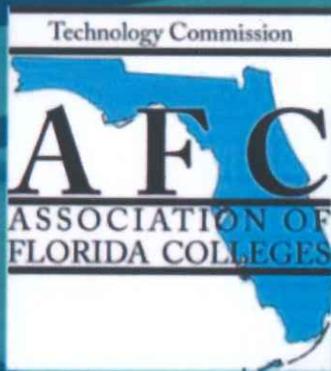




**2019-2020**  
**Commission Award**  
**Nomination Materials**



# AFC Technology Commission

## INTRODUCTION

## Welcome - A Message from the 2020 Chair

I am Jessie Clayton, the Technology Commission Chair. I have a B.S.B.A. degree from Auburn University in Information Systems. I have worked as a Learning Commons Specialist at Tallahassee Community College and an AFC member for 16 years. I am a graduate of the 2019 Certified College Professional program (CCP). I have served in various positions on TCC Chapter Board. Also, I have served as the Treasurer for the Technology Commission. I enjoy networking with other colleges and the social aspects of AFC.



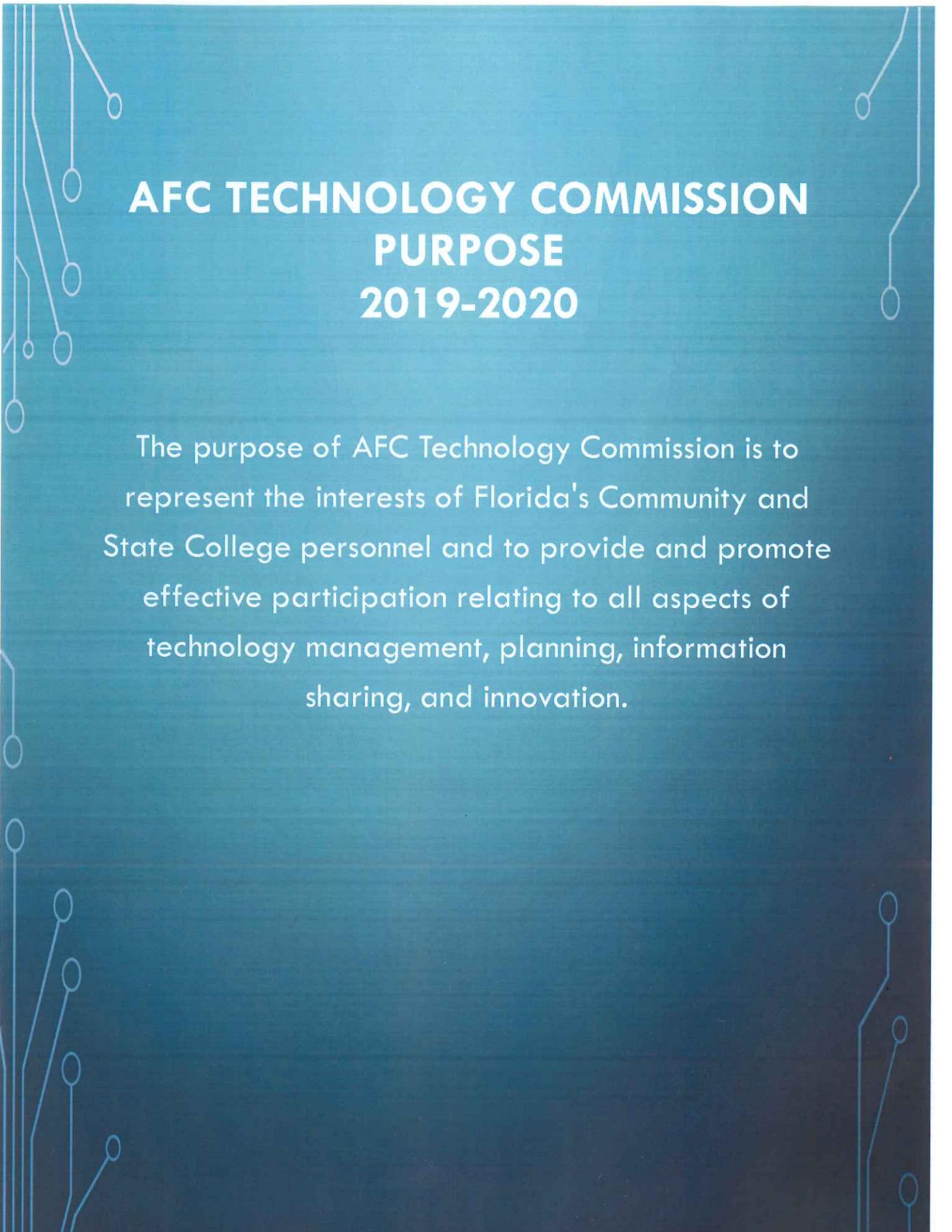
I believe each individual has what it takes to be a great and strong leader. We just need a little guidance, cultivation, and encouragement along the way. With the Technology Commission Chair position, my plan and goal is to embrace what is ahead, to build up its membership, and to make this Commission relevant for the 21st century and beyond. The Technology Commission Board consists of a Chair-Elect, Webmaster, Treasurer, Historian, and Secretary.

I am looking for current members to volunteer and exciting members to join our Commission to help me strengthen our role within the AFC community. I approach anything with a great amount of passion, and I plan on bringing that same passion to the Technology Commission Chair position.

Please join me and be a part of this incredible journey as we create greatness together with the Technology Commission. Please contact me if you want to be a part of one of the most passionate Commissions in AFC. My contact information is listed below for your ideas and support.

### **Jessie Clayton**

Technology Specialist  
Tallahassee Community College  
AFC TCC Chapter Membership Chair  
AFC 2019 Chair, Technology Commission  
E-mail: [claytonj@tcc.fl.edu](mailto:claytonj@tcc.fl.edu)  
Phone: 850-201-8267

The image features a dark blue background with a subtle gradient. In the corners, there are decorative white line-art patterns resembling circuit boards or neural networks, with lines extending from the edges towards the center and ending in small circles. The text is centered and presented in a clean, sans-serif font. The title is in all caps and bold, while the purpose statement is in title case and regular weight.

# **AFC TECHNOLOGY COMMISSION PURPOSE 2019-2020**

The purpose of AFC Technology Commission is to represent the interests of Florida's Community and State College personnel and to provide and promote effective participation relating to all aspects of technology management, planning, information sharing, and innovation.



# AFC TECHNOLOGY COMMISSION MISSION STATEMENT 2019-2020

The mission of the Technology Commission is to represent the interests of Florida's community and state college personnel whose job interests include technology-related activities or issues. The Technology Commission strives to enhance student learning, improve institutional effectiveness, and promote effective participation in all aspects of technology management, planning, information sharing, eLearning, and innovation.

# Technology Commission 2020 Executive Board

**Chair:** Jessie Clayton  
Tallahassee Community College  
eMail: claytonj@tcc.fl.edu  
Phone: 850-201-8267

**Immediate Past Chair:** Paul Lefavi,  
Indian River State College  
eMail: plefavi@irsc.edu  
Phone: 772-462-7730

**Chair-Elect:** Jamie Beck, (?)  
Pensacola State College  
eMail: jbeck@pensacolastate.edu  
Phone: 850-484-1513

**Webmaster:** Eleazar Asencio  
Miami Dade College  
eMail: easencio@mdc.edu  
Phone: 305-237-6259

**Treasurer:** Mahmoud Abdelhadi  
Tallahassee Community College  
eMail: abdelham@tcc.fl.edu  
Phone: 850-201-8577

**Secretary:** Bertha Cabrera  
**EAP Academic Advisor**  
**World Languages Department**  
Miami Dade College-West  
Room 1218 – Office: 305-237-8468  
Cell: 305-794-6930

**Historian:** Christine Smith  
Pasco-Hernando State College-West  
eMail: smithc@phsc.edu  
Phone: 727-816-3769  
Cell: 727-480-0400  
3432 State Road 580 Lot 311  
Safety Harbor, FL 34695

**Historian:** Kristen Giddens  
Seminole State College  
eMail: giddensk@seminolestae.edu  
Phone: 407-708-2695



# AFC Technology Commission

## 1. COMMISSION ACTIVITIES



# Technology Commission

**AGENDA**  
**AFC Technology Commission Meeting**  
**Thursday, Nov. 7, 2019**  
**4:00 p.m. – 5:00 pm**

1. Call to order
2. Review and approval of past meeting minutes
3. Treasury Report – Mahmoud Abdelhadi (Tallahassee Community College)
4. Elect Commission Officers
  - a. Interim Chair – Jessie Clayton (Tallahassee Community College)
  - b. Interim Chair-Elect – Jamie Beck (Pensacola State College)
  - c. Webmaster – Eleazar Asencio (Miami Dade College)
  - d. Treasurer – Mahmoud Abdelhadi (Tallahassee Community College)
  - e. Historian – Christine Smith (Pasco-Hernando State College-West)
  - f. Secretary– Bertha Cabrera (Miami Dade College-West)
5. Members who are unable to attend a meeting
  - a. Skyping for Business
  - b. GoToMeeting
  - c. Webcam for Skyping
  - d. Other platforms
6. Discuss the Spring Conference
  - a. Region I Conference
  - b. April 24, 2020
  - c. Waniguk Jackson – North Florida
7. Review and update Technology Commission By-Laws
8. Old Business
9. Discuss creating a survey
  - a. Send out after January 2020
  - b. At least 10 questions
  - c. Send out to current members
10. New Business
11. Updates
12. Open Floor/Comments and Concerns
13. April 24, 2020
14. Adjournment



Serving the Florida College System since 1941

# Round Table Discussion AFC Technology Commission Sign In Sheet

	Date	Name (please print)	School/College	E-mail address	Phone Number
1	11/7	Matt White	Chipola	whitem@chipola.edu	850-718-2329
2	11/7	Jamie Beck	Pensacola State	jbeck@pensacollege.edu	850-484-1531
3	11/7	Richard Laird	EFSC	LairdR@	
4				Eastern	
5				college.edu	321-433
6					7026
7		Ray Coulter	PBSC	coulterr@palmbeachstate.edu	561-868-4161
8		Byron Todd	TCC	toddb@tcc.fl.edu	(850) 201-8280
9	11/7	Tobatha McDonald	PBSC	mcdonalt@palmbeachstate.edu	561-868-3127
10	11/7	Joan Roberts	PBSC	robertsj@palmbeachstate.edu	
11	11/7	Gladys Wills	MDC	gwills@mdc.edu	786-209-7291
12	11/7	Eligio Marquez	PBSC	marqueze@palmbeachstate.edu	561-868-3592
13	11/7	Brian Fox	SFC	brian.fox@sfcoll.edu	352-395-5078
14	11-7	Kate Bradford	IRSC	kbradfor@irsc.edu	772-834-1155
15	11-7	Arnon Ozier	SPC	Ozier, Jesse @spcollege.edu	727-482-7003
16	11-7	Juanita Scott	PSC	Jscotte@pensacola.edu	850-982-6317
17	11/7	TOM MASON	SF	tom.mason@sfcoll.edu	352-395-5362
18	11-7	MATTHEW JAMES	Polk	mjames@polk.edu	868-292-3679
19	11-7	Deyra Garcia	CF	garcia@cf.edu	
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22					
23					
24					
25					



Serving the Florida College System since 1941

# 70th Annual Meeting and Conference

## AFC Technology Commission Sign In Sheet

	Date	Name (please print)	School/College	E-mail address	Phone Number
1	11/7	Christine Smith	PHSC	smithnc@phsc.edu	
2	11/7	Jamie Beck	PSC	jbeck@pascapala.state.edu	
3	11/7	Jessie Clayton	TCC	claytonj@tcc.fl.edu	850-201-8267
4	11/7	Breanna Perry	PHSC	perrybs@phsc.edu	727-816-3187
5	11/7	Aaron Ozier	SPC	Ozier, Jesse @ spcollege.edu	727-482-7003
6	11/7	Matt White	Chipola	whitem@chipola.edu	850-718-2329
7	11/7	Courtney Benito	PHSC	benitoc@phsc.edu	727-816-3366
8	11/7	Sandra Wohlers	PHSC	wohlers@phsc.edu	727-816-3345
9	11/7	Aaron Corizzi	SPC	corizzi, aaron@spcollege.edu	727-599-9272
10	11-7	Dawn Niehoff	EFSC	niehoffd@easternflorida.edu	321-933-5920
11	11/7	Rich Laird	EFSC	lairdr@easternflorida.edu	
12	11/7	Byron Todd	TCC	toddbr@tcc.fl.edu	(850) 201-8280
13					
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## Door Prize Drawing November 7, 2019

### **# 1 Portfolio:**

Donated by: Barbra Cemi  
Tallahassee Community College Portfolio  
Book Store

### **# 2 Logitech h340 USB Headset:**

Donated by: Jessie Clayton  
Tallahassee Community College

### **# 3 Portfolio:**

Donated by: Jessie Clayton  
Tallahassee Community College  
AFC Portfolio

### **# 4 Gift Card:**

\$25.00 App Store & iTunes  
Donated by: Robin Haggins  
Tallahassee Community

### **# 5 Swag items:**

Donated by: Jessie Clayton  
Tallahassee Community College

### **# 6 Gift Card:**

\$25.00 Netflix  
Donated by: Robin Haggins  
Tallahassee Community

### **# 7 iPad:**

Donated by: Christine Smith  
Pasco-Hernando State College-West



The Technology Commission meeting was held on November 7, 2019 at the 70th Annual Meeting and Conference in Palm Harbor, Florida at Innisbrook and called to order by Chair Jessie Clayton – 4:00 p. m.

