was made by Sharon Altany and seconded by Rory Wells. No further discussion. Motion passed.

Chapter Activities

Ron asked if board members had put any thought into activities to fill the calendar year. Deya had submitted two ideas prior to the meeting. A possible casino trip and doing painting with a twist again based on its success. The board agreed to scheduling a social event at Painting with a Twist due to its popularity this spring. They decided against the casino trip due to gambling.

Other **social events** include Fall Harvest event. Amanda was going to work on securing a date. In addition to the Painting with the Twist event, the chapter will also host the Employee Appreciation breakfast in the spring.

Community Service events discussed included the donation of school supplies to College Park Elementary School in August, American Heart Association Walk on Saturday, September 28, the Domestic Violence Walk on Saturday, Oct. 5, the Thanksgiving dinner with Evangeline Booth Garden Apartments in November, United Way's Day of Caring in February.

Membership events discussed included have an AFC table at Convocation in August and possibly getting a couple of minutes on the faculty professional development agenda to remind faculty that they can get their continuing contract requirements completed through AFC speaking opportunities. Cynthia Moody said she would to get a few minutes on the agenda. Cynthia also shared that she could man the AFC table with Membership Chair, Norma Walcott.

Additional conversation occurred about working to get faculty more engaged. Ron also mentioned engaging students and if the board could think of ideas to get students involved that would be a great addition. Cynthia mentioned possibly doing something with the Talent Center might be a way to get students involved.

Fundraising events were discussed briefly and board members agreed that the three big fundraisers including flower sales at graduation and the gift card tree would most likely remain the same this year.

Monthly meeting topics were discussed and the following ideas were suggested.

Aug. 20: My AFC Why? This would include having targeted AFC members share their AFC story.

Sept. 17: Get Healthy--AMP Up! (Active Marion Project) AMP is a free county-wide healthy lifestyle initiative with multiple factors that impact public health, including community-wide campaigns, behavior change initiatives, and support environment changes that incorporate physical activity. The goal of AMP is to encourage citizens to adopt and maintain healthy lifestyles and have fun while doing it.

Oct. 15: Your community resources. Speakers from United Way will talk about the services and resources available.

Nov. 19: Legislative Update. Jessica to speak on updates happening at the state and federal level.

Jan. 21: Possible Safety and You

VI. Adjournment

Alicia made a motion to adjourn the meeting at noon. Tina seconded the motion, Motion passed. Next

meetings: Executive Board – Aug. 12 at 11 a.m. in 1-105.

Chapter – August 20 at 12:30 p.m. in 5-203.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges Executive Board Meeting Minutes

Aug. 12, 2019

Board members present:

Ron Kielty, President, Victoria Colleli, President-Elect, Cynthia Moody, Vice President, Tina Banner, Secretary, Cara Bennett, Treasurer, Alicia Harrison, Citrus Campus Representative, Amanda Camp, Activities Chair, Jessica Kummerle, Legislative Representative, Norma Walcott, Membership Chair, Rory Wells, Historian, Jean Scheppers, Fundraising Chair, Krystal Skelly, Levy Campus Representative, Deya Garcia, Publicity Chair **Members absent:** Sharon Altany, Immediate Past President

I. Welcome

Ron Kielty called to order the meeting of the CF Chapter Executive Board meeting in Founder's Hall, Room 105 at 11:02 a.m.

Ron asked everyone to share their "something good" moments with each other.

II. Approval of minutes from last meeting

Minutes from the July Executive Board were presented by Tina Banner. Cara Bennett motioned to approve the minutes. Alicia Harrison seconded the motion. Only comment was to remove an extra parenthesis. Motion passed to approve minutes with one change.

III. Treasure Report

Cara submitted her Treasurer's in advance. The report included the following breakdown of what was in the CF Chapter Treasury.

Membership: Previous balance \$849.76. Expenses included \$60 for Fall Activities flyer, \$18.43 for Chapter Book and Printing. Ending balance \$771.33

Fundraising: Previous balance \$3,571.11 Expenses of \$998 in the form of a donation to College Park Elementary School. Ending balance \$2,573.11

College Activities: Not reported due to no change from the previous month.

Travel: (by general membership) Previous balance \$14,787.70 Adjustment for travel under budget of \$4.26. End balance: \$14,791.96

Travel: (by Marjorie) Previous balance \$-190. Expenses for new projected travels of \$816.44. Ending balance -\$1,006.44

There was discussion about Marjorie's new proposed travel that is causing AFC to have a negative balance. Ron said he will speak to her about the additional trips to see if they are necessary and make her aware of how this will affect the college chapter's budget.

Treasurer's report was accepted.

IV. Old Business

Travel Procedure

Ron wanted to clarify with the board that all travel requests will come to the board for approval. He said in the event that a request comes in between board meetings and it can't wait, the board can vote via email.

Convocation

Ron mentioned that AFC will have a table at convocation and that Norma Walcott and Cynthia Moody will man the table to pass out the fall calendar of events and encourage those who are not members to join or attend a future AFC event. Someone inquired about the AFC rack cards and if we had any of those to share. Tina Banner said she would look into getting some printed. Tina also shared that the Marketing Department will have tickets that employees will receive when they visit each table. Employees can then insert their tickets in a basket for a variety of prizes. Jean Scheppers volunteered to bring a door prize to donate.

Chapter Meeting, Aug. 20

Ron asked if we were all set and if we were going to have any refreshments at the meeting. Deya said that she would get some cookies and water. Rory Wells asked about having some in Citrus and Ron asked for both Citrus and Levy campuses to pick up something and AFC would reimburse their expenses. Tina mentioned that the meeting reminder would be in Insider Thursday and next Monday. Ron also said he would put in a request for Berry to set up the WebX for the other campuses.

Chapter Book

Cara reported that the two areas the CF Chapter lacked was in submitting an Exemplary practice. Rory discussed the possibility of submitting Citrus's dual enrollment new cohort as a possibility. Tina suggested the college's social media platforms since they just won an award, and Jean suggested a Faculty of the Year project. Cara also reported that membership was another area that needed to be addressed. This year we were down 45 members due to non-renewals or employees leaving the college. Cynthia suggested giving away a free membership or doing a coffee and conversations membership drive.

V. New Business

Fundraising

Jean reported some ideas that the CF Chapter could do for fundraising in addition to the ones already slated. Jean suggested that every board member purchase one gift card to start the collection for the "gift card tree" fundraiser. She passed around a sheet asking for a commitment from every board member.

Two additional ideas she purposed included selling chocolate bars. She said she could get the bars for \$.50 a piece and then sell them for a \$1. The board agreed that we should earmark it for student scholarships. Tina discussed timing and to be cognizant of other fundraisers like American Heart Association, United Way and The Family Campaign. She suggested doing the fundraiser in the spring as a way to close up the year and then we can actually publicize it. Tina also said we should think about where we would put each box and who would be in charge of collecting money. She also wondered if there was a college policy on money collected for things like that regarding safety and security of those funds. Ron said he would check into that. The final idea proposed was a "auction" where employees would bring random items to a chapter meeting and they would be auctioned off. The board thought this might be a great way to get people to attend the meetings as they might be interested in what was being auctioned off.

Chapter Activities

Amanda shared the calendar she created and wondered if the board would be in favor of moving our December meeting from Dec. 17 to Dec. 10 to encourage a bigger turnout due to Dec. 17 being close to the college closing for Winter Break. She also suggested that the topic could be an AFC Annual Conference report out. The board agreed that was a good idea. She also passed out a contact sheet for the executive board so that we would have everyone's contact information in case we needed to get ahold of each other. Amanda also pointed out that the Thanksgiving dinner event is on the Wednesday before Thanksgiving and the college was closed that day and that could affect our turnout for volunteers. She wondered if we should push that to Tuesday instead. Someone suggested the Friday before being an option. Jean said she would call Faith at Evangeline Booth to see if they had a preference.

Amanda also reported that College Park is having their annual Read-In on Oct. 17 and Dr. Renae Robinson wanted to know if AFC would promote that volunteer opportunity to members. Tina mentioned we could have a sign-up sheet at the August meeting to give to Renae after the meeting. Amanda also wondered if AFC could help collect candy for College Park's Spooky Halloween event at the end of October.

Levy Campus

Krystal reported that the notebooks and folders were delivered to the Tri-county Resource Center for their Back to School Bash and that went well.

EMAIL VOTE 7/30/2019

Through email vote the Cara motioned to approve up to \$80 out of the Membership budget for printing for a flyer to be used at fall Convocation. Sharon seconded the motion. We had eight votes (Victoria, Rory, Jessica, Krystle, Alicia, Tina, Cynthia, Cara and Sharon) Motion carried.

VI. Adjournment

Jean made a motion to adjourn the meeting at 12:05 p.m. Jessica seconded the motion, Motion passed.

Next meetings: Executive Board – Sept. 9 at 11 a.m. in 1-105.
 Chapter – Sept. 17 at 12:30 p.m. in 5-203.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges Executive Board Meeting Minutes

Sept. 9, 2019

Board members present:

Ron Kielty, President, Victoria Colleli, President-Elect, Cynthia Moody, Vice President, Tina Banner, Secretary, Cara Bennett, Treasurer, Alicia Harrison, Citrus Campus Representative, Jessica Kummerle, Legislative Representative, Norma Walcott, Membership Chair, Rory Wells, Historian, Krystal Skelly, Levy Campus Representative, Deya Garcia, Publicity Chair **Members absent:** Sharon Altany, Immediate Past President, Amanda Camp, Activities Chair, Jean Scheppers, Fundraising Chair

I. Welcome

Ron Kielty called to order the meeting of the CF Chapter Executive Board meeting in Founder's Hall, Room 105 at 11:03 a.m.

Ron asked everyone to share their "something good" moments with each other.

II. Approval of minutes from last meeting

Minutes from the August Executive Board were presented by Tina Banner. *Cara Bennett motioned to approve the minutes. Jessica Kummerle seconded the motion. No discussion. Motion passed to approve minutes as presented.*

III. Treasurer's Report

Cara Bennett submitted her Treasurer's Report in advance. The report included the following breakdown of what was in the CF Chapter Treasury.

Membership: Previous balance \$771.33. No change.

Fundraising: Previous balance \$2,573.11. No change.

College Activities: Previous balance \$2,200.00 No change.

Travel: (by general membership) Previous balance \$14,791.96 Adjustment for travel under budget of \$471.32. End balance: \$15,263.28

Travel: (by Marjorie) Previous balance \$-1,006.44. Adjusted for expenses paid by AFC. Ending balance - \$100.

Cara reported that Marjorie's travel will most likely not be an issue as she cleaned up some outstanding travel requests that were never closed due to those being paid by the state association. We went from reporting we would be \$1,000 over to now \$100 over. *Jessica moved to accept the Treasurer's report as presented. Victoria seconded the motion. There was no other discussion. Treasurer's report was approved as presented.*

IV. Old Business

Membership Drive

Ron asked the board to review the items we planned to increase membership. Norma Walcott reported that she has been working Building Five pretty good with some one-on-one meetings resulting in five to six new members. She said that the personal meetings were effective for her. Cynthia Moody added that she would be willing to attend department meetings as well. Cara said she would provide Norma a list of department supervisors/managers to ask each one if they could allow AFC representation to speak at department meetings for five minutes. Norma said she had a membership list and Cara said she can cross check that with the employee list and provide a list of non-members so that we could easily identify non-members.

Cynthia added that she would also request if she could have five minutes to make an AFC pitch at Professional Development Day on Oct. 1. Cara suggested creating a membership incentive for current members to recruit a new member. If a new member was recruited by a current member, they would be entered into a drawing to

win a \$10 gift card. Jessica added what if we did the same thing for our chapter meetings. Anyone member who brings a non-member will get the opportunity to win a \$10 gift card at the meeting.

Cara made a motion to spend \$180 from our membership budget to buy a variety of gift cards for our membership recruitment and incentives. Alicia Harrison seconded the motion. No other discussion. Motion passes.

Devy Garcia asked how we can help spread the word about our meetings. She wondered how much it would cost to print more flyers and put them around the campus. Tina Banner added that she made a point to print a flyer and put it in the kitchen area that Business and Technology and Marketing use. She added that all board members could do the same. Victoria Colleli asked the Print Shop how much they would charge for 30 copies and it was \$9. Ron asked that Devy put together a request for the whole year so the board could vote on it. It was also suggested to include in the meeting reminder information about the new member incentive as well as the chapter meeting minutes to reduce paper costs.

V. New Business

Annual Conference

Cara reported that we currently have 14 individuals who have expressed an interest in attending the AFC Annual Conference in November. The following individuals have expressed interest: Ron Kielty, Victoria Colleli, Alicia Harrison, Jessica Kummerle, Norma Walcott, Rory Wells, Krystal Skelly, Deya Garcia, Sharon Altany, Amanda Camp, Jean Scheppers, Kim Sellers, Alton Austin, and Debbie Bowe (as a retiree). She said she is also making space for Mikel James and Lori Bufka. Cara said outside those individuals the chapter most likely can't afford to send any more people and we still haven't asked the membership how many are interested in attending yet. Ron hoped that anyone that might be able to get funds from another area do that first to make room for as many people as possible.

Sept. 17 Meeting

Ron asked the board for a recap of this month's meeting and notified the board that he would be unable to attend do to being out of town. He asked Cynthia as Vice President to run the meeting. Tina asked about a chapter meeting agenda. Ron said he would work on an agenda and send it to Cynthia. The board also discussed having speaker gifts. Tina said she would find out prices on some of the items that Marketing has that AFC could purchase. Victoria said she would work on a gift for the speaker next week. The speaker for the meeting is Brianna Lyles from the Marion County Hospital District who will talk about AMP Marion, a getting healthier initiative. Ron also asked Cynthia to fill in for him at the College Council meeting later that day as well and give a report on AFC.

Retiree Luncheon

Ron asked for a motion to spend \$500 as a partial sponsorship for the Retiree Luncheon that will be in October. Cara made the motion. Jessica seconded it. Discussion included whether AFC's logo was on the invitation or if any mention was made of our donation. Cynthia said in the past Chris Knife has thanked AFC and has even given AFC a few minutes to remind retirees about continuing their membership in AFC as a retiree. The board thought that would be a good idea if that could happen again. There are approximately 100 retirees that attend. Motion passed.

VI. Roundtable

Devy asked about food for the meeting. The board discussed whether we had to had food at every meeting. Tina said she didn't think we had to provide a full lunch but that a snack would be nice, although she agreed it wasn't necessary. ***Cynthia made a motion to purchase two bags of apples to go with our healthy theme. Cara seconded the motion. No other discussion. Motion passes.***

It was also discussed about AFC adding another social media platform since we get more points for that in the chapter book. Tina suggested that based on her experience it would be better to perfect Facebook, since it has not been used in a while before we add another platform. She said that everyone likes the idea of using social media since it's easy and free, but it takes work because you have to engage your audience on a regular basis and if you are not committed to creating a plan to post things often then you are really not gaining anything. She suggested that we revisit this in January to see how things improve with the one social platform that we currently have.

EMAIL VOTE 8/26/2019

Through email vote Cara motioned to approve reserving a hospitality suite and funding up to \$150 in refreshments. Alicia seconded the motion. No discussion. We had six votes (Deya, Sharon, Krystle, Jessica, Amanda, Rory) Motion carried.

