

1. Commission

Activities

- [Equity Commission Presents: Social Justice Matters](#)
[Wednesday, October 28 at 11 AM](#)
- [Town Hall Meeting with Region 5](#)
[Thursday, Oct. 29 at 2 PM](#)
- [Cabin Fever/Isolation: What Does This Mean For You?](#)
- [De-Stress with Guided Meditation](#)
- [Stress, Anxiety, and COVID-1](#)
- [AFC Certified College Professional Program](#)
- [AFC Technology Commission Presents: Ten Tips & Tricks for Zoom Conferences and Meetings](#)
- [Finding My Positive Thoughts in a Negative World](#)
- [Administration Commission Presents: Daytona State College's Academic Support Online and Ready to Help](#)
- [Virtual Customer Service: Giving Your Best During the COVID 19 Pandemic](#) 5/5/2020
- [Thriving Instead of Just Surviving During the Transition to Online Advising](#)
- [AFC's Cinco de Mayo Trivia Fiesta Happy Hour!](#)
- [The New Normal: A Way of Living and Thriving](#)
- [Technology & Campus Safety Commissions Present: Ten Best Practices for Working from Home Securely](#)
- [Yoga with Prof. Kermit Harrison](#)

- [AFC Technology Commission Presents: Using the Fish Philosophy for Virtual Team Building](#)
- [Florida Blue Presents: Eat Well for a Busy Life](#)
- [Career & Professional Employees Commission & Region 3 Present: Time Management While Working Remotely](#) 5/28/2020
- [Career & Professional Employees Commission & Region 1 Present: Risk-Taking and Leadership: How One Small Step Can Lead You into the Path of Your Dreams and Finding Greater Purpose](#) 6/2/2020
- [Equity Commission Presents: Usher's New Look \(UNL\): How UNL is Making a Difference and Transforming the Lives of Underserved Youth During Covid-19](#)
- [Florida Blue Presents: Healthy Grocery Shopping on a Budget](#)
- [Florida Blue Presents: Healthy Habits for Busy People](#)
- [Retirees Committee Webinar: All About Medicare](#)
- [Alpha Umi Inc. Presents: How Do I Work With These People?!?!](#)
- [Winding Down](#)
- [CPEC Presents: Balancing Priorities: How to Successfully Manage Tasks, Deadlines and Expectations Session I](#) 6/16/2020 - 11am

- CPEC Presents: Balancing Priorities: How to Successfully Manage Tasks, Deadlines and Expectations Session II 6/16/2020 - 2pm
- Florida Blue Presents: General Wellness and Preventive Care
- I Belong! Presented by Alpha Umi
- Returning Together Part 1 presented by Region IV
- Returning Together Part 2 Presented by Region IV
- I've Got This! Presented by Alpha Umi
- Returning Together Part 3 presented by Region IV
- I've Got Work-Life Balance. Just Not This Week! by Alpha Umi
- Bouncing Back Strongly! Presented By Alpha Umi
- Career & Professional Employees Commission Presents: A Privilege Walk 7/28/2020
- I Need More Time In My Day! Presented By Alpha Umi
- Are You Ready? Preparing Unlikely Leaders in Higher Education for the Ever-Changing Demands of an Unforeseen World 8/4/2020
- Equity Commission Series: Social Justice Matters: Combating Anti-Racism Bias in the Classroom/On Campus/Community
- Defining Me! Presented by Alpha Umi

- [Do You Have the EI Superpower? Presented by Alpha Umi](#)
- [Yoga Pants Are NOT Professional Attire \(Unless No One Can See Them?\) Presented by Alpha Umi](#)
- [Career & Professional Employees Commission Presents: Working with Student's in Crisis](#) 8/20/2020
- [Faculty Commission Presents: Students Building Globally Competent](#)
- [Faculty Commission Virtual Roundtable](#)
- [Equity Commission Presents: Social Justice Matters](#)
- [Board of Directors Town Hall Meeting](#)
- [Faculty Commission Virtual Roundtable- Topic: Connecting with your Students: "3 Powerful Teaching Strategies for Connection with your Students"](#)
- [AFC Virtual Book Club](#)
Thursday, Sept 17th at 1 PM
- [Faculty Commission Virtual Roundtable](#)
- [Town Hall Meeting with Commission Leaders](#)
- [Town Hall Meeting with Region I and 2](#)
- [Faculty Commission Virtual Roundtable Discussion: Ethical Teaching: Critical Thinking](#)
- [Town Hall Meeting with Region 3](#)

- [Faculty Commission Virtual Roundtable Discussion: Social Justice in the Classroom](#)
- [AFC Virtual Book Club](#)
- [Town Hall Meeting with Region 4](#)

Check out our online Virtual Spring Conferences as well

Upcoming Virtual Conferences:

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-
-

- [Town Hall Meeting with Region 5](#)
Thursday, Oct. 29 at 2 PM

Past Virtual Conferences Resources:

- [Region III/ LRC Virtual Conference](#)
- [Region I/ Technology Commission Virtual Conference + Career and Professional Employees](#)
- [Region IV / WACE Conference Part 1](#)
- [Region IV /WACE Part 2](#)
- [Student Development Virtual Conference](#)
- [Region II Virtual Conference](#)
- [Region V Virtual Conference](#)

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Upcoming Events

Wed Oct 28, 2020 [Equity Commission Presents: Social Justice Matters Part 2](#)

Category: Webinar

Thu Oct 29, 2020 [Town Hall Meeting with Region 5](#)

Category: Region Events

Fri Nov 13, 2020 [Current Submission Deadline](#)

- [2018 Award Winners](#)
- [2017 Award Winners](#)
- [2016 Award Winners](#)
- [2015 Award Winners](#)
- [2014 Award Winners](#)
- [2013 Award Winners](#)
- [2012 Award Winners](#)
- [2011 Award Winners](#)
- [2010 Award Winners](#)
- [2009 Award Winners](#)
- [2008 Award Winners](#)
- [Latest News](#)



AFC Presents Webinar Series

- ***Upcoming Webinars:***
(Each Webinar is worth 1 CCP Credit)
- ***Past Webinars Resources:***
(video recordings and Power Points available)
- [CPEC Presents: Classified Staff Council and the Administration: Are We Connected?](#)
[Thursday, October 22 at 2 PM](#)
- [CARES ACT with ACCT and AACC](#)



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Professional Development

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Career & Professional Employees Commission Presents: Virtual Customer Service: Giving Your Best During the COVID 19 Pandemic

Tuesday, May 05, 2020

11:00 AM - 12:00 PM EDT

Category: Webinar

Career & Professional Employees Commission Presents: Virtual Customer Service: Giving Your Best During the COVID 19 Pandemic

In today's society of working remotely, customer service skills are still paramount. Any organization or business knows competition is fierce as the campaign goes to attract, recruit, and educate students, to our colleges; with the ultimate goals of graduating them. How we interact with them is key. This presentation will focus on the following:

Knowing your business

Being dedicated

Learn the definition for "Remote Perfect Customer Service"

Learn how to track your daily progress

Learn how to understand your customers' needs

Presenter: Gregory Williams

If you missed this session you may download a video recording of the session [here](#)

If you would like a copy of the PowerPoint presentation, please use this [link](#)

Webinar is worth 1- CCP Credit



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COP

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Recognition

Career & Professional Employees Commission & Region 3 Present: Time Management While Working Remotely

Thursday, May 28, 2020

11:00 AM - 12:00 PM EDT

Category: Webinar

Career & Professional Employees Commission & Region 3 Present: Time Management While Working Remotely

Presenter:

Charlene Latimer, Chair of the School of Student Life Skills, Daytona State College and AFC Certified College Professional Program Chair

Working remotely comes with its own additional time management challenges. Since the onset of Covid-19, we are all figuring out how to effectively manage our time and all of our priorities and tasks. Join us for a discussion on best practices for limiting distractions, increasing your productivity, communicating while remaining responsive, and managing interruptions at home.

Missed the webinar, no worries download the video using this link [Time Management While Working Remotely](#)

You can download the Power Point presentation by [clicking here](#)

Contact: Eileen Johnson, ejohnson@myafhcome.org, 850-222-3222

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Career & Professional Employees Commission & Region 1 Present: Risk-Taking and Leadership: How One Small Step Can Lead You into the Path of Your Dreams and Finding Greater Purpose

Tuesday, June 02, 2020

2:00 PM - 3:00 PM EDT

Category: Webinar

Career & Professional Employees Commission & Region 1 Present: Risk-Taking and Leadership: How One Small Step Can Lead You into the Path of Your Dreams and Finding Greater Purpose

Presented by

Dr. Angela Long, Director of Strategic Engagement, Tallahassee Community College

All leaders have a clear vision for their lives. They are willing to go through tough waters to achieve their vision. However, they know that the greater the vision, the greater the focus needed, the greater the risks taken, and hopefully, the greater the reward. In nearly every major industry and field, successful leaders are the ones who can easily identify a risky decision, take measured steps to move forward, and develop the fundamental relationships that help guide the process. This session is purposed to encourage you to begin laying a framework for your goals and develop meaningful strategies that open doors of opportunity for you, your institution, and the future.

If you missed the presentation you can download a video recording [CLICK HERE](#)

You may download the slide show presentation using this [link](#)

Contact: Eileen Johnson, ejohnson@myafhcome.org, 850-222-3222

[Download as iCal file](#)



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Balancing Priorities: How to Successfully Manage Tasks, Deadlines and Expectations Session I

Tuesday, June 16, 2020

11:00 AM - 12:00 PM EDT

Category: Webinar

Balancing Priorities: How to Successfully Manage Tasks, Deadlines and Expectations Session I

This course will enable you to properly prioritize your obligations, allowing you to improve performance and productivity. As a result, you'll also achieve a better work/life balance, minimize the stress related to managing your tasks efficiently, and ultimately improve working relationships.

Course Objectives –

Successful completion of this course will increase your ability to:

- Understand why it is important to manage your priorities.
- Describe obstacles to managing your priorities.
- Prioritize your tasks, activities, and responsibilities.
- Employ strategies for making the best use of your time.
- Discuss technology used to stay on track.

Presenter(s):

Juanita Scott, Director, Professional Development – Pensacola State College

Ruth McKinon, Coordinator, Corporate Training and Development – Pensacola State College



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- Member Services
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- Professional Development
- Recognition

Balancing Priorities: How to Successfully Manage Tasks, Deadlines and Expectations Session 2

Tuesday, June 16, 2020

2:00 PM - 3:00 PM EDT

Category: Webinar

Balancing Priorities: How to Successfully Manage Tasks, Deadlines and Expectations Session 2

This course will enable you to properly prioritize your obligations, allowing you to improve performance and productivity. As a result, you'll also achieve a better work/life balance, minimize the stress related to managing your tasks efficiently, and ultimately improve working relationships.

Course Objectives –

Successful completion of this course will increase your ability to:

- Understand why it is important to manage your priorities.
- Describe obstacles to managing your priorities.
- Prioritize your tasks, activities, and responsibilities.
- Employ strategies for making the best use of your time.
- Discuss technology used to stay on track.

Presenter(s):

Juanita Scott, Director, Professional Development – Pensacola State College

Ruth McKinon, Coordinator, Corporate Training and Development – Pensacola State College

Did you miss the presentation? Please feel free to view or share the video recording [CLICK HERE](#)



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- Professional Development
- Recognition

Career & Professional Employees Commission Presents: A Privilege Walk

Tuesday, July 28, 2020

11:00 AM - 12:00 PM EDT

Category: Webinar

Career & Professional Employees Commission Presents: A Privilege Walk

Join us for a Privilege Walk Activity

This activity is designed to provide participants with an opportunity to understand the intricacies of privilege. The goal of this activity is to increase the understanding of privilege and that each of us has been in a situation where privilege affected our life one way or the other, both positive and negative. This voluntary exercise can be controversial and participants will be asked to keep things discussed confidential. Participants must challenge themselves and understand some of the privilege that has been or not been granted to them because of their race, religion, education, family, upbringing, etc. This activity is a cooperative learning experience and will help all of us to continue to reflect on the events happening around us.

Facilitator: Marjorie McGee, College of Central Florida, Director of Student Life, 2019 AFC President

You are invited to a Zoom meeting.

When: Jul 28, 2020 11:00 AM Eastern Time (US and Canada)

Register in advance for this meeting:

https://us02web.zoom.us/join/register/tZEtcQuoqzovG93y54H6o-7nGieO-w9N_zSg

After registering, you will receive a confirmation email containing information about joining the meeting.