- Attendance: Jessie Clayton (TCC), Jamie Beck (PSC), Christine Smith (PHSC), Breanna Perry (PHSC), Aaron Ozie ((SPC), Matt White (Chipola), Courtney Benito (PHSC), Sandra Wohlers (PHSC), Aaron Corizzi (SPC), Dawn Niehoff (EFSC), Rich Laird (Byron Todd (TCC)
- There was nothing to review or approval from the past meetings since Jessie Clayton was appointed as the current Interim Chair in early September 2019. The Past Chair Paul Leavy minutes were not provided.
- Mahmoud Abdelhadi (TCC) was not in attendance at the meeting to give the Treasurer report. Chair Jessie Clayton (TCC) gave the financial report. Jan. 28, 2019, the financial ledger shows a balance of 3,240.12.
- **The Board voted and approved the following elected Commission Officer positions:** Chair – Jessie Clayton (Tallahassee Community College), Chair-Elect – Jamie Beck (Pensacola State College, Webmaster – Eleazar Asencio (Miami Dade College), Treasurer – Mahmoud Abdelhadi (Tallahassee Community College), Historian – Christine Smith (Pasco-Hernando State College-West), Secretary– Bertha Cabrera (Miami Dade College-West)
- The Board discussed various (**Zoom, Group Meet, Remind, List Swerve, and Reddit**) ways to reach out to members who are unable to attend a meeting to attend a meeting. The board agreed to use Zoom since Christine Smith (PHSC) has a Zoom account. Some of the ways discussed were Skyping for Business, GoToMeeting, Webcam for Skyping, Zoom, and Other platforms
- The Board discussed joining with Waniguk Jackson, Region I for the Spring Conference. Jessie Clayton mentioned the Spring Conference date is April 24, 2020 and held at North Florida College. Jessie Clayton agreed to contact Waniguk Jackson to work out the details for the Spring Conference. It was also discussed if the Technology Commission could join and another Region or Commission. Christine Smith and Breanna Perry will reach out to Region IV since they fall within that area. Breanna mentioned submitting a proposal to present at one of the conferences.
- The Board reviewed and updated the Technology Commission By-Laws. The Board added a provision for a new position. The Board felt the importance of having a Historian position to keep track, collect, and preserve memorabilia of the Commission.
- **The Historian will have the following responsibilities:** The Historian shall collect and preserve memorabilia of the Commission; The Historian shall display appropriate Commission History at the Spring Conference; The Historian shall arrange for photography at appropriate commission events; The Historian shall maintain, update, and distribute the Commission's Handbook; The Historian shall develop and maintain the commission binder for the annual state convention and submit it by the established deadline for inclusion in the "Outstanding Commission of the Year" program/competition; The Historian shall attend all Executive Board meetings.
- The Board discussed creating a survey to send out after January 2020 to consist of at least 10 questions. The board agreed to use Survey Monkey and to send to current members.
- There was a total of 8 door prizes given to winners. Christine Smith donated a MAC iPad Pro. The Board agreed to donate the MAC iPad Pro for the Silent Auction
- The next Technology Commission meeting is scheduled April. 24, 2019 at the Joint Technology Commission and Region I Conference

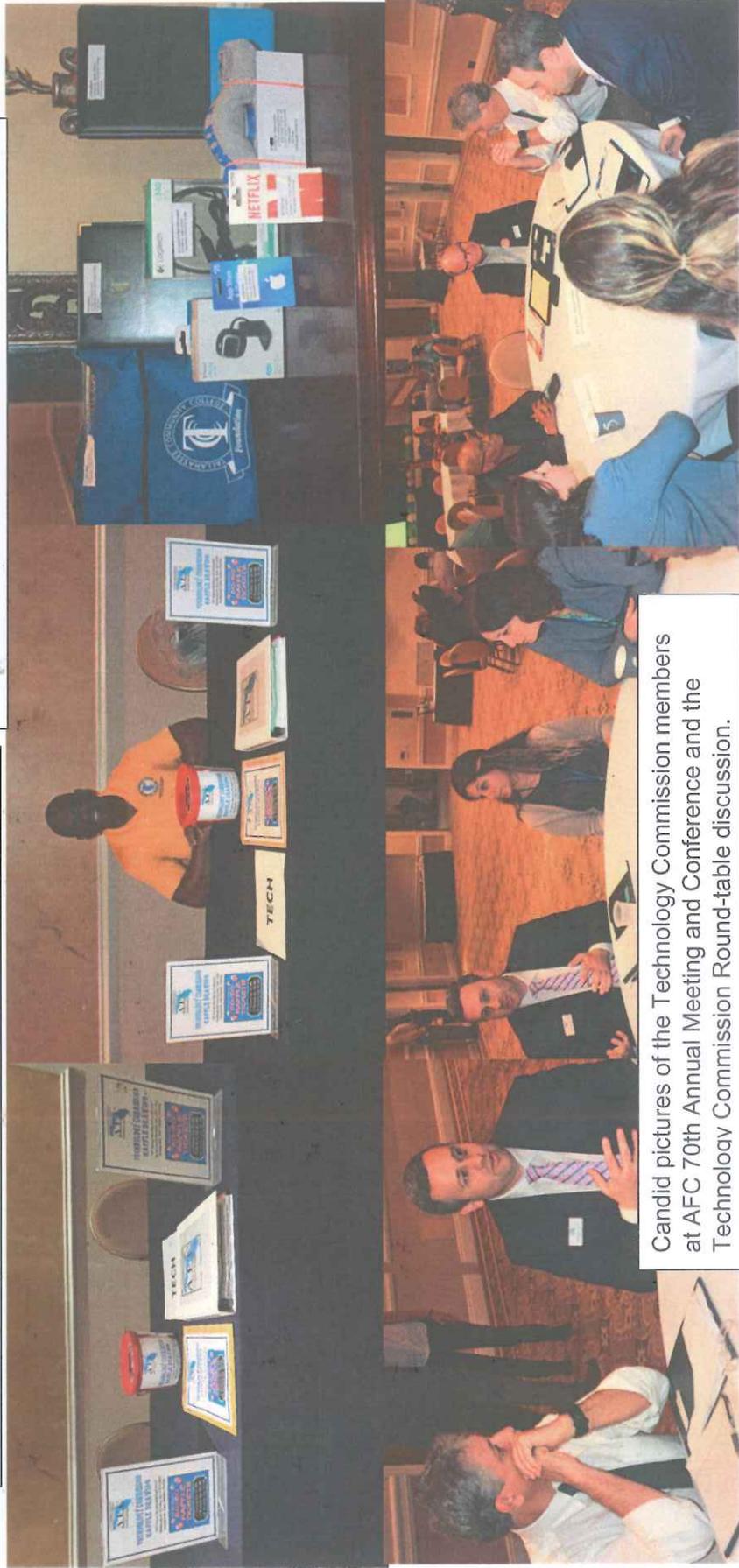
Adjournment – 5:00 p.m.



The Technology Commission Board members who are present at the AFC 70th Annual Meeting and Conference on Nov. 7, 2019. Pictured is Jessie Clayton - Chair (center); Jamie Beck – Chair-Elect (left); and Christine Smith - Historian (right).

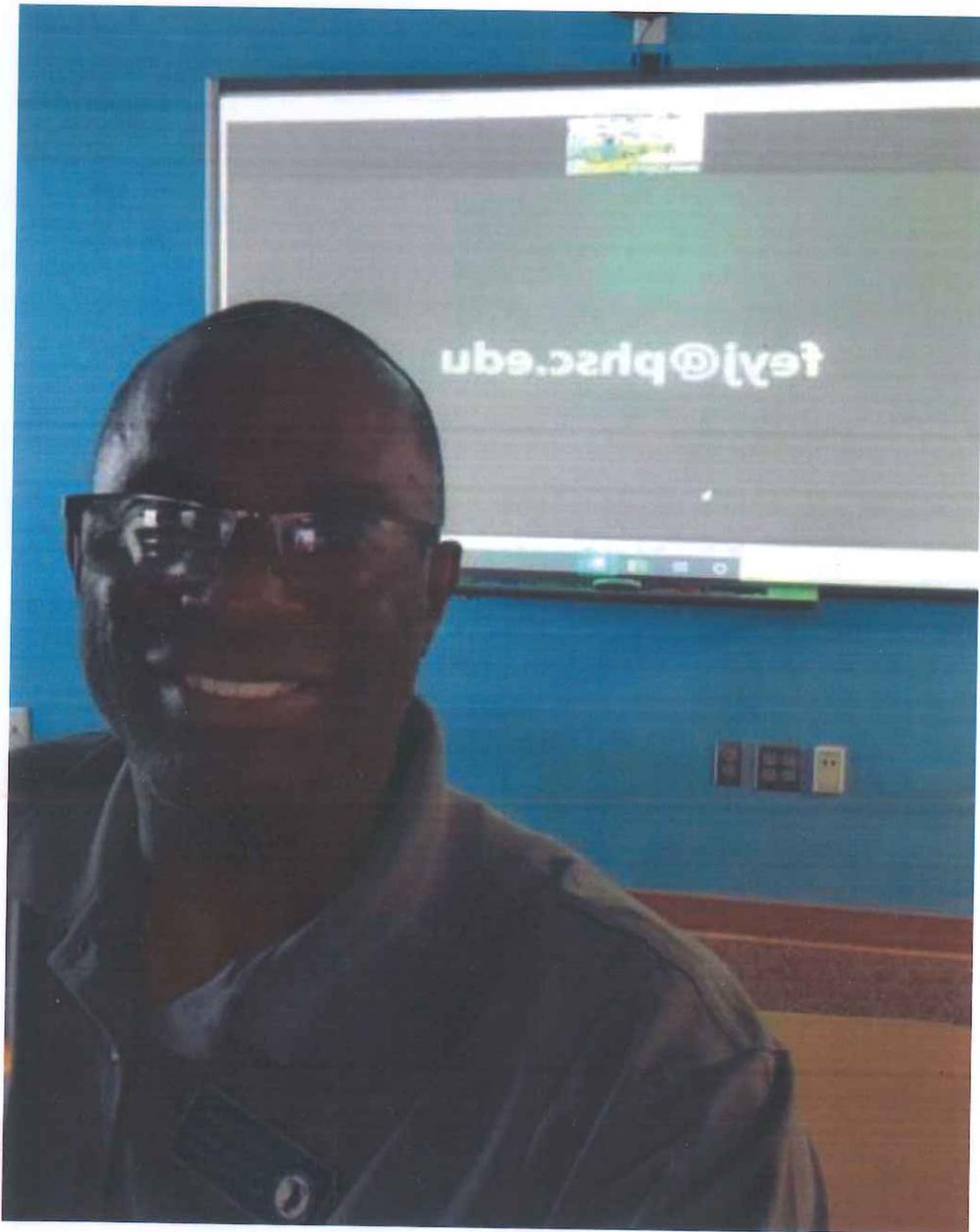


Jessie Clayton presenting Carol an iPad that was donated from the Technology Commission to the AFC 70th Annual Meeting and Conference Silent Auction on Nov. 7, 2019. The iPad was donated by Christine Smith from Pasco-Hernando State College-West.



Candid pictures of the Technology Commission members at AFC 70th Annual Meeting and Conference and the Technology Commission Round-table discussion.

**AFC TECHNOLOGY COMMISSION  
CHAIR, JESSIE CLAYTON  
BOARD MEETING AND LEADERSHIP CONFERENCE  
ON THURSDAY JANUARY 16, 2020 AT 3:00PM**



**The Association of Florida Colleges**  
**2020 LEGISLATIVE DAYS**  
**1725 Mahan Dr., Tallahassee, FL 32308**  
**January 28-29, 2020**

**ADVOCACY and ISSUE TRAINING**

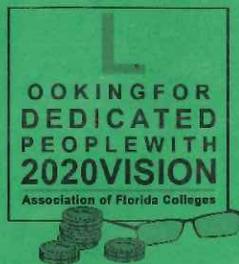
**January 28**

- Noon            **Box Lunch - Registration Open - AFC Building, 1725 Mahan Dr., Tallahassee, FL 32308**
- 1:00pm        Welcome
- Matt White (CC), 2020 AFC President
  - Michael Brawer, AFC CEO and Executive Director
- 1:10pm        Speaker, Jeffrey Schweers, Legislative and Investigative Reporter, Gannett - "The Florida Elections"
- 1:45pm        Legislative Issues Review - Jack Capra (NWFSC), Chair, and Jessica Kummerle (CCF), Vice-Chair, AFC Legislative Committee (College Staff Lobbyists)
- 2:15pm        Break
- 2:45pm        State Legislative Outlook- Seth McKeel, Lobbyist, Southern Group
- 3:15pm        How a Bill Becomes Law - Jack Hall, (SJRSC)
- 3:45pm        Social Media and Legislative Messaging: How to Be a Good Member Advocate - Logan Lewkow, Director of Advocacy, The Moore Agency
- 4:15pm        AFC Advocacy Process and Resources - Michael Brawer, CEO, Association of Florida Colleges
- 4:45pm        Q and A
- 5:00pm        Adjourn
- 6:30pm        Dinner on Your Own

**January 29**

- 8:00am        House Higher Education and Career Readiness Committee - (7:45am meet at Capitol Rotunda, first floor by entrance security)
- Noon            Lunch on Your Own - ADJOURN

AFC Leadership and Planning Conference  
January 30 – January 31, 2020  
AFC State Office  
Agenda



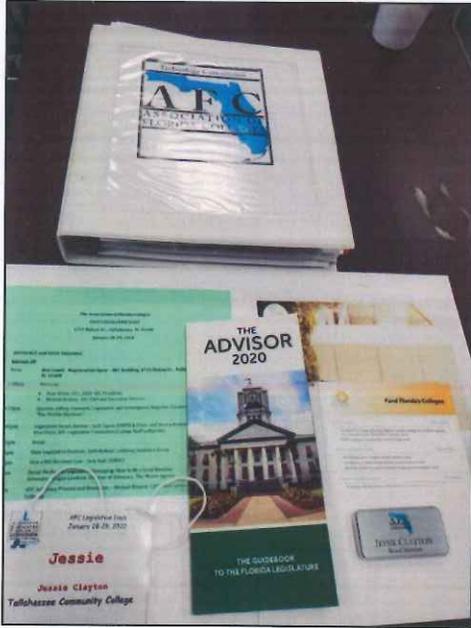
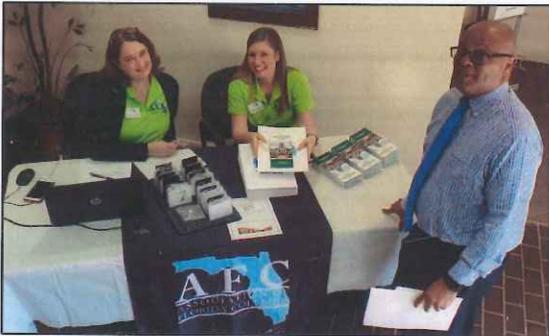
*Florida College Professional Certificate (FCPC) ~ 2 Credits*

**Thursday, January 30, 2020**

- 8:00 a.m. Registration**
- 9:00 Welcome**  
Matthew White, 2020 AFC President
- 9:10 Who We Are & What We Do: Association Update & Advocacy Overview**  
Michael Brawer, AFC CEO
- 9:45 2020 Vision and Goals**  
Matthew White, 2020 AFC President
- 10:30 AFC Leadership 101: Chapters & Conferences**  
Chapter Officers  
Holly Sutton, VP Regions & Chapters
- AFC Leadership 101: Regions & Conferences**  
Region Directors  
Christine Tripp, VP-Elect Regions & Chapters
- AFC Leadership 101: Commissions & Conferences**  
Commission Officers  
John Fey, VP Commissions  
Greg Williams, VP-Elect Commissions
- 11:30 Luncheon Speaker ~ The Honorable Marti Coley Eubanks**  
**Vice President, PinPoint Results**
- 1:00 p.m. Active Communication: How, What, Why, & When**  
Marjorie McGee, AFC Immediate Past President  
Tracy Glidden, Chapter President, Eastern Florida State College

# 2020 FLORIDA COLLEGES LET'S GET TO WORK WITH COLLEGE DEGREES AFC LEGISLATIVE DAYS

JANUARY 2020  
PAGE 1

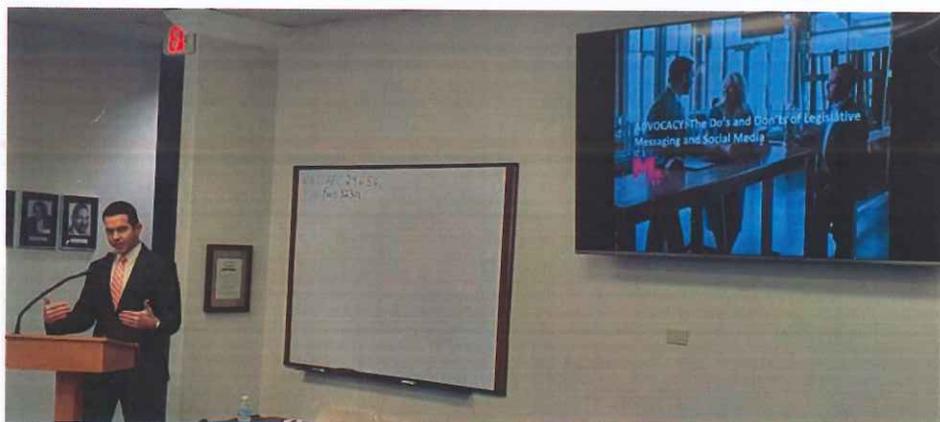


**2020 FLORIDA COLLEGES  
LET'S GET TO WORK WITH COLLEGE DEGREES  
AFC LEGISLATIVE DAYS**

**JANUARY 2020  
PAGE 2**



Jack Hall (SJRSC) orchestrating his  
How a Bill Becomes a Law  
presentation at the AFC's 2020  
Legislative Days