(missing two more votes) Cynthia chimed in with making sure that the money spent was on food and not alcoholic beverages. Marjorie assured her it was on food not alcohol.

EMAIL VOTE 9/5/2019

Through email vote Cara motioned to approve up the attendance of Alton Austin to attend the AFC Annual Conference since he is a presenter. Victoria seconded the motion. No discussion. We had nine votes (Victoria, Tina, Cynthia, Amanda, Norma, Jean, Alicia, Krystle, Deya) Motion carried.

VII. Adjournment

Devy made a motion to adjourn the meeting at 11:56 a.m. Victoria seconded the motion, Motion passed.

Next meetings: Executive Board – Oct. 14 at 11 a.m. in 1-105.
 Chapter – Sept. 17 at 12:30 p.m. in 5-203.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges Executive Board Meeting Minutes

Oct. 14, 2019

Board members present:

Ron Kielty, President; Victoria Colleli, President-Elect; Cynthia Moody, Vice President; Tina Banner, Secretary; Cara Bennett, Treasurer; Alicia Harrison, Citrus Campus Representative; Jessica Kummerle, Legislative Representative; Norma Walcott, Membership Chair; Rory Wells, Historian; Deya Garcia, Publicity Chair; Amanda Camp, Activities Chair **Members absent:** Sharon Altany, Immediate Past President; Jean Scheppers, Fundraising Chair; Krystal Skelly, Levy Campus Representative

VIII. Welcome

Ron Kielty called to order the meeting of the CF Chapter Executive Board meeting in Founder's Hall, Room 105 at 11:02 a.m.

Ron asked everyone to share their "something good" moments with each other.

IX. Approval of minutes from last meeting

Minutes from the September Executive Board were presented by Tina Banner. *Cara Bennett motioned to approve the minutes. Jessica Kummerle seconded the motion. There was no discussion. Motion passed to approve minutes as presented.*

X. Treasurer's Report

Cara Bennett submitted her Treasurer's Report in advance. The report included the following breakdown of what was in the CF Chapter Treasury.

Membership: Previous balance \$771.33. Spent \$147.98 in gift cards and \$8 for printed membership cards. New balance \$615.35.

Fundraising: Previous balance \$2,573.11. Donated \$200 to Camp Anderson and \$500 for the Retiree's dinner. Spent \$7.88 on apples for the September Chapter meeting. Made \$88 at the September Chapter Meeting Insider's Auction. New Balance: \$1,953.23.

College Activities: Previous balance \$2,200.00. No change.

Travel: (by general membership) Previous balance \$15,263.28 Reserving \$8,167.16 for AFC members who will be attending the Annual Conference. End balance: \$7,096.12.

Travel: (by Marjorie) Previous balance \$-100. No change.

Tina moved to accept the Treasurer's report as presented. Norma Walcott seconded the motion. There was no discussion. Treasurer's report was approved as presented.

XI. Old Business

Membership Drive

Ron asked for an update to the Membership Drive. Norma reported that she continues face to face interaction recruiting 12 additional members this month. Tina asked if we could still get a list of non-members so that we can invite them to AFC events and meetings. Cara said she would provide that list. Alicia Harrison asked about the expiration date on the cards and wondered what date should be filled in. After much discussion it was decided that leaving it blank would be best since the cards aren't really shown to anyone for validation.

XII. New Business

Annual Conference Volunteer Sign Up

Ron asked the board to make sure they sign up to volunteer at the annual conference. He referenced an email that he sent out with a link to the volunteer opportunities available. Victoria asked if the conference schedule with sessions was available and the group said yes it was online. Rory added that she was able to get her Exemplary Practice approved for submission to AFC, so the chapter will get credit for that. Ron also added he has the college Ford Explorer if anyone needed a ride to the annual conference.

October Chapter Meeting

Ron asked the board if we were all set for our meeting tomorrow. Tina mentioned that each county would have a representative from their local United Way and envisioned the following happen: each campus would be WebXed in and

Ron start the meeting off with a general welcome then turn it over to each campus so that they can hear from the local representative. Then at about 1 p.m. the speakers should be close to being done and the WebX can be unmuted and each campus can hear the General Chapter meeting information. It was later found out that the Levy representative would have to reschedule so Levy could simply listen in to the Ocala Campus presentation.

The discussion of thank you gifts/cards was discussed since we did not give the September speakers their gift. *Cara made a motion to give two \$10 gift cards to the two speakers for the October meeting. Rory seconded the motion. Discussion:* Cynthia Moody brought up being consistent with our gifts and since the September speakers did not get a gift, then perhaps we should rethink what we planned to give our October speakers. Tina suggested keeping it simple with a thank you note and that speakers are not expecting gifts. Jessica Kummerle said she had some CF notecards and at the next Executive Board meeting we could sign the card and send it to the speaker. *The group agreed that would be best and Cara rescinded her motion, and Amanda Camp seconded it. Motion died.*

Evangeline Booth Garden Thanksgiving Lunch

Ron discussed the November community service thanksgiving project at Evangeline Booth Garden Apartments on Tuesday, Nov. 26. Ron needs five volunteers to assist with serving the food and then others to volunteer for cleanup and assistance throughout the event. Ron also needs a point person to pick up the food and deliver it. Cara suggested Ron be that person as Chapter President. Ron accepted.

Tina suggested creating a volunteer sign up sheet for the chapter meeting tomorrow. Cara shared the costs from Conference Services and that we probably need to provide for approximately 75 people. Ron also agreed to pick up some drinks.

Cara asked for a motion to spend \$468.75 on food for the Evangeline Booth Garden Apartment's Community Service project. Alicia seconded it. There was no discussion. Motion passed.

XIII. Roundtable

Tina suggested that the board start thinking about who our speakers should be for the spring, so we don't get caught up in the end of the semester/year and aren't ready when we come back from Winter Break. Jessica suggested a speaker from PACE Center for Girls. Rory mentioned that they also have a PACE Center in Citrus. The group talked about collecting toiletries for them to count as community service. Jessica mentioned that March would be a good time to do another legislative update. The group agreed to continue brainstorming and bring speaker ideas to the next meeting.

Amanda discussed the upcoming Thanksgiving PotLuck on Wednesday, Nov, 13, from noon-2 p.m. Deya mentioned email invitations would go out soon and she would work on getting copies to distribute. Amanda mentioned that the cost was \$5.50 per person to provide turkey, gravy, rolls, butter and the plates/cutlery. Cynthia said she would donate her 20 table clothes for AFC to use for the event. Cara looked up the costs and last year Ocala spent \$350.75 using Conference Services, Citrus spent \$109.90 from Sonny's BBQ and Levy spent \$93.12 from Beef O'Brady's. ***Amanda made a motion to spend the amount quoted per person based on the number of RSVPs that are received at the close of business on Nov. 4. Deya seconded the motion. No other discussion. Motion passes.***

EMAIL VOTE 9/11/2019

Through email vote Cynthia asked that AFC consider donating to Camp Anderson in Levy county who is assisting Bahamian refugees who have come to Florida due to the devastation from Hurricane Dorian. *Krystle made a motion to approve a donation of \$200 Wal-Mart gift card to help equip people for their short-term needs. Cynthia seconded the motion. There was some discussion about why this group and the ties it had to CF Levy. We had eight votes (Amanda, Deya, Rory, Alicia, Sharon, Cynthia, Norma, Krystle.) Motion carried.*

EMAIL VOTE 9/12/2019

Through email vote Cara indicated she was asked to assist with the Chapter Book judging to represent Region III on Thursday, Sept. 19 in Innisbrook and then the Region/Commission books the following week. Cara asked for travel reimbursement. *Deya motioned to support Cara's travel to Innisbrook to support chapter book judging. Sharon seconded the motion. There was no discussion. We had eight votes (Victoria, Krystle, Jessica, Rory, Amanda, Alicia, Cynthia, Jean.) Motion carried.*

EMAIL VOTE 9/24/2019

Through email vote Cara requested that conference travel budget be brought up for vote to take advantage of the early bird rate. *Tina made motioned to approve the travel costs of the following individuals: Hotel rooms for the AFC annual conference have to be booked prior to Oct. 4 to get the early bird rate.*

- Hospitality Suite: Amanda Camp, Kim Sellers, and Debbie Bowe
- Hotel room 2: Ron Kielty and Alton Austin
- Hotel room 3: Joshua Paugh and Mikel James
- Hotel room 4: Victoria Colleli and Norma Walcott

- Hotel room 5: Deya Garcia and Jean Scheppers (still working on funding from another source)
- Hotel room 6: Alicia Harrison and Cary Cox (Cary works at PHSC and will be picking up one night)
- Hotel room 7: Rory Wells and Krystle Skelly
- No room required (single day attendance): Tina Banner, Lois Brauckmuller, Rachel Cote, Cara Bennett (already approved) Needs approval: Lori Bufka
- Jessica Kummerlee (paid out of department budget)

Charges come to \$8,026., \$110 over what we agreed our target should be.

Sharon seconded the motion. There was no discussion. We had eight votes (Rory Wells, Krystle Skelly, Alicia Harrison, Norma Walcott, Sharon Altany, Amanda Camp, Cynthia Moody, Ron Kiely) Motion carried.

XIV. Adjournment

Cara made a motion to adjourn the meeting at noon. Deya seconded the motion, Motion passed.

Next meetings: Executive Board – Nov. 18 at 11 a.m. in 1-105.
 Chapter – Oct. 15 at 12:30 p.m. in 5-203.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges Executive Board Meeting Minutes

November 18, 2019

Board members present:

Ron Kielty, President; Victoria Colleli, President-Elect; Cynthia Moody, Vice President; Tina Banner, Secretary; Cara Bennett, Treasurer; Alicia Harrison, Citrus Campus Representative; Krystal Skelly, Levy Campus Representative; Norma Walcott, Membership Chair; Rory Wells, Historian; Amanda Camp, Activities Chair
Members absent: Sharon Altany, Immediate Past President; Jean Scheppers, Fundraising Chair; Jessica Kummerle, Legislative Representative; Deya Garcia, Publicity Chair

I. Welcome

Ron Kielty called to order the meeting of the CF Chapter Executive Board meeting in Founder's Hall, Room 105 at 11:02 a.m.

Ron asked everyone to share their "something good" moments with each other.

II. Approval of minutes from last meeting

Minutes from the October Executive Board were presented by Tina Banner. *Cara Bennett motioned to approve the minutes. Norma Walcott seconded the motion. There was no discussion. Motion passed to approve minutes as presented.*

III. Treasurer's Report

Cara Bennett submitted her Treasurer's Report in advance. The report included the following breakdown of what was in the CF Chapter Treasury.

Membership – Previous balance \$615.35. No change.

Fundraising - Previous balance of \$1,953.23. Encumbered \$468.75 for Evangeline Booth Thanksgiving luncheon. Spent \$120.69 on conference hospitality suite. Made \$53 at general meeting auction. New balance = \$1,416.79.

College Activity – Previous balance of \$2,200.00. Spent \$534.83 on Fall Harvest Luncheon on three campuses. New balance = \$1,665.17

Travel (by general membership) - Previous balance of \$7,096.12. Spent \$651.04 for M James board meeting travel. Adjusted for actual (vs projected) conference travel +119.61. New balance = \$6,564.69.

Travel (by Marjorie) - Previous balance of -\$100. Adjustment of projected travel +61.00. New balance = \$-39.00

Amanda Camp moved to accept the Treasurer's report as presented. Victoria Colleli seconded the motion. There was no discussion. Treasurer's report was approved as presented.

IV. Old Business

Membership Drive

Ron asked for an update to the Membership Drive. Norma reported that she continues face to face interaction recruiting three additional members this month. Cara had provided a list of non-members and Norma was working off that list. She suggested that we create AFC workshops for presentation on Professional Development Day in April. The workshops could focus on what happens at conferences, benefits of membership, etc. Cynthia Moody will talk with Dr. Paugh about adding the workshops to the faculty's itinerary. Ron suggested we also present on Adjunct Planning Day as well.

AFC Endowed Scholarship

Ron shared a letter he'd received from a student who benefitted from the AFC Endowed Scholarship. The AFC scholarship funds a total of \$500 annually to three students in our service area. Amanda shared that the Financial Aid office has suggested that we increase the award to \$600 as each student is currently only receiving \$167. They like the awards to be a minimum of \$200. Cara mentioned that the \$500 is a payout on an endowment that

was created several years ago. To increase the payout, we'd either have to increase the endowment or payout from our fundraising account. It was decided that Cara would reach out to the Foundation and discover what would need to be done on that end so we could make a better decision about Financial Aid's request.

V. New Business

Annual Conference Recap

The board shared their thoughts on Annual Conference and talked about receiving Platinum status as a chapter. It was mentioned that we need more people to participate in the Certified College Professional program. Kim Sellers and Rory Wells participated this past year. Tina asked what the benefits of the programs were. Amanda, Alisha and Krystal shared they were interested. Ron asked that those individuals get permission from their supervisors and get the necessary letters of recommendation before the board needed to vote on paying for the \$200 application fee. The chapter year runs from June 1-May 31.

Evangeline Booth Gardens Update

Amanda reported that we have plenty of volunteers for the event next week. Cynthia Moody said she would help Ron pick up the food.

Chapter Meeting

Ron asked the board if there was anything that needed to be discussed for the meeting tomorrow. Tina asked if there was an agenda. Ron said he was working on it. Rory asked if it was a WebX or just a conference call. Ron said he would follow up with Jessica to see if she had a PowerPoint.

Graduation Flowers

Amanda reported that we need volunteers to help with graduation flowers. Blossom Express will be the vendor providing the flowers and using their credit card machine.

Spring Conference Budgeting

Ron shared with the board that we needed to try to get someone to attend every commission conference and our Region conference to get points for the chapter book. Tina suggested that we list the conferences available on Insider and at a chapter meeting encouraging the membership to attend. She also suggested not mentioning anything about points as that was an internal board reason and not a reason to share with the general membership. Cynthia agreed that messaging could be packaged differently.

VI. Roundtable

Cynthia shared again that she would think about how to recruit more members at Faculty Planning Day. Norma shared that she would continue to remind the membership what AFC does. Amanda reminded everyone that at our next meeting on Dec. 10 anyone who attended conference will be asked to share a takeaway that they learned. Amanda updated the board that out of the 52 RSVPs to the Thanksgiving Potluck, 42 showed up. Twelve individuals showed up that did not RSVP. She recommended that next year we change the event time from 12:30-1:30 p.m. since after 1 p.m. hardly anyone came by. Alisha reported they had 20 employees attended in Citrus and Krystal reported 15 employees attended in Levy. Rory reported she gave out her first Round2IT out. Victoria shared she was looking forward to learning about what others learned at the conference.

VII. Adjournment

Tina made a motion to adjourn the meeting at 12:05 p.m. Amanda seconded the motion, Motion passed.

