

AFC BOARD OF DIRECTORS MEETING
Wednesday, July 11, 2018
4:00 PM
Daytona State College

Meeting Minutes

1.0 General Business

Vice President, Stephanie L. Campbell, led the group in an icebreaker game.

The 2018 AFC President, Dr. Coleman-Ferrell called the July 11, 2018, meeting of the Board of Directors to order at 4:16 p.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

Doug Prevatt
Gregory Williams
Sharon Walker (Michelle Dames)
John Barbieri

Claire Miller
Mikel James (Lori Cannon)
Belinthia Berry

Region Officers

Melonie Miner
Holly Sutton

James Miller
Tina Adams
Michael Pelitera

Standing Committees

Katrina Porter
Dana Livesay
Alton Austin
Christine Warner

Sandi Barrett
Charlene Latimer

AFC Staff

Marsha Kiner
Eileen Johnson

Sharlee Whiddon

1.3 Consent Items for Approval or Ratification - Michael Brawer

1.3.1 Approval, Board of Directors Agenda, July 11, 2018

1.3.2 Approval, Board of Directors Minutes, April 3, 2018

- 1.3.3 **Approval**, AFC Executive Committee Teleconference minutes, June 26, 2018
- 1.3.4 **Ratify**, The NCHERM Group LLC – BIT Team Training
- 1.3.5 **Ratify**, Bolante.NET – Campus Safety Symposium workshop
- 1.3.6 **Ratify**, Wyndham Orlando Resort International – September 2018 Board of Directors meeting
- 1.3.7 **Ratify**, Hilton St. Petersburg – AFC Teaching and Learning Conference 2019
- 1.3.8 **Ratify**, Philadelphia Insurance Companies – Directors and Officers Liability
- 1.3.9 **Ratify**, The Hartford Fire Insurance Company – Employee Pension Bond
- 1.3.10 **Ratify**, Ohio Security Insurance Company – Commercial General Liability
- 1.3.11 **Ratify**, Southern-Owners – Umbrella Policy
- 1.3.12 **Ratify**, 2017 Audit
- 1.3.13 **Ratify**, Moore Communications Contract

Action: Upon a motion by John Barbieri and a second by Stephanie L. Campbell all items were approved or ratified unanimously.

2.0 President's Report

Dr. Coleman-Ferrell complimented all Region Directors on putting together such great Spring Conferences and thanked them for all their hard work. All meetings were well attended. She shared with the group that the college presidents are speaking highly of the work being done by the AFC and the events that are going on.

Dr. Coleman-Ferrell informed the group that Mr. Brawer has recently presented the AFC budget to the Council of Presidents. She shared that it was well received.

Dr. Coleman-Ferrell was recently in attendance at the Council meetings held in Hutchinson Shores. She shared concerns that were discussed at the meetings and informed the group that along with the Council Chairs, our college presidents are working hard to advocate for issues at hand, such as Performance Funding and safety issues. She encouraged everyone to communicate with college presidents and administrators about these issues. Dr. Coleman-Ferrell also urged everyone to share about their experiences and knowledge gained when they return from AFC and other events.

Dr. Coleman-Ferrell reminded everyone of the Annual Conference theme, "Racing to the Finish Line."

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 Marjorie McGee the AFC Financial Report was approved unanimously.

3.2 Approval, 2018-19 AFC Budget

Mr. Brawer referred to the distributed copy of the 2018-19 AFC Budget. The AFC Executive Committee has reviewed this document as well as the Council of Presidents.

Action: *Upon a motion by Sharon Walker and a second by Robert Flores the 2018-19 AFC Budget was approved unanimously.*

3.3 Ratify, Standing Rules Change

Mr. Brawer referred to page 4 of the Standing Rules. This ratification will delete the portion that states “The President-Elect will serve as Chair of” and will replace it with “ The Presidents Elect will serve on.”