Contact: Eileen Johnson, ejohnson@myafchome.org, 850-222-3222

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- Professional Development
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Career & Professional Employees Commission Presents: Are You Ready? Preparing Unlikely Leaders in Higher Education for the Ever-Changing Demands of an Unforeseen World

Tuesday, August 04, 2020

2:00 PM - 3:00 PM EDT

Category: Webinar

Career & Professional Employees Commission Presents: Are You Ready? Preparing Unlikely Leaders in Higher Education for the Ever-Changing Demands of an Unforeseen World

Each generation of community college leaders has faced new leadership challenges. In the early 1980s, community colleges began being regarded nationally as an in-place delivery system for workforce development as a result of the downturn in the economy. What followed was an emphasis on job training. Now, in the third decade of the 21st century, we see vast transformations in the community college landscape that includes shifts in student learning, global leadership, diversity, workforce training and skill-development, and technology to serve students with on-demand learning. It is predicted that by 2025, nearly 40% of all community college presidents will retire and half of all jobs will be replaced by artificial intelligence. Who will step forward to lead the colleges of tomorrow? Are community college leaders ready for the coming shifts in learning and technology? Furthermore, are YOU prepared to step into even greater realms of leadership? This session is purposed to inspire, challenge, enlighten and motivate you to take bold steps and fulfill your calling to lead as never before.

Presenter: Angela Long, Ed.D., Director, Strategic Engagement, Academic Affairs, Tallahassee Community College

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Career & Professional Employees Commission Presents: Working with Students in Crisis

Thursday, August 20, 2020

2:00 PM - 3:00 PM EDT

Category: Webinar

The TCC Counseling Center and the TCC Victim Advocate Program will present on how to identify warning signs of students who may be in a mental health crisis or experienced a crime victimization. This workshop will review tools on how to talk to and work with a student in crisis and what the appropriate resources for students, faculty, and staff to utilize are.

Presenters: Katherine Strauss, Licensed Clinical Social Worker and Counselor at the Tallahassee Community College Counseling Center & Michelle Tibbits-McClellan, Victim Advocate at the Tallahassee Community College

If you missed our presentation, please use this link [Working With Students in Crisis](#) to download and share the presentation.

Contact: Eileen Johnson, ejohnson@myafhcome.org, 850-222-3222

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Upcoming Events

Wed Oct 28, 2020
Equity Commission Presents: Social Justice Matters Part 2
Category: Webinar

Fw: AFC - Region 1 Virtual Spring Conference

Sharon Walker <WALKERS@tcc.fl.edu>

Tue 4/21/2020 4:17 PM

To: Stewart, Bryan D. <bstewart@fscj.edu>; Andrea Gabriel <andrea.gabriel@fgc.edu>; Gregory Williams <WILLIAGR@tcc.fl.edu>; Katie Profeta <kprofeta@irsc.edu>; melonie miner <mminer@pensacolastate.edu>; Mildred Diaz Santiago <diazsam@phsc.edu>; Obi Kalu <okalu@pensacolastate.edu>; Primrose Humphries <phumphri@broward.edu>; Schemmeka Mears <smcewan@broward.edu>; Tonya Hardaway <hardawat@tcc.fl.edu>; Tracy Glidden <gliddent@easternflorida.edu>; Trevor Harvey <harveyt@scf.edu>; Wanda Curtiss <wcurtiss@mdc.edu>; Yinka Tella <otella@broward.edu>

📎 1 attachments (263 KB)

Agenda with Presenters Region I Spring Conf 2020.pdf;

Hello Everyone,

Here is the information on the Region I Spring Conference that we are co-hosting. Please forward to everyone in your area to join us,.

Thank you!

Sharon Walker

Staff Assistant I

Office of Student Affairs

TCC

850-201-8490

walkers@tcc.fl.edu

From: Wanjiku Jackson <jacksonw@nwfsc.edu>

Sent: Tuesday, April 21, 2020 1:30 PM

Subject: AFC - Region 1 Virtual Spring Conference

CAUTION: This email originated from outside of the college. Do not click links or open attachments unless you recognize the sender and know the content is safe.



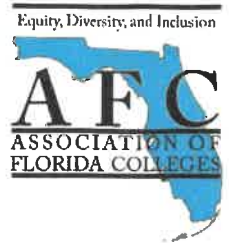
Creating Opportunities & Embracing Possibilities

Region One Joint Spring Conference
Hosted by Northwest Florida State College

Thank you for registering for the Region 1 Virtual Spring Conference. Attached is the agenda for the event. To gain access to the secure ZOOM Room, please click on the following link prior to the event.

<https://us02web.zoom.us/meeting/register/uplkc0CqpzIsMf9hduhdvY9JR1zZhzkxQ>

Kind Regards,
Ms. Wanjiku Jackson, MSM, CCP
Director of Business and Computer Technology
Northwest Florida State College
100 College Blvd.
Building 360 (P) Office 118
Niceville, FL 32578
Office: (850) 729-5202
jacksonw@nwfsc.edu



Creating Opportunities & Embracing Possibilities

Region One Joint Spring Conference

Hosted by Northwest Florida State College

<https://www.eventbrite.com/e/afc-region-1-virtual-spring-conference-tickets-102428548546>

Friday, April 24, 2020

8:00 AM - 8:15 AM	Welcome and Introductions Ms. Wanjiku Jackson, AFC Region One Director Mr. Tony Chavez, Northwest Florida State College – Chapter President Mr. Matt White, AFC President
8:15 AM – 8:30 AM	Legislative Update Mr. Mike Brawer, AFC Executive Director/CEO
8:30 AM – 9:00 AM	Chair Yoga Kermit Harrison – Tallahassee Community College
9:00 AM – 9:30 AM	Let's Give Them Something To Talk About: AFC Membership Obi Kalu – Pensacola State College
9:30 AM – 10:00 AM	It's the Little Things: Raider Recognition April Leake – Northwest Florida State College (University of West Florida)
10:00 AM – 10:30 AM	Spanish for the Professions Dr. Valencia Tamper – Northwest Florida State College
10:30 AM – 11:00 AM	CPEC 101 Tracy Glidden - Eastern Florida State College <i>Career and Professional Employees Commission (CPEC)</i>
11:00 AM – 11:30 AM	Florida Ready to Work Holly McFadden – Florida Ready to Work, Implementation Coordinator <i>Technology Commission</i>

AFC Resources:

- How to Join AFC: <https://www.myafchome.org/join-afc>
- CPEC Commission: <https://www.myafchome.org/careerandprofessionalemployeescommission>
- Equity, Diversity, & Inclusion Commission: <https://www.myafchome.org/edicommission>
- Technology Commission: <https://www.myafchome.org/technologycommission>

Chair Yoga

Kermit Harrison – Tallahassee Community College

Destress with Guided Meditation – Learning to self-distance and work remotely over the last month has been physically and emotionally draining. Juggling remote work and family responsibilities can create stress and anxiety. Join us for a session on the art and benefits of meditation. Learn how to quiet your mind through breathing exercises and visualization techniques.

Let's Give Them Something To Talk About: AFC Membership

Obi Kalu – Pensacola State College

Have you ever been asked the following questions or asked them yourself? What is AFC? What does AFC do for its members, and why should anyone join and become active? If so, then this session is for you! Join us as we share the inner workings of the AFC, its network, and how membership comes with privileges. From advocacy to professional development, the AFC has a lot to offer its members. Discover the benefits of belonging and why AFC Membership matters!

It's the Little Things: Raider Recognition

April Leake – Northwest Florida State College (University of West Florida)

If you Google "The importance of employee recognition" you will see many articles saying how it increases productivity, generates profits, increases customer satisfaction, and reduces employee turnover. More importantly, the employee is happier and overall morale around campus may improve. People have a real need to know they are valued.

In this presentation I will describe the creation and effect of the NWF State College AFC Raider Recognition. A simple, yet surprisingly powerful project that not only shines a spotlight on some small kindnesses around campus, but also puts the AFC Chapter in the employee newsletter every week and generates regular content for our social media pages. Best of all, it led to some of the most touching and sweetest moments of my time at NWF State College.

Spanish for the Professions

Dr. Valencia Tamper – Northwest Florida State College

In this session you will learn relevant Spanish vocabulary and terms that can be used in the professional, global community.

CPEC 101

Tracy Glidden - Eastern Florida State College

The presentation will introduce the Career & Professional Employees Commission to AFC & non-AFC members and share the values of being involved in Commission with AFC.

Florida Ready to Work


Holly McFadden – Florida Ready to Work, Implementation Coordinator

The landscape of teaching employability skills has been trending toward online technology over the last decade. The blended learning approach of independent online learning mixed with traditional classroom teaching is still favored as best practice. Florida Ready to Work is the best of both worlds as an instructional solution offering online technology and independent learning in foundational and soft skills.

Florida Ready to Work is a state funded career education and credentialing program focused on foundational employability and essential soft skills readiness for technical education / industry certification, college, apprenticeship, and employment. The online self-paced, self-directed curriculum provides targeted, career contextualized instruction in foundational employability skills including: Applied Math, Reading for Information and Locating Information. In addition, the program provides a blended online and classroom-based curriculum targeting essential soft skills including: Conveying Professionalism, Communicating Effectively, Promoting Teamwork and Collaboration and Thinking Critically and Solving Problems.



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- [Home](#)
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- [Events](#)
- [Member Services](#)
- [COP](#)
- [Professional Development](#)
- [Recognition](#)

Region I Virtual Joint Spring Conference

Friday, April 24, 2020
9:00 AM - 12:30 PM EDT
Category: Region Events

Region One Joint Spring Conference

Creating Opportunities & Embracing Possibilities



Date: April 24, 2020

Time: 8 AM - 11:30 AM (CST)

Location: Via ZOOM

Fee: FREE

100 College Blvd. E | Niceville, FL 32578 | 850.678.5111 | nwfsc.edu

Northwest Florida State College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information, visit www.nwfsc.edu.



For more information, [click here](#).

Contact: Wanjiku Jackson, jacksonw@nwfsc.edu

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Upcoming Events

Thu Oct 22, 2020
[CPEC Presents: Classified Staff Council and the Administration: Are We Connected?](#)
Category: Webinar

Wed Oct 28, 2020
[Equity Commission Presents: Social Justice Matters Part 2](#)

CPEC 02172020 Email meeting

Sharon Walker <WALKERS@tcc.fl.edu>

Mon 2/17/2020 12:17 PM

To: 'Miner, Melonie' <mminer@pensacolastate.edu>; 'Katie Profeta' <kprofeta@irsc.edu>; 'Imcgee@gulfcoast.edu' <Imcgee@gulfcoast.edu>; 'Primrose Humphries' <phumphri@broward.edu>; 'Oluyinka Tella' <otella@broward.edu>; Obi Kalu <okalu@pensacolastate.edu>; 'Harvey, Trevor' <harveyt@scf.edu>; Tonya Hardaway <hardawat@tcc.fl.edu>; 'Andrea Gabriel' <Andrea.Gabriel@fgc.edu>; 'Glidden, Tracy' <gliddent@easternflorida.edu>; 'Mildred Diaz Santiago' <diazsam@phsc.edu>; 'Curtiss, Wanda' <wcurtiss@mdc.edu>; 'smcewan@broward.edu' <smcewan@broward.edu>

Cc: Gregory Williams <WILLIAGR@tcc.fl.edu>

 2 attachments (37 KB)

CPEC agenda 02172020.docx; CPEC email meeting 02172020.docx;

Hello Everyone,

Please see the attached agenda and meeting information for 02/17/2020. Please send back any responses, ideas or suggestions as soon as possible.

Thank you for all your help in make CPEC the greatest Commission in AFC!