Next meetings: Executive Board – Dec.9 at 11 a.m. in 1-105.
 Chapter – Dec. 10 at 12:30 p.m. in 5-203.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges Executive Board Meeting Minutes

December 9, 2019

Board members present:

Victoria Colleli, President-Elect; Cynthia Moody, Vice President; Sharon Altany, Immediate Past President; Tina Banner, Secretary; Cara Bennett, Treasurer; Alicia Harrison, Citrus Campus Representative; Krystal Skelly, Levy Campus Representative; Rory Wells, Historian; Amanda Camp, Activities Chair; Jessica Kummerle, Legislative Representative; Deya Garcia, Publicity Chair **Members absent:** Ron Kielty, President; Norma Walcott, Membership Chair; Jean Scheppers, Fundraising Chair

VIII. Welcome

Victoria Colleli called to order the meeting of the CF Chapter Executive Board meeting in Founder's Hall, Room 105 at 11:02 a.m.

Victoria asked everyone to share their "something good" moments with each other.

IX. Approval of minutes from last meeting

Minutes from the November Executive Board were presented by Tina Banner. *Cara Bennett motioned to approve the minutes. Sharon Altany seconded the motion. There was no discussion. Motion passed to approve minutes as presented.*

X. Treasurer's Report

Cara Bennett submitted her Treasurer's Report in advance. The report included the following breakdown of what was in the CF Chapter Treasury.

Membership – Previous balance \$615.35. No change.

Fundraising - Previous balance of \$1,416.79. Made \$17 at general meeting auction. Made \$438 from the Gift Tree. New balance = \$1,871.79.

College Activity – Previous balance of \$1,665.17. Adjusted spending from the Fall Harvest Luncheon by \$5.51 for actual vs. projected). New balance = \$1,659.66.

Travel (by general membership) - Previous balance of \$6,564.69. Adjusted annual conference travel \$145.15 for actual (vs. projected). New balance = \$6,709.84. Cara noted that conference travel was \$500 less this year.

Travel (by Marjorie) - Previous balance of -39.00. No change.

Tina Banner moved to accept the Treasurer's report as presented. Amanda Camp seconded the motion. There was no discussion. Treasurer's report was approved as presented.

XI. Old Business

Membership Drive

Victoria asked if there were any updates to Membership. Cynthia Moody said as an update to the faculty portion of the Membership Drive, she has gotten permission for her and Jean Scheppers to do a three minute presentation to the faculty about AFC on Monday, Jan. 6 during the Faculty Professional Development Day. They have also received permission to man an AFC table on Jan. 7, from 9 a.m.-noon, during open lab time for faculty to stop by if they have any questions.

Cynthia asked for some guidance on what she could promote to faculty as an incentive to join AFC. The board discussed a variety of ways to promote AFC and decided that not promising a dollar amount is in the best interest for the chapter, since we don't know how many are interested and which AFC conferences faculty would want to attend. Tina said she has a list of spring conferences that she would share with Cynthia as a hand out if she would like to share that. The group agreed to brainstorm messaging.

XII. New Business

AFC Communication

Tina suggested to the board that since email communication has been removed from AFC communication to members, that perhaps setting up something similar to what the CF Foundation has with department team captains might be something the board wants to look at to increase participation at meetings and at activities. She suggested finding a "team captain" in each department and then sharing a flyer or information with those team captains to push out to their department. Cara shared she didn't think it would be effective since CPEC has a similar method and it's too cumbersome for each person to keep up with their distribution list. Tina said this is different, because each team captain is only in charge of the department they work in, so there is no list to keep track of. She said she was hoping this would create a sub-level of AFC fans and help with the communication. Sharon Altany suggested looking at a list of departments at the next meeting and then identifying the right person within each one. The group also acknowledged that Ron was meeting with Dr. Henningsen about the limit to email communication and would see if he had any updates to share.

Evangeline Booth Gardens Success

Victoria asked how many board members attended the Evangeline Booth Gardens event and thanked them for attending. Jessica shared that anyone who attended received a copy of the thank you letter. Cara asked Jessica to forward that to Rory for the chapter book.

Chapter Meeting

Victoria asked what the topic was and Tina reminded her that individuals were going to be sharing their nuggets of information that they learned at the AFC Annual Conference. The board expressed their concern about low attendance.

Chapter Book Planning

Victoria asked what items were still left to be addressed in our chapter book and that we need to see how we can focus on those for the spring. Amanda shared that we needed three more legislative activities. The board decided on the following activities to fill that area.

- Host Primary Presidential Voting information table on March 11 since voting day is March 17. It was suggested to get the Supervisor of Elections office to attend as well. Time: noon-1:45 p.m. in Bedford Plaza.
- Host a Census Day Booth on April 1 from noon-1:45 p.m. in Bedford Plaza.
- Jessica will speak at the April Chapter Meeting to give a Legislative update.

We need two more Membership activities and those will include:

- New Member drawing gift card that we hosted in October with guest Jon Schneiderman attending from Citrus Campus. We will continue to offer this incentive.
- Cynthia and Jean will be talking to the faculty about AFC and manning an information booth at Professional Development Day on Jan. 6-7.

We need two more Professional Development activities and those will include:

- Cynthia Moody will present on Public Speaking at the February Chapter Meeting.
- Debbie Bowe will present on Work/Life Balance at the May Chapter Meeting.

In addition to these two speakers, Tina suggested asking the CF Foundation to speak at the January meeting about what the Foundation is working on and how CF employees and students benefit. It was also suggested that PACE Center for Girls be invited to speak in March.

Areas where we still need work in include providing support to three more State Sponsored activities (these are typically announced when a conference occurs), two more social activities in addition to the Thanksgiving Pot Luck and Employee Appreciation Lunch happening in April. We need one more Community Service activity. Possibly a United Way Day of Caring team and PACE Center for Girls donations. We need an additional Fundraising activity.

Amanda will send out the list so everyone is aware of where we are at with the Chapter Book.

XIII. Roundtable

Deya Garcia mentioned that we still need volunteers to help sell flowers at fall graduation on Friday, Dec. 13. We need four volunteers and are still looking for three more. Tina shared that in light of the college-wide survey results that CF did this summer she has heard some feedback from other departments that there is a lack of knowledge on what some departments actually do on campus. In an effort to education employees, it would be nice if AFC had a "Five minutes with X Department" at each Chapter meeting, where we invite different departments to give a high level "this is what we do" in an effort to educate employees and help work on the "silo" perception. Tina acknowledged that attendance is low at our meetings and just trying to find more ways to give people a reason to attend. Jessica mentioned that perhaps having food at the meeting should be something we consider having as an incentive. Sharon shared that the amount of money we raised for the AFC Gift Tree was really low and is traditionally one of our biggest fundraisers. It's important that we start that process earlier next year.

XIV. Adjournment

Cara made a motion to adjourn the meeting at 11:57 a.m. Cynthia seconded the motion, Motion passed.

Next meetings: Executive Board – Jan. 13 at 11 a.m. in 1-105.
 Chapter – Dec. 10 at 12:30 p.m. in 5-203.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges Executive Board Meeting Minutes

January 13, 2020

Board members present:

Ron Kielty, President; Victoria Colleli, President-Elect; Cynthia Moody, Vice President; Sharon Altany, Immediate Past President; Tina Banner, Secretary; Cara Bennett, Treasurer; Alicia Harrison, Citrus Campus Representative; Krystal Skelly, Levy Campus Representative; Rory Wells, Historian; Amanda Camp, Activities Chair; Norma Walcott, Membership Chair **Members absent:** Jean Scheppers, Fundraising Chair, Jessica Kummerle, Legislative Representative; Deya Garcia, Publicity Chair

I. Welcome

Ron Kielty called to order the meeting of the CF Chapter Executive Board meeting in Founder's Hall, Room 105 at 11:03 a.m.

Ron asked everyone to share their "something good" moments with each other.

II. Approval of minutes from last meeting

Minutes from the December Executive Board were presented by Tina Banner. *Cara Bennett motioned to approve the minutes. Alicia Harrison seconded the motion. There was no discussion. Motion passed to approve minutes as presented.*

III. Treasurer's Report

Cara Bennett submitted her Treasurer's Report in advance. The report included the following breakdown of what was in the CF Chapter Treasury.

Membership – Previous balance \$615.35. No change.

Fundraising - Previous balance of \$1,871.79. No change. She is still waiting on the funds from the graduation flower sale.

College Activity – Previous balance of \$1,659.66. No change.

Travel (by general membership) - Previous balance of \$6,709.84. Adjusted annual conference travel \$145.86 for actual (vs. projected). New balance = \$6,724.00.

Travel (by Marjorie) - Previous balance of -39.00. Additional travel was presented for \$164.95. New balance is -\$203.95.

Cara added that she is waiting on some additional clarification on the additional travel submitted by Marjorie.

Tina Banner moved to accept the Treasurer's report as presented. Norma Walcott seconded the motion. There was no discussion. Treasurer's report was approved as presented.

IV. Old Business

Membership Drive

Ron asked for an update on where we were with membership. Cynthia Moody reported that Jean Scheppers and she presented at Faculty Professional Development Days last week and one new member signed up. Norma shared that one reason she hears from individuals about joining AFC is that they can't make it to the meetings and so therefore don't want to join. Ron added that we need to respond to that letting them know the biggest reason to join is our dues pay for the lobbyist that is fighting for college employee benefits. Norma wondered if AFC could get on the agenda again for faculty in February during that professional development day. Cynthia said she would look into it.

V. New Business

AFC Communication

Ron reported that we are allowed to send out emails to AFC members as long as it is only AFC related information and not for any other group on campus.

United Way Day of Caring

Ron asked for some guidance on filling out the Day of Caring application and said he would connect with Milo at Salvation Army/Evangeline Booth Garden Apartments regarding the specifics on the project.

AFC Legislative Days

Cara reported that the following people were on her list to attend either the Legislative Days and/or Leadership Conference at the end of January: Ron Kielty, Alicia Harrison, Rory Wells, Jean Scheppers, Victoria Colleli, Cara Bennett. Norma inquired about attending as well. Cara mentioned that would take our expense to \$2,800, which still left us in a good place for additional conferences this year. Cara asked Norma to find a hotel since the host hotel was already sold out.

Cara moved to approve the above mentioned members to attend the Legislative Days and/or Leadership Conference. Amanda Camp seconded the motion. There was no discussion. Motion was approved as presented.

Chapter Book Planning

Ron reminded board members that commissions are starting to request Exemplary Practice nominations. He mentioned that these submissions help us with chapter book points. Cynthia asked if we should set a goal on the number to submit. Ron thought that if we could submit one for each commission that would be a good goal to aim for. Tina suggested sending an email to AFC chapter members reminding them to submit.

Chapter Meeting

Ron asked if we were all set for our chapter meeting next week. Tina mentioned that we need to get the word out to members via email and she would touch base with Deya on sending something out. Cynthia reminded the group that we were offering pizza at the next meeting. Levy and Citrus will not offer pizza. The speaker will be someone from the CF Foundation.

VI. Roundtable

Norma requested if getting color copies for the membership application was possible. Ron asked her to look into costs, but that if she only needed a small number he could provide those for her. Sharon Altany asked if we had decided on the donations we wanted to focus on for the PACE Center for Girls presentation in March. Ron was not aware and said he would add that to our agenda for February.

VII. Adjournment

Cara made a motion to adjourn the meeting at 11:51 a.m. Sharon seconded the motion, Motion passed.

Next meetings: Executive Board – Feb. 10 at 11 a.m. in 1-105.
 Chapter – Jan. 21 at 12:30 p.m. in 5-203.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges Executive Board Meeting Minutes

February 10, 2020

Board members present:

Ron Kielty, President; Tina Banner, Secretary; Cara Bennett, Treasurer; Alicia Harrison, Citrus Campus Representative; Krystal Skelly, Levy Campus Representative; Rory Wells, Historian; Amanda Camp, Activities Chair; Jessica Kummerle, Legislative Representative; Deya Garcia, Publicity Chair **Members absent:** Victoria Colleli, President-Elect; Cynthia Moody, Vice President; Sharon Altany, Immediate Past President; Jean Scheppers, Fundraising Chair, Norma Walcott, Membership Chair

VIII. Welcome

Ron Kielty called to order the meeting of the CF Chapter Executive Board meeting in Founder's Hall, Room 105 at 11:02 a.m.

Ron asked everyone to share their "something good" moments with each other.

IX. Approval of minutes from last meeting

Minutes from the January Executive Board were presented by Tina Banner. *Cara Bennett motioned to approve the minutes. Jessica Kummerle seconded the motion. There was no discussion. Motion passed to approve minutes as presented.*

X. Treasurer's Report

Cara Bennett submitted her Treasurer's Report in advance. The report included the following breakdown of what was in the CF Chapter Treasury.

Membership – Previous balance \$615.35. No change.

Fundraising - Previous balance of \$1,871.79. Deposited \$485 for graduation flower sales and \$50 for end of meeting auction. New balance is \$2,406.79

College Activity – Previous balance of \$1,659.66. No change.

Travel (by general membership) - Previous balance of \$6,724. Spent \$753.12 for members to attend the AFC Legislative Conference and \$766.03 to attend the AFC Leadership Conference. New balance = \$5,204.85.

Travel (by Marjorie) - Previous balance of -\$203.95. Adjusted cost of Leadership Conference New balance is -\$270.03.

Cara added that we spent less on the AFC Legislative and Leadership Conferences than expected and are approximately \$1,600 ahead of where we were last year at this time.

Tina Banner moved to accept the Treasurer's report as presented. Jessica Kummerle seconded the motion. There was no discussion. Treasurer's report was approved as presented.

XI. Old Business

Membership Drive

Deya Garcia reported on behalf of Norma Walcott reporting that Judith Orozco, a part-timer from Financial Aid was added as a member. She signed up online. Norma was wondering how she would go about getting an updated list of new members. She mentioned that she is unaware of new members who sign up online. Ron suggested asking the AFC State Office for the updated information on a monthly basis. Deya also mentioned that Alicia Harrison at the Citrus Campus reported at the January Chapter meeting that they had someone who was going to join as well.

XII. New Business

Chapter Bylaws Review

Ron reported that as a chapter we need to be reviewing our Bylaws each year. Due to the unfortunate circumstance of

Victoria Colleli, chapter President-elect leaving CF, the board would need to replace her position. Ron mentioned that our bylaws state that vacancies shall be appointed by the president and that with the chapter year ending in a few months, he did not feel comfortable doing so. He suggested suspending the bylaws and voting to include the president position with the other officer positions in May.

Rory Wells made a motion to suspend the chapter bylaws regarding Article VI, Section 6B: Vacancies as well as Article VII: Chapter Officer Duties Section 1B: President. Cara Bennett seconded the motion. The board discussed the benefits of that option and the benefits of appointing a person to fulfill the duties. After much discussion, motion passed.

Cara Bennett made a motion to add the president position to the election ballot in May. Rory Wells seconded the motion. No discussion. Motion Passed.

Cara Bennett made a motion to reinstate the chapter bylaws regarding Article VI, Section 6B: Vacancies as well as Article VII: Chapter Officer Duties Section 1B: President. Rory Wells seconded the motion. Motion Passed.

Ron also discussed that we needed a nominating committee to start working on the process of finding interested members who would be willing to serve and prepare the ballot process. Cara volunteered along with Jessica and Alicia to serve on that committee. It was also suggested that the Immediate Past President, Sharon Altany also serve. Ron was going to follow up with an ask to her.

Tina Banner made a motion that the following individuals make up the nominating committee: Cara Bennett, Jessica Kummerle, Alicia Harrison and Sharon Altany. Cara Bennett seconded the motion. No discussion. Motion Passed.