Action: *Upon a motion by Claire Miller and a second by Gregory Williams the Standing Rules Change was ratified unanimously.*

3.4 Annual Conference Planning Update

Ms. Kiner distributed the Region and Commission Duty packets. She brought everyone’s attention to the timeline. She explained each duty and asked if there were any questions at this time. Conference calls will be happening soon for both Regions and Commissions.

Mr. Brawer announced that in order for the AFC office to match funds for awards, you must have the money in your account.

Ms. Glidden asked if the Commissions were required to submit proposals for professional development sessions. Ms. Kiner replied that there are two spots per Commission. Ideally one for their Exemplary Practice winner and one for a Best Practice.

Mr. Brawer referred to the distributed Statement of Support. He read the Statement, in support of Amendment 7, to the group.

Action: *Upon a motion by Ray Coulter and a second by Stephanie L. Campbell, the AFC Board of Directors, voted to approve by signing the Statement of Support.*

4.0 AFC Foundation

Mr. Hawkins reported that the AFC Foundation will meet at the AFC Annual Conference in November. He shared about the passing of Foundation Board Member Joe Lang, from St. Petersburg College.

Mr. Hawkins referred to the distributed Silent Auction Form. The Silent Auction needs donations and anyone who can donate should contact Carol Quinn. The funds raised through the auction are put into professional development scholarships.

5.0 Commissions Business – Byron Todd

Mr. Todd encouraged all Commission chairs to continue the hard work. He reminded them that Commission books are due soon and everyone needs to be sure they are submitted on time.

5.1 Administration – Brenda Rante

Report available on the AFC website.

5.2 Campus Safety – Doug Prevatt

Mr. Prevatt announced that the Campus Safety Commission will meet Friday, July 13 at 11 a.m. The Commission is also marketing their Best Practice Award. They hope to award the Commission's first Best Practice award in November at the Annual Conference.

5.3 Career and Professional Employees – Gregory Williams

Mr. Williams reported the Commission had a great joint Spring Conference with Region I. CPEC sponsored 2 workshops at the conference. The Commission is working to get everything in place for Annual Conference, including updates on their webpage. A submitted report 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

Sharon Walker reported for the Commission. Ms. Walker reported that the Commission joined Region I for their Spring Conference, and had a successful meeting. Obi Kalu, from Pensacola State College has joined the Executive Board. Tammy Henderson, from Pensacola State College will be in charge of the Commission award book. EDI Commission's platform for the fall conference is positive awareness and inclusivity. The Commission is also currently taking submissions for their Exemplary Practice award. A submitted report is available on the AFC website.

5.6 Facilities – John Barbieri

Mr. Barbieri reported that student success has been added to the Commission's bylaws. As a whole the Commission is working to create a safe, positive environment with consistency, quality service and accountability. Mr. Barbieri has been working with the security team at IRSC and will be meeting with Doug Prevatt, Campus Safety Commission, as well as the Santa Fe College Chief of Police. Mr. Barbieri hopes to have some information from these meetings to present at the Annual Conference in November.

5.7 Faculty – Xiao Wang

Report available on the AFC website.

5.8 Healthcare

No Report

5.9 Institutional Effectiveness – Lorenzo Carswell

No Report

5.10 Learning Resources – Claire Miller

Ms. Miller reported that the Commission joined Region IV at their Spring Conference. The Commission offered 4 sessions at the conference and was able to bring in 2 sponsors. The Commission announced their Exemplary Practice winner at their meeting during the conference. A submitted report is available on the AFC website.

5.11 Student Development – Lori Cannon

Mikel James reported for the Commission. Mr. James reported that the Commission recently held their joint Spring Conference with Communications and Marketing Commission and their feedback from the conference was extremely positive. The commission has announced their Exemplary Practice winner, Tracy Glidden from Eastern Florida State College. A submitted report is available on the AFC website.

5.12 Technology – Ron Kielty

No Report

5.13 Trustees – Dipa Shah

No Report

5.14 Workforce, Adult and Continuing Education – Belinthia Berry

Ms. Berry reported that the Commission is focusing on the Annual Conference. Currently, Ms. Berry is reviewing the bylaws and working to get acclimated to the Commission.

6.0 Regional Business – