

AFC BOARD OF DIRECTORS MEETING
Friday, September 21, 2018
9:00 AM
Wyndham Orlando International Drive

Meeting Minutes

1.0 General Business

A tour of the Wyndham Hotel facilities was given at 9:00 a.m. Members of the Board of Directors were given a map of the property and a draft copy of the AFC Annual Meeting Conference 2018 - Schedule at a Glance.

The 2018 AFC President, Dr. Coleman-Ferrell called the September 21, 2018, meeting of the Board of Directors to order at 9:39 a.m.

1.1 Roll Call

An attendance sheet was distributed. The following members of the board were present:

1.2 Executive Committee

Tunjarnika Coleman-Ferrell
 Marjorie McGee
 Stephanie L. Campbell
 Ray Coulter

Byron Todd
 Tracy Glidden
 Robert Flores
 Michael Brawer
 Andre Hawkins

Commission Chairs

Brenda Rante
 Doug Prevatt
 Sharon Walker (Michelle Dames)
 John Barbieri

Kimberlie Massnick
 Claire Miller
 Lori Cannon
 Ron Kielty

Region Officers

Melonie Miner
 Holly Sutton

James Miller
 Tina Adams
 Michael Pelitera

Standing Committees

Katrina Porter
 Dana Livesay
 Christine Tripp

Sandi Barrett

AFC Staff

Marsha Kiner
 Eileen Johnson
 Sharlee Whiddon
 Lucia Fishburne

1.3 Consent Items for Approval or Ratification - Michael Brawer

- 1.3.1 Approval, Board of Directors Agenda, September 21, 2018
- 1.3.2 Approval, Board of Directors Meeting Minutes, July 11, 2018
- 1.3.3 Ratify, Lucas Daniel Boyce Appearance Contract
- 1.3.4 Ratify, Hard Rock Hotel Daytona Beach – Executive Committee Retreat
- 1.3.5 Ratify, Larry McCraw - Lawn Maintenance Contract
- 1.3.6 Ratify, DoubleTree Palm Beach Gardens – October 2018 COP
- 1.3.7 Ratify, Capital Health Plan Renewal
- 1.3.8 Ratify, ESI Phone contract
- 1.3.9 Ratify, Hilton Ocala – Council Meetings
- 1.3.10 Ratify, Parker Services – Preventative Maintenance
- 1.3.11 Ratify, Starfish Management Solutions

Action: *Upon a motion by Claire Miller and a second by Byron Todd all items were approved or ratified unanimously.*

2.0 President's Report

Dr. Coleman-Ferrell reflected on the fantastic Behavior Intervention Team (B.I.T.) training and the Campus Safety Symposium hosted by AFC at Daytona State College in July. Several members of the board who attended the events shared their greatest take-away.

Dr. Coleman-Ferrell asked all in attendance to continue sharing the events of the Association with everyone at their college. She announced that Lucas Daniel Boyce would be the plenary speaker at this year's Annual Conference. Dr. Coleman-Ferrell reminded all board members to work with their chapters and encourage them to go ahead and register for the Annual Conference as well as make their hotel reservations for the Annual Conference if they had not done so already.

3.0 Executive Director/CEO Report

3.1 Approval, AFC Financial Report

Mr. Brawer referred to the distributed handout entitled, Financial Summary for the Board of Directors.

Action: *Upon a motion by Stephanie L. Campbell and a second by Byron Todd the AFC Financial Report was approved unanimously.*

3.2 Annual Conference Planning Update

Mr. Brawer announced that any Commission to refer a sponsor for the Annual Conference would receive a 10% commission to be credited to your Commissions account. Ms. Fishburne thanked Mike Pelitera for his work in referring a sponsor.

Ms. Kiner thanked everyone for being at the meeting and making time to arrive for the hotel tour. She also thanked the Commissions for getting in the information for Exemplary Practice and Educational sessions. She reminded the Region Directors that conference calls will be scheduled for the next few weeks to discuss the conference duties for each Region.