Additional Chapter Bylaw corrections that need updating include:

- Article III: Membership Section 2: Classes--All classes need to be updated to reflect the new membership classes established by the state association.
- Article VII: Chapter Officer Duties Section 2D: President-Elect-- The second term language needs to be removed.
- Article VII: Chapter Officer Duties Section 3B: Vice President-- The second term language needs to be removed.
- Article VII: Chapter Officer Duties Section 4D: Secretary--Needs to refer to the AFC Leadership Manual.
- Article VII: Chapter Officer Duties Section 11: Historian--Needs to add responsibility of monitoring the chapter contributions to the state association community service projects.
- Article VII: Chapter Officer Duties Section 15: Immediate Past President--Needs to strike the word "second" in item A.
- Article VIII: Office Transition Section 1C1: Installation of Officers--Needs to refer to the AFC Leadership Manual.
- Article X: Finances Section 1C: Association of Florida Colleges Membership Dues—Needs to reflect the new membership dues established by the state association.
- Article XII: Delegates Section 1: Selection of Delegates needs to be removed.

Due to time running out, Ron asked that the board send recommendations and changes to him so that we can discuss those changes at the next board meeting and take it to the chapter membership in March for a vote.

Amanda Camp wondered about changing the amount of scholarship that AFC gives through the CF Foundation. Ron said that item is not a bylaw item. Cara mentioned she was supposed to follow up with Chris Knife and had not done so yet. The topic will be revisited at a future meeting.

United Way Day of Caring

Ron Kielty and Jean Scheppers have touched base with Milo at Evangeline Booth Garden Apartments and they have a good handle of the scope of volunteer projects to be completed. Amanda mentioned she has received some interest and several clubs including the International Club, Psychology Club and Veteran's Club are looking to get involved.

Chapter Book Planning

Rory updated the board that our chapter book is in really good shape and that our chapter will get points for Dr. Henningsen serving on the Council of Presidents. She also updated the board that we have log in information for

the AFC CF Chapter Instagram account. Rory requested that Tina and Deya have access to that social media platform and to the AFC Chapter email. Cara asked Ron to fill out an Access Form for that email. Rory also shared that she will be serving as the Region 3 Member Services committee chair and Connie Tice would be serving on the Retiree committee. She added that Sam Ajanli would be submitting an Exemplary Practice for the Technology Commission.

Spring Conferences

Ron reminded the board that we receive points for attendance to different commission and region conferences. Cara mentioned that we have two members that need to be voted on to attend the Communications and Marketing Commission Seminar at CF on April 1.

Cara Bennett made a motion that AFC cover the attendance of Jo-Anne Holleran and Rory Wells to attend the Communications and Marketing Commission Seminar. Deya Garcia seconded the motion. No discussion. Motion Passed.

Chapter Meeting

Ron reported that he received favorable comments about the January meeting. Tina mentioned that she shared the February chapter meeting at last week's recruiter meeting encouraging attendance. Deya shared that she sent the information out to members and herself and Tina established a Communication Plan to send to members. Alicia requested that she has approximately 7-8 who have RSVPed for the February meeting and would like to request AFC pay for pizza at the Citrus Campus. Ron agreed it would be covered like it is covered in Ocala.

XIII. Roundtable

Cara asked about the AFC/CPEC Appreciation Breakfast. Tina suggested looking at the calendar and looking to see when we should be sending out communication for RSVPs. It was decided that as soon as we get back from spring break to send out information to AFC members. A speaker still needs to be determined. Tina asked about the members survey and if Ron was still interested in sending something out. He agreed and asked to send the questions out to the board for feedback.

XIV. Adjournment

Tina made a motion to adjourn the meeting at 12:07 p.m. Cara seconded the motion, Motion passed.

Next meetings: Executive Board – March 9 at 11 a.m. in 1-105.
 Chapter – Feb. 18 at 12:30 p.m. in 5-203.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges Executive Board Meeting Minutes

March 9, 2020

Board members present:

Ron Kiely, President; Tina Banner, Secretary; Cynthia Moody, Vice President; Alicia Harrison, Citrus Campus Representative; Krystal Skelly, Levy Campus Representative; Rory Wells, Historian; Amanda Camp, Activities Chair; Jessica Kummerle, Legislative Representative **Members absent:** Victoria Colleli, President-Elect; Cara Bennett, Treasurer; Sharon Altany, Immediate Past President; Jean Scheppers, Fundraising Chair, Norma Walcott, Membership Chair; Deya Garcia, Publicity Chair

XV. Welcome

Ron Kiely called to order the meeting of the CF Chapter Executive Board meeting in Founder's Hall, Room 105 at 11:02 a.m.

Ron asked everyone to share their "something good" moments with each other.

XVI. Approval of minutes from last meeting

Minutes from the February Executive Board were presented by Tina Banner. *Alicia Harrison motioned to approve the minutes. Amanda Camp seconded the motion. There was no discussion. Motion passed to approve minutes as presented.*

XVII. Treasurer's Report

Cara Bennett submitted her Treasurer's Report in advance. The report included the following breakdown of what was in the CF Chapter Treasury.

Membership – Previous balance \$615.35. No change.

Fundraising - Previous balance of \$2,406.79. Deposited \$10 for auction item and purchased pizza for chapter meeting \$62.56. New balance is \$2,354.23

College Activity – Previous balance of \$1,659.66. No change.

Travel (by general membership) - Previous balance of \$5,204.85. Encumbered \$159.99 for i2020 CMC conference. Adjusted \$40.58 for Leadership/Legislative Days travel under budget. New balance = \$5,085.44.

Travel (by Marjorie) - Previous balance of -\$270.03. Adjusted cost of Leadership Conference New balance is -\$266.58.

Tina Banner asked why the chapter meeting pizza came out of the fundraising area instead of membership or college activity. Ron wasn't sure but that perhaps that is where it always has come from.

Tina Banner moved to accept the Treasurer's report as presented. Jessica Kummerle seconded the motion. There was no discussion. Treasurer's report was approved as presented.

XVIII. Old Business

Membership Drive

There was discussion that we have acquired new members but not sure how many. Tina asked if that could be reported on at the next meeting and a total of how many new and current members for the year we have.

United Way Day of Caring

Ron reported that we had a nice turn out for the Day of Caring event on Saturday, Feb. 29. The CF Psychology Club and International Club attended bringing our total to approximately 20 volunteers who signed in. Ron recapped the projects that were completed including digging up rocks, staining fences, visiting some of the residents, cleaning up the library doing additional outside work and fixing the hinges on the Dumpster doors. Rory requested that a photo of the volunteers attending and sign in sheet be sent to her for the chapter book. Tina said she would ask Berry for the team photo he took.

XIX. New Business

Chapter Bylaws Review

Ron reported that Cara had sent out the bylaw changes the previous week and asked that the board review the changes recommended and come to the April board meeting with the intention of voting. The plan would be then to send it out to the membership giving them a chance to vote on it electronically with a two-week window.

Cynthia Moody questioned Article 1: Section 3 which explained the “simple majority”, but not the use of “majority”. She recommended we comb the document for consistency. After some additional discussion, the definition for “majority” was found under Article IV: Section 2 Executive Board Meetings. She encouraged us to again look over the document for consistency and readability of terms.

Spring Conferences

Cara sent out a list of individuals who expressed interest in attending the Region 3 Conference and the Student Development Conference. She estimated that it would cost \$121 per person to attend **Region 3** and we can afford to send 10 people. Requests from Kim Sellers (AFC State Membership Chair), Norma Walcott and Joshua Paugh have requested to attend. **Student Development** will cost \$316 per person to attend and requests have come from Jessica Thibault, Norma Walcott, Alicia Harrison, Sonya Warden (removed later in the meeting due to being on maternity leave) and Joshua Paugh.

Tina suggested the chapter communicate to all AFC members reminding them if they are interested in attending to take the following steps: 1) get permission from your supervisor 2) ask if your department has funds to send you 3) if not request travel assistance from AFC through Chapter President Ron Kielty. Ron was open to sending out an email on behalf of Deya since she is out of town. Tina said she could craft something for Ron to copy and paste.

Cynthia Moody made a motion that AFC cover the attendance of the following individuals listed above to attend the above listed conferences. Tina Banner seconded the motion. No discussion. Motion Passed.

April 1 Census Bureau guest

Cynthia shared that on April 1 a Census 2020 representative will be on campus reminding people about the importance of filling out your Census form. It was suggested that when Deya sends out her member emails she can remind AFC members that we will have a guest on campus.

Tina asked if we were still hosting a Presidential Primary event on March 11 per our Spring Activities form. Jessica apologized for not following up on that sooner. Rory mentioned that the Citrus Campus held a Presidential Primary event on their campus in February and that we could use that event to count in its place. Tina said she remembered the AFC logo being on that flyer.

Appreciation Breakfast

Ron shared that we have secured Mark Cummings as our speaker for the AFC/CPEC Appreciation Breakfast on Friday, April 17.

Lifetime Retiree Membership

It has been proposed that the CF Chapter pay \$50 for a Lifetime Retiree Membership for Connie Tice since she has agreed to serve on the state Retiree Committee.

Jessica Kummerle moved to pay for \$50 Lifetime Retiree Membership for Connie Tice. Amanda Camp seconded the motion. There was no discussion. Motion passed.

AFC Scholarship Through Foundation

The CF Chapter currently takes \$500 each year from our scholarship fund at the Foundation and splits it between all three campuses. The chapter would like to increase that amount to \$600 so each campus recipient received an even \$200 each. Cara Bennett reported to Amanda Camp that she spoke to Chris Knife at the Foundation and that currently our scholarship doesn't produce enough of a return to give out three \$200 scholarships. One option is for the chapter to subsidize the amount. Cynthia mentioned that she is getting ready to do a presentation for the Corporate College. Any stipend that she would receive, she wondered if it could be donated to the Foundation to

make up the difference this year. The board said that either the Corporate College or the company working with the Corporate College would need to make the donation so that it's not a part of Cynthia's income.

Since there is not a critical deadline, Ron asked that we discuss this more at the next meeting.

Activities Picasso's Palette

Amanda Camp suggested that we could go to Picasso's Palette in April to serve as another social activity for the chapter. She said we could also count it as a fundraiser. Last year the chapter subsidized the cost and attendance was high. It was recommended that we ask Deya how it was handled last year before making that decision. Amanda reminded the board that the chapter is hosting an AFC Trivia Night as a social activity on the Thursday we return from Spring Break.

Chapter Meeting

Ron asked if there was anything specific that needed to be noted for the chapter meeting. Our speaker is from PACE Center for Girls. Deya will be sending out another reminder when she returns on Monday, March 23.

XX. Roundtable

Tina shared the results of the membership survey. We had 42 individuals fill out the survey. The results are as follows:

- 35 had attended a chapter meeting; 7 had not
- 20 had attended at least 1-4 meetings in the past two years; 7 every meeting they can; 4 said 9-12 and 4 said 5-8
- 22 had attended a conference or seminar; 20 had not
- 38 understood what AFC does, 3 kind of, 1 did not
- 21 were not interested in serving on the board, 11 said yes, 10 said depends on the time commitment.

It was suggested that this year we take the time to share what each position does and what the time commitment is to encourage more individuals to share interest.

XXI. Adjournment

Tina made a motion to adjourn the meeting at 12:06 p.m. Jessica seconded the motion, Motion passed.

Next meetings: Executive Board – April 13 at 11 a.m. in 1-105.
 Chapter – March 24 at 12:30 p.m. in 5-203.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges Executive Board Meeting Minutes

April 13, 2020

Board members present:

Ron KIELTY, President; Tina Banner, Secretary; Cara Bennett, Treasurer; Sharon Altany, Immediate Past President; Dr. Cynthia Moody, Vice President; Alicia Harrison, Citrus Campus Representative; Krystal Skelly, Levy Campus Representative; Rory Wells, Historian; Amanda Camp, Activities Chair; Jessica Kummerle, Legislative Representative; Norma Walcott, Membership Chair; Deya Garcia, Publicity Chair **Members absent:** Victoria Colleli, President-Elect; Jean Scheppers, Fundraising Chair

I. Welcome

Ron KIELTY called to order the meeting of the CF Chapter Executive Board meeting through a virtual Zoom Meeting at 11:05 a.m.

Ron asked everyone to share their "something good" moments with each other.

II. Approval of minutes from last meeting

Minutes from the March Executive Board were presented by Tina Banner. Dr. Cynthia Moody had an update and emailed that to Tina Banner. *Alicia Harrison motioned to approve the minute as amended by Cynthia. Sharon Altany seconded the motion. There was no discussion. Motion passed to approve minutes with the amended area.*

III. Treasurer's Report

Cara Bennett submitted her Treasurer's Report in advance. The report included the following breakdown of what was in the CF Chapter Treasury.

Membership – Previous balance \$615.35. No change.

Fundraising - Previous balance of \$2,354.23. Spent \$41.50 to print spring calendars. New balance is \$2,312.73.

College Activity – Previous balance of \$1,659.66. No change.

Travel (by general membership) - Previous balance of \$5,085.44. Adjusted \$8.50 for closing travel. New balance = \$5,093.94.

Travel (by Marjorie) - Previous balance of -\$266.58. Adjusted cost of Region conference New balance is \$338.09.

Ending balance is \$10,019.77

Cara mentioned that she sees our travel budget balances going up as more conferences are cancelled. She said that moving forward Membership and Fundraising line items are the ones that will carry over to the next chapter year, but that College Activity and Travel line items come from the President and those will most likely change next year as travel is decreased college wide.

It was asked if the awards that were given out at the AFC/CPEC Breakfast would still occur. Rory mentioned she had four employees who will be recognized and AFC will still move forward with getting those awards. Lois Kolhweiss has already requested that those individuals be recognized at Convocation.

Deya Garcia asked if we should send a donation to PACE since they could not come and speak. Cara said it would have to come out of our Fundraising account. Sharon Altany added that she would be reluctant to send a donation since we already know our budget will be impacted next year. It was discussed that we could ask members to donate but the majority agreed this is not a good time to be asking for money from employees. Jessica Kummerle added that she would inquire as to what is the best way to support the center during these times and report back. Someone added that they had items that they had collected and those could still be donated.

_____ *moved to accept the Treasurer's report as presented.* _____ *seconded the motion. There was no discussion. Treasurer's report was approved as presented.*

IV. Old Business

Board Elections

Cara reported that most of the positions have been filled with candidates. The following positions include: (updated since board meeting)

President: Kim Sellers
President-Elect: Marjorie McGee
Vice President: Amanda Camp
Secretary: Shana Miller
Treasurer: Cara Bennett
Legislative Chair: Jose Toro Clark
Historian: Rory Wells
Publicity Chair: Tina Banner
Membership: VACANT
Activities Chair: VACANT
Ocala Campus Rep: VACANT
Citrus Campus Rep: Alicia Harrison
Levy Campus Rep: Krystal Skelly

Ron suggested to focus on the missing positions asking them to consider being a candidate. Cara said she would regroup with the nominating committee and look at the current list of members that Norma Wallcot provided to come up with suggestions. Deya added she would send out another email with the vacant positions to see if that helped.

Lifetime Membership for Connie Tice

Ron asked where things stood with getting Connie Tice's membership completed. He asked if any paperwork had been submitted. Cara requested that Norma send her the form so that she could submit payment.

AFC Scholarship Through Foundation

Ron asked if there was an update on this. After hearing none, he said he would call Traci Mason in the Foundation office to ask her about the increase so that a total of \$600 would be dispersed to all three campuses.

V. New Business

Chapter Bylaws Review

Cara reported that no other changes were suggested since sending out the last version of the bylaws and that Deya will send out the new version to the membership.

Spring Conferences

Ron mentioned that Region 3 conducted a virtual conference on Friday, April 10. Cara and Rory attended and said that it worked really well. It was a free conference and AFC President Matt White controlled most of the technology from his end. Cara mentioned that if the regions were sending out certificates for attendees they would be able to receive credit.

April Chapter Meeting/April Guest from Census Bureau

Ron asked how the board felt about hosting a virtual chapter meeting and the board agreed that would be a great option for members to participate in. Tina reminded the board that Jessica was going to present on her Legislative update. Jessica added that the budget has not been approved yet and they were going to call a special session in May. She suggested giving an update in May would be better. Tina added that Debbie Bowe was speaking in May. Cynthia added that perhaps we should ask our Census 2020 guest to speak at our April meeting. Cynthia said she would find out if he was available.

Activities Picasso's Palette

Amanda Camp suggested that we could go to Picasso's Palette in May to still get our activity in for the chapter year.

VI. Roundtable

Jessica shared that CF would be receiving \$5 million from the stimulus package with 50% going to students. The details are currently being worked out.

VII. Adjournment

Cara made a motion to adjourn the meeting at 11:57 a.m. Alicia seconded the motion, Motion passed.

Next meetings: Executive Board – May 11 at 11 a.m. TBD.
 Chapter – April 21 at 12:30 p.m. done virtually.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges Executive Board Meeting Minutes

May 11, 2020

Board members present:

Ron Kielty, President; Tina Banner, Secretary; Cara Bennett, Treasurer; Sharon Altany, Immediate Past President; Dr. Cynthia Moody, Vice President; Alicia Harrison, Citrus Campus Representative; Krystal Skelly, Levy Campus Representative; Rory Wells, Historian; Amanda Camp, Activities Chair; Jessica Kummerle, Legislative Representative; **Members absent:** Norma Walcott, Membership Chair; Deya Garcia, Publicity Chair; Jean Scheppers, Fundraising Chair

I. Welcome

Ron Kielty called to order the meeting of the CF Chapter Executive Board meeting through a virtual Zoom Meeting at 11:03 a.m.

Ron asked everyone to share their “something good” moments with each other.

II. Approval of minutes from last meeting

Minutes from the April Executive Board were presented by Tina Banner. *Cara Bennett motioned to approve the minutes as presented. Jessica Kummerle seconded the motion. There was no discussion. Motion passed to approve the minutes as presented.*

III. Treasurer’s Report

Cara Bennett submitted her Treasurer’s Report in advance. The report included the following breakdown of what was in the CF Chapter Treasury.

Membership – Previous balance \$615.35. Paid for Connie Tice lifetime membership. New balance: \$565.35.

Fundraising - Previous balance of \$2,312.73. No change.

College Activity – Previous balance of \$1,659.66. No change.

Travel (by general membership) - Previous balance of \$5,093.94. Adjusted \$94.99 up for i2020 cancellation. New balance = \$5,188.93.

Travel (by Marjorie) - Previous balance of 338.09. Adjusted up for cancellation of Region conference costs. New balance is \$1,586.42.

Ending balance is \$11,313.09

Tina asked for clarity on the Travel portion due to i2020 conference. She added that the conference was postponed and now a virtual conference. Cara asked for clarification on how Jo-Anne Holleran paid. Tina indicated with a credit card. Cara said that AFC would refund her that amount \$65.00. Cara also indicated that Rory’s travel \$29.99 was included in that amount and would be added back into the budget since it was virtual.

Tina Banner moved to accept the Treasurer’s report as presented. Jessica Kummerle seconded the motion. There was no discussion. Treasurer’s report was approved as presented.

Old Business

Board Elections

Cara reported that all of the positions have been filled with candidates if Cynthia Moody agrees to serve as Activities Chair. Cynthia agreed to fill the position.

The following positions include:

President: Kim Sellers

President-Elect: Marjorie McGee

Immediate Past President: Ron Kielty

Vice President: Amanda Camp

Secretary: Shana Miller
Treasurer: Cara Bennett
Legislative Chair: Jose Toro Clark
Historian: Rory Wells
Publicity Chair: Tina Banner
Membership: Kathy Robbins
Activities Chair: Cynthia Moody
Ocala Campus Rep: Jessica Kummerle
Citrus Campus Rep: Alicia Harrison
Levy Campus Rep: Krystle Skelly

Alicia Harrison moved to accept the CF Chapter slate of officers as presented. Sharon Altany seconded the motion. There was no discussion. Chapter slate was approved as presented.

Cara will create the online voting ballot to be sent to the membership after the May chapter meeting next week.

AFC Scholarship Through the Foundation

Ron updated the board that Chris Knife is currently researching how much AFC would need to increase their donation so that AFC's scholarship distribution could be increased from \$500 to \$600 (\$200 for each campus.)

IV. New Business

Chapter Bylaws Review

Cara reported that we received 26 votes approving the chapter updated by-laws. Jessica reminded the board that President Henningsen should approve them as well. Cara said she would send Ron the updated version to send to Sherie.

Tina Banner CCP Board Approval

Ron updated the board that Tina Banner was interested in going through the AFC Certified College Professional program. The program amount is \$200.

Jessica Kummerle moved for AFC to pay \$200 for Tina to go through the program. Cara Bennett seconded the motion.

Discussion included: Sharon asked where those funds were deducted from. Cara said she believed it would be from membership since that is where it came from last year. Tina asked why wouldn't it come from Travel where the other professional development comes out of. Sharon added that it will not be approved if it comes from travel and suggested to continue to take it from Membership. ***Motion passed to pay for Tina's CCP program cost.***

May Chapter Meeting

Ron asked if we were all set with the May Chapter meeting. Tina added that she was in touch with Debbie Bowe and that it's listed on Insider.

Activities Trivia Night

Amanda Camp reported that we have a Trivia Night scheduled for tomorrow, May 12 at 6 p.m. She mentioned she had a practice session and hope all will go ok. She asked for board members to help spread the word.

V. Roundtable

Tina asked how installation would work in June since we would not be hosting an in-person event. Ron said we could possibly do an installation via Zoom. Details to be discussed soon. Tina also mentioned if there needed to be a program for June or if the Installation counts as that event. Ron said we could host a June Chapter meeting. Cynthia mentioned she had some items for PACE Center for Girls and asked how to get these items to the center. Ron said he would swing by her office to pick the items up. Cynthia added that she took a photo for the chapter book and emailed it to the board.

VI. Adjournment

Cara made a motion to adjourn the meeting at 11:33 a.m. Jessica seconded the motion, Motion passed.

Next meetings: Executive Board – June 8, 2020.
 Chapter – May 19 at 12:30 p.m. done virtually.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges Chapter Meeting Minutes Aug. 20, 2019

- I. Call to Order Ron Kielty called to order the meeting of the College of Central Florida Chapter meeting in Bryant Student Union, Room 203 at 12:33 p.m. He mentioned that there is a lot going on with classes just starting the day before.
- II. Roll Call The following were in attendance: Tina Banner, Cara Bennett, Mary Boeseman, Stephanie Butscher, Amanda Camp, Victoria Colleli, Deya Garcia, Alicia Harrison, Ron Kielty, Marjorie McGee, Cynthia Moody, Lynn Ruis, Jean Scheppers, Krystal Skelly, Carol Smith, Norma Walcott, Trevis Williams and Kathy Vasquez.
- III. Approval of minutes from last meeting None presented
- IV. Treasure Report None presented
- V. Old Business None presented
- VI. New Business Travel Procedure Ron informed members that all travel requests will come to the board for approval. He said with the AFC Annual Conference coming up in November, if members are interested in attending to let him know if you need your travel covered. Cara Bennett requested that members not assume that they will be covered. The board will need to see how many people request assistance to make sure there is enough funds. Tina Banner asked Marjorie McGee if the line-up of topics and speakers had been released yet. She said that they are still working on a keynote speaker but that some of the information is on the AFC website. Marjorie requested that the board consider paying for Debbie Bowe's travel since she has interest in attending and is presenting at the conference.
- VII. Officer Reports Membership Ron reported that we needed to work on improving membership. The more support that AFC has the more lobbying efforts we have in Tallahassee, who are working to benefit the Florida College System. Norma Walcott confirmed we have more than 50% of employees who are members. Cynthia Moody reported that we gave out 35 applications at fall convocation. Tina wondered if we knew who those potential members were so we could follow up with them. Marjorie mentioned that a potential rate change is being proposed at the state level to a flat \$50. So that could be a motivator to join now to lock in your rates. New rates if approved by all local chapters would go into effect July 1, 2020. Cynthia mentioned Membership cards could be printed and given to members as a reminder about their discounts. She motioned that AFC pay between \$8-10 to print membership cards. Jean Scheppers seconded the motion. No discussion. Motion passes.
- Activities Jean reported that she spoke to Faith at Evangeline Booth Gardens apartments and they are interested in CF coming to serve thanksgiving dinner the Tuesday (Nov. 26) before Thanksgiving.
- Tina reported on behalf of Dr. Renae Robinson and the College Park Business Partnership that if anyone would like to volunteer for the upcoming Read-In or any other College Park activities, she would pass around a sign up sheet. She also passed out a volunteer sign up sheet for the Domestic Violence Walk on Oct. 5.
- Fundraising Jean told members about a new fundraiser "insider auction" where members are encouraged to bring anything from home to the chapter meetings that can be auctioned off at each meeting. Cynthia shared a necklace to be auctioned off at a future meeting.
- VIII. Guest Speaker Marjorie, Jean and Ron each shared their "My AFC" story and who influenced them to get involved and why they have chosen to stay involved.
- IX. Roundtable Deya shared that the myAFC website is very hard to navigate.

X. Adjournment Cara made a motion to adjourn the meeting at 1:20 p.m. Alicia seconded the motion, Motion passed.

Next meetings: Executive Board – Sept. 9 at 11 a.m. in 1-105. Chapter – Sept. 17 at 12:30 p.m. in 5-203.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges Chapter Meeting Minutes Sept. 17, 2019

I. Call to Order Cynthia Moody called to order the AFC College of Central Florida Chapter meeting in Bryant Student Union, Room 203 at 12:38 p.m. She mentioned that she was filling in for Ron Kielty, chapter president since he was away at a meeting. She asked those attending to sign in and pick up a copy of the agenda and August meeting minutes if they had not done so already.

II. Roll Call The following were in attendance: Sharon Altany, Maureen Anderson, Tina Banner, Cara Bennett, Amanda Camp, Martha Chadburn, Victoria Colleli, Deya Garcia, Shena Grant, Alicia Harrison, Chenita Hart, Mikel James, Lynn Johnson, Marjorie McGee, Cynthia Moody, Linda Nunley, Joshua Paugh, Raphael Robinson, Lynn Ruis, Jean Scheppers, Kim Sellers, Norma Walcott

III. Approval of minutes from last meeting Tina Banner presented the August meeting minutes to approval. Cara Bennett made a motion to approve the minutes as presented, Lynn Ruis seconded the motion. No discussion. Motion carried. Guest Speaker—Brianna Liles from Active Marion Project Cynthia introduced Brianna Liles and Rebecca Tull from the Marion County Hospital District to present on the Active Marion Project better known as AMP.

Brianna thanked AFC for the invitation and reminded everyone that through the Marion County Hospital District they had donated \$9.5 million to our new Health Sciences Building and new dental hygienist programs. The district has a goal to focus on long-term illnesses such as heart disease, diabetes and obesity. The Active Marion Project helps with that area of focus. They are also working on building a new community center in west Ocala.

AMP provides workplace wellness programs, they host outreach and education classes, conduct pop up classes through the community, and have several maps throughout the community including one on the CF Ocala campus to help individuals achieve their fitness goals. They have recently created their own YouTube channel with lots of videos for an individual to do at home. AMP also has a smart phone application where you can progress to goals you set individually or collectively as a team. The group discussed having a team at CF.

Deya asked about the AMP kiosk in Building 5. Brianna mentioned that health information can be pushed out on that platform or specific information from workplace partners. She did clarify that for the individual kiosk in our building any CF information could be used, but for others throughout the community it had to be health related.

IV. Treasure Report Cara shared the following Treasurer's report: Membership: Previous balance \$771.33. No change. Fundraising: Previous balance \$2,573.11. No change. College Activities: Previous balance \$2,200.00 No change. Travel: (by general membership) Previous balance \$15,263.28

V. Chapter Business Membership Norma reported that AFC has membership cards for those who are interested in getting one or replacing an older one. We currently have 260 members, including 10 new ones since August. Alicia and Martha asked that cards be sent to Citrus and Levy for them to distribute as well. Marjorie mentioned that a potential rate change is being proposed at the state level this Friday to a flat \$50. Current member rates are locked in your current rates. New rates if approved by all local chapters would go into effect July 1, 2020, but members have until October 11 to lock the current rate in.

Activities Amanda Camp reported that the annual AFC Potluck would be Nov. 13 in the Webber Center and the AFC Thanksgiving dinner for Evangeline Booth Garden apartment residents would be Nov. 26.

Fundraiser Auction Jean Scheppers auctioned off seven different items that were donated and collected \$88 dollars.

VI. Old Business None presented

VII. Other Business Kim Sellers, Region III representative reminded AFC members that the Fischer House for Veterans would be the AFC Service project for the Annual Conference. She said there is a wish list of items on their AFC website. Marjorie offered that if anyone needed to ride the CF Ford Explorer would be headed to conference as well.

VIII. Adjournment Jean made a motion to adjourn the meeting at 1:42 p.m. Lynn seconded the motion, Motion passed.

Next meetings: Executive Board – Oct. 14 at 11 a.m. in 1-105. Chapter – Oct. 15 at 12:30 p.m. in 5-203.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges

Chapter Meeting Minutes Oct. 15, 2019

I. Call to Order Ron Kielty called to order the AFC College of Central Florida Chapter meeting in Bryant Student Union, Room 203 at 12:40 p.m. He apologized for the technical difficulties and turned it over to Jean Scheppers to introduce our guest speaker.

II. Roll Call The following were in attendance: Sharon Altany, Tina Banner, Henri Benlolo, Mary Boeseman, Dick Burgoon, Amanda Camp, Jennifer Duncan, Deya Garcia, Leah Gamble, Alicia Harrison, Kaitlin Kirby, Jessica Kummerle, Lynn Johnson, Abraham Matthews, Dewith Mayne, Marjorie McGee, Jennifer Moreno, Cynthia Moody, Joshua Paugh, Lynn Ruis, Jean Scheppers, Jon Schneiderman, Kim Sellers, Krystle Skelly, Sonya Warden, Trevis Williams

III. Approval of minutes from last meeting Did not occur.

IV. Guest Speaker—Natalie McComb, United Way of Marion County and Jess Maloney, United Way of Citrus County Jean Scheppers introduced Natalie McComb from the United Way of Marion County.

Natalie expressed how excited she was to share some information about how donations were being used in Marion County. Natalie explained that each community has its own local United Way that specifically takes care of the needs in that community and that all local United Ways are part of a bigger network. United Way has three focus areas under education, financial stability and health and funds local programs with donations from the community. She explained with the donations from CF last year, which was a little more than \$10,000, United Way was able to provide 520 services through various areas such as childcare assistance, mental health resources and nights of shelter. Natalie referenced that the A.L.I.C.E. report (Asset Limited Income Constraint, Employed) showcased that 51% of Marion County residents were living paycheck to paycheck.

Natalie went on to explain about the internal programs that United Way provides such as the ReadingPals program. ReadingPals provided volunteers that are paired up with a struggling kindergarten student to help them with their reading skills. Currently 200 volunteers are paired with 300 students in 19 local schools. The goal is to help kindergarten students with their reading before they reach that critical third grade level, where currently 54% are not reading on grade level. She talked about SuccessBy6 that is the early childhood initiative to help children before they reach kindergarten. Strong Families is a one year intense community program that is currently working with 90 families in Ocala and Dunnellon to help them with housing, higher education, reducing debt, and improving household income. The Volunteer Income Tax Assistance (VITA) service is United Way's free service to complete income taxes for free using IRS trained volunteers. United Way's 2-1-1 service is the free, 24 hours information and referral line that had 21,000 calls last year.

Jessica Kummerle wrapped up the speaker indicating that our goal was \$12,000 from 88 donors which is 20% participation. She talked about the Online Auction currently happening through Friday and the campaign would wrap up on Friday, Oct. 25. Donation cards were passed out and she mentioned you could return your card to her through interoffice mail.

V. Treasure Report Amanda Camp shared the following Treasurer's report on Cara Bennett's behalf:

Membership: Previous balance \$771.33. Changes include spending money on gift cards for meeting attendance incentives, and printing of membership cards. New balance: \$615.35. Fundraising: Previous balance \$2,573.11. Changes included a \$200 donation to Camp Anderson for Bahamian relief efforts, \$500 for the Foundation CF Retiree Dinner, and \$7.88 on Chapter Meeting snacks. The September Chapter Meeting auction made \$88. New balance: \$1,953.23. College Activities: Previous balance \$2,200. No change. Travel: (by general membership)

Previous balance \$15,263.28. Approximately \$8,167.16 is in reserves for CF staff to attend the AFC Annual Conference in November. New balance is \$7,096.12.

VI. Chapter Business Membership Ron asked if we had any new members attend. Citrus Campus had one guest, Jon Schneiderman, guest of Alicia Harrison. Alicia was awarded the \$10 gift card for the membership attendance incentive.

Activities Amanda Camp reported that the annual AFC Potluck would be Wednesday, Nov. 13 in the Webber Center from noon-2 p.m. Krystle added that Levy's would be Tuesday, Nov. 12. She passed out flyers and encouraged individuals to RSVP by Nov. 4. AFC will provide the turkey, gravy and rolls and asked members to bring a side dish based on your last name. The flyer includes the details. The AFC Thanksgiving dinner for Evangeline Booth Garden Apartment residents is Tuesday, Nov. 26. Ron passed around some sign up sheets at the meeting asking for volunteers to assist in a variety of AFC activities.

Fundraising Jean asked members to please consider donating a gift card for the Holiday Gift Card tree that is one of the Chapter's biggest fundraiser. To date she has only received five cards. Jean also mentioned with graduation coming up, she has been researching flowers and with the Business Office not allowing AFC to use the credit card machine, the chapter might need to rethink how we fundraise if cash/checks are only allowed. Jean asked that if anyone had any ideas to please reach out to her. Fundraiser Auction: Jean auctioned off nine different items that were donated and collected \$53 dollars.

VII. Old Business None presented

VIII. Other Business Kim Sellers, Region III representative reminded AFC members of the following items: ☐ Annual Conference is coming up in November and that if you have not gotten your conference registration in to please do so. Also each region is sponsoring a hospitality suite and Region III will be a Jimmy Buffet/tropical theme, so if you have any decorations you can donate, please let her know. There will also be a scavenger hunt for members to participate in. ☐ The Fischer House for Veterans would be the AFC Service project for the Annual Conference. She said there is a wish list of items on their AFC website (myAFChome.org). ☐ Please take time to vote for the Vice President-Elect for Regions and Chapters. There are two members who are running for that seat. Voting closes Nov, 8, so please go to the website and read their bios and vote.

IX. Adjournment The meeting was adjourned at 1:40. Next meetings: Executive Board – Nov. 18 at 11 a.m. in 1-105. Chapter – Nov. 19 at 12:30 p.m. in 5-203. Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges Chapter Meeting Minutes

Nov. 19, 2019

XXII. Call to Order

Ron Kielty called to order the AFC College of Central Florida Chapter meeting in Bryant Student Union, Room 203 at 12:40 p.m.

XXIII. Roll Call

The following were in attendance: Tina Banner, Henri Benlolo, Cara Bennett, Mary Boeseman, Amanda Camp, Victoria Colleti, Alicia Harrison, Ron Kielty, Jessica Kummerle, Abraham Matthews, Cynthia Moody, Lynn Ruis, Jean Scheppers, Krystle Skelly, Carol Smith, Norma Walcott

XXIV. Approval of minutes from last meeting

Tina Banner presented the August meeting minutes to approval. Cara Bennett made a motion to approve the minutes as presented, Lynn Ruis seconded the motion. No discussion. Motion carried.

XXV. Treasure Report

Cara Bennett reported the following breakdown of what was in the CF Chapter Treasury.

Membership – Previous balance \$615.35. No change.

Fundraising - Previous balance of \$1,953.23. Encumbered \$468.75 for Evangeline Booth Thanksgiving luncheon. Spent \$120.69 on conference hospitality suite. Made \$53 at general meeting auction. New balance = \$1,416.79.

College Activity – Previous balance of \$2,200.00. Spent \$534.83 on Fall Harvest Luncheon on three campuses. New balance = \$1,665.17

Travel (by general membership) - Previous balance of \$7,096.12. Spent \$651.04 for M James board meeting travel. Adjusted for actual (vs projected) conference travel +119.61. New balance = \$6,564.69.

Travel (by Marjorie) - Previous balance of -\$100. Adjustment of projected travel +61.00. New balance = \$-39.00

Amanda Camp moved to accept the Treasurer's report as presented. Norma Walcott seconded the motion. There was no discussion. Treasurer's report was approved as presented.

XXVI. Chapter Business

Activities

Amanda Camp reported that the annual AFC Potluck was a great success last Wednesday with 52 people from Ocala, 20 from Citrus and 15 from Levy attending. She reported that we will be volunteering at Evangeline Booth Garden Apartments on Tuesday from 11:30- 1 p.m.

Membership

Norma Walcott reported that she continues face to face interaction recruiting three additional members this month.

Fundraising

Jean Scheppers reminded everyone that we had the Gift Card Tree that we are doing a drawing on. Tickets are one for \$1 or 10 tickets for \$5. The tree will be drawn at the Employee Reception event on Dec. 5.

Speaker: Jessica Kummerle, CF Government Relations Director presented a Legislative update to AFC members. Jessica reviewed the house and senate committee structures and reported that there are not many higher education bills filed this year.

She referred to the Florida Channel as a great non-bias communication tool to get information on what is going on at the state level. She suggested reviewing the Capitol Update section of the website on a weekly basis which is a short update on what occurred in the past week.

She reviewed the Marion, Levy and Citrus County Delegation members and what committees they serve. Our college lobbyists are from Gray Robinson, and Smith, Bryan and Myers. She reviewed the Governor's budget recommendations for this session. She informed members that our ranking went from 13 to 5 on the FLDOE's 2020 PECO priority list for the Health Science Technology Education Center. CF needs \$23 million for the Health Sciences building which includes adding a fourth floor and converting the Hampton Center into a dental hygiene learning space. She reviewed the Florida College System legislative budget requests and that this is the first time that the FCS has aligned their legislative priorities with the Department of Education. She reviewed how our AFC dues are used for our AFC lobbyists, which are from the Southern Group.

She shared that Citrus and Marion County Days at the Capitol are January 22 and 23.

Fundraiser Auction: Jean auctioned off nine different items that were donated and collected \$17 dollars. Ron reminded members that this money helps to benefit our AFC Student Scholarship.

XXVII. Old Business
None presented

XXVIII. Other Business
None presented

XXIX. Adjournment
The meeting was adjourned at 1:40.

Next meetings: Executive Board – Dec. 9 at 11 a.m. in 1-105.
Chapter – Dec. 10 at 12:30 p.m. in 5-203.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges

Chapter Meeting Minutes Dec. 10, 2019

I. Call to Order Ron Kielty called to order the AFC College of Central Florida Chapter meeting in Bryant Student Union, Room 203 at 12:31 p.m.

II. Roll Call The following were in attendance: Sharon Altany, Tina Banner, Henri Benlolo, Amanda Camp, Victoria Colleli, Leah Gamble, Deya Garcia, Shena Grant, Alicia Harrison, Ron Kielty, Dewith Mayne, Abraham Matthews, Marjorie McGee, Ron Mizrachi, Cynthia Moody, Joshua Paugh, Lynn Ruis, Jean Scheppers, Kim Sellers, Carol Smith, Sonya Warden

III. Approval of minutes from last meeting Tina Banner presented the November meeting minutes to approval. Amanda Camp made a motion to approve the minutes as presented, Lynn Ruis seconded the motion. No discussion. Motion carried.

IV. Treasure Report Ron Kielty reported the following breakdown on behalf of Treasurer Cara Bennett of what was in the CF Chapter Treasury. Membership – Previous balance \$615.35. No change. Fundraising - Previous balance of \$1,416.79. Made \$17 at general meeting auction. Made \$438 from the Gift Tree. New balance = \$1,871.79. College Activity – Previous balance of \$1,665.17. Adjusted spending from the Fall Harvest Luncheon by \$5.51 for actual vs. projected). New balance = \$1,659.66. Travel (by general membership) - Previous balance of \$6,564.69. Adjusted annual conference travel \$145.15 for actual (vs. projected). New balance = \$6,709.84. Cara noted that conference travel was \$500 less this year. Travel (by Marjorie) - Previous balance of -39.00. No change.

Kim Sellers moved to accept the Treasurer's report as presented. Alicia Harrison seconded the motion. There was no discussion. Treasurer's report was approved as presented.

V. Chapter Business Activities Amanda Camp reported our next meeting will be Jan. 21 and that an AFC spring event calendar will be ready for distribution soon. Ron reported that the Evangeline Booth Garden Apartments Thanksgiving dinner went extremely well and encouraged members who have never been to consider participating in the future. Jean Scheppers added that she takes her class to the apartments the night before to decorate and share information with the residents since students are typically covering the "travel chapter" at that point in class. Ron also shared two thank you letters from nursing students who received the AFC scholarship thanking AFC members for their assistance with their education. Alicia requested a copy of the letters to share with Citrus employees. Ron also asked for volunteers to assist with selling flowers at Friday's graduation ceremony. Deya reported that all four volunteers plus volunteers from Citrus SAB have been secured and we are set for Friday.

Membership Ron reported on behalf of Norma that the CF Chapter has a little over 50% of employees who are members and to please encourage more employees to join. Henry Benlolo suggested sending "Did you know?" information might help with educating employees about AFC.

Speakers: Today's speakers consisted of various CF employees who shared nuggets of information that they learned while attending the AFC Annual Conference in November.

Deya Garcia spoke on the new AFC leadership marketing materials and how inspired she was with the new message of Looking for Dedicated People with 2020 Vision. Deya also enjoyed the Pop Culture Power: Employee Superheroes to Connect with Underserved Student Populations session.

Kim Sellers enjoyed the keynote speaker, Delatorro McNeal and his message about bringing the best out of yourself.

Joshua Paugh enjoyed the Faculty Commission Presentation and Transforming Your Campus into a 21st Century Digital Playground.

Alicia Harrison shared information she learned from attending the Equity, Diversity and Inclusion presentation.

Leah Gamble presented on behalf of Krystal Skelly that she enjoyed attending the Bridging the Gap Creating Pathways to College for Rural Students session and is thinking of possibly hosting a group of students in a bootcamp style format to give them a crash course in study skills, time management and soft skills and using a pre and post PERT test as a data margin.

Ron Kielty shared his favorite part which is networking with others and learning about the struggles that other colleges are experiencing in the realm of technology.

Jean Scheppers shared visiting the exhibitors and learning what services that they offer.

Tina Banner shared the TCC2Work integrated marketing plan that Tallahassee Community College launched and how she will be researching more about replicating something similar at CF.

Marjorie McGee thanked everyone who has supported her this past year.

Amanda Camp enjoyed getting to know the CF employees who attended the conference with her and enjoyed the CPEC Top 10 Soft Skills You Need presentation.

Fundraiser Auction: Jean auctioned off four different items that were donated and collected \$80 dollars.

VI. Old Business None presented

VII. Other Business None presented

VIII. Adjournment The meeting was adjourned at 1:30. Victoria made a motion to adjourn, Joshua Paugh seconded it. Motion passed.

Next meetings: Executive Board – Jan. 13 at 11 a.m. in 1-105. Chapter – Jan. 21 at 12:30 p.m. in 5-203.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges

Chapter Meeting Minutes Jan. 21, 2020

I. Call to Order Ron Kielty called to order the AFC College of Central Florida Chapter meeting in Bryant Student Union, Room 203 at 12:35 p.m. Ron reminded attendees about the changes happening in higher education.

II. Roll Call The following were in attendance: Sharon Altany, Alton Austin, Tina Banner, Henri Benlolo, Marissa Brown, Cara Bennett, Amanda Camp, Victoria Colleti, Kim Cooper, Shannon Dosh, Chris Dunn, Leah Gamble, Deya Garcia, Shena Grant, Erina Gross, Alicia Harrison, Ron Kielty, Traci Mason, Marjorie McGee, Karen McRae, Cynthia Moody, Julie Russel, Lynn Ruis, Krystle Skelly, Carol Smith, Jessica Thibault, Elvie Tyler, Norma Walcott, Trevis Williams

III. Approval of minutes from last meeting Tina Banner presented the December meeting minutes to approval. Lynn Ruis made a motion to approve the minutes as presented, Sharon Altany seconded the motion. No discussion. Motion carried.

IV. Treasure Report Cara Bennett reported the following breakdown of what was in the CF Chapter Treasury. Membership – Previous balance \$615.35. No change. Fundraising - Previous balance of \$1,871.79. No change. She is still waiting on the funds from the graduation flower sale. College Activity – Previous balance of \$1,659.66. No change. Travel (by general membership) - Previous balance of \$6,709.84. Adjusted annual conference travel \$145.86 for actual (vs. projected). New balance = \$6,724.00. Travel (by Marjorie) - Previous balance of -39.00. Additional travel was presented for \$164.95. New balance is -\$203.95.

V. Chapter Business Activities Amanda Camp reported the next chapter meeting will be Feb. 17 with Dr. Cynthia Moody as our guest speaker who will talk about public speaking. At the end of February, CF will be participating in the United Way Day of Caring at Evangeline Booth Garden Apartments. Ron explained that this one-day community event has been going on in Marion County for more than 20 years and that historically CF has been partnered with Evangeline Booth Garden to do a variety of community service projects. He encouraged attendees to sign up to volunteer.

Fundraising No report.

Membership Ron reported that although we have a strong membership, we don't have many faculty members as AFC members. He encouraged those attending to help the chapter acquire new members. Alicia Harrison from Citrus Campus added that Karen McRae was a guest today and she was interested in joining. She is part of the Surgical Tech program. Krystle Skelly from the Levy Campus also added that Kim Cooper was interested in becoming a member as well.

Speaker Chris Knife from the CF Foundation thanked AFC for their continued support of the Retiree Luncheon and was happy to share some updates with the group. Chris shared that recently the Foundation was recognized by ImpactMatters.org as the second highest ranking nonprofit making a difference in the country. The organization did a nationwide study and focused on seven areas, education being one of them.

Chris reported that the CF Foundation is in the top three to four of all Florida state college foundations with total assets at \$105 million, which includes almost 500 endowed scholarships and chairs, College Square Apartments, the Enterprise Center and the Appleton Museum's permanent collection. Chris reminded attendees that in 2015 the CF Foundation launched the Reaching Higher Campaign to focus on raising funds for the Health Sciences building, scholarships, enhancing the experience at the Appleton and to grow our Agribusiness and

Equine Studies programs. At the end of 2019, which is the end of the foundation's fiscal year, they were 91% of their way to their fundraising goal raising \$20 million so far. Last year they raised \$2 million dollars and had a \$4.8 million dollar impact with \$1.2 given out in scholarships.

Traci Mason reported that last year's Family Campaign hit a record 96% participation and they are still focused on reaching 100%. As of today's meeting, they are at 50% of their way there. Last year CF staff and faculty earmarked 29% for scholarships, 45% for program support and 26% to the greatest need.

Elvie Tyler thanked those in the room who had given to the Family Campaign and encourage those who haven't to give Right Here! Right Now!

Fundraiser Auction: Did not happen.

VI. Old Business None presented

VII. Other Business Cynthia Moody reminded attendees that currently the Learning Resources Commission was looking for Exemplary Practices but that all commissions would be searching this spring and encouraged those to submit one if they feel they have a good idea or practice that has been successful. Ron welcomed ideas on how to make chapter meetings more relevant to the membership.

VIII. Adjournment The meeting was adjourned at 1:27. Victoria Colleli made a motion to adjourn, Amanda Camp seconded it. Motion passed.

Next meetings: Executive Board – Feb. 10 at 11 a.m. in 1-105. Chapter – Feb. 18 at 12:30 p.m. in 5-203.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges

Chapter Meeting Minutes Feb.18, 2020

I. Call to Order Ron KIELTY called to order the AFC College of Central Florida Chapter meeting in Bryant Student Union, Room 203 at 12:30 p.m.

II. Roll Call The following were in attendance: Maureen Anderson, Sharon Altany, Tina Banner, Henri Benlolo, Mary Boeseman, Marissa Brown, Cara Bennett, Amanda Camp, Deya Garcia, Ibon Garcia, Erina Gross, Alicia Harrison, Natasha Hutchinson, Katelyn James, Ron KIELTY, Kaitlin Kirby, Erika Martinez, Cynthia Moody, Linda Nunley, Joshua Paugh, Dr. Raphael Robinson, Lynn Ruis, Julie Russell, Krystle Skelly, Carol Smith, Jessica Thibault, Steve Vaughn, Norma Walcott, Sonya Warden, Trevis Williams

III. Approval of minutes from last meeting Ron presented the January meeting minutes to approval. Cara Bennett made a motion to approve the minutes as presented, Lynn Ruis seconded the motion. No discussion. Motion carried.

IV. Treasure Report Cara Bennett reported the following breakdown of what was in the CF Chapter Treasury. Membership – Previous balance \$615.35. No change. Fundraising - Previous balance of \$1,871.79. No change. Deposited \$485 for graduation flower sales and \$50 for end of meeting auction. New balance is \$2,406.79. College Activity – Previous balance of \$1,659.66. No change. Travel (by general membership) - Previous balance of \$6,724. Spent \$753.12 for members to attend the AFC Legislative Conference and \$766.03 to attend the AFC Leadership Conference. New balance = \$5,204.85. Travel (by Marjorie) - Previous balance of -\$203.95. Adjusted cost of Leadership Conference New balance is -\$270.03.

Amanda Camp moved to accept the Treasurer's report as presented. Lynn Ruis seconded the motion. There was no discussion. Treasurer's report was approved as presented.

V. Chapter Business Activities Amanda Camp reported CF will be participating in the United Way Day of Caring on Saturday, Feb. 29 at Evangeline Booth Garden Apartments. She passed out a sign-up sheet and encouraged attendees to volunteer. Ron explained that we will be completing variety of community service projects and specifically working with Plant Operations on some gardening activities. He mentioned that they need some hinges for a gate welded and if we knew anyone who welded to let him know. Tina Banner suggested asking someone from Levy's welding program. Maureen Anderson reminded him that Levy Campus had their Preview event that day so some employees from the college might not be available since they would be attending that event.

Amanda also reported that two socials were in the planning stages. One would be a trivia night event and another event would be a craft night at Picasso's Palette in Ocala.

Fundraising No report.

Nomination Committee Cara Bennett reported that she was leading the 2020-2021 AFC Board Nomination Committee along with Sharon Altany, Jessica Kummerle and Alicia Harrison. Elections will take place in April. If anyone was interested in serving in a position or if a current board member would like to continue serving, to please let herself or one of the committee members know.

CPEC/AFC Employee Breakfast Ron announced that the CPEC/AFC Breakfast date was moved due to some scheduling conflicts and is now Friday, April 17. Please mark your calendar.

Speaker Dr. Cynthia Moody introduced new member, Steve Vaughn, Business and Technology faculty member.

Cynthia shared public speaking tips:

#1) Know yourself --Find things that you are passionate about. --What topics do you want the world to know about? --Who do you want to share that information with? --Who do you want to know better?

#2) Know your audience --How will they be "moved?" --Do you want your audience to be inspired? Informed? Moved toward some commitment?

#3) Learn to use your "tools" --Your voice (variation- whisper, shout, sing... be creative.) --Your gestures (variation and utilize your space) --Humor-learn to be strategic --Affiliative, self-enhancing/self-deprecating (poking light fun) Avoid other deprecating/aggressive humor --Props/Visual Aids --Technology (microphone, PowerPoint Presentations)

#4) Learn from others --Watch TEDx Talks --Ask for feedback --Video yourself --Join a Toastmasters Club: <https://www.toastmasters.org>

Cynthia and Steve talked about the Ocala Noon Toastmasters Club that they belong too that meet every Tuesday at noon at CF. They shared the benefits of the club and how it can really help you improve your speaking skills. They shared an example of a "Table Topic" speech that helps participants learn how to speak extemporaneously.

Fundraiser Auction: Did not happen.

VI. Old Business None presented

VII. Other Business Ron reminded those in attendance that several Spring AFC Conferences were being announced and that he hoped that there would be interested individuals that would want to attend. He also encouraged attendees to consider sending in a speaking presentation proposals to share some best practices that CF has with others.

The next meeting is Tuesday, March 24 with PACE Center for Girls as our guest speaker.

VIII. Adjournment The meeting was adjourned at 1:15 p.m. Joshua Paugh made a motion to adjourn, Cara Bennett seconded it. Motion passed.

Next meetings: Executive Board – March 9 at 11 a.m. in 1-105. Chapter – March 24 at 12:30 p.m. in 5-203.

Minutes submitted by: Tina Banner

MARCH CHAPTER MEETING
CANCELLED
DUE TO COVID-19 QUARANTINE

CF Chapter of the Association of Florida Colleges Chapter Meeting Minutes

April 20, 2020

Call to Order

Ron Kielty called to order the AFC College of Central Florida Chapter meeting via Zoom virtual online meeting at 12:30 p.m.

Roll Call

The following were in attendance: Sharon Altany, Tina Banner, Cara Bennett, Lois Brauckmuller, Amanda Camp, Jose Toro-Clark, Deya Garcia, Erina Gross, Alicia Harrison, Jim Henningsen, Ron Kielty, Kaitlin Kirby, Jessica Kummerle, Marjorie McGee, Cynthia Moody, Linda Nunley, Saul Reyes, Kim Sellers, Krystle Skelly, Norma Walcott, Rory Wells, Trevis Williams, Laura Wright

Approval of minutes from last meeting

Ron presented the February meeting minutes to approval. Kim Sellers made a motion to approve the minutes as presented, Jessica Kummerle seconded the motion. No discussion. Motion carried.

Treasure Report

Cara Bennett reported the following breakdown of what was in the CF Chapter Treasury.

Membership – Previous balance \$615.35. No change.

Fundraising - Previous balance of \$2,354.23. Spent \$41.50 to print spring calendars. New balance is \$2,312.73.

College Activity – Previous balance of \$1,659.66. No change.

Travel (by general membership) - Previous balance of \$5,085.44. Adjusted \$8.50 for closing travel. New balance = \$5,093.94.

Travel (by Marjorie) - Previous balance of -\$266.58. Adjusted cost of Region conference New balance is \$338.09.

Ending balance is \$10,019.77

Cara mentioned that she sees our travel budget balances going up as more conferences are cancelled. Kim Sellers asked which line items carry over. Cara said that Membership and Fundraising line items are the ones that will carry over to the next chapter year, but that College Activity and Travel line items do not. Sharon added that any line item with a 06 budget number is AFCs.

Jessica Kummerle moved to accept the Treasurer's report as presented. Alicia Harrison seconded the motion. There was no discussion. Treasurer's report was approved as presented.

Chapter Business

Activities

Amanda Camp had no business to report since we are currently working remotely. More information to come as things change.

Nomination Committee

Cara Bennett reported that we have all positions filled except two (Activities and Membership) and are still looking for more volunteers. Kim Sellers mentioned that Kathy Robbins might be interested and Cynthia Moody

offered to ask her. Sharon Altany added that she has already asked her and is waiting for a response. Dr. Henningsen offered to include a plug for joining the AFC Board in his weekly update to faculty and staff.

By-Law Changes Announcement

Ron announced that every year the chapter reviews the chapter bylaws and this year several updates were made. He mentioned that a copy is currently located on Inside for review and that we will email out the current version along with a link to vote to accept or decline the updates.

Speaker

Ron introduced Mr. Waldemar Rivera from the Atlanta Bureau of the 2020 Census to present an update on the current status of the census.

Mr. Rivera spoke about the purpose of the census to count the U.S. population and how it contributes to funding allocations for states as well as new political appointments to the House of Representatives.

A majority of the Census is self-response and done primarily online, although some will receive a paper copy and you can also call a toll free number to do your census over the phone.

Mr. Rivera reviewed some of the fraud prevention areas to be aware of such as the Census would never ask for your social security number, for money or a donation, they would never ask you for your pin number or send requests for a political party. Privacy and confidentiality is important.

He discussed some of the barriers for participants such as those who are transient like the homeless, individuals at or below the poverty level, those with low education, single parents, those who speak another language at home other than English, and a concentration of minority groups. Boots on the ground groups are trying to address that as well as getting community leaders involved with the outreach. The Census has made several operational adjustments to their schedule due to COVID-19. Mr. Rivera shared the new dates.

Next he showed AFC participants information on how each county was doing with their response rate through the following website <https://www.censushardtocountmaps2020.us/>. Currently Marion County is at 52.8% compared to the 2010 response rate of 63.8%. Citrus County is at 55.5% compared to the 2010 response rate of 65.6%. Levy County is at 41.1% compared to the 2010 response rate 55.8%.

Old Business

None presented

Other Business

Cynthia Moody announced that the Equity, Diversity and Inclusion Commission along with Region 1 is hosting their conference on Friday, April 24, from 8-11:30 a.m. It is free to attend. Marjorie McGee announced that the Student Development Conference is hosting their meeting on May 20-21 and it too will be a free virtual session. She mentioned that Region 3 had a great virtual conference on Friday, April 10 and had more than 100 attendees. She encouraged members to visit the AFC website for conference details. She also added that Baycare is presenting a series of webinars that are 20 minutes long. The next one is Wednesday, April 22 on stress and anxiety.

The next AFC meeting is Tuesday, May 19 and will be through a Zoom virtual meeting. More details to come.

Adjournment

The meeting was adjourned at 1:31 p.m. Kim Sellers made a motion to adjourn, Sharon Altany seconded it. Motion passed.

Next meetings: Executive Board – May 11 at 11 a.m. virtually through Zoom.
Chapter – May 19 at 12:30 p.m. virtually through Zoom.

Minutes submitted by: Tina Banner

CF Chapter of the Association of Florida Colleges

Chapter Meeting Minutes May 19, 2020

I. Call to Order Ron Kielty called to order the AFC College of Central Florida Chapter meeting via Zoom virtual online meeting at 12:30 p.m.

II. Roll Call The following were in attendance: Sharon Altany, Tina Banner, Cara Bennett, Amanda Camp, Alicia Harrison, Ron Kielty, Kaitlin Kirby, Jessica Kummerle, Cynthia Moody, Tonya Price-Ashley, Kim Sellers, Krystle Skelly, Jessica Thibault, Rory Wells.

III. Approval of minutes from last meeting Ron presented the April meeting minutes to approval. Jessica Kummerle made a motion to approve the minutes as presented, Rory Wells seconded the motion. No discussion. Motion carried.

IV. Treasure Report Cara Bennett reported the following breakdown of what was in the CF Chapter Treasury. Membership – Previous balance \$615.35. Paid for Connie Tice lifetime membership. New balance: \$565.35. Fundraising - Previous balance of \$2,312.73. No change. College Activity – Previous balance of \$1,659.66. No change. Travel (by general membership) - Previous balance of \$5,093.94. Adjusted \$94.99 up for i2020 cancellation. New balance = \$5,188.93. Travel (by Marjorie) - Previous balance of 338.09. Adjusted up for cancellation of Region conference costs. New balance is \$1,586.42. Ending balance is \$11,313.09

Jessica Kummerle moved to accept the Treasurer's report as presented. Amanda Camp seconded the motion. There was no discussion. Treasurer's report was approved as presented.

V. Chapter Business Activities-Member Social Amanda Camp reported that we had a trivia night on May 12 and it was a great success hosting approximately 10 individuals.

The Executive Board has approved the following positions and will now go to the AFC membership for a final vote. President: Kim Sellers President-Elect: Marjorie McGee Immediate Past President: Ron Kielty Vice President: Amanda Camp Secretary: Shana Miller Treasurer: Cara Bennett Legislative Chair: Jose Toro Clark Historian: Rory Wells Publicity Chair: Tina Banner Membership Chair: Kathy Robbins Activities Chair: Cynthia Moody Fundraising Chair: Jean Scheppers Ocala Campus Rep: Jessica Kummerle Citrus Campus Rep: Alicia Harrison Levy Campus Rep: Krystle Skelly

By-Law Changes Announcement Ron reported that the chapter by-laws have been approved by the membership and they will be taken to Dr. Henningsen for final approval.

Member Social Ron reported that our scheduled speaker had an emergency and that hopefully we can bring her back next month. The chapter offered an opportunity to members to mix and mingle virtually and played three to four rounds of trivia.

VII. Old Business None presented VII. Other Business

The next AFC meeting is Tuesday, June 16 and will be through a Zoom virtual meeting. More details to come. Details on the new board installation will be announced soon.

VIII. Adjournment The meeting was adjourned at 1:21 p.m. Cara Bennett made a motion to adjourn, Alicia Harrison seconded it. Motion passed. Next meetings: Executive Board – June 8 at 11 a.m. virtually through Zoom. Chapter – June 16 at 12:30 p.m. virtually through Zoom.

Minutes submitted by: Tina Banner



CF's Chapter of the Association of Florida Colleges

Section 16: College Retired Members Activities

Chapter must provide contact information to include mailing address and/or email address for each chapter member who has retired from their college.

Chapter must provide copy of invitation or information concerning chapter events as sent to college retirees and method of distribution. Email invitations are accepted in this category.

Chapter must provide proof of college retiree's participation in chapter, regional or state activities.

Points are only awarded per activity where college retired members are participating.

College Retired Members Contact List – 5 points

Publicizing of Chapter Activities to College Retirees – 1 point each activity (Maximum 5 points)

College Retiree Member's Participation in Chapter Activities – 1 point each activity (Maximum 5 points)

College Retired Members Contact List X

College Retired Member's Participation in Chapter Activities:

Event and dates of invitation:

2/17/20 email reminder for 2/18/20 Chapter meeting and Legislative Update

4/14/20 email reminder for 4/21/20 Chapter meeting

4/28/20 email about 5/12/20 Trivia Night

5/18/20 email reminder about 5/19/20 Trivia Night

6/9/20 email for event "Maintaining work-life balance during Covid-19" on 6/16/20

College Retired Member's Participation in Chapter Activities:

Debbie Bowe: Attended Annual Conference Nov 2019

Debbie Bowe presented "Maintaining work-life balance during Covid-19" workshop on 6/16/20

TOTAL POINTS AWARDED FOR RETIRED MEMBERS ACTIVITIES 12 points

Retiree Contact List

Connie	Tice	jltice@tampabay.rr.com	352-637-3239	9/1/2011	Life Retiree
Janice	Harris	harrisj@cf.edu		8/1/2007	Honorary Life
Barbara	Moran	moranb@cf.edu	352-873-5807	9/1/1985	Honorary Life
Joe	Wallace	joe@ljwallace.com	352-237-1091	9/1/2000	Honorary Life
Susan	Bradshaw	bradshas@cf.edu	352-854-2322	9/1/2011	Life
Steve	Hill	hills@cf.edu	352-237-2111	9/1/2011	Life
Elizabeth	Minnerly	minnerll@cf.edu	3522372111	9/1/2011	Life
Charles	Dassance	chick1945@gmail.com	352-873-5835	9/1/2011	Life Retiree
Frank	Holland	efh571@aol.com	3528542322	10/1/2010	Life Retiree
Cash	Pealer	thepealers@cox.net		9/1/2010	Life Retiree
Deborah	Starr-Bowe	bowed@cf.edu	352-854-2322 1575	9/1/2011	Life Retiree
Thomas	Weaver	teweaver61@cox.net	3526226028	5/1/2011	Life Retiree

Wells, Rory

From: Garcia, Deyanira
Sent: Monday, February 17, 2020 3:13 PM
To: joe@ljwallace.com; Bradshaw, Susan; Minnerly, Liz; teweaver61@cox.net; chick1945@gmail.com; efh571@aol.com; thepealers@cox.net; debbiebowe58@gmail.com
Cc: Wells, Rory; Kiely, Ron; Bennett, Cara
Subject: AFC meeting reminder: Improve Your Public Speaking with Dr. Cynthia Moody 2/18 @ 12:30 p.m. and legislative update attached
Attachments: Florida Colleges 2020 Legislative Session Update 2.16.2020.pdf; AFC Feb. meeting invite.pdf

Dear AFC Retiree/Lifetime member,

This is a reminder to please join us tomorrow at our AFC meeting. Also, attached please find the legislative update.

Wells, Rory

From: Garcia, Deyanira
Sent: Tuesday, April 14, 2020 3:28 PM
To: joe@ljwallace.com; Bradshaw, Susan; Minnerly, Liz; teweaver61@cox.net; chick1945@gmail.com; efh571@aol.com; thepealers@cox.net; debbiebowe58@gmail.com
Cc: Kielty, Ron; Bennett, Cara; Wells, Rory
Subject: Join us-April's AFC Chapter meeting-Zoom
Attachments: AFC Virtual Chapter Meeting 2020 Census.ics



Hello AFC Retiree Members!

We hope that your remote working is going well.

Your AFC Chapter Board is excited to bring you April's Chapter meeting to your home next week! Please join us remotely on Tuesday, April 21, from 12:30-1:30 p.m. to hear from Waldemar Rivera Quinones from the Atlanta Census Bureau to learn more about the 2020 Census process and the adjustments made due to the COVID-19 outbreak. He will share how the Census secures your data and learn tips on how to avoid scammers posing as Census workers.

This will be done as a Zoom meeting, but you can call in remotely instead of using video.

Use this link to join the meeting: <https://cfpatriots.zoom.us/j/94284620497>

Call in number: 1-646-876-9923

Meeting ID: 942 8462 0497

Attached is a calendar invite with the meeting information attached for your convenience.

A message from your AFC Board Members

Wells, Rory

From: Garcia, Deyanira
Sent: Tuesday, April 28, 2020 3:27 PM
To: joe@ljwallace.com; Bradshaw, Susan; Minnerly, Liz; teweaver61@cox.net; chick1945@gmail.com; efh571@aol.com; thepealers@cox.net; debbiebowe58@gmail.com; travelingwoman647@gmail.com
Cc: Wells, Rory; Bennett, Cara; Kielty, Ron
Subject: Join us for an AFC Trivia Night through Zoom on May 12th



Dear AFC Retiree/Lifetime members,

Please join us for a fun virtual AFC Trivia Night
May 12, 2020 06:00 PM Eastern Time (US and Canada)

Make sure to download the Kahoot! App on your cell phone. If possible, use the zoom on your computer, and Kahoot! On your cell phone or a second device.

Cara Bennett is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://cfpatriots.zoom.us/j/94561289346?pwd=dnVyWUFTSkM1bjJkWGVMvc0ViLzA2Zz09>

Meeting ID: 945 6128 9346
Password: 832790

One tap mobile
+13017158592,,94561289346# US (Germantown)
+13126266799,,94561289346# US (Chicago)

Dial by your location
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)

Wells, Rory

From: Garcia, Deyanira
Sent: Monday, May 18, 2020 3:50 PM
To: Wells, Rory; Altany, Sharon; Kiely, Ron; Bennett, Cara; Camp, Amanda
Cc: joe@ljwallace.com; Bradshaw, Susan; Minnerly, Liz; teweaver61@cox.net; chick1945@gmail.com; efh571@aol.com; thepealers@cox.net; debbiebowe58@gmail.com; travelingwoman647@gmail.com
Subject: Updated AFC Meeting topic for tomorrow-Please join us...



Dear Retiree and Lifetime members,

Unfortunately Debbie Bowe is unable to present at our May AFC meeting tomorrow, May 19. We have decided instead to do a **FUN TRIVIA** as part of the AFC meeting and share updates with you.

We hope you can join us....

Join Zoom Meeting

<https://cfpatriots.zoom.us/j/91506707078?pwd=V3UvSWF3S2diNmJjNGpzWS9naTcyQT09>

Call in number: 1-646-876-9923

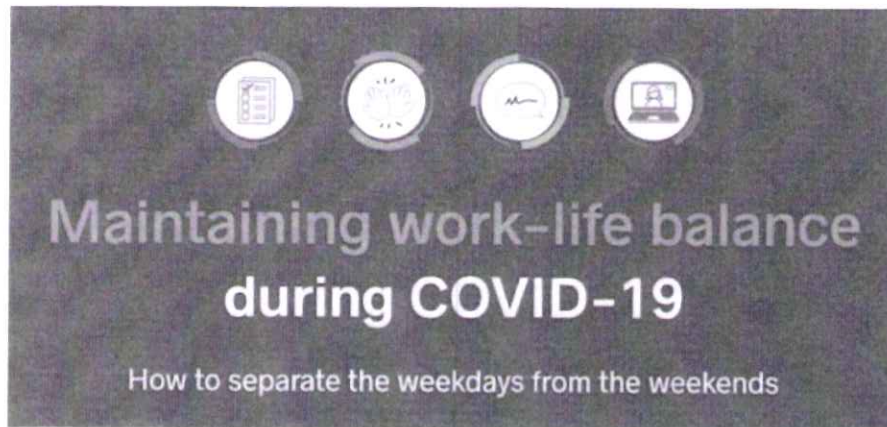
Meeting ID: 915 0670 7078

Password: 995623

Your AFC Executive Board

Wells, Rory

From: Garcia, Deyanira
Sent: Tuesday, June 9, 2020 9:22 AM
To: Bradshaw, Susan; Minnerly, Liz; teweaever61@cox.net; chick1945@gmail.com; efh571@aol.com; thepealers@cox.net; debbiebowe58@gmail.com; travelingwoman647@gmail.com
Cc: Kielty, Ron; Bennett, Cara; Wells, Rory; joe@ljwallace.com; Banner, Tina
Subject: Join us for our next AFC meeting-Maintaining Work-Life balance during COVID-19 with Debbie Bowe and welcome the new AFC Executive Board Members-June 16-voting still in effect until June 12-please vote!



Dear Retiree and Lifetime Members,

Your AFC Chapter is excited to bring you another great professional development opportunity virtually! Please join us remotely on **Tuesday, June 16, from 12:30-1:30 p.m.** to hear from CF retiree and Business and Community Liaison from Faithfully Guided Health Center, Debbie Bowe, who will talk about maintaining work-life balance during COVID-19.

This new normal is anything but normal. Whether it's working remotely or juggling kids and school work, work-life balance can be really difficult now. Having a clear definition of what balance looks like and means to you is essential. Under the best conditions, personal and professional life should complement each other. Learn what adjustments you can make to help you get through this unprecedented time.

This will be done as a Zoom meeting, but you can call in remotely instead of using video.

Use this link to join the meeting:

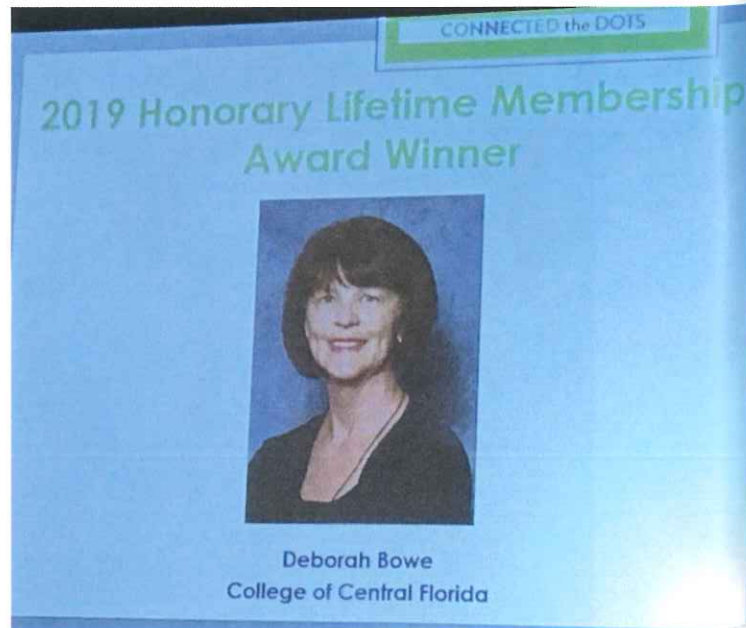
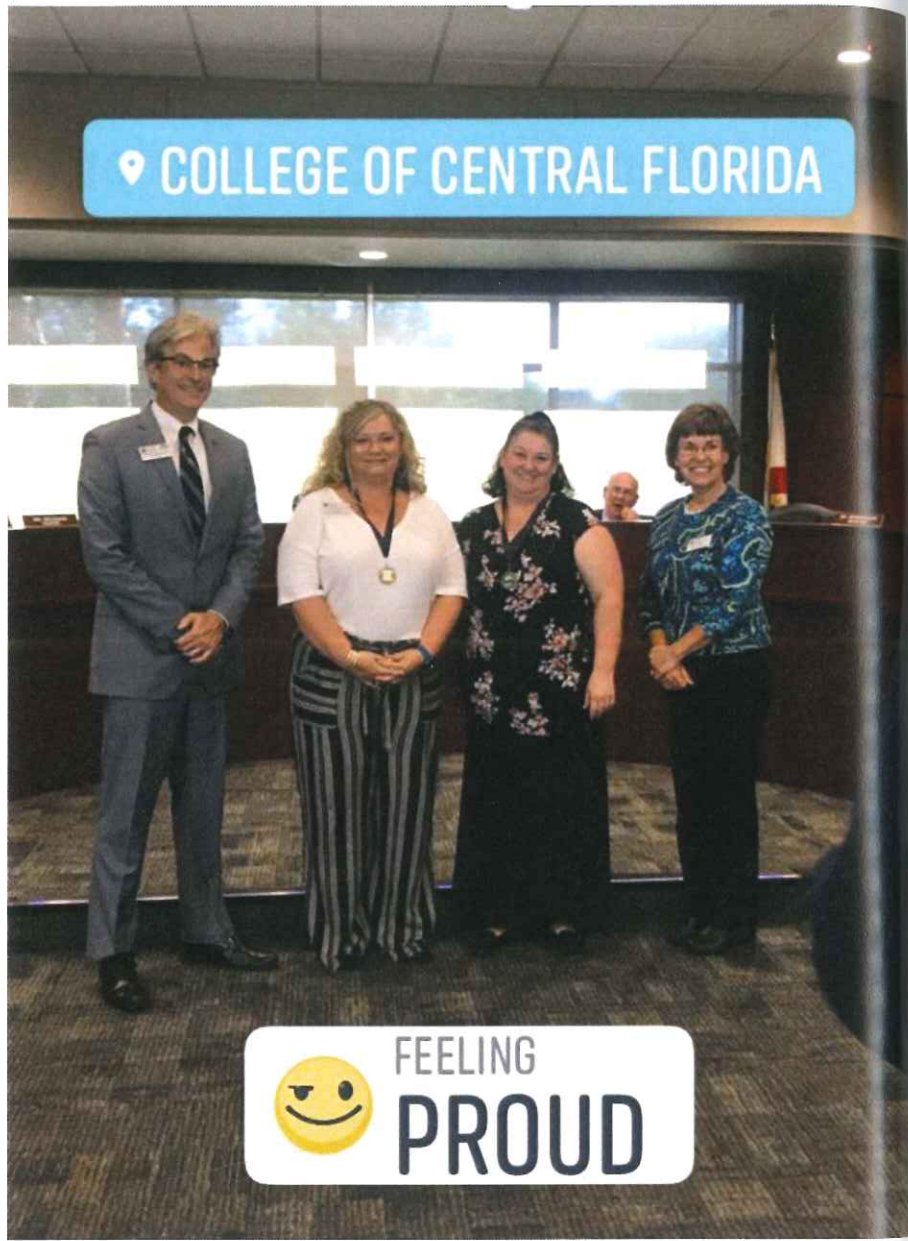
Call in number: 1-646-876-9923

Meeting ID: 977 2262 9688

Password: 258217

Memories of Our Year of Connecting the Dots to Achieve 2020 Vision









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