Logan Lewkow presenting "How to Be a  
Good Member Advocate" at the AFC 2020  
Legislative Days

**AFC – TECHNOLOGY COMMISSION  
MEMBER PRESENTATIONS**

**TEN TIPS AND TRICKS FOR ZOOM CONFERENCES AND  
MEETINGS**

**APRIL 16, 2020**

**MATTHEW WHITE, AFC PRESIDENT**

Thursday, April 16, 2020

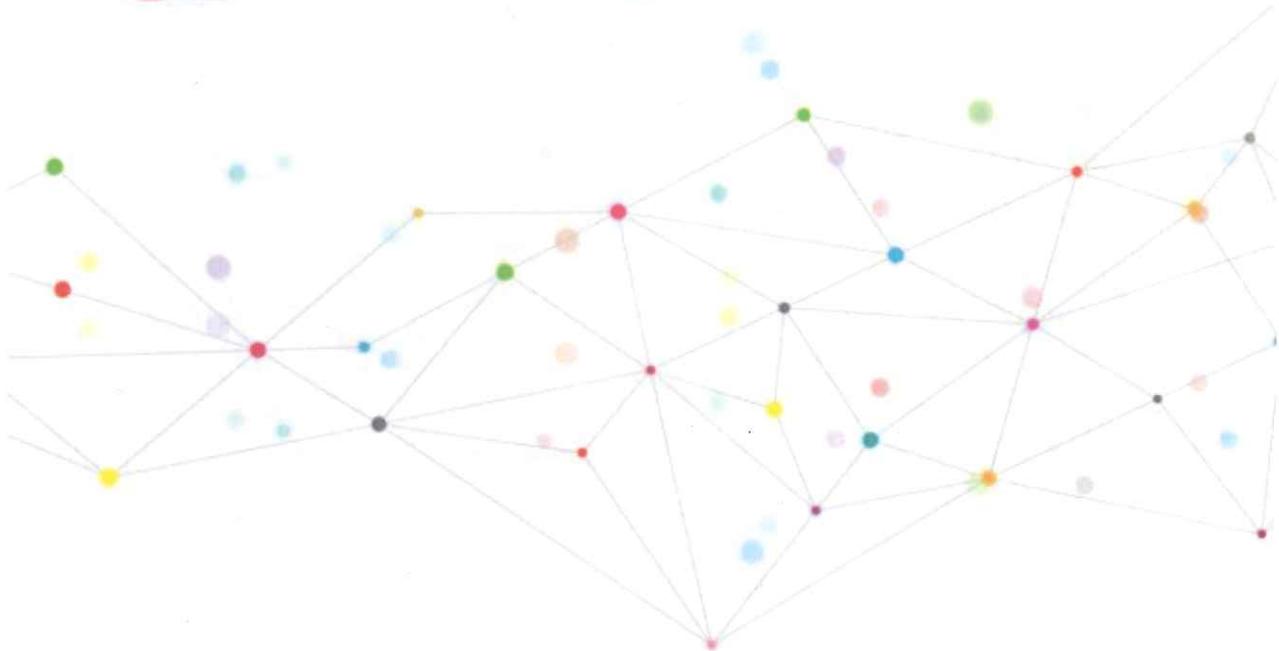
11:00 AM - 12:00 PM EDT

Category: Webinar



AFC Technology Commission  
Presents: Ten Tips & Tricks  
for Zoom Conferences &  
Meetings

# 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](http://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](http://www.nwfsc.edu).





**Call for Presentation Proposals**  
**for**  
**Joint Region I & Technology Commission**  
**2020 Conference Theme: “Technology Trends, Challenges, & Opportunities”**  
**on April 24, 2020**  
**at Northwest Florida State College**

Our Region I: Chipola College, Gulf Coast State College, Northwest Florida State College, Pensacola State College, and Tallahassee Community College cordially invite you to submit a presentation proposal for the annual Joint Region I & Technology Commission 2020 Conference. The AFC Joint Region I & Technology Commission 2020 Conference seeks proposals for presentations that focus on the conference’s theme “*Technology Trends, Challenges, & Opportunities*” and any workshop that aligns with the goals and objectives of AFC. Presentations can be related to technology, curriculum, administration, employee benefits, self-care, student development, recruitment and retention.

On this day, more than 100 administrators, faculty and staff members from our Florida College System will attend this conference. Our members are from diverse professional backgrounds, representing all college areas such as faculty, administration, finance, public relations, technology, maintenance, athletics, professional development, institutional research, and student development.

All submissions will be evaluated by the Joint Region I & Technology Commission 2020 Conference Planning Committee. Deadline for submission of abstracts will be February 14, 2020. You will be notified of the review committee’s decision by February 24, 2020.

**Send proposals with the words “Proposal for Joint Region I & Technology Commission 2020 Conference” in the subject heading to: Jessie Clayton of Tallahassee Community College at [claytonj@tcc.fl.edu](mailto:claytonj@tcc.fl.edu).**

**Submission due by February 14, 2020**

**Name of presenter(s) and Job Title(s):**

**Contact Information:**

**Abstract of presentation (150 words or less):**

**Bio of Presenter(s) (100 words or less):**

**Technology needs (laptop, audiovisual equipment, etc.):**

### Call for Presentation Proposals for the Joint Region I & Technology Commission 2020 Spring Conference

If there are problems with how this message is displayed, click here to view it in a web browser.



Phish Alert

**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.

#### Call for Presentation Proposals for the Joint Region I & Technology Commission 2020 Spring Conference Submission Deadline: February 14, 2020

**Conference Theme:** "Technology Trends, Challenges, & Opportunities"

**Conference Date:** April 24, 2020

**Conference Location:** Northwest Florida State College

Region I (Chipola College, Gulf Coast State College, Northwest Florida State College, Pensacola State College, and Tallahassee Community College) cordially invites you to submit a presentation proposal for the annual Joint Region I & Technology Commission 2020 Spring Conference. Proposals for presentations should focus on the conference's theme "Technology Trends, Challenges, & Opportunities" and any workshop that aligns with the goals and objectives of the AFC. Presentations can be related to technology, curriculum, administration, employee benefits, self-care, student development, recruitment and retention.

We anticipate more than 100 administrators, faculty and staff members from the Florida College System will attend this conference. Our members are from diverse professional backgrounds, representing all college areas such as faculty, administration, finance, public relations, technology, maintenance, athletics, professional development, institutional research, and student development.

All submissions will be evaluated by the Joint Region I & Technology Commission 2020 Conference Planning Committee. Deadline for submission of proposals will be February 14, 2020. You will be notified of the review committee's decision by February 24, 2020. **For more information and the submission form see the attached document. You can also find the information and form by visiting the Technology Commission webpage [HERE](#) - scroll down to Announcements and News.**

Send proposals with the words "Proposal for Joint Region I & Technology Commission 2020 Conference" in the subject heading to: Jessie Clayton of Tallahassee Community College at [claytonj@tcc.fl.edu](mailto:claytonj@tcc.fl.edu).

**Submission due by February 14, 2020**

**Name of presenter(s) and Job Title(s):**

Dr. Anšá Reams-Johnson, Program Coordinator

**Contact Information:**

Dr. Anšá Reams-Johnson  
Program Coordinator, FSCJ Online  
Deerwood Center, E2505  
Florida State College at Jacksonville  
9911 Old Baymeadows Rd.  
Jacksonville, FL 32256  
(904) 997-2640

**Abstract of presentation (150 words or less):**

The presentation focuses on mentorship practices and the impact of cross-racial mentorship on diversity and inclusion. Mentorship has been recognized as a pathway to assist individuals with personal or professional development. The relationships that emerge from cross-racial mentorship can result in better discussions and practices across the field of higher education. This workshop is intended to highlight an opportunity to examine and redesign one's active practices of locating mentors or providing mentorship to others.

**Bio of Presenter(s) (100 words or less):**

Dr. Anšá Reams-Johnson has been working in higher education for 15 years. She began her career as a full-time faculty member teaching history. She later transitioned to her current institution, Florida State College at Jacksonville. Her current position is responsible for the orientation and training of online adjunct faculty.

She received a Doctorate of Education in Higher Education Administration from the University of Florida. Her education also includes a Master of Arts degree in History and a Bachelor of Fine Arts degree with emphasis on Television and Radio from Valdosta State University.

**Technology needs (laptop, audiovisual equipment, etc.):**

Laptop with flash drive access or internet access to pull presentation from cloud.



## **Call for Presentation Proposals**

**for**

### **Joint Region I & Technology Commission**

**2020 Conference Theme: “*Technology Trends, Challenges, & Opportunities*”**

**on April 24, 2020**

**at Northwest Florida State College**

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**Send proposals with the words “Proposal for Joint Region I & Technology Commission 2020 Conference” in the subject heading to:** Jessie Clayton of Tallahassee Community College at [claytonj@tcc.fl.edu](mailto:claytonj@tcc.fl.edu).

**Title: Virtual Teams: Real-world Experiences, Lessons Learned, Challenges, Trends, and Opportunities**

**Name of presenter(s) and Job Title(s):**

Christine Smith, Ph.D.

Associate Dean, E-Learning and Instructional Technology

Historian, AFC Technology Commission

**Contact Information:**

Christine Smith

Room S-119

10230 Ridge Road

New Port Richey, FL 34654

[smithc@phsc.edu](mailto:smithc@phsc.edu)

727.816.3769

**Abstract of presentation (150 words or less):**

The E-Learning Department at PHSC has team members on all five campuses. Accuracy of communication between all members is important. Since 2019, E-Learning has used Zoom to facilitate virtual meetings. In this interactive session, participants will hear about the unique experiences using virtual teams has generated, practice creating shared documents, and leave with practical information and tips on how to implement virtual teams in their work environment.

**Bio of Presenter(s) (100 words or less):**

Christine Smith is the Associate Dean of the Department of E-Learning and Instructional Technology at Pasco-Hernando State College. Ms. Smith has four degrees: B.S. in Organizational Management, M.S. in Computing Technology in Education, Ed.S. in Instructional Design, and a Ph.D. in Instructional Design and Technology. Her dissertation topic was: E-Learning Professionals Usage of Connective Tools in Online Courses: The relationship between Facilitating Conditions and Institutional Innovativeness.

**Technology needs (laptop, audiovisual equipment, etc.):**

Will require internet access and a projector/screen. I will bring an HDMI cord, laptop, and extra power cord.



## **Call for Presentation Proposals**

**for**

### **Joint Region I & Technology Commission**

**2020 Conference Theme: “*Technology Trends, Challenges, & Opportunities*”**

**on April 24, 2020**

**at Northwest Florida State College**

Our Region I: Chipola College, Gulf Coast State College, Northwest Florida State College, Pensacola State College, and Tallahassee Community College cordially invite you to submit a presentation proposal for the annual Joint Region I & Technology Commission 2020 Conference. The AFC Joint Region I & Technology Commission 2020 Conference seeks proposals for presentations that focus on the conference’s theme “*Technology Trends, Challenges, & Opportunities*” and any workshop that aligns with the goals and objectives of AFC. Presentations can be related to technology, curriculum, administration, employee benefits, self-care, student development, recruitment and retention.

On this day, more than 100 administrators, faculty and staff members from our Florida College System will attend this conference. Our members are from diverse professional backgrounds, representing all college areas such as faculty, administration, finance, public relations, technology, maintenance, athletics, professional development, institutional research, and student development.

All submissions will be evaluated by the Joint Region I & Technology Commission 2020 Conference Planning Committee. Deadline for submission of abstracts will be February 14, 2020. You will be notified of the review committee’s decision by February 24, 2020.

**Send proposals with the words “Proposal for Joint Region I & Technology Commission 2020 Conference” in the subject heading to: Jessie Clayton of Tallahassee Community College at [claytonj@tcc.fl.edu](mailto:claytonj@tcc.fl.edu).**

**Name of presenter(s) and Job Title(s):**

Holly McFadden – Implementation Coordinator

Valencia Strowder – Implementation Coordinator

**Contact Information:**

Holly McFadden – [hmcfadden@floridareadytowork.com](mailto:hmcfadden@floridareadytowork.com); 754-235-7626

Valencia Strowder – [vstrowder@floridareadytowork.com](mailto:vstrowder@floridareadytowork.com); 904-200-0990

**Abstract of presentation (150 words or less):**

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.

**Bio of Presenter(s) (100 words or less):**

Holly McFadden – An experienced professional with over 12 years working in higher education and career readiness. She has a demonstrated history of skills in career development, resume building, college recruiting and mentoring.

Valencia Strowder – Has been in the business of career solutions for post-secondary pathways for over 10 years. Her expertise in this area includes providing implementation and best practice consulting to local technical, community and state college systems, as well as nationwide. Valencia has walked post-secondary institutions from presentations to delivering personalized training on the system and assisting with administration of proctored assessments to ensure students earn the Florida Ready to Work and Florida Soft Skills Credentials.

**Technology needs (laptop, audiovisual equipment, etc.):**

Laptop and projector

Valencia Strowder & Holly McFadden,

I am writing on behalf of The Technology Commission to let you know that we have accepted your Implementation Coordinator proposal to present at the Joint Region I & Technology Commission 2020 Conference. Out of all the proposals we received, we felt that yours was closest to what we had in mind for our theme "*Technology Trends, Challenges, & Opportunities.*" You may be interested to know that your proposal was unanimously agreed upon by our committee. We are looking forward to your presentation at the 2020 Spring Conference.

**Accepted Call for Proposal:**

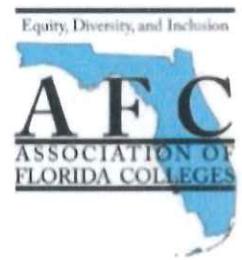
Holly McFadden & Valencia Strowder

- Implementation Coordinator

If you have any questions, please feel free to contact me immediately.

Best Regards,

Jessie Clayton  
Technology Specialist  
Tallahassee Community College  
AFC 2020 Technology Commission Chair  
E-mail: claytonj@tcc.fl.edu  
Phone: 850-201-8267



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

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## **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!

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## **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.

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## **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.