3.3 NISOD Partnership – AFC Teaching and Learning Conference

Mr. Brawer announced that National Institute for Staff and Organizational Development (NISOD)

will be a partner in next year's AFC Conference on Teaching and Learning. He sent around information on the workshops that NISOD would host at the Conference. Mr. Brawer also shared the tentative agenda for the conference. On the Thursday of the Conference NISOD will host 3 workshops. Each of the workshops will be offered twice, once during the morning session and once during the afternoon session. Each workshop will be limited to about 75 participants. The Conference will be held in St. Petersburg at the St. Petersburg Hilton. Mr. Brawer stated that the conference rates have not been set, but he hopes that they will stay close to where they were last year at \$309 for AFC members. Dr. Coleman-Ferrell emphasized how wonderful it is to have such high quality professional development offered in our state. Mr. Todd shared that years ago TCC would send first year faculty to a NISOD conference, but due to the high price, they have not been able to do so. He also charged the Administration and Faculty Commissions to aid in helping with the planning of this great conference in April 2019.

4.0 AFC Foundation

Mr. Hawkins mentioned the importance of continuing to provide high quality professional development through the Association. He encouraged everyone to participate in this year's Silent Auction, which provides funds for scholarships awarded to Association members.

4.1 Silent Auction Update

Ms. Quinn, Silent Auction chair, thanked everyone for their silent auction donations. She reminded the board it is not too late to donate items and referred to the distributed Silent Auction flyer. Ms. Quinn shared with the board that the auction is online and bidding has begun at, www.biddingowl.com. Mr. Brawer thanked Ms. Quinn for her hard work on the auction over the last eight years. Ms. Quinn announced this would be her last year as chair of the Silent Auction.

5.0 Commissions Business – Byron Todd

5.1 Administration – Brenda Rante

Ms. Rante read her report which is available on the AFC website.

5.2 Campus Safety – Doug Prevatt

Mr. Prevatt reported that the Commission has money in their account for the first time in a while.

5.3 Career and Professional Employees – Gregory Williams

Ms. Sharon Walker read the Commission's report which is available on the AFC website.

5.4 Communications and Marketing – Chris Thomes

Report available on the AFC website.

5.5 Equity, Diversity and Inclusion – Michelle Dames

Ms. Sharon Walker read the Commission's report which is available on the AFC website.

5.6 Facilities – John Barbieri

Mr. Barbieri reported that the Commission plans to have two sessions at this year's Annual Conference. The Commission is also working to assist in getting sponsors for the Conference.

5.7 Faculty – Xiao Wang

Ms. Kimberlie Massnik, incoming chair for the Faculty Commission, reported that the Commission is working to become more active with the Association. She shared that the Commission was able to partner with Region V for their Professor of the Year presentations. The

four finalists will present at the Annual Conference.

5.8 Healthcare

No Report

Mr. Brawer stated that the Healthcare Commission is in desperate need of leadership.

5.9 Institutional Effectiveness – Lorenzo Carswell

Mike Pelitera reported for the Commission as the incoming chair. He shared that the Commission will be working on their bylaws. The Commission will have two sessions at Conference.

5.10 Learning Resources – Claire Miller

Ms. Miller read her Commission report, which is available on the AFC website.

5.11 Student Development – Lori Cannon

Ms. Cannon read the Commission's report which was distributed at the meeting.

5.12 Technology – Ron Kielty

Mr. Kielty reported that the Commission will host a session on Cyber Security at the Annual Conference.

5.13 Trustees – Dipa Shah

No Report

5.14 Workforce, Adult and Continuing Education – Belinthia Berry

No Report

6.0 Regional Business – Stephanie L. Campbell

6.1 Region I – Melonie Miner

Ms. Miner referred to her report which is available on the AFC website. She shared that the Region just had a conference call to discuss region duties for the Annual Conference.

6.2 Region II – Holly Sutton

Ms. Sutton referred to her report which is available on the AFC website. She shared that the Region hosted a Professional Development Day at Florida State College at Jacksonville, September 20. There were 53 participants.

6.3 Region III – James Miller

Mr. Miller referred to his report which is available on the AFC website. He shared that the chapter presidents in the region will be meeting next week to prepare for Annual Conference.

6.4 Region IV – Tina Adams

Dr. Adams referred to her report which is available on the AFC website. She shared that several chapters are changing leadership.

6.5 Region V – Michael Pelitera

Mr. Pelitera reported on the events of several chapters within the Region.

6.6 Chapter Business

Ms. Campbell thanked all the Region Directors for their hard work this year.

Dr. Coleman-Ferrell asked that all board members to share their pictures from events throughout the year with her via email. She asked that all photos be sent by October 5th.

7.0 Standing Committees – Marjorie McGee

7.1 Awards Committee – Katrina Porter

Ms. Porter shared that the awards committee met yesterday (September 19) for a long day of judging chapter books. She reminded the board that all Commission and Region books are due by October 24th. A submitted report is available on the AFC website.