Sharon Walker, CCP

StudentAffairs

Tallahassee Community College

850-201-8490

2020 TCC/AFC Chapter Historian

2020 AFC Career and Professional Employees Commission Chair

2020 AFC Region I Rep Community Service Projects Committee

Career and Professional Employees Commission

Meeting Agenda

February 17, 2020

- I. Welcome
- II. Executive Board
- III. Leadership Conference
- IV. Region I Spring Conference
- V. By-Laws
- VI. "Current Submission
- VII. Next Meeting
- VIII. Adjournment

Career and Professional Employees Commission

Email Meeting

February 17, 2020

- I. Welcome everyone to our first Commission meeting before the Spring Conference. Since there is so much to discuss, I decided to do an email meeting. I want to Thank all of you for embarking on this journey with me. I look forward to a prosperous and great year.
 - a. I would like to suggest on the selection of the Employee of the year, can we do an Employee of the Month beginning in March - September? Then use those as finalist for our Employee of the Year. That gives us seven candidates to choose from in October before the Annual Conference and make the presentation at the Annual.
- II. EXECUTIVE OFFICERS
 - a. CHAIR: SHARON WALKER – TALLAHASSEE COMMUNITY COLLEGE, walkers@tcc.fl.edu; 850-201-8490
 - b. CHAIR-ELECT: MELONIE MINER – PENSACOLA STATE COLLEGE, mminer@pensacolastate.edu; 850-484-1726
 - c. IMMEDIATE PAST CHAIR – KATIE PROFETA – INDIAN RIVER STATE COLLEGE, kprofeta@irsc.edu; 772-462-7629
 - d. SECRETARY: HAYDEN MCGEE RUSSELL – GULF COAST STATE COLLEGE, lmcgee@gulfcoast.edu; 850-769-1551 x2829
 - e. TREASURER: TBD
 - f. HISTORIAN: PRIMROSE HUMPHRIES – BROWARD COLLEGE, phumphri@broward.edu; 954-201-8452
 - g. PARLIAMENTARIAN: DR. YINKA TELLA – BROWARD COLLEGE, otella@broward.edu; 954-201-2033
 - h. LEGISLATIVE LIAISON: TREVOR HARVEY – STATE COLLEGE OF FLORIDA, harveyt@scf.edu; 941-752-5425
 - i. WEBMASTER: OBI KALU – PENSACOLA STATE COLLEGE, okalu@pensacolasate.edu; 850-484-2374
 - j. REGION I REP.: TONYA HARDAWAY – TALLAHASSEE COMMUNITY COLLEGE, hardawat@tcc.fl.edu; 850-201-8043
 - k. REGION II REP.: ANDREA GABRIEL – FLORIDA GATEWAY COLLEGE, andrea.gabriel@fgc.edu; 386-754-4311
 - l. REGION III REP.: TRACEY GLIDDEN – EASTERN FLORIDA STATE COLLEGE, gliddent@easternflorida.edu; 321-433-5548
 - m. REGION IV REP.: MILDRED DIAZ SANTIAGO – PASCO HERNANDO STATE COLLEGE, diazsam@phsc.edu; 813-527-6623
 - n. REGION V REP.: WANDA CURTISS – MIAMI DADE COLLEGE, wcurtiss@mdc.edu; 305-237-8969 & DR. SCHEMMEKA MEARS – BROWARD COLLEGE, smcewan@broward.edu; 954-588-5506



- VI. "Current" Submission: The deadline for submission to the Current is 2/21/2020. Please send all your submission to Obi Kalu – webmaster and myself by Thursday, 2/20/2020. Let try to have something to submit for each Current deadline before October.
 - VII. Next meeting: Please let me know what day of the week and time is good to have a conference call.
 - VIII. Adjournment: If you have any suggestions, comments or ideas, please let me know.
-

 Edit  Busy   Categorize   Delete 

● **CPEC/AFC Conference Call**

 Mon 3/9/2020 2:00 PM - 3:00 PM

 Calendar

 Remind me: Never 

Career and Professional Employees Commission

Conference Call Meeting Agenda

March 9, 2020

- I. Welcome
- II. Secretary' Report
- III. Treasurer's Report
- IV. By-Laws Report
- V. Spring Conferences
 - a. Exemplary Practice – Greg Williams
 - b. Region 1 – Tonya Hardaway
 - c. Region 2 – Andrea Gabriel
 - d. Region 3 – Tracy Glidden
 - e. Region 4 – Mildred Diaz Santiago
 - f. Region 5 – Primrose Humphries
- VI. Fundraisers
- VII. EBoard vacancies
 - a. Secretary
 - b. Treasurer
- VIII. New Business
- IX. Next meeting
- X. Adjournment

CPEC EBoard meeting - 4/6/20, 2pm

Sharon Walker <WALKERS@tcc.fl.edu>

Fri 4/3/2020 4:07 PM

To: Andrea Gabriel <andrea.gabriel@fgc.edu>; Katie Profeta <kprofeta@irsc.edu>; melonie miner <mminer@pensacolastate.edu>; Mildred Diaz Santiago <diazsam@phsc.edu>; Obi Kalu <okalu@pensacolastate.edu>; Primrose Humphries <phumphri@broward.edu>; Schemmeka Mears <smcewan@broward.edu>; Tracy Glidden <gliddent@easternflorida.edu>; Trevor Harvey <harveyt@scf.edu>; Wanda Curtiss <wcurtiss@mdc.edu>; Yinka Tella <otella@broward.edu>; Gregory Williams <WILLIAGR@tcc.fl.edu>; Tonya Hardaway <hardawat@tcc.fl.edu>

Sharon Walker is inviting you to a scheduled Zoom meeting.

Topic: AFC CPEC EBoard meeting**Time: Apr 6, 2020 02:00 PM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://tccfl.zoom.us/j/6931708148>

Meeting ID: 693 170 8148

One tap mobile

+13126266799,,6931708148# US (Chicago)

+19292056099,,6931708148# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 693 170 8148

Find your local number: <https://tccfl.zoom.us/u/auX68Cqua>***Sharon Walker***

Staff Assistant I

Office of Student Affairs

TCC

850-201-8490

walkers@tcc.fl.edu

Career and Professional Employees Commission

Conference Call Meeting Agenda

April 6, 2020

- I. Welcome
- II. Secretary' Report
- III. Treasurer's Report
- IV. By-Laws Report
- V. Spring Conferences/Virtual Conference
 - a. Date : April 24, 2020
 - b. CPEC presentation
 - c. Region 1 – Tonya Hardaway
 - d. Region 2 – Andrea Gabriel
 - e. Region 3 – Tracy Glidden
 - f. Region 4 – Mildred Diaz Santiago
 - g. Region 5 – Primrose Humphries
- VI. Fundraisers
- VII. EBoard vacancies
 - a. Secretary
 - b. Treasurer
- VIII. New Business
- IX. Next meeting
- X. Adjournment

CPEC EBoard meeting

Sharon Walker <WALKERS@tcc.fl.edu>

Mon 4/20/2020 10:54 AM

To: Stewart, Bryan D. <bstewart@fscj.edu>

Sharon Walker is inviting you to a scheduled Zoom meeting. I will be sending out the agenda, notes and video from last meeting later.

Topic: CPEC EBoard meeting

Time: Apr 20, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://tccfl.zoom.us/j/97579234419>

Meeting ID: 975 7923 4419

One tap mobile

+19292056099,,97579234419# US (New York)

+13126266799,,97579234419# US (Chicago)

Dial by your location

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

Meeting ID: 975 7923 4419

Find your local number: <https://tccfl.zoom.us/u/auX68Cqua>

Meeting Reminder

Sharon Walker <WALKERS@tcc.fl.edu>

Mon 4/20/2020 9:46 AM

To: Andrea Gabriel <andrea.gabriel@fgc.edu>; Gregory Williams <WILLIAGR@tcc.fl.edu>; Katie Profeta <kprofeta@irsc.edu>; melonie miner <mminer@pensacolastate.edu>; Mildred Diaz Santiago <diagsam@phsc.edu>; Obi Kalu <okalu@pensacolastate.edu>; Primrose Humphries <phumphri@broward.edu>; Schemmeka Mears <smcewan@broward.edu>; Tonya Hardaway <hardawat@tcc.fl.edu>; Tracy Glidden <gliddent@easternflorida.edu>; Trevor Harvey <harveyt@scf.edu>; Wanda Curtiss <wcurtiss@mdc.edu>; Yinka Tella <otella@broward.edu>

 4 attachments (448 KB)

CPEC agenda 04202020 virtual.docx; meeting notes 04062020.docx; 2020AFC_RegionI_SpringConference_Poster.pdf; Agenda with Presenters Region I Spring Conf 2020.pdf;

Hello Everyone,

Just a reminder of our meeting today at 2pm EST. I have attached the Agenda, meeting notes and Flyer for Virtual Conference. I had the meeting recording, but it disappeared. Let me know if yo want to add anything else.

Thanks!

Sharon Walker

Staff Assistant I

Office of Student Affairs

TCC

850-201-8490

walkers@tcc.fl.edu

Career and Professional Employees Commission

Conference Call Meeting Agenda - virtual

April 20, 2020

- I. Welcome
- II. Secretary' Report
- III. Treasurer's Report
- IV. By-Laws Report
- V. Spring Conferences/Virtual Conference
 - a. Date : April 24, 2020 – see flyer
 - b. CPEC presentation – Tracy Glidden
 - c. Region 1 – Tonya Hardaway
 - d. Region 2 – Andrea Gabriel
 - e. Region 3 – Tracy Glidden
 - f. Region 4 – Mildred Diaz Santiago
 - g. Region 5 – Primrose Humphries
- VI. Fundraisers
- VII. EBoard vacancies
 - a. Secretary
 - b. Treasurer
- VIII. New Business
 - a. Ideas for CPEC webinar
 - b. Awards
- IX. Next meeting
- X. Adjournment

Career and Professional Employees Commission

Virtual Zoom Meeting Notes

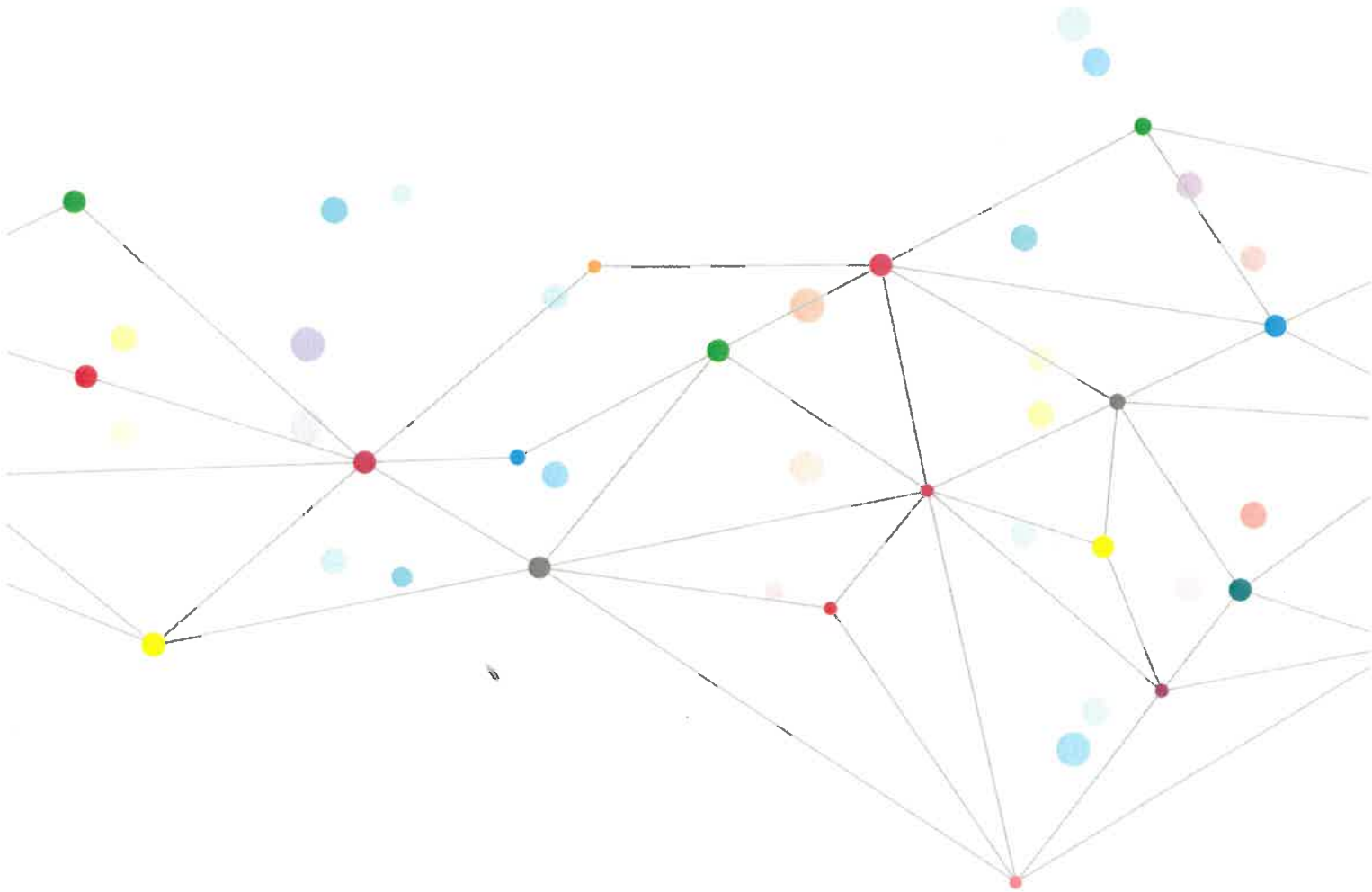
April 6, 2020

Attendees: Sharon Walker, Greg Williams, Trevor Harvey, Obi Kalu, Primrose Humphries, Mildred Diaz Santiago, Tracey Glidden

- I. Welcome by Chair. Thanked everyone for joining meeting and wellness check on everyone.
- II. Secretary's report – email meeting notes
- III. Treasurer's Report – waiting for response from Eileen, State office; email will be sent to Katie also.
- IV. By-Laws report – Melonie finalizing report, just waiting on last minute responses.
- V. Spring Conference – the conference will be held virtually on 4/24/20, 9am – 12pm EST. CPEC will have one presentation, CPEC 101 by Tracy Glidden. Asked all the Region reps and Board members to invite everyone from their areas to attend.
- VI. Fundraiser – put on hold until receive guidance form Marsha at State office
- VII. EBoard vacancies – still working on filling the Secretary and Treasurer positions
- VIII. New Business
 - a. Looking at doing a social event
 - b. Ideas for doing a CPEC webinar
- IX. Next meeting – 4/20/20, 2pm, on Zoom
- X. Adjournment – 3pm.

Region One Joint Spring Confe

Creating Opportuni & Embracing Possib



Re: CPEc Eboard meeting

Sharon Walker <WALKERS@tcc.fl.edu>

Mon 5/4/2020 10:00 AM

To: Andrea Gabriel <Andrea.Gabriel@fgc.edu>; Gregory Williams <WILLIAGR@tcc.fl.edu>; Katie Profeta <kprofeta@irsc.edu>; melonie miner <mminer@pensacolastate.edu>; Mildred Diaz Santiago <diazsam@phsc.edu>; Obi Kalu <okalu@pensacolastate.edu>; Primrose Humphries <phumphri@broward.edu>; Schemmeka Mears <smcewan@broward.edu>; Tonya Hardaway <hardawat@tcc.fl.edu>; Tracy Glidden <gliddent@easternflorida.edu>; Trevor Harvey <harveyt@scf.edu>; Wanda Curtiss <wcurtiss@mdc.edu>

 3 attachments (42 KB)

CPEC agenda 05042020 virtual.docx; meeting notes 04062020.docx; meeting notes 04202020.docx;

Good Morning Everyone,

Just a reminder of our meeting today at 2 pm. Please forgive the late response. My internet was down for 2 days last week and it just threw me off my schedule. I have attached the agenda and the meeting notes from the 4/6/20 and the 4/20/20 meeting. I updated them with an attendees list, so everyone can get credit for attending for the award book. Please let me know if I left anything off the notes or if you want to add anything to the agenda to discuss.

Thank you!

Sharon Walker

Staff Assistant I

Office of Student Affairs

TCC

850-201-8490

walkers@tcc.fl.edu

From: Sharon Walker <WALKERS@tcc.fl.edu>**Sent:** Thursday, April 30, 2020 12:06 PM

To: Andrea Gabriel <andrea.gabriel@fgc.edu>; Gregory Williams <WILLIAGR@tcc.fl.edu>; Katie Profeta <kprofeta@irsc.edu>; melonie miner <mminer@pensacolastate.edu>; Mildred Diaz Santiago <diazsam@phsc.edu>; Obi Kalu <okalu@pensacolastate.edu>; Primrose Humphries <phumphri@broward.edu>; Schemmeka Mears <smcewan@broward.edu>; Tonya Hardaway <hardawat@tcc.fl.edu>; Tracy Glidden <gliddent@easternflorida.edu>; Trevor Harvey <harveyt@scf.edu>; Wanda Curtiss <wcurtiss@mdc.edu>; Yinka Tella <otella@broward.edu>

Subject: CPEc Eboard meeting**When:** Monday, May 4, 2020 2:00 PM-3:00 PM.**Where:**

Sharon Walker is inviting you to a scheduled Zoom meeting. Make sure to right click on link, it will take you to our meeting site. Agenda and previous meeting notes will be sent late3r.

Thanks!

Topic: CPEC EBoard meeting

Time: May 4, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://tccfl.zoom.us/j/99615104287?pwd=b0V0cExKcUdtMWRnazdIR09tdmQwUT09>

Meeting ID: 996 1510 4287

Password: 820087

One tap mobile

+19292056099,,99615104287#,,1#,820087# US (New York)

+13017158592,,99615104287#,,1#,820087# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 996 1510 4287

Password: 820087

Find your local number: <https://tccfl.zoom.us/j/99615104287?pwd=b0V0cExKcUdtMWRnazdIR09tdmQwUT09>

Career and Professional Employees Commission

Conference Call Meeting Agenda - virtual

May 4, 2020

- I. Welcome
- II. Secretary' Report
- III. Treasurer's Report
- IV. Spring Conferences/Virtual Conference
 - a. Date : April 24, 2020 – see flyer
 - b. CPEC presentation – Tracy Glidden
- V. Region Rep Reports
 - a. Region 1 – Tonya Hardaway
 - b. Region 2 – Andrea Gabriel
 - c. Region 3 – Tracy Glidden
 - d. Region 4 – Mildred Diaz Santiago
 - e. Region 5 – Primrose Humphries
- VI. Fundraisers
- VII. EBoard vacancies
 - a. Secretary
 - b. Treasurer
- VIII. New Business
 - a. Ideas for CPEC webinar
 - b. Awards
- IX. Next meeting
- X. Adjournment

Career and Professional Employees Commission

Virtual Zoom Meeting Notes

April 6, 2020

Attendees: Sharon Walker, Greg Williams, Trevor Harvey, Obi Kalu, Primrose Humphries, Mildred Diaz Santiago, Tracey Glidden

- I. Welcome by Chair. Thanked everyone for joining meeting and wellness check on everyone.
- II. Secretary's report – email meeting notes
- III. Treasurer's Report – waiting for response from Eileen, State office; email will be sent to Katie also.
- IV. By-Laws report – Melonie finalizing report, just waiting on last minute responses.
- V. Spring Conference – the conference will be held virtually on 4/24/20, 9am – 12pm EST. CPEC will have one presentation, CPEC 101 by Tracy Glidden. Asked all the Region reps and Board members to invite everyone from their areas to attend.
- VI. Fundraiser – put on hold until receive guidance form Marsha at State office
- VII. EBoard vacancies – still working on filling the Secretary and Treasurer positions
- VIII. New Business
 - a. Looking at doing a social event
 - b. Ideas for doing a CPEC webinar
- IX. Next meeting – 4/20/20, 2pm, on Zoom
- X. Adjournment – 3pm.

Career and Professional Employees Commission

Virtual Zoom Meeting Notes

April 20, 2020

Attendees: Sharon Walker, Tracy Glidden, Mildred Diaz Santiago, Primrose Humphries, Melonie Miner, Greg Williams, Tonya Hardaway, Bryan Stewart, Trevor Harvey, Obi Kalu

- I. Welcome by Chair. Thanked everyone for joining meeting and wellness check on everyone.
- II. Secretary's report – email meeting notes
- III. Treasurer's Report – waiting for response from Eileen, State office; email will be sent to Katie also.
- IV. By-Laws report – have been finalized and sent to AFC State office for posting on website. Thank you to Melonie and everyone for all their hard work.
- V. Spring Conference – the conference will be held virtually on 4/24/20, 9am – 12pm EST. CPEC will have one presentation, CPEC 101 by Tracy Glidden. Asked all the Region reps and Board members to invite everyone from their areas to attend.
- VI. Fundraiser – put on hold until receive guidance from Marsha at State office
- VII. EBoard vacancies – still working on filling the Secretary and Treasurer positions
- VIII. New Business
 - a. Looking at doing a social event – Sharon W is working on setting up a virtual dance party
 - b. Ideas for doing a CPEC webinar – several ideas were presented and will be forwarded to Marsha Kiner.
- IX. Next meeting – 5/4/20, 2pm, on Zoom
- X. Adjournment – 3pm.

Re: CPEc Eboard meeting

Sharon Walker <WALKERS@tcc.fl.edu>

Mon 5/4/2020 10:00 AM

To: Andrea Gabriel <andrea.gabriel@fgc.edu>; Gregory Williams <WILLIAGR@tcc.fl.edu>; Katie Profeta <kprofeta@irsc.edu>; melonie miner <mminer@pensacolastate.edu>; Mildred Diaz Santiago <diazsam@phsc.edu>; Obi Kalu <okalu@pensacolastate.edu>; Primrose Humphries <phumphri@broward.edu>; Schemmeka Mears <smcewan@broward.edu>; Tonya Hardaway <hardawat@tcc.fl.edu>; Tracy Glidden <gliddent@easternflorida.edu>; Trevor Harvey <harveyt@scf.edu>; Wanda Curtiss <wcurtiss@mdc.edu>

 3 attachments (42 KB)

CPEC agenda 05042020 virtual.docx; meeting notes 04062020.docx; meeting notes 04202020.docx;

Good Morning Everyone,

Just a reminder of our meeting today at 2 pm. Please forgive the late response. My internet was down for 2 days last week and it just threw me off my schedule. I have attached the agenda and the meeting notes from the 4/6/20 and the 4/20/20 meeting. I updated them with an attendees list, so everyone can get credit for attending for the award book. Please let me know if I left anything off the notes or if you want to add anything to the agenda to discuss.

Thank you!

Sharon Walker

Staff Assistant I

Office of Student Affairs

TCC

850-201-8490

walkers@tcc.fl.edu

From: Sharon Walker <WALKERS@tcc.fl.edu>

Sent: Thursday, April 30, 2020 12:06 PM

To: Andrea Gabriel <andrea.gabriel@fgc.edu>; Gregory Williams <WILLIAGR@tcc.fl.edu>; Katie Profeta <kprofeta@irsc.edu>; melonie miner <mminer@pensacolastate.edu>; Mildred Diaz Santiago <diazsam@phsc.edu>; Obi Kalu <okalu@pensacolastate.edu>; Primrose Humphries <phumphri@broward.edu>; Schemmeka Mears <smcewan@broward.edu>; Tonya Hardaway <hardawat@tcc.fl.edu>; Tracy Glidden <gliddent@easternflorida.edu>; Trevor Harvey <harveyt@scf.edu>; Wanda Curtiss <wcurtiss@mdc.edu>; Yinka Tella <otella@broward.edu>

Subject: CPEc Eboard meeting

When: Monday, May 4, 2020 2:00 PM-3:00 PM.

Where:

Sharon Walker is inviting you to a scheduled Zoom meeting. Make sure to right click on link, it will take you to our meeting site. Agenda and previous meeting notes will be sent late3r.

Thanks!

Topic: CPEC EBoard meeting

Time: May 4, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://tccfl.zoom.us/j/99615104287?pwd=b0V0cExKcUdtMWRnazdIR09tdmQwUT09>

Meeting ID: 996 1510 4287

Password: 820087

One tap mobile

+19292056099,,99615104287#,,1#,820087# US (New York)

+13017158592,,99615104287#,,1#,820087# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 996 1510 4287

Password: 820087

Find your local number: <https://tccfl.zoom.us/j/99615104287?pwd=b0V0cExKcUdtMWRnazdIR09tdmQwUT09>

CPEC EBoard meeting

Sharon Walker <WALKERS@tcc.fl.edu>

Wed 6/3/2020 7:55 AM

Cc: Cara Bennett <bennettc@cf.edu>

Sharon Walker is inviting you to a scheduled Zoom meeting.

Please highlight and right click on <https://tccfl.zoom.us/j/91796912590?pwd=b24wQ3JEckw1ZTdMdzBnMklGZW5SZz09>.

Sharon Walker's Zoom Meeting

Time: Jun 9, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://tccfl.zoom.us/j/91796912590?pwd=b24wQ3JEckw1ZTdMdzBnMklGZW5SZz09>

Meeting ID: 917 9691 2590

Password: 282252

One tap mobile

+19292056099,,91796912590#,,1#,282252# US (New York)

+13017158592,,91796912590#,,1#,282252# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 917 9691 2590

Password: 282252

Find your local number: <https://tccfl.zoom.us/u/aSqf6VJiw>

Career and Professional Employees Commission

Conference Call Meeting Agenda - virtual

June 9, 2020

- I. Welcome
- II. Secretary' Report
- III. Treasurer's Report
- IV. Spring Conferences/Virtual Conference
 - a. Date : April 24, 2020 – see flyer
 - b. CPEC presentation – Tracy Glidden
- V. Region Rep Reports
 - a. Region 1 – Tonya Hardaway
 - b. Region 2 – Andrea Gabriel
 - c. Region 3 – Tracy Glidden
 - d. Region 4 – Mildred Diaz Santiago
 - e. Region 5 – Primrose Humphries
- VI. Fundraisers
- VII. EBoard vacancies
 - a. Secretary
 - b. Treasurer
- VIII. New Business
 - a. Ideas for CPEC webinar
 - b. Awards
- IX. Next meeting
- X. Adjournment

CPEC EtBoard virtual meeting notes - 06092020

Sharon Walker <WALKERS@tcc.fl.edu>

Fri 6/12/2020 9:43 AM

To: Andrea Gabriel <andrea.gabriel@fgc.edu>; Katie Profeta <kprofeta@irsc.edu>; melonie miner <mminer@pensacolastate.edu>; Mildred Diaz Santiago <diazsam@phsc.edu>; Obi Kalu <okalu@pensacolastate.edu>; Primrose Humphries <phumphri@broward.edu>; Schemmeka Mears <smcewan@broward.edu>; Tracy Glidden <gliddent@easternflorida.edu>; Trevor Harvey <harveyt@scf.edu>; Wanda Curtiss <wcurtiss@mdc.edu>; Yinka Tella <otella@broward.edu>; Cara Bennett <bennettc@cf.edu>; Gregory Williams <WILLIAGR@tcc.fl.edu>; Tonya Hardaway <hardawat@tcc.fl.edu>

📎 5 attachments (10 MB)

meeting notes 06092020.docx; yankee candle 06122020.pdf; yankee candle 06122020.pdf; schoola fundraiser 06122020.pdf; schoola fundraiser 06122020.pdf;

Hello Everyone,

Attached are the meeting minutes for our meeting. Also I have attached copy of the two fundraisers we had discussed. We need to choose when to start the Yankee Candle, since that seems to be the easier one to start. We need to set up our date, time period and flyer. Send your suggestion by Wednesday, 6/17/2020.

We have sent our the flyers for our awards. Please search around your region for applicants you know are deserving of recognition.

Thank you for all you help and support!

Sharon Walker

Staff Assistant I

Office of Student Affairs

TCC

2020 AFC Career & Professional Employees Commission Chair

2020 AFC Region 1 Rep - Service Project Committee

850-201-8490

walkers@tcc.fl.edu





RE: CPEC EBoard virtual Zoom meeting

Gregory Williams <WILLIAGR@tcc.fl.edu>

Tue 7/7/2020 2:23 PM

To: Sharon Walker <WALKERS@tcc.fl.edu>; Andrea Gabriel <andrea.gabriel@fgc.edu>; Cara Bennett <bennettc@cf.edu>; Katie Profeta <kprofeta@irsc.edu>; melonie miner <mminer@pensacolastate.edu>; Mildred Diaz Santiago <diazsam@phsc.edu>; Obi Kalu <okalu@pensacolastate.edu>; Primrose Humphries <phumphri@broward.edu>; Schemmeka Mears <smcewan@broward.edu>; Tonya Hardaway <hardawat@tcc.fl.edu>; Tracy Glidden <gliddent@easternflorida.edu>; Trevor Harvey <harveyt@scf.edu>; Wanda Curtiss <wcurtiss@mdc.edu>; Yinka Tella <otella@broward.edu>

New Meeting Request today at 2:30P

Gregory Williams is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://tccfl.zoom.us/j/92984906535?pwd=M28xYzcyakZhRHF1bE13VUs1dEJOdz09>

Meeting ID: 929 8490 6535

Password: 444381

One tap mobile

+13017158592,,92984906535#,,,,0#,,444381# US (Germantown)

+13126266799,,92984906535#,,,,0#,,444381# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 929 8490 6535

Password: 444381

Find your local number: <https://tccfl.zoom.us/u/acR2LRZeWE>**Gregory D. Williams****Staff Assistant II****African Drum & Dance Ensemble Coordinator****Division of Communications & Humanities****2020 AFC State Vice President Elect for Commissions****Tallahassee Community College****444 Appleyard Drive****Tallahassee, Florida 32304****Phone: (850) 201-6070 (Division)****Phone: (850) 201-8361 (Office)****Fax: (850) 201-8044****Email: williagr@tcc.fl.edu**



*****Due to Florida's very broad public records law, most written communications to or from Tallahassee Community College employees regarding College business are public records, available to the public and media upon request. Therefore, this email communication and your response may be subject to public disclosure.*****

From: Sharon Walker

Sent: Tuesday, July 7, 2020 9:14 AM

To: Andrea Gabriel <andrea.gabriel@fgc.edu>; Cara Bennett <bennettc@cf.edu>; Gregory Williams <WILLIAGR@tcc.fl.edu>; Katie Profeta <kprofeta@irsc.edu>; melonie miner <mminer@pensacolastate.edu>; Mildred Diaz Santiago <diazsam@phsc.edu>; Obi Kalu <okalu@pensacolastate.edu>; Primrose Humphries <pumphri@broward.edu>; Schemmeka Mears <smcewan@broward.edu>; Tonya Hardaway <hardawat@tcc.fl.edu>; Tracy Glidden <gliddent@easternflorida.edu>; Trevor Harvey <harveyt@scf.edu>; Wanda Curtiss <wcurtiss@mdc.edu>; Yinka Tella <otella@broward.edu>

Subject: Re: CPEC EBoard virtual Zoom meeting

Good Morning,

Attached are the last meeting notes and the agenda for today's meeting. Thank you to those you have responded. Also, see login info below.

Sharon Walker

STAFF ASSISTANT I

OFFICE OF STUDENT AFFAIRS

TCC

2020 AFC CAREER & PROFESSIONAL EMPLOYEES COMMISSION CHAIR

2020 AFC REGION 1 REP - SERVICE PROJECT COMMITTEE

850-201-8490

WALKERS@TCC.FL.EDU





From: Sharon Walker <WALKERS@tcc.fl.edu>

Sent: Friday, July 3, 2020 10:20 AM

To: Andrea Gabriel <andrea.gabriel@fgc.edu>; Cara Bennett <bennettc@cf.edu>; Gregory Williams <WILLIAGR@tcc.fl.edu>; Katie Profeta <kprofeta@irsc.edu>; melonie miner <mminer@pensacolastate.edu>; Mildred Diaz Santiago <diazsam@phsc.edu>; Obi Kalu <okalu@pensacolastate.edu>; Primrose Humphries <phumphri@broward.edu>; Schemmeka Mears <smcewan@broward.edu>; Tonya Hardaway <hardawat@tcc.fl.edu>; Tracy Glidden <gliddent@easternflorida.edu>; Trevor Harvey <harveyt@scf.edu>; Wanda Curtiss <wcurtiss@mdc.edu>; Yinka Tella <otella@broward.edu>

Subject: CPEC EBoard virtual Zoom meeting

When: Tuesday, July 7, 2020 2:00 PM-4:00 PM.

Where:

Sharon Walker is inviting you to a scheduled Zoom meeting.

Highlight and right click on zoom meeting address below to join.

I will be sending out an agenda and last meeting notes.

Topic: Sharon Walker's Zoom Meeting

Time: Jul 7, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://tccfl.zoom.us/j/98850526423?pwd=elhFNkl3NUZ3ekVMT2gzNDBJYVZxdz09>

Meeting ID: 988 5052 6423

Password: 067385

One tap mobile

+19292056099,,98850526423#,,,,0#,,067385# US (New York)

+13017158592,,98850526423#,,,,0#,,067385# US (Germantown)

Dial by your location

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Career and Professional Employees Commission

Conference Call Meeting Agenda - virtual

July 7, 2020

- I. Welcome
- II. Secretary' Report – sent by email
- III. Treasurer's Report
- IV. Region Rep Reports
 - a. Region 1 – Tonya Hardaway
 - b. Region 2 – Andrea Gabriel
 - c. Region 3 – Tracy Glidden
 - d. Region 4 – Mildred Diaz Santiago
- V. Region 5 – Wanda Curtiss/ Dr. Schmmeka
- VI. Legislative Report – Trevor Harvey
- VII. CPEC Social Event
- VIII. Fundraisers
- IX. Awards Committee Report – Greg Williams
- X. EBoard vacancies
 - a. Secretary
- XI. New Business
 - a. AFC State Office News
 - b. Ideas for CPEC webinar
 - c. Awards
- XII. Next meeting
- XIII. Adjournment

Career and Professional Employees Commission

Virtual Zoom Meeting Notes

June 9, 2020

Attendees: Gregory Williams, Andrea Gabriel, Tracy Glidden, Melonie Miner, Tonya Hardaway, Cara Bennett, Wanda Curtiss, Obi Kalu, Sharon Walker

- I. Welcome by Chair. Thanked everyone for joining meeting. Chair asked everyone to come up with one positive thing that has come out this pandemic. Answers: slowing down, reconnecting with family & friends, never late for work, appreciating all the available resources, better finances, control of my day, self-reflection & able to see AFC friends more
- II. Secretary's report – email meeting notes
- III. Treasurer's Report – waiting for response from Eileen, State office; email will be sent to Katie also.
- IV. Spring Conference/Virtual Conference Everyone discussed how all the conferences were great. That more people were able to attend virtually than would have attended in person. It showcases what AFC is about to non-members. Chair thanked all the representative that presented at the conferences. CPEC was the only commission that had a presentation at every Virtual Spring Conference.
- V. Region Rep Reports:
 - a. Region 1 – Tonya Hardaway: nothing to report at this time.
 - b. Region 2 – Andrea Gabriel: nothing to report at this time.
 - c. Region 3 – Tracy Glidden: Region 3 hosted a region-wide Kahoots trivia contest
 - d. Region 4 – Mildred Diaz Santiago: no report
 - e. Region 5 – Wanda Curtiss: nothing at this time.
- VI. Fundraiser – Chair introduced two fund raisers that was sent to her:
 - a. Yankee Candle Fundraiser – looking at a date to begin (see attached).
 - b. Schoola – an organization that sells gently used clothing at a reduced price. For fundraising, the organization signs up and when someone purchases a donated item, a percentage is given to the organization. The inventory is from people going through their closets and donating via a requested postage paid bag from Schoola. They send the bag to you, fill it and send it back to them for free. This is a great idea to do rather than throwing them out or donating to Goodwill. (see attached).
- VII. EBoard vacancies:
 - a. Secretary – Chair is in contact with someone and hopes to have an answer soon.
 - b. Treasurer – Cara Bennett has accepted to be our new Treasurer. The Chair will be getting all finance information to her.
- VIII. New Business
 - a. CPEC webinar – CPEC has hosted three webinars during May and June. Webinars were presented by Gregory Williams/Tallahassee Community College, Charlene Latimer/Dayton State and Angela Long/Tallahassee Community College. We have

Career and Professional Employees Commission

Conference Call Meeting Agenda - virtual

September 2, 2020

- I. Welcome
- II. Secretary' Report – sent by email
- III. Treasurer's Report
- IV. Region Rep Reports
 - a. Region 1 – Tonya Hardaway
 - b. Region 2 – Andrea Gabriel
 - c. Region 3 – Tracy Glidden
 - d. Region 4 – Mildred Diaz Santiago
- V. Region 5 – Wanda Curtiss/ Dr. Schmmeka
- VI. Fundraisers
- VII. Awards Committee Report – Greg Williams
- VIII. New Business
 - a. Ideas for CPEC webinar
- IX. Next meeting
- X. Adjournment

Re: AFC CPEC Eboard meeting

Sharon Walker <WALKERS@tcc.fl.edu>

Wed 9/2/2020 8:44 AM

To: Katie Profeta <kprofeta@irsc.edu>; Obi Kalu <okalu@pensacolastate.edu>; Schemmeka Mears <smcewan@broward.edu>; Trevor Harvey <harveyt@scf.edu>; Wanda Curtiss <wcurtiss@mdc.edu>; Andrea Gabriel <Andrea.Gabriel@fgc.edu>; Gregory Williams <WILLIAGR@tcc.fl.edu>; melonie miner <mminer@pensacolastate.edu>; Mildred Diaz Santiago <diazsam@phsc.edu>; Primrose Humphries <phumphri@broward.edu>; Tonya Hardaway <hardawat@tcc.fl.edu>; Tracy Glidden <gliddent@easternflorida.edu>; Yinka Tella <otella@broward.edu>; Cara Bennett <bennettc@cf.edu>

 1 attachments (14 KB)

CPEC agenda 09022020 virtual.docx;

Good Morning Everyone,

Below is the zoom link for our meeting today. We will mainly be going over the awards submissions and discussing the Commission book.

See you at the meeting.

Sharon Walker is inviting you to a scheduled Zoom meeting.

Topic: CPEC EBoard Meeting**Time: Sep 2, 2020 02:00 PM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://tccfl.zoom.us/j/94005591625?pwd=aGNxNUk5YVhTbmw2R2tIRUIINC9vZz09>

Meeting ID: 940 0559 1625

Passcode: 750635

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Meeting ID: 940 0559 1625

Passcode: 750635

Find your local number: <https://tccfl.zoom.us/u/acLllegcry>**Sharon Walker****Staff Assistant I**

Office of Student Affairs

TCC

2020 AFC Career & Professional Employees Commission Chair

2020 AFC Region 1 Rep - Service Project Committee

850-201-8490

walkers@tcc.fl.edu



From: Sharon Walker <WALKERS@tcc.fl.edu>

Sent: Friday, August 28, 2020 1:29 PM

To: Andrea Gabriel <andrea.gabriel@fgc.edu>; Gregory Williams <WILLIAGR@tcc.fl.edu>; Katie Profeta <kprofeta@irsc.edu>; melonie miner <mminer@pensacolastate.edu>; Mildred Diaz Santiago <diazsam@phsc.edu>; Obi Kalu <okalu@pensacolastate.edu>; Primrose Humphries <phumphri@broward.edu>; Schemmeka Mears <smcewan@broward.edu>; Tonya Hardaway <hardawat@tcc.fl.edu>; Tracy Glidden <gliddent@easternflorida.edu>; Trevor Harvey <harveyt@scf.edu>; Wanda Curtiss <wcurtiss@mdc.edu>; Yinka Tella <otella@broward.edu>; Cara Bennett <bennettc@cf.edu>

Subject: AFC CPEC Eboard meeting

When: Wednesday, September 2, 2020 2:00 PM-3:00 PM.

Where:

Hello Everyone,

Please forgive not meeting last month. Trying to get the camus open and students registered took up a lot of my time. This meeting is for us to look at the entries we received for our awards and discuss other miscellaneous business.

I will send a zoom invite later. If Wednesday 9/2 is not a good day, let me know if Thursday is better.

Thanks!