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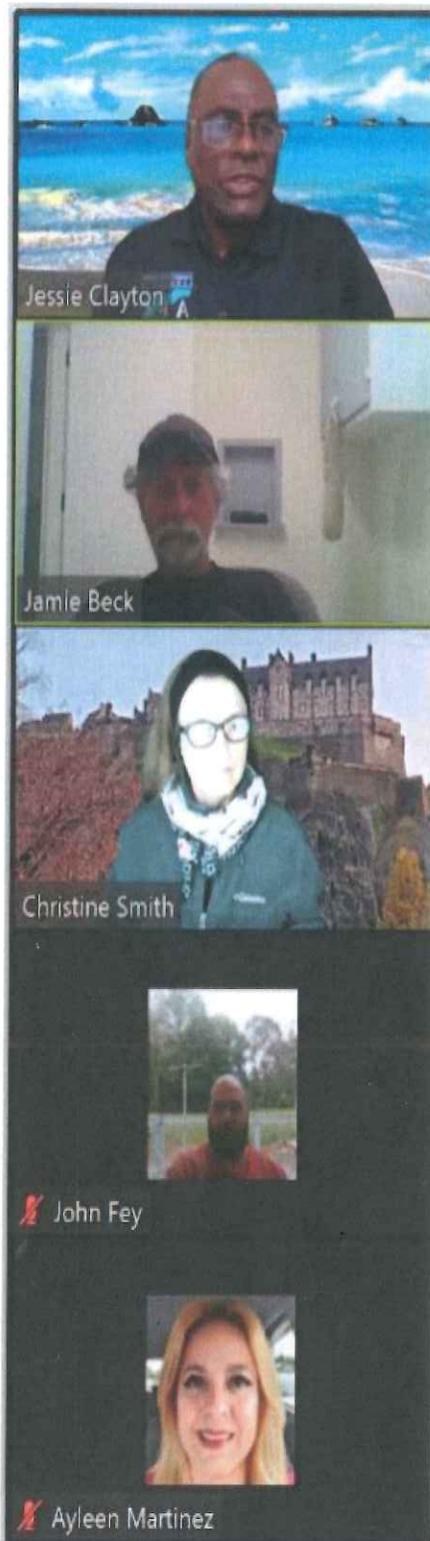
## **CPEC 101**

### **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.

**AGENDA**  
**AFC Technology Commission Board Meeting**  
**April 24, 2020**  
**1:00 p.m. – 2:00 pm**

1. Call to order
2. Review and approval of past meeting minutes
3. Region I Spring Conference wrap-up discussion
  - a. Take a ways
  - b. Improvements
4. Technology Commission Exemplary Practice Award
  - a. Submission deadline: Friday, June 5, 2020 by 5:00 p.m.
  - b. Nominee give a brief webinar summary: July 24, 2020
5. Technology Commission short webinars
  - a. Ideas
  - b. 30 minutes
  - c. Presenters
6. Use Zoom Conference for members who are unable to attend a meeting
7. Fundraising ideas
8. Applying for AFC Foundation Scholarship funds (\$300.00)
9. Fund raising ideas
  - a. Global Accessibility Day May 21
  - b. Social Media Day - June 30
10. Commission of the Year award
  - a. Application
  - b. What goes in book
  - c. Date submitted by date
11. The AFC's 70th Annual Meeting and Conference
12. New Business
13. Updates
14. New meeting date: TBA
15. Adjournment



ATTENDANCE Y

A background image for the Technology Commission showing a close-up of a person's hands typing on a laptop keyboard. The text 'Technology Commission' is overlaid in a large, serif font.

# Technology Commission

**AGENDA**  
**AFC Technology Commission Board Meeting**  
**April 24, 2020**  
**1:00 p.m. – 2:00 pm**

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14. New meeting date: TBA
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# AFC – TECHNOLOGY COMMISSION MEMBER PRESENTATIONS

## CHRISTINE SMITH, TECHNOLOGY COMMISSION HISTORIAN FISH PHILOSOPHY PRESENTATION MAY 14, 2020

AFC Technology Commission Presents: Using the Fish Philosophy for Virtual Team Building

Thursday, May 14, 2020  
11:00 AM - 12:00 PM EDT  
Category: Webinar

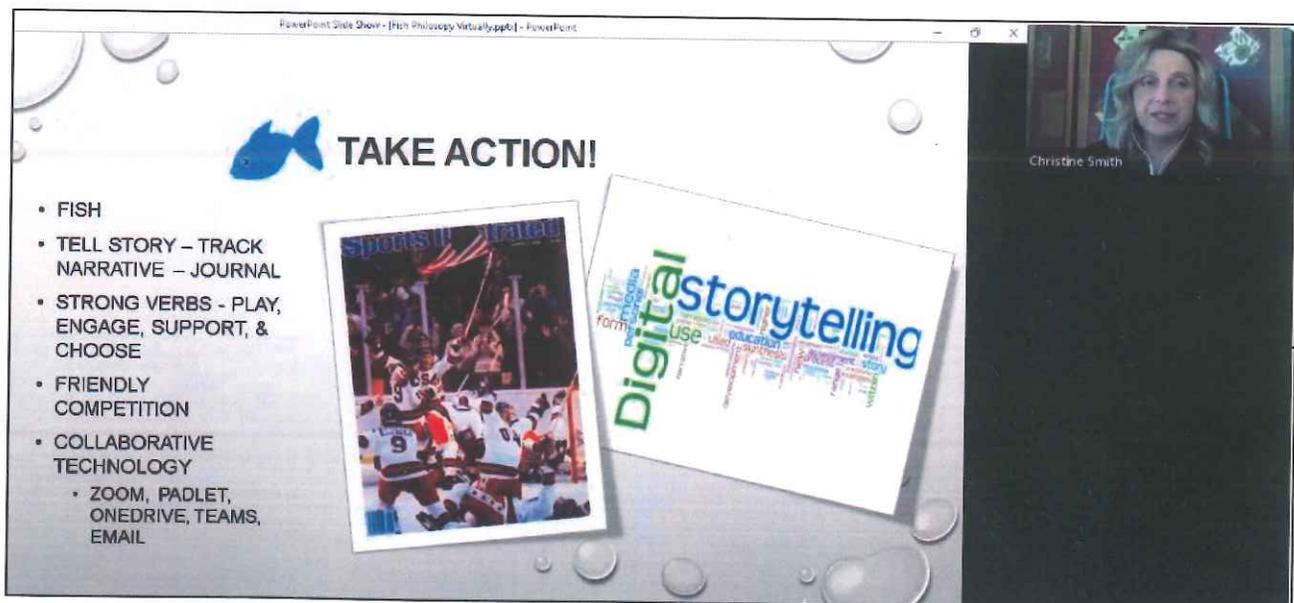
### AFC Technology Commission Presents: Using the Fish Philosophy for Virtual Team Building

Is your team telecommuting now? How do you remain "present" for each other during this time. PHSC has used the Fish Philosophy to promote team building and have carried this philosophy online. Learn how we incorporated the four aspects of fish during this uncertain time.

<https://www.youtube.com/watch?v=AAQT6ifGys>

May 14, 2020 11:00 AM Eastern Time (US and Canada)

PowerPoint Slide Show - [Fish Philosophy Virtually.pptx] - PowerPoint



**TAKE ACTION!**

- FISH
- TELL STORY – TRACK NARRATIVE – JOURNAL
- STRONG VERBS - PLAY, ENGAGE, SUPPORT, & CHOOSE
- FRIENDLY COMPETITION
- COLLABORATIVE TECHNOLOGY
  - ZOOM, PADLET, ONEDRIVE, TEAMS, EMAIL

**Digital storytelling**

Christine Smith

# AFC – TECHNOLOGY COMMISSION & CAMPUS SAFETY COMMISSIONS PRESENT

MATTHEW WHITE AND RON KIELTY  
MAY 14, 2020

Technology & Campus Safety Commissions Present: Ten Best Practices for Working from Home Securely

Tuesday, May 12, 2020  
11:00 AM - 12:00 PM EDT  
Category: Webinar

## Technology & Campus Safety Commissions Present: Ten Best Practices for Working from Home Securely

Many of us are now working from home offices, kitchen tables, and breakfast nooks. Join us for ten best practices to keep you safe from possible cyber security threats and increase your awareness of cyber risks.

### Other Work from Home Tips



- Windows Defender built into Windows 10 for antivirus
- Use [Malwarebytes](#) FREE to clean malware (popups)
- Clear browser extensions
- Use webmail
- Google Voice for masking office phone forwarded to your cell phone
- Scan documents with your phone's camera: Notes app for iPhones, Microsoft Office Lens|PDF Scan
- Update the Zoom client software on your computer
- Backup your work files on your personal device: OneDrive, Google Drive, USB drive



Tip #1 - Lock your device before walking away



# AFC Technology Commission

## 2. COMMISSION EXEMPLARY PRACTICE

**ASSOCIATION OF FLORIDA COLLEGES**  
**"Looking for Dedicated People With 2020 Vision"**



**AFC Technology Commission**

The presentation must be innovative and cutting edge.

Technology Commission  
**AFC**  
ASSOCIATION OF  
FLORIDA COLLEGES

The nominee must also be a member of AFC by the application deadline to apply.

**2020 Exemplary Practice Award Competition**

**Theme: "Using Innovated Technology in Cool Ways to Propel Your College Forward"**

Submit the following for a new and innovative technology project that illustrates an exceptional practice in your area:

- **S**potlight project in a brief 5 to 10-minute webinar discussion
- **S**ummary – not to exceed 1,000 words
- **V**ideo – 10 to 20-minute
- **A**ny supporting documentation



- **Application submission deadline: Friday, June 5, 2020 by 5:00 p.m.**
  - **Webinar Nominations Judged: July 24, 2020**

**Exemplary Practice Award Prizes!**

The first-place winner will be invited to present at the AFC Fall Conference in November  
All winners will receive an award amount at the 71st Annual Conference

- 1st prize = \$250
- 2nd prize = \$150
- 3rd prize = \$100

All winners will receive a certificate/plaque at the Annual Conference

Please send your nominations electronically Friday, June 5, 2020, by 5:00 p.m. to the Technology Commission Chair, Jessie Clayton at [claytonj@tcc.fl.edu](mailto:claytonj@tcc.fl.edu)



AFC TECHNOLOGY COMMISSION 2020  
EXEMPLARY PRACTICE AWARD

**"Looking for Dedicated People With 2020 Vision"**

***Theme: "Using Innovative Technology in Cool  
Ways to Propel Your College Forward"***

The AFC Technology Commission is pleased to sponsor the Annual Technology Commission Exemplary Practice Award competition. The commission recognizes outstanding programs and professionals in the technology field. We invite each Florida College to showcase its best program/project. This year's theme: "Using Innovative Technology in Cool Ways to Propel Your College Forward."

We would love to hear about a new and innovative project that illustrates an exceptional practice in your area. We encourage you to enter your presentation, brief written summary, and short video that is in line with this year's theme.

The project **must** be innovative and cutting edge. The nominee will submit a brief written summary (not to exceed 1, 000 words), a 10 to 20-minute video (large videos may be sent in the form of a link), and any supporting documentation to the committee on the theme by 5:00 p.m. Friday, June 5, 2020. Nominee must give a brief webinar summary about his/her project on July 24, 2020.

**The nominee must also be a member of AFC by the application deadline to apply.**

The first-place winner will be invited to present his/her entry at the AFC Fall Conference in November. All winners will receive an award amount at the 71<sup>st</sup> Annual Conference: 1st prize = \$250; 2nd prize = \$150; 3rd prize = \$100. All winners will receive a certificate/plaque at the Annual Conference. The nomination form and the judging criteria are included.

**Please share this with all of your colleges and team members!**

Please send your project materials (summary, video, and any supporting documentation) electronically by 5:00 p.m. Friday, June 5, 2020 by email to the Technology Commission Chair, Jessie Clayton at [claytonj@tcc.fl.edu](mailto:claytonj@tcc.fl.edu). If you have any questions, please do not hesitate to contact me directly. I look forward to receiving your nominations.

Best Regards,

Jessie Clayton  
Technology Specialist  
Tallahassee Community College  
AFC 2020 Technology Commission Chair  
E-mail: [claytonj@tcc.fl.edu](mailto:claytonj@tcc.fl.edu)  
Phone: 850-201-8267



**AFC TECHNOLOGY COMMISSION  
Exemplary Practice Awards**

**"Looking for dedicated people with 2020 vision"**

**Judging Criteria and Scoring Rubric**

*Theme: "Using Innovated Technology in Cool Ways to Propel Your College Forward"*

**PURPOSE**

The mission of the Technology Commission is to represent the interests of Florida's community and state college personnel whose job interests include technology-related activities or issues. The Technology Commission strives to enhance student learning, improve institutional effectiveness, and promote effective participation in all aspects of technology management, planning, information sharing, eLearning, and innovation.

Nominee's Name: \_\_\_\_\_

Nominee's Institution: \_\_\_\_\_

Title of Nominee's Practice: \_\_\_\_\_

Nominee's Total Points: \_\_\_\_\_

CRITERIA DESCRIPTION	Possible Points	Earned Points
<b>PURPOSE</b>	<b>(50)</b>	
Degree that practice supports the mission of Florida College System and the Association of Florida Colleges	10	
Degree that practice supports student learning	20	
Justifies key results and procedures, explains assumptions and reasons	20	
<b>EXEMPLARY CRITERIA</b>	<b>(50)</b>	
Adaptability of idea – Can others easily adopt and adapt the project?	5	
Illustrative quality of support materials – How well do the support materials demonstrate or explain the project?	5	
Accountability/assessment of practice – Is there evidence that the practice is measurably making a difference?	20	
Innovation or originality of idea	10	
Recommendations by student(s), colleague(s) or faculty included that confirms or verifies that practice makes a difference/meets criteria (emails, notes, or formal letters)	10	
<b>TOTAL POINTS</b>	<b>100</b>	



AFC TECHNOLOGY COMMISSION 2020  
EXEMPLARY PRACTICE AWARDS

**"Looking for Dedicated People With 2020 Vision"**

*Theme: "Using Innovative Technology in Cool Ways to Propel Your College Forward"*

**Nomination Form**

*Complete and submit this form with a brief written summary (not to exceed 1,000 words), a 10 to 20-minute video (large videos may be sent in the form of a link), and any supporting documentation to the committee on the theme by 5:00 p.m. Friday, June 5, 2020. Nominee must give a brief webinar summary about his/her project on July 24, 2020.*

**Title of Nominee's Project:** \_\_\_\_\_

**Nominee's Name:** \_\_\_\_\_

**Nominee's College:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Nominee's E-Mail:** \_\_\_\_\_

**Are you able to present at the Virtual Webinar on Friday, July 24, 2020?** \_\_\_\_\_

**Are you able to present at Fall Annual Conference in November?** \_\_\_\_\_

**Reason for nomination:** Attach a brief summary (not to exceed 1,000 words) about the project, including information that supports the criteria listed on the judging criteria page. Include any supporting documentation.