7.2 Bylaws Committee – Bill Mallowney

Mr. Brawer reported there will be no bylaws changes proposed at this year's Assembly of Delegates. He stressed the importance of having a quorum at the Assembly. Ms. Miller asked why the Assembly is held on Friday morning, and could it be moved? Ms. Kiner replied that is the last day of the conference. Wednesday is the arrival day, Thursday is professional development day.

7.3 Certified College Professional Committee – Charlene Latimer

Ms. Christine Tripp reported for the Committee. She shared that the Committee met yesterday (September 19). The program will have 10 graduates at the Annual Conference.

7.4 Human Resources and Finance Committee – Byron Todd

No Report

7.5 Legislative Committee – Rachael Ondrus (Michael Brawer)

Mr. Brawer reported that work is being done to get the AFC and Council of Presidents, Legislative Budget Request out to the public. He reported that President Parker presented the \$292.2 million (in new money) budget to the State Board of Education. He shared that while the Florida College System is not funded based on enrollment, enrollment is down slightly and legislators will use that perception as an excuse not to provide the funding that is needed.

Mr. Brawer referred to the letter of support of Amendment 7, which the board signed at the meeting in July. He stated that has not use it yet, as the amendment is polling very favorably.

Mr. Brawer announced that a new contract lobbying firm has been hired for the Association and the Council of Presidents. the firm is Southern Strategies Group.

Mr. Brawer shared that he and Dr. Coleman-Ferrell will be traveling to New York to attend the Association of Community College Trustees (ACCT) Leadership conference and the State Association Directors Conference. Mr. Brawer will be presenting at the State Directors Conference.

Ms. Kiner shared about her recent experience at the ASAE Conference.

Ms. McGee reminded everyone to be mindful of voting as Election Day is on the Tuesday of Annual Conference.

7.6 Member Services Committee – Dana Livesay and Alton Austin

Ms. Kiner announced that a partnership with Sam’s Club in Melbourne is in the works.

7.7 Membership Development Committee – Wanda Curtiss

Ms. Kiner reported that the Membership Development Workshop in July was a success. The Committee will be reaching to the chapters as the Membership Incentive Program is coming to an end. Ms. Kiner referred to the distributed membership report. She stated that numbers have increased and winners of the Incentive Plan will be announced at Annual Conference.

Mr. Brawer shared that David Schrenk has been working to input new applications as they are received. He asked the board about the idea of switching to a one rate membership versus the tiered membership fee.

7.8 Nominating Committee – Robert Flores

Dr. Flores announced that the candidates running for President-Elect and Vice President-Elect for Commissions are running uncontested. Matt White from Chipola College is the candidate for President-Elect and John Fey from Pasco-Hernando State College is the candidate for Vice President-Elect for Commissions. The only race that requires a vote is Vice-President for Regions and Chapters. There are two candidates, Lisa Barnes from Broward College and Gregory Williams from Tallahassee Community College. Eileen Johnson is building the ballot and it will be sent electronically on October 5th.

7.9 Planning and Development Committee – Christine Tripp and Ryan Woods

No Report

7.10 Policy and Advocacy Committee – Jim Murdaugh (Michael Brawer)

Mr. Brawer referred to 7.5.

7.11 Service Projects Committee – Sandi Barrett

Ms. Barrett shared that the Service Project for the AFC Annual Conference will benefit the Give Kids the World Village. She shared a flier that the Palm Beach State College chapter had created.

8.0 Liaisons and Special Committees – Robert Flores**8.1 Credentials and Tellers – Eileen Johnson**

No Report

8.2 Journal Editorial Board – Gary Sligh

Mr. Brawer reported that he will be working with Marjorie McGee to “re-vision” the Visions publications.

8.3 AFC Retirees – Pat Harrell

Marsha Kiner reported that the Retirees Commission will have a luncheon at the Annual Conference. She encouraged everyone to reach out to the retiree members from their chapter. Pat Harrell, chair, hopes to have a representative from AARP at the luncheon.

8.4 Speakers Bureau – Juanita Scott

Marsha Kiner announced that the Speakers Bureau is open and accepting applications. Mr. Brawer encouraged everyone to utilize the Speakers Bureau when planning events.

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ADJOURN

Dr. Coleman-Ferrell adjourned the meeting of the AFC Board of Directors at 11:48 a.m.

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