Sharon

RE: CPEC General Body email meeting & update

Sharlee Whiddon <swhiddon@myafchome.org>

Tue 8/11/2020 2:40 PM

To: Sharon Walker <WALKERS@tcc.fl.edu>

Cc: melonie miner <mminer@pensacolastate.edu>; Gregory Williams <WILLIAGR@tcc.fl.edu>

CAUTION: This email originated from outside of the college. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This email will be sent out shortly.

Sharlee Whiddon

Communications Specialist

Association of Florida Colleges

1725 Mahan Drive

Tallahassee, Florida 32308

850-222-3222 (office), 850-222-2327 (fax)

From: Sharon Walker <WALKERS@tcc.fl.edu>**Sent:** Tuesday, August 11, 2020 1:07 PM**To:** Sharlee Whiddon <swhiddon@myafchome.org>**Cc:** melonie miner <mminer@pensacolastate.edu>; williagr@tcc.fl.edu**Subject:** CPEC General Body email meeting & update

Sharlee,

Please send this out to the CPEC membership.

Thank you for your help!

Sharon

Hello CPEC members,

I hope this email meeting finds you in the best of health, physically & mentally.

Due to the COVID-19 pandemic, we are not able to meet face to face at our Conferences and Spring meetings. I want to first apologize for the lateness of this meeting and update for CPEC. The Executive Board has been working very hard on activities to keep us active and engaged during these trying times. Secondly, I want to give you an update of what we are proposing for this year. Thirdly, I am asking for your help in actively engaging members and non-members in your area.

The Executive Board has met both by email and by Zoom conference call, discussing Awards, webinars, fundraising and social activities for the Commission. We have hosted several webinars through the AFC State office and a Marvel trivia event.

We have region representatives for each of our five regions:

- Region 1 - Tonya Hardaway (Tallahassee Community College) - hardawat@tcc.fl.edu
- Region 2 - Andrea Gabriel (Florida Gateway College) - andrea.gabriel@fgc.edu
- Region 3 - Tracey Glidden (Eastern Florida State College) - gliddent@easternflorida.edu

- Region 4 - Mildred Diaz Santiago (Pasco Hernando State College) - diazsam@phsc.edu
- Region 5 - Wanda Curtis (Miami Dade) - wcurtiss@mdc.edu & Dr. Schemmeka Mears (Broward College) - smcewan@broward.edu

If you are unable to reach me at walkers@tcc.fl.edu, please contact your region representative.

Upcoming events:

- Webinar: 8/20/2020, 2pm - Student in Crisis, presented by Katherine Strauss & Michelle Tibbits-McClellan, Tallahassee Community College. To register, please go to the AFC site: myafchome.org
- CPEC annual Fundraiser: 8/10/2020 - 9/30/2020. Email and flyer will be sent out the week of 8/10/2020

I also, want to ask your help in keeping our membership active and engaged. If you have any ideas for activities you would like for CPEC to do or have any concerns, please do not hesitate to contact me.

Thank you all for your help & support!
Be Blessed and stay safe!

Sharon Walker

STAFF ASSISTANT I

OFFICE OF STUDENT AFFAIRS

TCC

2020 AFC CAREER & PROFESSIONAL EMPLOYEES COMMISSION CHAIR

2020 AFC REGION 1 REP - SERVICE PROJECT COMMITTEE

850-201-8490

WALKERS@TCC.FL.EDU



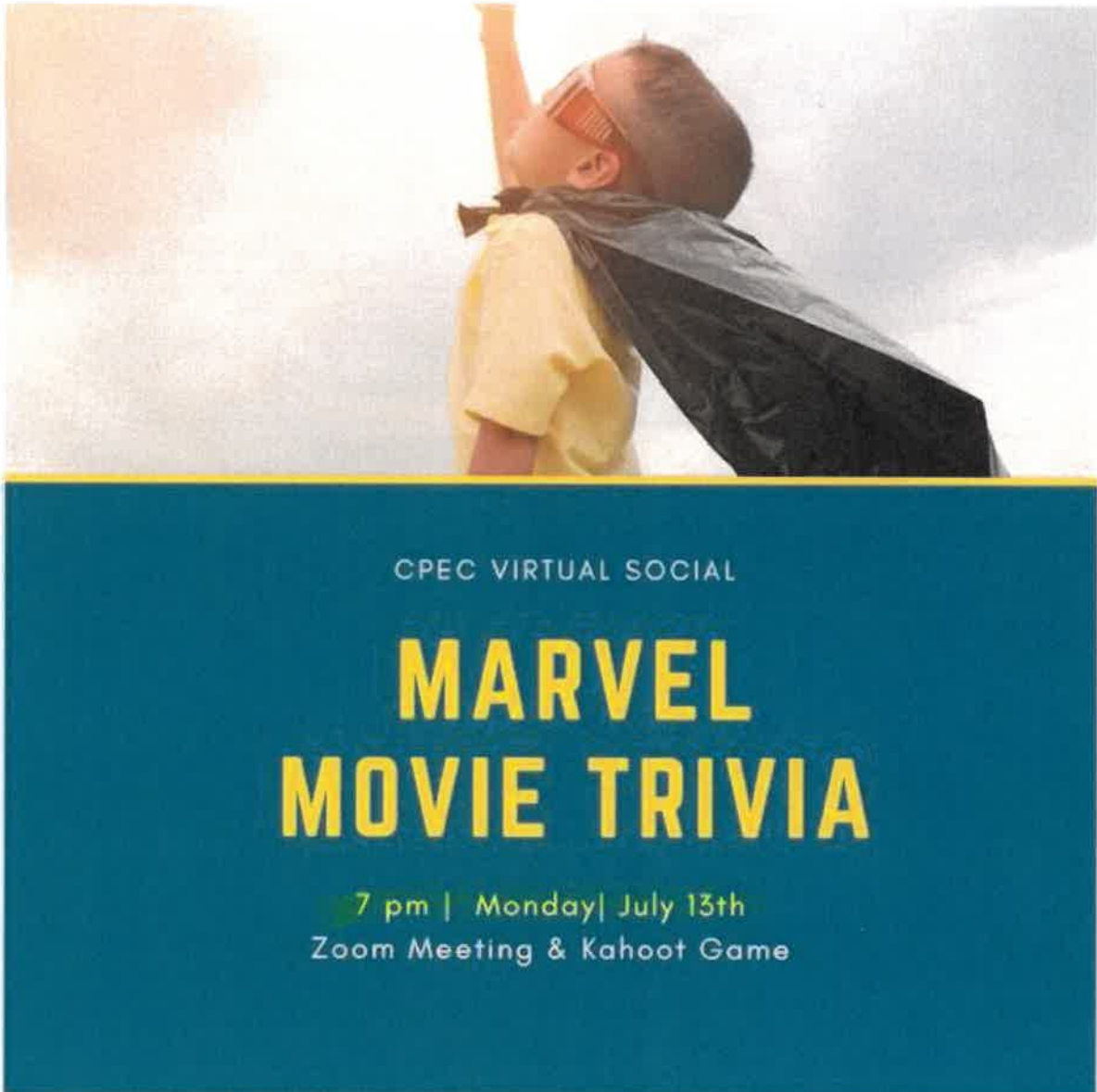
CPEC Virtual Kahoot Trivia Night

Association of Florida Colleges <afc@memberclicks-mail.net>

Mon 7/13/2020 9:19 AM

To: Sharon Walker <WALKERS@tcc.fl.edu>

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Join Zoom Meeting

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pwd=MGtGU0tQRU9ZTmt2VFQ3MFNhQTduZz09](https://us02web.zoom.us/j/83558385052?pwd=MGtGU0tQRU9ZTmt2VFQ3MFNhQTduZz09)

Meeting ID: 835 5838 5052

Password: 586816

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2. Commission
Exemplary
Practice

&

non-exemplary

Greg

ods

Congratulations to the Winners of the 2019 Career and Professional Employees Commission Awards

Association of Florida Colleges <afc@memberclicks-mail.net>

Thu 12/12/2019 9:46 AM

To: kprofeta@irsc.edu <kprofeta@irsc.edu>

Good Morning AFC Members –

I hope that you all had a wonderful Fall Semester. I am sure we are all gearing up for Winter Break, but I wanted to take some time to announce and congratulate the winners for this year's Career and Professional Employees Commission Awards. We really had some great submissions and presentations, so we commend everyone for their hard work.

Each winner will have a digital copy of their certificate emailed to them and awards were sent out via USPS earlier this week.

Educational Scholarship Award

Each year, CPEC awards an Educational Scholarship Award to assist CPEC employees or their family members offset some of the tuition costs not waived by their institutions. This includes lab fees, textbooks, and more! This year's winner is **Silvia Bustamante from Indian River State College!**

CPEC Exemplary Practice Award

This award recognizes exemplary practices of career and professional employees whose innovations have saved the college money and time, have helped the career and professional employees at their college to better perform their jobs, and/or enhanced the college's image. We really had some great entries and presentations this year, but we'd like to congratulate **Dr. Krista Price from Seminole State College of Florida!**

CPEC Employee of the Year Award

The CPEC Employee of the Year award recognizes and individual's achievements, dedication, and support of not only their institution of the Association of Florida Colleges. This year – we actually had a tie and are recognizing **Lynne O'Dell from Indian River State College AND Obi Kalu from Pensacola State College.**

Thank you all and congratulations to all of our winners! If you have any questions, please do not hesitate to contact me.

Best,

Katie Profeta

2019 CPEC Chair

This email was sent to kprofeta@irsc.edu by kprofeta@irsc.edu

Association of Florida Colleges · 1725 Mahan Drive, Tallahassee, Florida 32308, United States

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2019 CPEC Innovators Exemplary Practice Award

Call for Applications

Award \$300.00



AFC CAREER AND PROFESSIONAL EMPLOYEES
COMMISSION 2019 INNOVATORS EXEMPLARY PRACTICE
AWARD

REQUEST FOR APPLICATIONS

The **CPEC Innovators Exemplary Practice Award** recognizes exemplary practices of **career and professional employees** whose innovations have saved the college money and time, have helped the career and professional employees at their college to better perform their jobs, and/or enhanced the college's image. This award focuses on "innovative" practices...something new, not tried before, or a revision and improvement of an old practice. The practice should be a better, more efficient way of completing a task that would have implications for all other career and professional employees throughout the great 28.

The CPEC Innovators Exemplary Practice Award offers a three tier award structure. All applicants **must submit the enclosed application form** no later than September 20, 2019 and be prepared to present at the Annual Conference, if chosen as one of the top three applicants. At Annual Conference, judges will award the best presentation winner(s). In the event that the any of the top three presenters cannot attend the AFC Convention, that presentation will be disqualified and the next entry with the highest score will take that finalists place.

Judging for the awards is done at the time of presentation. A panel of judges will be present using a point system to determine the winner.

The deadline for submissions is October 4, 2019. The guidelines and other information for this award are in the Application Packet attached.

Please feel free to email the CPEC Chair if you have any questions regarding this award. Katie Profeta - kprofeta@irsc.edu. I hope to hear from you soon!

Association of Florida Colleges
Career and Professional Employees Commission
Innovators Exemplary Practice Award 2019

Application Packet

Submit video presentation and verification form electronically for distribution to the judges. Electronic copies of any supplementary material submitted with application are also required.

DEADLINE: Submission must be received no later than October 4, 2019.

SEND TO: Katie Profeta, CPEC Chair
kprofeta@irsc.edu

PRELIMINARY WRITTEN PRESENTATION:

Each applicant is required to submit a presentation describing and explaining their innovators exemplary practice. Judging will take place and the top three winning presentations will be selected by a panel of Judges.

FINAL PRESENTATION:

The top three presentations selected will be required to present at the Career and Professional Employees Commission's Innovative Practice Award Presentation, a fifteen minute Innovator's presentation at the 2019 AFC Annual Conference. A question and answer period for judges and/or audience questions will also be included. Presenters can use a combination of video, PowerPoint, or any medium that will help describe and inform the judges about their innovative practice.

APPLICANTS MUST BE:

In the Career and Professional Employee category at a Florida community college (note CPEC does not have to be your primary commission). If submitting an innovative practice that was a collaborative or committee effort, the one presenting the innovative practice must be in the Career and Professional Employee category. Applicants must also be a member in good standing of AFC. In submitting an application for the Career and Professional Employee Commission's Innovators Exemplary Practice Award **you are committing to present at the Annual AFC Conference.**

Association of Florida Colleges
Career and Professional Employees
Commission Innovators Exemplary Practice
Award 2019 Guidelines for Submission

In submitting your application, please answer the following questions. There is no page limit for questions 1-16. For question #17 there is a one page limit of 500 words.

Association of Florida Colleges
Career and Professional Employees Commission
Innovators Exemplary Practice Award 2019

1. Name of the college and campus.

Seminole State College of Florida, Sanford/Lake Mary Campus

2. Name and title of innovative practice

NeuroOptimal Advanced Brain Training Systems

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

Dr. Geraldine Perez, Director of Disability Support Services

Dr. Krista Price, Assistant Director of Disability Support Services

4. What date did the program originally begin?

The NeuroOptimal training system was started in April 2018.