- **Submission deadline: Friday, June 5, 2020 by 5:00 p.m.**
- **Nominee give a brief webinar summary: July 24, 2020**

Submit nomination form, a brief summary, video (large videos may be sent in the form of a link), and supporting documentation electronically email to: [claytonj@tcc.fl.edu](mailto:claytonj@tcc.fl.edu)

**AFC – TECHNOLOGY COMMISSION  
2020 – EXEMPLARY PRACTICE SUBMISSIONS**

**THE 6 PROPOSAL PROJECTS ARE AS FOLLOWS:**

- 1.) Veronica Martabano/Leigh Clay – Indian River State College  
– Title topic: SLS – Advisor Connect
  
- 2.) Marshall Bryant – Seminole State College  
– Title topic: Using Innovative Technology in Cool Ways to Propel Seminole State College Forward
  
- 3.) John Fey – Pasco – Hernando State College  
– Title topic: Engagement Games go Virtual
  
- 4.) Eleazar Asencio – Miami Dade College, Padron Campus  
– Title topic: How to do an Online Orientation in many languages
  
- 5.) Naita Guine/Jennifer Peterson – Florida State College Jacksonville  
– Title topic: Using YouTube to Enhance the Student Experience
  
- 6.) Nicholas Vick/Dani Hawke - Tallahassee Community College  
– Title topic: LC Videos – Promotional Video Planning

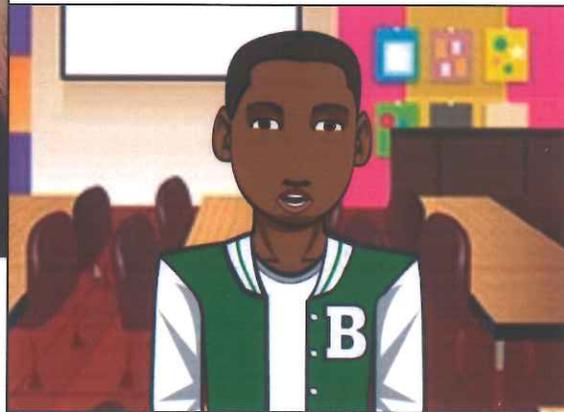
## AFC – TECHNOLOGY COMMISSION 2020 – EXEMPLARY PRACTICE AWARD WINNERS



Tallahassee Community College TCC

July 28 · 🌐

The [Association of Florida Colleges](#) Technology Commission recently awarded TCC Learning Commons employees Dr. Nicholas Vick and Dani Hawke with the 2020 Technology Commission Exemplary Practice Award. These employees truly demonstrate the AFC theme of "Looking for Dedicated People with 2020 Vision. Congratulations to you both!



**1st place winner:** Dr. Nicholas Vick / Dani Hawke, Tallahassee Community College – **Presentation Title:** LC Videos – Promotional Video Planning

**Narrative:** Our exemplary practice emerged from a time of remote learning and remote working during the early days of the pandemic. We knew that communicating with our students was essential, and our staff decided the best approach was to create short videos. The documentation is provided with this application package detailing how these different videos were very well received by faculty, staff, and students. The videos that were sent to students include Closed Captioning, and we made audio only versions that can be listened to as short podcasts. The video project itself was a testament to the amazing collaboration that our staff believes is critical to our success. This work included contributions from both full-time and part-time staff members. We involved everyone from receptionists to administrative staff to help convey the important messages that the Tallahassee Learning Commons was open and ready to support student learning.

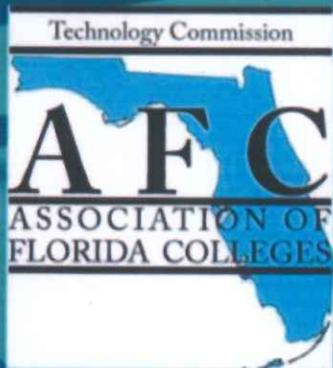
## **AFC – TECHNOLOGY COMMISSION 2020 – EXEMPLARY PRACTICE AWARD WINNERS**

**2nd place winner:** Veronica Martabano & Leigh Clay, Indian River State College – **Presentation Title:** SLS – Advisor Connect

**Narrative:** Indian River State College (IRSC) embraces the use of analytics as a pillar that supports student success. Often, when analytics are looked at, outcomes are the focus – we want to see if data-informed initiatives produce any effects. While results are incredibly important, the collaborations that make initiatives possible are also worthy of attention. This practice shows how two departments at IRSC worked in different ways and collaborated to achieve the same outcome – student success.

**3rd place winner:** Dr. Naita Guine / Jennifer Peterson, Florida State College Jacksonville - **Presentation Title:** Using YouTube to Enhance the Student Experience

**Narrative:** For over 50 years, Florida State College at Jacksonville has successfully provided adult education to high need populations in Duval County. The Adult Education program at Florida State College at Jacksonville strives to help those without basic literacy skills and limited employment opportunities. We offer extensive academic, tutorial, career planning, and case management services for students at three college campus sites, 2 campus centers, and one community site. Our goal is to improve the quality of life for individuals with low skills, and place them on a path to workforce or college credit readiness.



# AFC Technology Commission

## 3. OPERATIONAL PLAN

## **AFC Mission Statement:**

The Association of Florida Colleges is the professional association of Florida's 28 public member institutions of the Florida College System, their Boards, and employees, retirees and associates and the Florida College System. The mission of the Association is to actively promote, represent, and support members and institutions as they provide their students and the citizens of Florida with a world-class college system.

## **AFC Value Statement:**

The Mission of the Association is driven by the following values:

- 1) Professional Growth and Development
- 2) Advocacy
- 3) Leadership
- 4) Community
- 5) Innovation
- 6) Networking

## **AFC Goals:**

- 1) Develop and support professional development, education, and leadership opportunities for the Association's members (Values 1, 2, 3, 5, 6).
- 2) Advocate for policies, budgets, and programs on behalf of the Association's institutional and individual members (Value 2).
- 3) Communicate public policy and legislative issues and engage in cooperative research activities related to those issues (Values 2, 3).
- 4) Increase public awareness of the mission, purpose, and accomplishments of the Florida College System (Values 2, 4, 6).
- 5) Showcase and reward exemplary programs, practices, activities, and individuals (Values 1, 3, 5, 6).
- 6) Enhance, encourage and facilitate communication, cooperation, professionalism, and camaraderie among individual and institutional Association members (Values 1, 4, 6).
- 7) Promote membership by providing professional development and services that ensures an active and vital Association (Values 1, 3, 4, 6).
- 8) Maintain a fiscally sound organization that is efficiently and effectively managed (Value 3).
- 9) Provide opportunities for and engage in services to benefit the external community (Values 1, 3, 4, 6).

## Operational Plan RESULTS

### Association of Florida Colleges

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

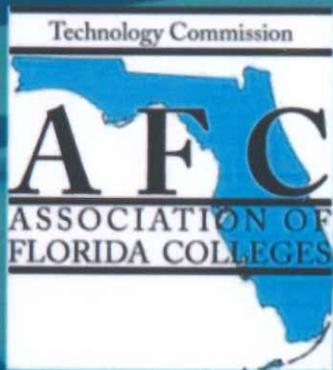
Related AFC Goal	Unit Objective	Unit Activities	Person Responsible	Actual Dates	Measures Of Success (Data Elements)	Results
1) Develop and support professional development, education, and leadership opportunities for the Association's members (Values 1, 2, 3, 5, 6).	Keep AFC members up to date on cutting edge and emerging technologies.	Start active Facebook page where members can post and share tech tips, articles, and technology @ AFC events.	Jessie Clayton		Number or group or page members. Number of member posts.	
5) Showcase and reward exemplary programs, practices, activities, and individuals (Values 1, 3, 5, 6).	Plan and Implement an Exemplary Practice Award	Send out notice Choose voting committee Collect submissions Choose winner Present winner with award at Annual meeting	Jessie Clayton		Number of submissions	
7) Promote membership by providing professional development and services that ensures an active and vital Association	Have an innovative technology session at most AFC conferences and meetings.	Send out email asking AFC technology members for ideas. Work with Regions and state office to include technology sessions in the agenda.	Jessie Clayton		The number or responses received. The number of everts we have valuable info to speak on.	

Revised date: February 4, 2020

**Operational Plan RESULTS**  
**Association of Florida Colleges**

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

Related AFC Goal	Unit Objective	Unit Activities	Person Responsible	Actual Dates	Measures Of Success (Data Elements)	Results
1) Develop and support professional development, education, and leadership opportunities for the Association's members (Values 1, 2, 3, 5, 6).	Keep AFC members up to date on cutting edge and emerging technologies.	Start active Facebook page where members can post and share tech tips, articles, and technology @ AFC events.	Jessie Clayton	Created: Nov. 14, 2019	Number or group or page members. Number of member posts.  52 members	Likes, posts, comments, and shares to other Region and charter pages
5) Showcase and reward exemplary programs, practices, activities, and individuals (Values 1, 3, 5, 6).	Plan and Implement an Exemplary Practice Award	Send out notice Choose voting committee Collect submissions Choose winner Present winner with award at Annual meeting	Jessie Clayton	July 24, 2020	Number of submissions: 6	<b>1st prize winner:</b> Dr. Nicholas Vick / Dani Hawke – Tallahassee Community College  <b>2nd prize winner:</b> Veronica Martabano & Leigh Clay – Indiana River State College  <b>3rd prize winner:</b> Naita Guine / Jennifer Peterson – Florida State College Jacksonville
7) Promote membership by providing professional development and services that ensures an active and vital Association	Have an innovative technology session at most AFC conferences and meetings.	Send out email asking AFC technology members for ideas. Work with Regions and state office to include technology sessions in the agenda.	Jessie Clayton	1.) Apr. 24, 2020 2.) Apr. 24, 2020 3.) May 12, 2020 4.) May 12, 2020 5.) May 14, 2020	The number or responses received. The number of events we have valuable info to speak on.	1.) AFC 2020 Joint Region I, technology Commission, CPEC Conference 2.) AFC Technology Commission Board Meeting 3.) AFC Technology Commission presents: 10 Tips & Tricks for Zoom 4.) AFC Technology & Campus Safety Commissions presents: 10 Best Practices for Working from Home Securely 5.) AFC Technology Commission Presents: Using the Fish Philosophy for Virtual Team Building



# AFC Technology Commission

## 4. BYLAWS

**BYLAWS  
OF  
THE TECHNOLOGY COMMISSION**

**ARTICLE I: NAME**

The name of this organization shall be The Technology Commission of the Association of Florida Colleges.

**ARTICLE II: PURPOSE**

The purpose of this organization is to represent the interests of Florida's College System personnel and to provide and promote effective participation relating to all aspects of technology management, planning, information sharing and innovation.

**ARTICLE III: MEMBERSHIP**

**SECTION 1**

Membership shall consist of the duly elected members from Florida's public community and state colleges. Current membership in the AFC shall be a prerequisite to membership in the Technology Commission.

**SECTION 2**

Voting representatives shall be AFC Technology Commission members and AFC members in good standing.

**ARTICLE IV: OFFICERS**

**SECTION 1 Election of Officers:**

Officers shall be elected by the voting representatives of the Technology Commission at the Commission Business Meeting held in conjunction with the annual Association of Florida Colleges Conference. The Chair and the Vice-Chair (Chair-Elect) shall be employed by different colleges.

The offices of the Technology Commission must be filled by a Technology Commission member who is an individual member in good standing of AFC.

**SECTION 2 Duties of the Officers:**

**All Officers:**

- Shall serve a term of two-years.
- Must attend all meetings of the Steering Committee, the Fall General Meeting and the Spring Conference, in addition to attending all other meetings as called by the Chair.
- Are voting members of the Steering Committee?

**Chair**

- The Chair shall preside at all Commission and Steering Committee meetings.
- The Chair shall notify the officers and Technology Commission representatives of meetings and shall publish an agenda.
- The Chair may designate ad hoc committees and appoint individual members to perform such tasks as s/he deems necessary.
- The Chair shall appoint a Nominating Committee of not less than three members. The Nominating Committee shall present a slate of nominees for all offices to the members at the Fall meeting
- The Chair shall maintain a file of the Technology Commission minutes, ad hoc committee reports and approved resolutions and recommendations. This file will be transferred to the newly elected Chair at the annual conference.

- The Chair shall insure that the activities of the Commission are properly organized, publicized to the membership in advance and results reported to the membership through the use of the Current and such other vehicles as are, or may become, available.
- The Chair, or the Chair's designee, shall serve as the Technology Commission's representative to the AFC Board of Directors, and as such must attend all Board of Director's meetings.
- The Chair shall verify the finances of the Commission including: the annual "End of Year" report and all financial transactions submitted by the Treasurer.

#### Vice-Chair (Chair-Elect)

- The Vice-Chair shall preside over meetings when the Chair is absent or incapacitated.
- The Vice-Chair shall perform such duties as may be assigned by the Chair
- The Vice-Chair shall automatically become Chair on a temporary or permanent basis until the next election.
- The Vice-Chair shall plan and coordinate the Spring Conference with guidance from the Chair.

#### Secretary

- The Secretary shall record, present at meetings, and have published minutes of all meetings of the Commission and the Steering Committee.
- The Secretary shall maintain and submit a Commission book to Awards Committee Chairperson.
- The Secretary shall initiate, communicate and keep record of all correspondence with all commission members, vendors, guest speakers, and the AFC Board of Directors.

#### Treasurer

- The Treasurer shall record and have published banking and financial transactions of the Commission.
- The Treasurer shall present an annual "End of Year" report, concluding October 31 of the current year, to the Commission members at the Fall meeting.
- The Treasurer shall present to the Chair, at the Fall meeting, along with the annual "End of Year" report, all verification of financial transactions for his/her approval.
- The Treasurer shall present a "Mid-Year" report to the Commission members at the Spring Conference.
- The Treasurer shall develop and present to the Steering Committee for approval, a budget for the Technology Commission by December 1 of each year.

#### Webmaster

- The Webmaster shall maintain the Technology Commission webpage through the AFC Office in Tallahassee.

#### Historian

- The Historian shall collect and preserve memorabilia of the Commission
- The Historian shall display appropriate Commission History at the Spring Conference
- The Historian shall arrange for photography at appropriate commission events
- The Historian shall maintain, update, and distribute the Commission's Handbook
- The Historian shall develop and maintain the commission binder for the annual state convention and submit it by the established deadline for inclusion in the "Outstanding Commission of the Year" program/competition
- The Historian shall attend all Executive Board meetings

#### Past-Chair

- The immediate past-chair shall advise the Steering Committee on activities, protocols and procedures.

#### Vacancies

- When a vacancy occurs, the vacancy shall be filled by appointment from the Steering Committee.
- Officers who resign shall notify the Chair in writing.

#### SECTION 3 Removal of an Officer:

Officers may be removed from their position by a majority vote of the Steering Committee at any called meeting. Officers may be removed from office for lack of attendance at meetings or failure to fulfill the responsibilities of their office.

#### ARTICLE V: MEETINGS

#### SECTION 1

Annual meetings of the Commission and the Steering Committee shall be held during the annual conference of AFC. Additional meetings may be called by written notice of the Chair.

#### SECTION 2

Members present at a regular or called meeting shall constitute a quorum.

#### SECTION 3

At the annual conference, voting members of the Commission shall have some means of visible identification and, if necessary, be separated from others in attendance at commission business meetings in order to facilitate voting.

#### SECTION 4

The Steering committee shall, in developing the agenda for the annual meeting, give some priority in terms of time, items of major or universal interest, motions or resolutions from studies, work of subcommittees, etc.

#### ARTICLE VI: RESOLUTIONS

Resolutions or formal recommendations to be presented at the Commission meeting of the annual convention:

1. Must be in writing.
2. Should conform to the format published by the AFC Resolutions Committee.
3. Should be submitted to the Commission Chair thirty days before the annual convention.
4. May be discussed at regional meetings if possible.

#### ARTICLE VII: STEERING COMMITTEE

The Steering Committee shall be composed of all officers of the Technology Commission and shall meet at least twice per year.

#### ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the organization in all cases to which they are not inconsistent with these bylaws and any special rules of order that the organization may adopt.

#### ARTICLE IX: FINANCES

The Treasurer, in collaboration with the Steering Committee, shall develop an annual budget by December 1 of each year to provide support necessary to perform all its functions. Provision must be made for support from AFC in accordance with its bylaws.

#### ARTICLE X: AMENDMENTS

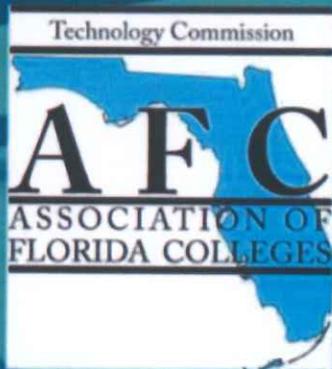
##### SECTION 1

These bylaws may be amended at the annual business meeting.

##### SECTION 2

These bylaws shall be reviewed annually by the Steering Committee.

Reviewed and revised November 17, 2005  
November 2, 2006  
November 15, 2007  
March, 2014  
November, 2014  
November 7, 2019



# AFC Technology Commission

## 5. FINANCIAL REPORT

**Technology Commission Ledger  
2009-2017**

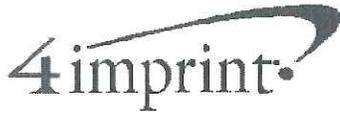
<b>2009-2010</b>	<b>Number</b>	<b>Name</b>	<b>Memo</b>	<b>Deposits</b>	<b>Expenses</b>	<b>Balance</b>
6/30/2009			Balance as of June 30, 2009			\$4,065.47
07/17/2009		Miami Dade College	Technology Commission Meeting	\$ 75.00		\$4,140.47
07/17/2009		Michael Pelitera	Technology Commission Meeting	\$ 25.00		\$4,165.47
07/17/2009		Telvu Corporation	Technology Commission Meeting Sponsor	\$ 300.00		\$4,465.47
11/24/2009		Melanie Jackson	Technology Commission Gifts Reimbursement		\$ (261.47)	\$4,204.00
11/24/2009		Erik Christensen	Technology Comm Exemplary Practice 2nd place		\$ (325.00)	\$3,879.00
11/24/2009		Mike Pelitera	Technology Comm Exemplary Practice 3rd place		\$ (175.00)	\$3,704.00
04/25/2010		Technology Comm	Technology Comm	\$ 1,055.44		\$4,759.44
<b>2010-2011</b>	<b>Number</b>	<b>Name</b>	<b>Memo</b>	<b>Deposits</b>	<b>Expenses</b>	<b>Balance</b>
11/12/2010	12301	Daniel Hood	1st Place Tech Comm Exemplary Practice		\$ (500.00)	\$4,259.44
11/12/2010	12304	Melanie Jackson	Technology Commission Gifts Reimbursement		\$ (214.77)	\$4,044.67
12/03/2010	12333	Frames & Images	Tech Comm Awards Inv#4982		\$ (75.00)	\$3,969.67
12/14/2010	12371	Frames & Images	Tech Comm Awards Inv#5055		\$ (25.00)	\$3,944.67
05/09/2011	12652	Renaissance Hotel	Half with Communications and Marketing Speaker Travel		\$ (72.24)	\$3,872.43
05/09/2011	12649	Nate Long	Honorarium for Technology Speaker		\$ (50.00)	\$3,822.43
05/17/2011	CPA	Technology Comm	Technology Comm Portion of Registrations from JCSC May 12-13,	\$ 268.16		\$4,090.59
05/17/2011	CPA	Technology Comm	Technology Commission Sponsor Portion of JCSC Sponsor Money	\$ 1,480.00		\$5,570.59
06/28/2011	12723	GTM Sportswear	6524: Order# 3443643 Customer# 22152 AFC Shirts for fundraiser (billed to tech)		\$ (1,859.66)	\$3,710.93
<b>2011-2012</b>	<b>Number</b>	<b>Name</b>	<b>Memo</b>	<b>Deposits</b>	<b>Expenses</b>	<b>Balance</b>
07/12/2011	4944	Cathy Lewis	AFC Shirt Fundraiser for Technology Commission	\$ 25.00		\$3,735.93
07/12/2011	1757	Kimberly Batty Herbert	AFC Shirt Fundraiser for Technology Commission	\$ 25.00		\$3,760.93
07/12/2011	1431	Melanie Morgan Jackson	AFC Shirt Fundraiser for Technology Commission	\$ 27.00		\$3,787.93
07/12/2011	2556	Lena Phelps	AFC Shirt Fundraiser for Technology Commission	\$ 25.00		\$3,812.93
07/12/2011	1494	Melanie Morgan Jackson	AFC Shirt Fundraiser for Technology Commission	\$ 77.00		\$3,889.93
07/12/2011	2321	Susan Devane	AFC Shirt Fundraiser for Technology Commission	\$ 25.00		\$3,914.93
07/12/2011	371	Keith Loweke	AFC Shirt Fundraiser for Technology Commission	\$ 25.00		\$3,939.93
10/23/2011	12979	James May	6523: Technology Exemplary Practice Winner 2011		\$ (500.00)	\$3,439.93
10/26/2011	12989	Paul Lefavi	6523: Reimbursement for Door Prize		\$ (48.81)	\$3,391.12
11/18/2011	8239	Anne Berman	Technology Commission Fees	\$ 50.00		\$3,441.12
11/18/2011	8056	Dolores Teter	Technology Commission Fees	\$ 50.00		\$3,491.12
11/18/2011	6649	Courtney Green	Technology Commission Fees	\$ 25.00		\$3,516.12
11/18/2011	1211	Callie Maddox	Technology Commission Fees	\$ 25.00		\$3,541.12
11/18/2011	451367467	Amscot Money Order	Technology Commission Fees	\$ 406.00		\$3,947.12
01/25/2012	810	Tammy Bush	Technology Commission	\$ 25.00		\$3,972.12
01/25/2012	982	Amy Dow	Technology Commission	\$ 25.00		\$3,997.12
06/25/2012	CPARRRRR	Technology Comm	Transfer to Technology Commission for JCSC portion of balance	\$ 1,373.23		\$5,370.35

**Technology Commission Ledger  
2009-2017**

<b>2012-2013</b>	<b>Number</b>	<b>Name</b>	<b>Memo</b>	<b>Deposits</b>	<b>Expenses</b>	<b>Balance</b>
	13733	Jesse Cohen	6523: Technology Commission 3rd Place Co-Winner 2012		\$ (150.00)	\$5,220.35
	13734	Travis Jordan	6523: Technology Commission 3rd Place Co-Winner 2012		\$ (150.00)	\$5,070.35
	13735	Zack Gilson	6523: Technology Commission 3rd Place Winner 2012		\$ (200.00)	\$4,870.35
		Cash	Technology Commission 50/50 raffle proceeds	\$ 27.00		\$4,897.35
	13773	Awards4U	6523: Inv#327124 Technology Commission Plaque		\$ (52.62)	\$4,844.73
	13820	Innisbrook	6526: Technology Comm Breakfast		\$ (608.51)	\$4,236.22
	1715	Melanie Jackson	Technology Commission Shirts bought at convention	\$ 104.00		\$4,340.22
		Cash	Technology Commission Shirts	\$ 50.00		\$4,390.22
	33026794	South Florida CC	Technology Commission Shirts	\$ 50.00		\$4,440.22
		Shirt sold at AFC Leadership Conf	Technology Commission Shirt	\$ 25.00		\$4,465.22
		Shirt sold at AFC Leadership Conf	Technology Commission Shirt	\$ 25.00		\$4,490.22
		Shirt sold at AFC Leadership Conf	Technology Commission Shirt	\$ 27.00		\$4,517.22
		Shirt sold at AFC Leadership Conf	Technology Commission Shirt	\$ 18.00		\$4,535.22
		Shirt sold at AFC Leadership Conf	Technology Commission Shirt	\$ 25.00		\$4,560.22
		Cash	Technology Commission Shirts	\$ 129.00		\$4,689.22
	643	Carolyn Lytle	Technology Commission Shirt	\$ 25.00		\$4,714.22
	4573	Jerry Shawver	Technology Commission Shirt	\$ 25.00		\$4,739.22
	14048	Melanie Morgan Jackson	6940: reimbursement Technology Comm prizes		\$ (221.07)	\$4,518.15
	7742	Philip Law	Technology Comm Registration Fee	\$ 25.00		\$4,543.15
	2549	Charles Benn	Technology Comm Registration Fee	\$ 25.00		\$4,568.15
<b>2013-2014</b>	<b>Number</b>	<b>Name</b>	<b>Memo</b>	<b>Deposits</b>	<b>Expenses</b>	<b>Balance</b>
	801389	Florida State College at Jacksonville	Technology Commission reg fee	\$ 75.00		\$4,643.15
		Cash	Technology Commission T-shirts Sales	\$ 152.00		\$4,795.15
	3616	Richard Peavy	Technology Commission T-shirts Sales	\$ 27.00		\$4,822.15
	780	Sharon Fletcher	Technology Commission T-shirts Sales	\$ 25.00		\$4,847.15
	6972	Randey Burnette	Technology Commission T-shirts Sales	\$ 25.00		\$4,872.15
	9006	Kim Manning	Technology Commission T-shirts Sales	\$ 25.00		\$4,897.15
	242	Drianna Fazzano	Technology Commission T-shirts Sales	\$ 25.00		\$4,922.15
	14484	Caribe Royale	6526: Technology Commission Lunch		\$ (127.33)	\$4,794.82
	2222651	Rachel Pulliam	Technology Commission	\$ 25.00		\$4,819.82
	r1057303076	Edward Pate	Technology Commission	\$ 25.00		\$4,844.82
	191	Kathryn Stubbs	Technology Commission	\$ 25.00		\$4,869.82
	1805	Melanie Jackson	Technology Commission	\$ 25.00		\$4,894.82
<b>2014-2015</b>	<b>Number</b>	<b>Name</b>	<b>Memo</b>	<b>Deposits</b>	<b>Expenses</b>	<b>Balance</b>
	15616	Neal Phillips	6523: 2014 Technology Comm Winner		\$ (250.00)	\$4,644.82
	15617	Tanya Bizon	6523: 2014 Technology Comm 2nd Place Finalist		\$ (150.00)	\$4,494.82

**Technology Commission Ledger  
2009-2017**

12/10/2014	15618	Kendra Auberry	6523: 3rd place for 2014 Technology Commission Exemplary Practice	\$ (50.00)	\$4,444.82
12/10/2014	15619	Alexis Carlsson	6523: 3rd place for 2014 Technology Commission Exemplary Practice	\$ (50.00)	\$4,394.82
<b>2015-2016</b>	<b>Number</b>	<b>Name</b>	<b>Memo</b>	<b>Expenses</b>	<b>Balance</b>
11/06/2015	16173		Technology Commission 1st Place Exemplary Practice	\$ (250.00)	\$4,144.82
11/06/2015	16174		Technology Commission 2nd Place Exemplary Practice	\$ (150.00)	\$3,994.82
11/06/2015	16175		Technology Commission 3rd Place Exemplary Practice	\$ (100.00)	\$3,894.82
11/19/2015	16199	Josh Murdock	6526: Reimbursement for Technology Comm Expenses	\$ (185.70)	\$3,709.12
<b>2016-2017</b>	<b>Number</b>	<b>Name</b>	<b>Memo</b>	<b>Expenses</b>	<b>Balance</b>
10/18/2016	16765	Maya Pakhomova	6523: Technology Comm Runner Up 2016 (Technology Share)	\$ (150.00)	\$3,559.12
10/18/2016	16766	Jim Robinette	6523: Technology Comm Winner 2016 (Technology Share)	\$ (250.00)	\$3,309.12
<b>2017-2018</b>	<b>Number</b>	<b>Name</b>	<b>Memo</b>	<b>Expenses</b>	<b>Balance</b>
					\$3,309.12
			No Activity for 2017-2018		
<b>2018-2019</b>	<b>Number</b>	<b>Name</b>	<b>Memo</b>	<b>Expenses</b>	<b>Balance</b>
01/28/2019		AFC registration for BOD mtg	Reg fee for Paul LeFavi for BOD meeting Jan 2019	\$ (69.00)	\$3,240.12
<b>2019-2020</b>	<b>Number</b>	<b>Name</b>	<b>Memo</b>	<b>Expenses</b>	<b>Balance</b>



101 Commerce St  
PO Box 320  
Oshkosh, WI 54901

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Free Fax: 800-355-5043

<b>Main Address</b> SHARLEE WHIDDON ASSOCIATION OF FLORIDA COLLEGES 1725 MAHAN DR TALLAHASSEE, FL 32308-5201	<b>Invoice Address</b> Sharlee Whiddon 1725 Mahan Drive Tallahassee FL 32308 USA	<b>Shipping Address</b> Sharlee Whiddon Association of Florida Colleges 1725 Mahan Drive Tallahassee, FL 32308 USA Tel: (850) 222-3222
--	--	--

<b>Order Number:</b> 19739419 <b>Order Date:</b> March 16 2020 <b>Account No:</b> 4379861 <b>Reference No:</b>	<b>Questions Call:</b> Pam Meyer <b>Phone:</b> 877-446-7746 Ext. 8809 <b>Fax:</b> 800-355-5043 <b>Email:</b> pmeyer@4imprint.com
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Item	Breeze Tabletop Retractable Banner - 8"		Colors	(Base,Graphic): Silver, Full Color		
Qty	Item #	Description	Unit \$	Price \$	Total \$	
1	137939-8	Breeze Tabletop Retractable Banner - 8"	82.0000	82.00	82.00	
1	Coupon	Coupon Code	-8.2000	-8.20	-8.20	
		Freight		7.42	7.42	
				<b>Tax</b>	5.54	
					86.76	

**Artwork Instructions**

Product Color (Base, Trim): Silver,Full Color  
 Imprint Location: Banner  
 Imprint Colors: Full Color

Item	Serged Open-Back Polyester Table Throw - 6'		Colors	(Throw,Trim): Black, Black		
Qty	Item #	Description	Unit \$	Price \$	Total \$	
1	5958	Serged Open-Back Polyester Table Throw - 6'	139.0000	139.00	139.00	
1	Coupon	Coupon Code	-13.9000	-13.90	-13.90	
		Freight		9.12	9.12	
				<b>Tax</b>	9.38	
					143.60	

**Artwork Instructions**

Product Color (Base, Trim): Black,Black  
 Imprint Location: Front Center  
 Imprint Colors: Full Color

**Grand Total** 230.36

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

# INVOICE 7628



TCC  
Jessie Clayton  
12260 Iamonia Landing Road  
Tallahassee, Florida 32312  
United States

Invoice # 7628  
Invoice Date 01/02/2020  
Invoice Due Due Upon Receipt

<b>Amount Due</b>	<b>\$ 129.00</b>
-------------------	------------------

## Transactions

Description	Amount
Jessie Clayton: Event Cost - AFC Leadership Conference Registration Fee - \$129.00	\$ 129.00

<b>Total Amount</b>	<b>\$ 129.00</b>
<b>Amount Paid</b>	<b>-\$ 0.00</b>
<b>Amount Due</b>	<b>\$ 129.00</b>

Please mail checks made out to the Association of Florida Colleges to:  
1725 Mahan Drive  
Tallahassee, Florida 32308

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

# INVOICE 7648



TCC  
Jessie Clayton  
12260 Iamonia Landing Road  
Tallahassee, Florida 32312  
United States

Invoice # 7648  
Invoice Date 01/06/2020  
Invoice Due 02/04/2020

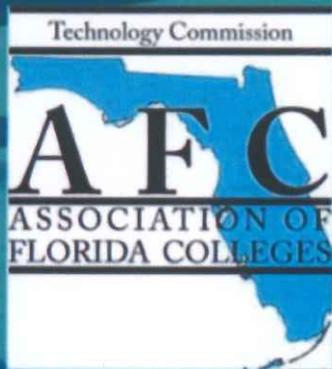
<b>Amount Due</b>	<b>\$ 79.00</b>
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## Transactions

Description	Amount
Jessie Clayton: Leg Days Registration Fees - Legislative Days Fee- Member Rate - \$79.00	\$ 79.00

<b>Total Amount</b>	<b>\$ 79.00</b>
<b>Amount Paid</b>	<b>-\$ 0.00</b>
<b>Amount Due</b>	<b>\$ 79.00</b>

If you have any questions about this invoice, please contact AFC at [info@myafchome.org](mailto:info@myafchome.org).



## **AFC Technology Commission**

### **6. COMMISSION COMMUNICATIONS**

## Jessie Clayton

---

**From:** Jessie Clayton  
**Sent:** Tuesday, November 19, 2019 8:45 AM  
**To:** Wanjiku Jackson  
**Subject:** RE: 2020 Spring Region I Conference...

Wanjiku,

The holidays are fast approaching and will soon be upon us. I am sure everyone will be in the holiday mode and not in the mood for planning anything. How should you and I proceed for the 2020 Spring Conference? When should we start requesting calls for presentation proposals? When do we need to secure vendors? How many vendors are a good number to request? How or what is a fair agreement on splitting the funds as to what Region I or the Technology Commission should receive? Can we create a flyer announcing the "AFC Region I Joint Technology Commission Spring Conference for April 24, 2020?"

Best Regards,

Jessie Clayton  
Technology Specialist  
Tallahassee Community College  
AFC TCC Chapter Membership Chair  
AFC 2019 Technology Commission Interim Chair  
E-mail: claytonj@tcc.fl.edu  
Phone: 850-201-8267

---

**From:** Wanjiku Jackson <jacksonw@nwfsc.edu>  
**Sent:** Monday, October 14, 2019 1:54 PM  
**To:** Jessie Clayton <CLAYTONJ@tcc.fl.edu>  
**Subject:** Re: 2020 Spring Region I 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.

Hi Jessie,

We would love to have you collaborate with us. The Region 1 Conference will be held on April 24th.

Kind regards,  
Wanjiku

---

**From:** Jessie Clayton <CLAYTONJ@tcc.fl.edu>  
**Sent:** Friday, October 11, 2019 10:56 AM  
**To:** Wanjiku Jackson <jacksonw@nwfsc.edu>  
**Subject:** 2020 Spring Region I Conference...

This message originated outside of the Northwest Florida State College email system. Please exercise caution before opening attachments, clicking links, replying, or providing any information to the sender. Contact the Help Desk at 850-729-5396 if you have any questions.

Wanjika Jackson,

My name is Jessie Clayton. I am the Technology Commission Interim Chair. I am located at Tallahassee Community College, and I am in Region I. I spoke to Marsh Kiner at the State office; she encourage me to reach out to you. She mentioned that you are planning a 2020 Spring Region I Conference for April 2020. If it is okay, I would love to tag along to do a Joint Conference for April 2020. I am willing to do what it takes to be a part of your Spring Conference for next year.

Are you planning on attending the 70<sup>th</sup> Annual Meeting and Conference November 6 – 8, 2019? If so, consider attending our Technology Commission meeting Thursday, November 7, 2019 from 4:00 p.m. to 5:00 p.m. My contact information is listed below if you need to reach me.

Jessie Clayton  
Technology Specialist  
Tallahassee Community College  
AFC TCC Chapter Membership Chair  
AFC 2019 Technology Commission Interim Chair  
E-mail: [claytonj@tcc.fl.edu](mailto:claytonj@tcc.fl.edu)  
Phone: 850-201-8267

\*\*\*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.\*\*\*

## Jessie Clayton

---

**From:** Jessie Clayton  
**Sent:** Tuesday, January 21, 2020 7:31 AM  
**To:** Cabrera, Bertha; Alicea, Eddie; Beck, Jamie; Bertha Cabrera; Mahmoud Abdelhadi; smithc@phsc.edu  
**Subject:** Social media  
**Attachments:** Tech Commission members list.XLS

Technology Commission Board members,

I am requesting your assistance once again. I am building up our social media traffic on our social media pages from our Commission members list. Can you please reach out to the Technology Commission members or none members in your area to encourage individuals to join and view our social media pages, like the AFC Technology Commission, Facebook, Instagram, and Weebly pages? Attached is the Technology Commission member Excel spreadsheet to use to contact individuals in your area.

Below you can find all the social media pages links below:

**AFC Technology Commission page:** <https://www.myafchome.org/myafctechnology>

**Facebook link:** <https://www.facebook.com/groups/2557247747736073/>

**Instagram link:** <https://www.instagram.com/afc.tech/>

For Instagram, search the **username** "afc.tech".

Username-afc.tech  
Password- Rundown123!

**Weebly:**  
<https://afcmdc.weebly.com/>

If you have any questions, please do not hesitate to contact me directly.

Best Regards,

Jessie Clayton  
Technology Specialist  
Tallahassee Community College  
AFC 2019 TCC Chapter Membership Chair  
AFC 2020 Technology Commission Chair  
E-mail: [claytonj@tcc.fl.edu](mailto:claytonj@tcc.fl.edu)  
Phone: 850-201-8267

PLEASE REFER TO OTHER SECTIONS  
FOR A COMPREHENSIVE DETAILING  
OF COMMISSION COMMUNICATIONS.

IN ADDITION, OUR SOCIAL MEDIA WAS  
HEAVILY USED AS A METHOD TO  
COMMUNICATE. (SECTION 7)



# AFC Technology Commission

## 7. SOCIAL MEDIA

# TECHNOLOGY COMMISSION QUICK LINK



Technology Commission quick link

News & Events

MDC Chapter of the Year

Region V

Home

more

## Links:

AFC Website

<https://afc.memberclicks.net/myafctechnology>

Facebook

<https://www.facebook.com/groups/2557247747736073/>

Instagram

<https://www.instagram.com/afc.tech/>

Quick Link

<https://afcmdc.weebly.com/>

## Announcements

**Call for Presentation Proposals: Submission due by February 14, 2020**

**Region IV 2020 Spring Conference: "Dedicated to Success"**

**April 3, 2020**

**Pasco-Hernando State College: Porter Campus at Wiregrass Ranch**

**Send proposals with the words "Proposal for AFC Region IV 2020 Region Conference" in the subject heading to: Jaimie Pagel**

**Pasco-Hernando State College- [pageljs@phsc.edu](mailto:pageljs@phsc.edu)**

**Submission due by February 14, 2020**

## Pictures





Serving the Florida College System since 1949

2020 Legislative Session

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The mission of the Technology Commission is to represent the interests of Florida's community and state college personnel whose job interests include technology-related activities or issues. The Technology Commission strives to enhance student learning, improve institutional effectiveness, and promote effective participation in all aspects of technology management, planning, information sharing, et al. learning, and innovation.

WHAT WE DO / WHO WE ARE

Welcome to the Association of Florida Colleges' Technology/ Commission webpage. Please browse the information listed below for Technology/ Commission events and announcements as well as our bylaws, newsletters, and awards and recognition acknowledging the great work of our AFC Commission members. If you see a Florida college employee and are not already an AFC member, consider joining us and taking advantage of all of the great benefits and opportunities that come with membership!

Welcome - A Message from the 2020 Chair

I am Jesse Clayton, the Technology/ Commission Chair. I have a B.S.B.A. degree from Auburn University in Information Systems. I have worked as a Learning Commons Specialist at Tallahassee Community College and an AFC member for 16 years. I am a graduate of the 2019 Certified College Professional program (CCCP). I have served in various positions on TCC Chapter Board. Also, I have served as the Treasurer for the Technology/ Commission. I enjoy networking with other colleges and the social aspects of AFC.

I believe each individual has what it takes to be a great and strong leader. We just need a little guidance, cultivation, and encouragement along the way. With the Technology/ Commission Chair position, my plan and goal is to embrace what is shared to build up its membership and to make this Commission relevant for the 21st century and beyond. The Technology/ Commission Board consists of a Chair-Elect, Webmaster, Treasurer, Historian, and Secretary.

I am looking for current members to volunteer and exciting members to join our Commission to help me strengthen our role within the AFC community. I approach anything with a great amount of passion, and I plan on bringing that same passion to the Technology/ Commission Chair position.

Please join me and be a part of this incredible journey as we create greatness together with the Technology/ Commission. Please contact me if you want to be a part of one of the most passionate Commissions in AFC. My contact information is listed below for your ideas and support.

Jessie Clayton

Technology/ Specialist  
Tallahassee Community College  
AFC TCC Chapter Membership Chair  
AFC 2019 Chair, Technology/ Commission  
E-mail: claytonj@tcc.fl.edu  
Phone: 850-201-6267



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Upcoming Events

- Thu Dec 12, 2019  
Council of Presidents  
TECHNOLOGICAL  
Changery Council of Presidents  
Fri Dec 13, 2019  
DURHAM PUBLISHING  
Category: Convent
- Wed Jan 18, 2020  
TOWNSEND COMMUNICATIONS  
CONFERENCE 2020  
Changery Council of Presidents  
Category: Convent

View Full Calendar

Latest News

- TEACHER DAY ACHIEVEMENTS OF  
RESILIANT BLOOM
- PATIENTS DRAWN TO SMOKE  
MEDICAL MARIJUANA
- U.S. SENATE SOUNDS OFF ON LUCK  
FOR APPRENTICES COHORT
- RESILIANT BLOOMERS NEW TEACHER  
BONUS PROGRAM

View More

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Association of Florida Colleges

## Commission Resources

1. [Executive Board](#)
2. [Announcements](#)
3. [Bylaws](#)
4. [Awards and Recognition](#)
5. [Social Media - Get Connected](#)

## 2020 EXECUTIVE BOARD

**Chair:** Jessie Clayton, Tallahassee Community College, eMail: claytonj@tcc.fl.edu; Phone: 850-201-8267

**Immediate Past Chair:** Paul Lefavi, Indian River State College; eMail: plefavi@irsc.edu; Phone: 772-462-7730

**Chair-Elect:** Jamie Beck, Pensacola State College, eMail: jbeck@pensacolastate.edu; Phone: 850-484-1513

**Webmaster:** Eleazar Asencio, Miami Dade College, eMail: easencio@mdc.edu; Phone: 305-257-6259

**Treasurer:** Mahmoud Abdelhadi, Tallahassee Community College, abdelham@tcc.fl.edu; Phone: 8550-201-8577

**Historian:** Christine Smith, Pasco-Hernando State College-West, smithc@phsc.edu; Phone: 727-816-3769

**Secretary:** Bertha Cabrera, Miami Dade College-West, eMail: bcabrera@mdc.edu; Phone: 305-237-8468

## ANNOUNCEMENTS



Search



afc.tech

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AFC Technology Commission

Representing the interests of Florida's community and state college personnel whose job interests include technology-related activities or issues.  
[www.myafchome.org/technologycommission](http://www.myafchome.org/technologycommission)

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Technology Commission



# AFC Technology Commission



# AFC Technology Commission

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Photo/Video

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### Recommended Groups

Link groups you recommend and they'll appear in this group.



Link Existing Group

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+ Enter name or email address...

MEMBERS 8 Members



You have 5 new members this week. Write a post to welcome them.

SUGGESTED MEMBERS Hide

Friends

Jay T Talum Invite Member

Samantha Reese-Brown Invite Member

Damián Farmer Invite Member

See More

### Announcements



Eleazar Asencio updated the description.  
November 14 at 2:31 PM

The purpose of AFC Technology Commission is to represent the interests of Florida's Community and State College personnel and to provide and promote effective participation relating to all aspects of technology management, planning, information sharing, and innovation.

This Facebook group is to share, discuss, and network with AFC Technology Commission members.

<https://afc.memberclicks.net/myafctechnology> ... See More

DESCRIPTION Edit

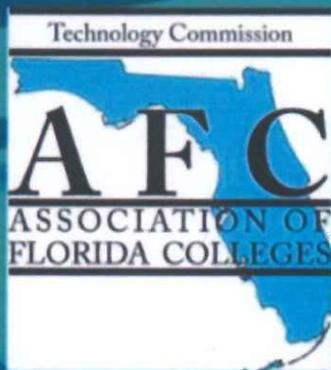
The purpose of AFC Technology Commission is to represent the int... See More

GROUP TYPE

General

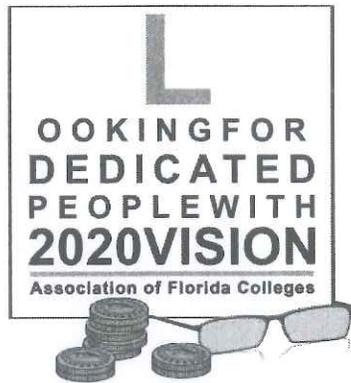
LOCATION

Add Location



# AFC Technology Commission

## 8. COMMISSION CHAIR AFC BOARD OF DIRECTORS MEETING ATTENDANCE



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**REGION 1**  
**CHAPTER PRESIDENTS' MEETING**  
**Meeting Minutes**  
April 2, 2020

---

- **Wellness Check**
- **2020 - Region 1 Virtual Spring Conference**
  - **Date: April 24, 2020**
    - Based on the Doodle, Region 1 will continue the process to host the Region 1 Spring Conference via ZOOM Room on originally scheduled date.
    - The event will run from 8 AM – 11 AM CST.
    - W. Jackson will contact the AFC Tallahassee office to have the registration portal updated. The conference will be free and delivered via ZOOM Room.
    - Participants will not have to be logged in the ZOOM Room for the duration of the event.
    - Participants will be documented via the ZOOM Room usage report.
  - **Agenda**
    - W. Jackson will work with the NWF State College Marketing Department to update the event flyer and agenda (once the speakers are finalized.)
  - **Speakers**
    - All speakers will be confirmed by 04/10/2020.
  - **Door Prizes**
    - Big door prize provided by AFC will be awarded through a random drawing from participants.
- **Region 1 Activities**
  - **Postponed - Region 1 Beach Clean Up**  
(<https://www.keepfloridabeautiful.org/affiliates/>)
  - **Suggestions Virtual Options (To stay connected as a region.)**
    - Region 1 Bingo Game – Mel Minor

- Netflix Watch Party – Tony Chavez
- DJ Watch/Dance Party – Sharon Walker

- **Report Outs**

- **Chipola College**
  - Due to COVID – 19, no updates to report.
- **Gulf Coast State College**
- **Northwest Florida State College**
  - Virtual new membership meeting to be held 04/04/2020.
    - Inviting participants to attend Region 1 and Annual Convention.
- **Pensacola State College**
  - Professional developments were cancelled due to COVID-19.
  - Executive Committee is scheduled to meet.
  - Chapter authorized scholarship donation to PSC Foundation.
- **Tallahassee Community College**
  - Members continue to partner with Second Harvest to serve the community.