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

NeuroOptimal is an advanced neuro-technology that offers training to the brain, enabling it to function at its best. NeuroOptimal has been designated a General Wellness Product by the FDA. Individuals who have used the system have reported sleeping better, improved focus and concentration, not having that mid-afternoon "crash," clearer thinking, feeling calmer when dealing with stressful situations and so much more.

Seminole State College of Florida is the only college in the country to provide this type of training using the NeuroOptimal brain training system.

6. What need did this practice meet that was not being met?

Given the constant demands of doing more work with less staff, staff members have generally expressed feeling the added stress due to the increase work load. Within the College, there has

been a push to create wellness programming that provides support to our students but also to our staff and faculty to help them to be more present and efficient in their day-to-day roles when helping to support student needs. This fits the wellness initiative in using a FDA approved wellness product designed to maximize brain training that meets the needs of our campus community. Staff members can use 33 minutes of their lunch time to participate in a self-care wellness training tool. Once they are hooked up, participants can listen to music, read, or simply relax with their eyes closed. It does not matter because the system does all the work.

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?

Everyone within our campus community can benefit from this system. The center has served students, staff members and faculty across our campus community to include members from our executive team college administrators, front line staff such as academic specialists, advising specialists as well as individuals in support services to include members of our custodial staff. Student participants have ranged from scholarship recipients, student athletes, as well as students with disabilities.

Over 60 staff members alone have participated in over 1600 training sessions since the start of this training system.

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

The objective of this brain training system is to optimize the efficiency of the brain. The brain is capable of optimal functioning, but when the central nervous system is off kilter, the brain operates inefficiently. The training system is simply a tool to allow the brain to give feedback to itself. This allows the brain to make adjustments, providing a more optimal pathway.

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

Each system costs approximately \$11,000. The Disability Support Services office received funding through the college foundation and non-profit agency grants.

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?

Based on the results of informal surveys conducted and the one-to-one interviews with participants, they have reported a range of benefits like feeling more productive, calmer to perform their day to day responsibilities, having a sense of control when dealing with difficulty situations and feeling greater satisfaction on the job.

The system has more than paid for itself in this sense because you have staff members who have trained their brain to operate more efficiently, increasing their job performance, having fewer days off work and thus they are more present and focused while on the job, minimizing errors while getting more work done.

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

Establishing the NeurOptimal Advanced Brain Training at the college was not a part of the written job duties. However, this idea was birthed out of a need and the desire to create a wellness culture, improving productivity, calmness, sense of peace, and trying to meet that need for the campus community.

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

NeurOptimal helps to create an opportunity to develop and nurture collaborations and partnership throughout the college that improves the supportive strategies and synergy within multiple departments. After trainings, participants have been observed to be in a happier mood and more open to collaborative interactions. This in turn creates an environment of collaboration and partnerships that makes the job easier for everyone because staff members and departments are working more cohesively together.

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.

Based on the population of the training at the college, the training and development department from the Office of Human Resources, requested Disability Support Services present to the college staff and faculty as part of convocation to share the benefits of the training system.

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

The department started with one system and had a waiting list by end of that same semester. We currently we have two systems. Given the overall college support and community partner support, we have been asked to apply for a grant to add systems to the satellite campuses.

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.

Materials may be found on the Disability Support Services website at <https://www.seminolestate.edu/dss/neuroptimal>. Additionally, we have several pamphlets and brochures with information. There is great potential for foundations with grants related to wellness that could support this initiative much like the support we have received at Seminole State College, making this initiative transferable to any institution.

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

Colleagues who are interested in learning more about NeurOptimal and how to apply it at their institutions can contact Dr. Geraldine Perez or Dr. Krista Price at Seminole State College of Florida by email, at dss@seminolestate.edu or by phone at (407) 708-2110.

17. Please include a 500-word abstract describing your innovative practice.

ABSTRACT ATTACHED

Abstract

NeurOptimal was developed and co-founded by Drs. Val and Susan Brown by integrating the only two neurofeedback training methods of the early 1990's, beta training and alpha-theta training. SMR / beta training was applied to aid in the various forms of Attention Deficit Disorder (ADD), the other, alpha-theta training was frequently used to explore human consciousness, as well as an approach to personal transformation, particularly for addictions (Penniston and Kulkosky, 1991). If you are feeling off and not maximizing your potential, ask yourself what stands in the way of you being or achieving what you would like in your life. It's possible your brain could use some hurdle help. Have you experienced times when you have felt "on target", maybe even invincible, untouchable, where you are mentally in your "A game"? Or where you have felt clear, poised, "in the now"? Or maybe warm, safe, connected and loving. During these moments your brain is organized, your Central Nervous System (CNS) is flexible and resilient to whatever challenges it faces, and you're reaping the benefits in the moment. Using NeurOptimal is like having a "defrag" of your hard drive, it's suddenly easier to get out of your own way and access your "A game". Roadblocks can fall away and life can just seem easier, more in flow.

In post-secondary education the constant demands of doing more work with less staff is a common theme. Staff members have generally expressed feeling of added stress due to the increase work load. Within Seminole State College of Florida, there has been a push to create wellness programming that provides support to our students but also to our staff and faculty to help them to be more present and efficient in their day-to-day roles. The NeurOptimal training system fits the wellness initiative well by using a FDA approved wellness product designed to maximize brain training that meets the needs of our campus community. The objective of this brain training system is to optimize the efficiency of the brain. We know that brain is capable of optimal functioning, but when the central nervous system is off kilter, the brain operates inefficiently. The training system is simply a tool to allow the brain to give feedback to itself, allowing the brain to make adjustments, providing a more optimal pathway.

Pre and post informal questionnaires showed that staff members were reporting improved concentration, multitasking, stress management, sleep, productivity and not having that mid-afternoon "crash." We have had participants that have trained for two to three semesters because they have expressed experiencing an overall healthier well-being. And one of the best aspects of this training is that the benefits of NeurOptimal remain with you. This is analogous to once you learn how to read, you can't not know. But if you don't read for a very long time, you might get a little rusty. Then once you jump back in, you quickly catch up and you're off again!

3.

Operational

Plan

Operational Plan for 2020 Association of Florida Colleges

Type of Unit: Commission (Commission, Region, Chapter)

Name of Unit: Career & Professional Employee Commission

Related AFC Goal	Unit Objective	Unit Activities	Person Responsible	Planned / Actual Dates	Measures Of Success (Data Elements)	Results
2, 4, 6 and 7	Increase Membership in the Career & Professional Employee Commission	<ul style="list-style-type: none"> a. Utilize membership list from AFC – to target potential members b. Continue to utilize promo item for recruitment c. Provide “campus reports” (at local chapter meetings, etc.) 	a. All Commission Officers	<ul style="list-style-type: none"> a. Monthly b. Ongoing 	<ul style="list-style-type: none"> a. Increase in number of members b. Hosting virtual Webinars c. Copies of agendas/ presentations d. List of contacts for each campus 	<ul style="list-style-type: none"> a. Ongoing b. CPEC has hosted several webinars (see webinar page at myafcho me.org c. Emailed before each monthly meeting
1, 4, 5, 6 and 7	Innovation & Collaborate with AFC Regions, Chapters and Commissions	<ul style="list-style-type: none"> a. Collaborate with Regions, Chapters and Commissions on projects, workshops, conferences, etc. b. Assist State/Chapters with 	a. All Commission Officers	<ul style="list-style-type: none"> a. ongoing b. Ongoing c. Ongoing 	<ul style="list-style-type: none"> a. Documentation of partnerships. b. Growth in Commission / 	<ul style="list-style-type: none"> a. Co-hosted Region 1 Virtual Spring Conference b. Had a CPEC presentation at

1, 3, 4, 5, 6, 7 and 9	Provide professional development opportunities	<ul style="list-style-type: none"> a. Joint Spring Conference with Region I hosted by Northwest Florida State College with the Technology Commission b. Mentor Commissions (creating a timeline) c. Submit an article to Visions 	<ul style="list-style-type: none"> a. All Commission Officers and local planning committee b. All Commission Officers c. CPEC Member 	<ul style="list-style-type: none"> a. April 24, 2020 (Virtual) b. Ongoing 	<ul style="list-style-type: none"> a. Evaluations from participants b. Publication 	<ul style="list-style-type: none"> a. Flyers sent out b. Attended Leadership Conference c. n/a 	<ul style="list-style-type: none"> a. Flyers sent out b. Attended Leadership Conference c. n/a 	<ul style="list-style-type: none"> a. Flyers sent out b. Attended Leadership Conference c. n/a 	<ul style="list-style-type: none"> a. Flyers sent out b. Attended Leadership Conference c. n/a
1, 5, 6 and 9	Recognize exemplary Student Affairs Practitioners and students	<ul style="list-style-type: none"> a. Provide annual Commission Awards b. Submit a press release of award winners to local media 	<ul style="list-style-type: none"> a. CPEC Board b. CPEC Board c. CPEC Board 	<ul style="list-style-type: none"> a. Annual Conference 	<ul style="list-style-type: none"> a. List of nominees and award winners. b. Copies of press releases 	<ul style="list-style-type: none"> a. Call for nominee sent out and winner chosen in October 2020 	<ul style="list-style-type: none"> a. Call for nominee sent out and winner chosen in October 2020 	<ul style="list-style-type: none"> a. Call for nominee sent out and winner chosen in October 2020 	<ul style="list-style-type: none"> a. Call for nominee sent out and winner chosen in October 2020

		c. Send congratulatory letters to college administration notifying them of award winners				c. Copies of letters sent	b. To be submitted after announcement at Annual Conference
1, 6	Leadership	Induction of New Board for 2021	All members at Annual Conference	11/2020	To be voted on at annual conference		c. Sending letter in November 2020 CPEC Board Meeting at Annual Conference
9	Community	Spring Conference Service Project	Chair, Region I Director	April 2020	Coast clean up at a local beach	n/a - COVID	
1, 4, 5, 7	Networking	Increase use of AFC online community and CPEC Facebook	Webmaster, Chair	Ongoing	Number of CPEC users in AFC CPEC Circle and on Facebook	Ongoing	

Updated July 2020 & September 2020

4.

By Laws



Serving the Florida College System since 1949

BYLAWS



**Career
And
Professional
Employees
Commission**

**Association
Of
Florida
Colleges**

Career and Professional Employees Commission Board 2020-2021

Chair	Sharon Walker walkers@tcc.fl.edu	Tallahassee Community College	PH: 850-201-8490
Chair-Elect	Melonie Miner mminer@pensacolastate.edu	Pensacola State College	PH: 850-484-1726
Immediate Past -Chair	Katie Profeta kprofeta@irsc.edu	Indian River State College	PH: 772-462-7629
Secretary	Vacant	Vacant	Vacant
Treasurer	Vacant	Vacant	Vacant
Historian	Primrose Humphries phumphri@broward.edu	Broward College	PH: 954-201-8452
Parliamentarian	Dr. Yinka Tella otella@broward.edu	Broward College	PH: 954-201-2033
Legislative Liaison	Trevor Harvey harveyt@scf.edu	State College of Florida	PH: 941-752-5425
Webmaster	Obi Kalu okalu@pensacolastate.edu	Pensacola State College	PH: 850-484-2374
Region Reps			
Region I Rep	Tonya Hardaway hardawat@tcc.fl.edu	Tallahassee Community College	PH: 850-201-8043
Region II Rep	Andrea Gabriel andrea.gabriel@fgc.edu	Florida Gateway College	PH: 386-754-4311
Region III Rep	Tracey Glidden gliddent@easternflorida.edu	Eastern Florida State College	PH: 321-433-5548
Region IV Rep	Mildred Diaz Santiago diazsam@phsc.edu	Pasco Hernando State College	PH: 813-527-6623
Region V Rep	Wanda Curtis wcurtis@mdc.edu	Miami Dade College	PH: 305-237-8969
Region V Rep	Dr. Schemmeka Mears smcewan@broward.edu	Broward College	PH: 954-588-5506

TABLE OF CONTENTS

Article I:	Name	Page 4
Article II:	Responsibilities.....	Page 4
Article III:	Purpose.....	Page 4
Article IV:	Membership	Page 5
Article V:	Executive Members	Page 5 - 8
Article VI:	Board of Directors	Page 9
Article VII:	Regions... ..	Page 10
Article VIII:	Committees	Page 10
Article IX:	Miscellaneous.....	Page 11
Article X:	Amendments.....	Page 11

ARTICLE I: NAME

The name of this organization shall be known as the CAREER AND PROFESSIONAL EMPLOYEES COMMISSION of the Association of Florida Colleges (AFC); hereinafter referred to as the "CPEC."