**AFC BOARD OF DIRECTORS ZOOM MEETING**  
**Thursday, April 23, 2020**  
**2:00 PM**

**AGENDA**

**2:00 PM – Board Meeting**

**1.0 General Business**

- 1.1 Call to Order – **Matthew White, President**
- 1.2 Roll Call – sign-in sheet
- 1.3 Consent Items for Approval or Ratification - **Michael Brawer**
  - 1.3.1 Approval, Board of Directors Agenda, April 23, 2020
  - 1.3.2 Approval, Board of Directors Meeting Minutes – January 29, 2020
  - 1.3.3 Ratify, West American Insurance Company, Commercial Auto Policy
  - 1.3.4 Ratify, Ohio Security Insurance Company, Commercial Package Policy

**2.0 President’s Report– Matthew White, President**

**3.0 Executive Director/CEO Report - Michael Brawer**

- 3.1 Ratify, AFC Financial Report

**4.0 AFC Foundation – Andre Hawkins, Chair**

**5.0 Commissions Business – John Fey, Vice President for Commissions**

- 5.1 Administration – Lynne O’Dell
- 5.2 Campus Safety – Yakir Fernandez
- 5.3 Career and Professional Employees – Sharon Walker
- 5.4 Communications and Marketing – Travis Jordan
- 5.5 Equity, Diversity and Inclusion – Daniella Pierre
- 5.6 Facilities – Govindah Ramnarain
- 5.7 Faculty – Jean Scheppers
- 5.8 Healthcare Education– Ann Hubbard
- 5.9 Institutional Effectiveness, Planning and Professional Development – Michael Pelitera
- 5.10 Learning Resources – Mercedes Clement
- 5.11 Student Development – Chalah Harris
- 5.12 Technology – Jessie Clayton
- 5.13 Trustees – Tim Morris
- 5.14 Workforce, Adult and Continuing Education – Ryan Buckthorpe

**6.0 Regional Business – Holly Sutton, Vice President for Regions & Chapters**

- 6.1 Region I – Wanjiku Jackson
- 6.2 Region II – Joyce Smith
- 6.3 Region III – Charlene Latimer

- 6.4 Region IV – Jaime Pagels
- 6.5 Region V – Brenda Rante
- 6.6 Chapter Business

**7.0 Standing Committees – Ray Coulter, President-Elect**

- 7.1 Awards Committee – Evelyn Ward
- 7.2 Bylaws Committee – Bill Mallowney
- 7.3 Certified College Professional Committee – Charlene Latimer
- 7.4 Human Resources and Finance Committee – Byron Todd
- 7.5 Legislative Committee – Jack Capra
- 7.6 Member Services Committee – Melonie Miner
- 7.7 Membership Development Committee – John Barbieri and Kim Sellers
- 7.8 Nominating Committee – Marjorie McGee
- 7.9 Planning and Development Committee – Juanita Scott
- 7.10 Policy and Advocacy Committee – Joe Pickens (Michael Brawer)
- 7.11 Service Projects Committee – Sandi Barrett

**8.0 Liaisons and Special Committees – Marjorie McGee, Past President**

- 8.1 AFC Retirees – Dolores Teter
- 8.2 Speakers Bureau – Juanita Scott

**OBFTGOTC?**

**ADJOURN**

**STEP #3: Identify the appropriate meeting from the list of previous meetings. Select the number associated with the participants from the meeting (this number will be blue indicating it is a hyperlink).**

**NOTE: If the participant left and came back into the room, the information will be recorded again in the report.**

Reports - Usage Reports - Usage Document

From: 04/02/2020 To: 04/02/2020

Maximum report duration: 1 Month

The report displays information for meetings that existed at least 30 minutes ago.

Export as CSV File Toggle Columns

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
AFC Region 1: Florida Panha...	607-515-662	Wanjiku Jackson	jacksonw@nwfsc.edu			No	01/22/2020 12:49:49 PM	04/02/2020 12:59:09 PM	04/02/2020 01:41:30 PM	43	10	Zoom

**STEP #4: The list of participants will appear on the screen (as below) and there will be an option to Export the report as a .csv file.)**

**Meeting Participants**

- Export with meeting data
- Show unique users

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
Wanjiku Jackson	jacksonw@nwfsc.edu	04/02/2020 12:59:44 PM	04/02/2020 01:42:04 PM	43	100.0%
Jessie Clayton	claytonj@tcc.fl.edu	04/02/2020 01:00:00 PM	04/02/2020 01:42:04 PM	43	100.0%
mminer		04/02/2020 01:00:16 PM	04/02/2020 01:42:03 PM	42	100.0%
Anthony Chavez	chavez1@nwfsc.edu	04/02/2020 01:00:17 PM	04/02/2020 01:01:23 PM	2	100.0%
Evelyn Ward		04/02/2020 01:00:17 PM	04/02/2020 01:42:04 PM	42	100.0%
Matt's iPhone		04/02/2020 01:00:21 PM	04/02/2020 01:19:29 PM	20	100.0%
Sharonr Walker		04/02/2020 01:00:28 PM	04/02/2020 01:42:04 PM	42	100.0%
18504841726		04/02/2020 01:00:39 PM	04/02/2020 01:42:03 PM	42	100.0%

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment

B14

	A	B	C	D	E	F
	Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
1	Wanjiku Jackson	jacksonw@nwfsc.edu	4/2/2020 12:59	4/2/2020 13:42	43	100.00%
2	Jessie Clayton	claytonj@tcc.fl.edu	4/2/2020 13:00	4/2/2020 13:42	43	100.00%
3	mminer		4/2/2020 13:00	4/2/2020 13:42	42	100.00%
4	Anthony Chavez	chavez1@nwfsc.edu	4/2/2020 13:00	4/2/2020 13:01	2	100.00%
5	Evelyn Ward		4/2/2020 13:00	4/2/2020 13:42	42	100.00%
6	Matt's iPhone		4/2/2020 13:00	4/2/2020 13:19	20	100.00%
7	Sharonr Walker		4/2/2020 13:00	4/2/2020 13:42	42	100.00%
8	18504841726		4/2/2020 13:00	4/2/2020 13:42	42	100.00%
9	Anthony Chavez	chavez1@nwfsc.edu	4/2/2020 13:01	4/2/2020 13:42	41	100.00%
10	Gregory Williams	williagr@tcc.fl.edu	4/2/2020 13:07	4/2/2020 13:42	35	100.00%
11						
12						
13						
14						
15						



# **AFC Technology Commission**

## **9. AFC BOARD OF DIRECTORS WRITTEN REPORT**



**5.12 Technology Commission Board Report**  
**Wednesday, November 6, 2019**  
**Submitted by Jessie Clayton**

Chair: Jessie Clayton  
Learning Commons Technology Specialist  
Tallahassee Community College

**Short Term Goals:**

At the AFC Annual Meeting and Conference, I plan on attending the Commission meeting. We will vote on the following elected officers listed below. In the past, our Commission has never had a Historian position. We are adding the Historian to track events, meetings, or needed information to add to the Commission book.

1. Interim Chair – Jessie Clayton (Tallahassee Community College)
2. Interim Chair-Elect – Jamie Beck (Pensacola State College)
3. Webmaster – Eleazar Asencio (Miami Dade College)
4. Treasurer – Mahmoud Abdelhadi (Tallahassee Community College)
5. Historian – Christine Smith (Pasco-Hernando State College-West)
6. Secretary– Bertha Cabrera (Miami Dade College-West)

**Members who are unable to attend a Commission meeting, we will conducted the meeting in one of the following ways:**

1. Skyping for Business
2. GoToMeeting
3. Webcam for Skyping
4. Other platforms

**We will join Waniguk Jackson, Region I Spring Conference at North Florida**

1. Spring Conference date: April 24, 2020
2. Reach out to at least 2 to 3 vendors to sponsor
3. Call for at least 2 to 3 Presenters

At the Annual Conference, we plan to have a raffle table for a 50 / 50 drawing and 2 to 3 door prizes at Technology Commission meeting

**Long Term Goals:**

1. Increase active participation in the Technology Commission
2. Attend all board meetings
3. Win Commission of the Year
4. Review and update Technology Commission By-Laws
5. Review and update Technology Commission Operational Plan
6. Discuss creating a survey Monkey. Send out after January 2020 to have at least 10 questions to current members

**Budget Report:**

AFC Technology Commission Budget as of 1/28/2019 is \$3,240.12.



**5.12 Technology Commission Board Report**  
**Wednesday, January 29, 2020**  
**Submitted by Jessie Clayton**

Chair: Jessie Clayton  
Learning Commons Technology Specialist  
Tallahassee Community College

**Board Members:**

Chair – Jessie Clayton (Tallahassee Community College)  
Chair-Elect – Jamie Beck (Pensacola State College)  
Webmaster – Eleazar Asencio (Miami Dade College)  
Treasurer – Mahmoud Abdelhadi (Tallahassee Community College)  
Historian – Christine Smith (Pasco-Hernando State College-West)  
Secretary – Bertha Cabrera (Miami Dade College-West)

**Updates:**

- At the 70<sup>th</sup> AFC Annual Meeting and Conference, the Technology Commission presented the Silent Auction with an iPad that was donated by Christine Smith from PHSC
- The 50 / 50 drawing at the Annual Conference raised \$270, with \$135 going to the individual and \$135 to our Commission
- We had a well-attended Board meeting at the Annual Conference
- Members who are unable to attend a Commission meeting, we decided to conduct the meeting using Zoom Conference
- Christine Smith (PHSC) is working with Breanna Perry (PHSC) to represent the Technology Commission at Region IV Conference. Breanna Perry (PHSC) plans to present at this Conference.  
**Breanna Perry's Title:** Engage your audience with free tech tools. **description:** Learn how easy it is to engage your audience with tech tools. Participants will learn how to use Slido to poll the audience live and Padlet for group sharing during presentations.

**We are planning with Waniguk Jackson, Region I Spring Conference at Northwest Florida**

1. Spring Conference date: April 24, 2020
2. Currently reaching out to vendors to sponsor the conference
3. Call for **Call for Presentation Proposals** have gone out – Submissions are due by February 14, 2020
4. The next Technology Commission meeting is scheduled April. 24, 2019 at the Joint Technology Commission and Region I Conference

**Long Term Goals:**

1. Increase active participation in the Technology Commission
2. Attend all board meetings
3. Apply for Commission of the Year
4. Review and update Technology Commission Operational Plan

**Budget Report:**

AFC Technology Commission Budget as of 1/28/2019 is \$3,240.12.



*Serving the Florida College System since 1949*



**5.12 Technology Commission Board Report**  
**Thursday, April 23, 2020**  
**Submitted by Jessie Clayton**

Chair: Jessie Clayton  
Learning Commons Technology Specialist  
Tallahassee Community College

**Technology Commission Board Members:**

1. Chair-Elect – Jamie Beck (Pensacola State College)
2. Webmaster – Eleazar Asencio (Miami Dade College)
3. Treasurer – Mahmoud Abdelhadi (Tallahassee Community College)
4. Historian – Christine Smith (Pasco-Hernando State College-West)
5. Secretary– Bertha Cabrera (Miami Dade College-West)

**Short Term Goals:**

Participate in AFC Zoom meetings. Attend **AFC Commission Board Zoom meeting: April 24, 2020**  
**from 1:00 p.m. – 2:00 p.m.**

**Technology Commission will join Waniguk Jackson, Region I Spring Conference at North Florida via Zoom**

1. Spring Conference date: April 24, 2020
2. Technology Commission Presenter: Holly McFadden & Valencia Strowder
  - Topic: Implementation Coordinator

**Exemplary Practice Award Competition and must be a member of AFC by the application deadline to apply:**

1. Application submission deadline: June 5, 2020 by 5:00 p.m.
2. Webinar Nominations Judged: July 24, 2020
3. Exemplary Practice award prizes: 1<sup>st</sup> prize = \$250.00; 2<sup>nd</sup> prize = \$150.00; 3<sup>rd</sup> prize = \$100.00

All will receive a certificate / plaque at the Annual Conference

**AFC Webinar Series:**

Technology Commission is coordinating with AFC State office for 30-minute webinars. The first series: "10 Tips & Tricks for Zoom Conference and Meetings." The Zoom webinar is scheduled for April 28, 2020 from 1:00 p.m. – 3:00 p.m.

**Long Term Goals:**

1. Increase active participation in the Technology Commission
2. Attend all board meetings
3. Win Commission of the Year
4. Review and update Technology Commission Operational Plan

**Budget Report:** AFC Technology Commission Budget as of 1/28/2019 is \$3,240.12.



**5.12 Technology Commission Board Report**  
**Thursday, July 30, 2020**  
**Submitted by Jessie Clayton**

Chair: Jessie Clayton  
Learning Commons Technology Specialist  
Tallahassee Community College

**Technology Commission Board Members:**

1. Chair-Elect – Jamie Beck (Pensacola State College)
2. Webmaster – Eleazar Asencio (Miami Dade College)
3. Treasurer – Mahmoud Abdelhadi (Tallahassee Community College)
4. Historian – Christine Smith (Pasco-Hernando State College-West)
5. Secretary– Bertha Cabrera (Miami Dade College-West)

**Short Term Goals:**

Participate in AFC Zoom meetings as well as the Board of Directors Zoom meetings.

**Exemplary Practice Award Competition:**

1. Webinar Nominations Judged: July 24, 2020
2. Exemplary Practice award prizes: 1<sup>st</sup> prize = \$250.00; 2<sup>nd</sup> prize = \$150.00; 3<sup>rd</sup> prize = \$100.00
3. All six (6) will receive a certificate / plaque at the Annual Conference
4. The first prize winner will present at the 71<sup>st</sup> Annual Conference and Meeting in November 2020

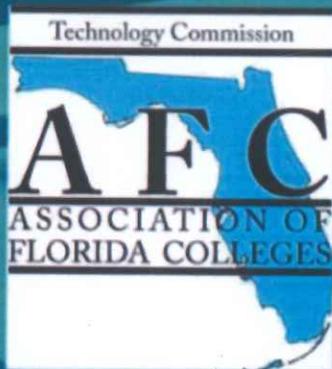
**AFC Technology Commission sponsored the following Webinars:**

- Technology Commission is coordinating with AFC State office for 30-minute webinars. "10 Tips & Tricks for Zoom Conference and Meetings." The Zoom webinar is scheduled for April 28, 2020 from 1:00 pm. – 3:00 pm
- Technology & Campus Safety Commissions Present: Ten Best Practices for Working from Home Securely on Tuesday, May 12, 2020 from 11:00 am – 12:00 pm
- AFC Technology Commission Presents: Using the Fish Philosophy for Virtual Team Building on May 14, 2020 from 11:00 am – 12:00 pm

**Long Term Goals:**

1. Increase active participation in the Technology Commission
2. Review, update, and submit Technology Commission Operational Plan

**Budget Report:** AFC Technology Commission Budget as of 1/28/2019 is \$3,240.12.



# **AFC Technology Commission**

## **10. FUNDRAISING ACTIVITIES BY COMMISSION**



**Association of Florida Colleges  
AFC Technology Commission  
- - Receipt - -**

Name: \_\_\_\_\_ Date: Nov. 8, 2019

Complete Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Comment: 50 / 50 Raffle drawing for 70<sup>th</sup> AFC Annual Meeting and Conference

Amount / Price: 135.00 Tax: 7.5 Total: 135.00

(Tape or staple receipt(s) in this area)

Association of Florida Colleges  
113 East College Avenue  
Tallahassee, Florida 32301

<b>RECEIPT</b>		DATE <u>11/8/19</u>	No. <b>212859</b>
RECEIVED FROM <u>Technology Commission</u>		<b>\$ 135.00</b>	
<u>Jessie Clayton 50/50 Raffle</u>		DOLLARS	
<input type="radio"/> FOR RENT <input type="radio"/> FOR _____			
ACCOUNT	<u>13500</u>	<input type="radio"/> CASH	FROM _____ TO _____
PAYMENT		<input type="radio"/> CHECK	
BAL. DUE		<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	
		BY <u>[Signature]</u>	