ARTICLE II: RESPONSIBILITIES

In accordance with the Association of Florida (AFC) Bylaws, CPEC responsibilities include:

- a. Planning the annual conference program for the CPEC business meeting
- b. Articulation among AFC members and other educational institutions
- c. Promotion and support of effective best practices within the commission's sphere of interest
- d. Making recommendations to the AFC Board of Directors
- e. Planning statewide and regional conferences and workshops as needed during the year
- f. Planning and developing annual goals for the CPEC

ARTICLE III: PURPOSE

The purpose of the Commission is to promote professional growth and exchange among the career and professional employees in the Florida College System. The CPEC strives to:

- a. Improve and encourage statewide communications among career and professional employees
- b. Receive career and professional employee input in other commissions activities in the areas in which career and professional personnel are employed, by attending meetings and reporting back to the Commission
- c. Provide workshops for career and professional employees as needed during the year
The Board of Directors shall determine the need for any workshops
- d. Serve as a forum for the discussion of career and professional employee programs
- e. Receive full support of career and professional employees in all 28 (deleted "public") colleges in all areas of employment
- f. Encourage the establishment of procedures at each college to insure adequate representation of career and professional employee interests in the administrative decision-making process

ARTICLE IV: MEMBERSHIP

Section 1. Selection of Representatives

Membership in the Career and Professional Employees Commission (CPEC) shall be in accordance with the Association of Florida Colleges (AFC) Bylaws, and as defined by our standing rules.

Section 2. Powers of Representatives

Representatives shall be the official voting body of the Commission. Voting representatives or their employee designates shall act as liaisons with their campus chapters to fulfill the purposes of the Commission.

Section 3. Voting

Each voting representative shall have one independent vote in all matters voted on by the Commission. Matters shall be decided by a majority of the votes cast.

Section 4. Quorum

A quorum of the Commission representatives shall be defined as two-thirds (2/3) of the representatives present at the annual meeting, provided that a majority of the member institutions are represented in the quorum. Roll call will be taken at the annual meeting to confirm quorum and record attendees.

Section 5. Annual Meeting

The Commission shall hold its annual meeting at the annual AFC Conferences. The Board of Directors may call other meetings of the Commission as it deems necessary.

Section 6. Individual Membership

Payment of current or lifetime dues to the AFC (once an acronym is used you keep it throughout) automatically entitles an individual, except administrators and faculty, to membership in the Career and Professional Employees Commission.

ARTICLE V: EXECUTIVE MEMBERS

Section 1. Officers/Executive Board

Elected Officers of the Commission shall be the Chair, Chair-Elect, Secretary, and Treasurer. Officers shall assume office on January 1st. following the annual meeting at which they were elected.

Section 2: Immediate Past-Chair

The immediate past-chair of the Commission shall serve as ex-officio member without vote on the Board of Directors

Section 3: Terms of Office

All Officers and the Board of Directors shall serve a one-year (1) term. The Treasurer will serve a two (2) year term, elected in even numbered years.

Section 4: Election of Officers

- a. The following Officers shall be elected annually to a one-year term:
 - i. Chair-Elect
 - ii. Secretary
- b. The Treasurer shall be elected to a two year term starting in an odd numbered year.
- c. The Chair-Elect shall assume the office of Chair at the end of his/her term as Chair-Elect. However, if the office of Chair becomes vacant, the Chair-Elect shall assume the office of

Chair for the remainder of the unexpired term, then shall continue as Chair for a full term of his/her own.

If the office of Chair-Elect becomes vacant, with no one to assume the office of Chair on the next January 1, the Commission shall elect a Chair at the next annual meeting.

- d. The Secretary shall serve no more than two (2) consecutive terms.
- e. A person may only hold one (1) voting position on the Board during any calendar (January 1st. - December 31st) year.
- f. Officers shall be elected from the slate of candidates presented by the Nominating Committee. Nominations from the floor will be accepted and added.
- g. The Chair shall be empowered to appoint a member of the Commission to fill a vacancy in an elected office on a *pro tem* basis for the remainder of the term. The appointee shall assume and carry out the responsibilities of the office.
- h. The Historian, Parliamentarian, Legislative Liaison, and Web Master shall be appointed by the Chair. In the event of a vacancy, the Chair shall appoint a replacement to fill the unexpired term.

Section 5. Duties of the Officers

Attendance at CPEC Board meetings and functions is an obligation of the below positions. If an Officer is unable to fulfill this obligation they will contact the CPEC Chair and Chair-Elect to determine a resolution.

- I. The Chair shall:
 - a. Be the Chief Elected Officer (CEO)
 - b. Represent the entire membership in the best interest of the Commission
 - c. Direct the overall operation of the Commission
 - d. Preside at and attend all meetings of the CPEC Board of Directors
 - e. Attend all Executive Committee and AFC Executive Board meetings
 - f. Appoint Chairpersons in accordance with the Bylaws
 - g. Serve as the official CPEC Commission spokesperson
 - h. Provide leadership for career and professional employees
 - i. Promote interest and participation in AFC and the Commission
 - j. Authorize expenditure and payment of CPEC funds
 - k. Maintain the Bylaws
 - l. Convene CPEC Board meetings

- II. The Chair-Elect shall:
 - a. Perform the duties of the Chair during the Chair's absence or disability
 - b. Coordinate the activities of the Standing Committees
 - c. Update and publish the CPEC Commission Handbook
 - d. Coordinate and publish the quarterly newsletter
 - e. Perform the duties assigned by the Chair

- III. The Secretary shall:
 - a. Record the minutes of the annual meeting and all other official meetings of the Commission, Board of Directors, and the Executive Committee
 - b. Accept further responsibilities as assigned by the Chair

- IV. The Treasurer shall:
 - a. Keep the checking and cash ledger of the Commission
 - b. Present for review, the checking and cash ledgers to the Board of Directors and the state AFC office for an annual audit
 - c. Provide the Board with a written report at each meeting
 - d. Accept further responsibilities as assigned by the Chair

- V. The Historian shall:
 - a. Keep and document the official history of the Commission through photographs, printed materials, and related items
 - b. Collect items and compile a Commission book available for viewing at CPEC functions
 - c. Develop and maintain the Commission's book for the annual convention and submit it for consideration for Commission of the Year awards
 - d. Should the Historian not be able to attend any function, a replacement should be appointed and briefed by the Historian

- VI. The Parliamentarian shall:
 - a. Work in consultation with the Chair to insure that all Commission proceedings are conducted according to proper parliamentary procedure
 - b. Should the Parliamentarian be unable to attend any meeting at which official business is conducted, the Chair shall appoint a qualified substitute

- VII. The Legislative Liaison shall:
 - a. Stay in close contact and current with any bills or relative legislation that may influence or be of interest to the members of the Career and Professional Employees Commission and the members it represents.
 - b. Will distribute this information through the CPEC contact people at each campus in an effort to keep all of our members informed and up-to-date on the activity of the Florida State legislators.
 - c. Take any legislative concerns that commission members would like to have researched and present them to the Commission Board of Directors to determine if the issue is valid
 - d. If the Board passes the issue by a majority, the Chair will forward the issue to the appropriate state level committees for review.

 - e. If at any time the issued is denied, the Commission Chair will have the opportunity to present the issue at the next AFC Board of Directors Meeting.
 - f. Legislative issues must be presented to the Commission Chair no later than April 1 of the year proceeding the next legislative session.

- VIII. The Web Master shall:
 - a. Maintain the Commission's Web page with current and relevant information
 - b. Maintain the Commission's Facebook page accounts

- IX. The Immediate Past- Chair will
- a. Provide ongoing leadership for the incoming Chair
 - b. Provide historical context regarding issues when necessary at Board meetings
 - c. Attend CPEC Board meetings and functions

ARTICLE VI: BOARD OF DIRECTORS

Section 1. Members

The voting members of the Board of Directors shall be the Chair, Chair-Elect, Secretary, Treasurer, and Immediate Past Chair

Ex-Officio: Historian, Parliamentarian, Legislative Liaison, Web Master and Immediate Past Chair. In addition, all standing committee chairs and regional representatives shall be voting members of the Board. Any voting member who is not able to attend a Board meeting may send a designate that shall be empowered to cast a vote in the absent member's stead.

Section 2. Responsibilities

The Board of Directors shall:

- a. Approve an annual operating budget for the Commission
- b. Plan for the Commission's program for the annual conference
- c. Review committee recommendations
- d. Set annual goals
- e. Act on such other matters as may be necessary to the operation of the Commission.
- f. Attend CPEC Board meetings and functions

Section 3. Quorum

A quorum for all meetings of the Board of Directors shall be two-thirds of the voting members of the Board. If a voting member cannot attend a Board meeting, but sends a designate in his/her place, the designate shall be counted toward the quorum.

Section 4. Alternate Voting Procedure

In cases where the Board needs to vote on an issue and it is not possible or practical to convene a Board meeting, the Board may vote by way of telephone, FAX, electronic mail or postal mail, provided that the number of votes cast by an alternate method satisfies the requirement for a quorum.

ARTICLE VII: REGIONS

Section 1. Regions

The following Regions are established to carry out activities consistent with the purposes of the Commission as stated herein.

- Region I Chipola, Gulf Coast, Northwest Florida, Pensacola, Tallahassee, Division of Florida Colleges
- Region II Florida State College at Jacksonville, Florida Gateway, North Florida, St. Johns River, Santa Fe.
- Region III Central Florida, Daytona, Eastern Florida, Lake-Sumter, Seminole, Valencia
- Region IV Florida Southwestern, Hillsborough, Pasco-Hernando, Polk, St. Petersburg, South Florida and State College of Florida
- Region V Broward, Florida Keys, Indian River, Miami-Dade, Palm Beach

Section 2. Region Representatives

The Commission shall:

- a. Have five (5) Region representatives, if available, appointed by the Commission Chair
 - a. The appointment must be approved by the voting members of the Executive Board
 - b. The responsibilities of the representative include, but are not limited to:
 - i. Distributing commission information to each CPEC contact person in his/her region
 - ii. Contacting chapters within his/her region
 - iii. Coordinating information for the CPEC newsletter
 - iv. Acting as liaison between his/her region and the Commission board
 - v. Attend CPEC Board meetings and functions

Section 3. Meetings

Regional meetings shall be held periodically during the year at a place and in a manner to be determined by each region.

ARTICLE VIII: COMMITTEES

Section 1: Executive Committee

- a. The Executive Committee shall be composed of the five (5) elected officers and the Immediate Past Chair.
- b. The Executive Committee shall:
 - a. Serve as the chief budget officer of the Commission
 - b. Develop an annual operating budget for submission to the Board of Directors for approval prior to the annual meeting
 - c. Monitor all Commission expenditures and shall propose such budget amendments as may be necessary to the Board of Directors for approval.
 - d. Submit a report of the receipts and expenditures for the preceding year to the Commission representatives at the annual meeting

Section 2: Standing Committees

The Commission shall have five (5) Standing Committees: Ways and Means, Program, Nominating, Bylaws, and Awards. The Commission Chair shall appoint a chair for each Standing Committee. Each committee chair shall then secure commission members to serve on his/her committee. Each committee shall have at least one representative from each region, if available. The chair of each committee shall be included in the member count of the committee.

A. Ways and Means Committee:

- a. The Ways and Means Committee shall:
 - i. Consist of five (5) members
 - ii. Make recommendations for projects for the membership
 - iii. Be responsible for conducting activities designed to generate income for the Commission.

B. Program Committee:

- a. The Program Committee
 - i. May consist of five (5) members who shall:
 1. Make all arrangements for programs, conferences, etc., including site selection, for the year
 - a. All programs and functions shall be approved by the Board of Directors and the AFC Board of Directors
 - b. In addition to the region representatives, there may be one additional representative from the region hosting the annual workshop, and one additional representative from the region hosting the annual meeting.

C. Nominating Committee:

- a. The Nominating Committee shall:
 - i. Consist of five (5) members
 - ii. Prepare a slate of candidates for the Commission's elected positions making every reasonable effort to secure at least two candidates for each position

D. Bylaws Committee:

- a. The Bylaws Committee shall:
 - i. Consist of five (5) members
 - ii. Study and recommend revisions to the Bylaws on a yearly basis
 - iii. In accordance with ARTICLE X, the Committee shall submit any proposed revisions to the Chair at least 40 days before the annual Commission meeting.

E. Awards:

- a. The Career and Professional Employees Commission in its attempt to recognize our outstanding employees will seek nominations and participation for the following awards:
 - i. Innovator Exemplary Practice Award,
 - ii. Career and Professional Employee of the Year (Recognition of Excellence)
 - iii. CPEC Education Scholarship.

ARTICLE IX: MISCELLANEOUS

Robert's Rules of Order (Newly Revised) shall govern procedure at all Commission meetings, except as it may conflict with Commission Bylaws.

ARTICLE X: AMENDMENTS

Amendments to these Bylaws requires a two-thirds (2/3) vote of Commission representatives present and voting, at the regular annual meeting. Proposed changes must be submitted in writing to the Commission Chair at least forty (40) days before the Commission meeting. Proposed changes not submitted in the required timeframe will not be considered. The Chair shall distribute such proposed changes in written form to all voting representatives at least thirty (30) days prior to the annual meeting.

Updated
04/08/2020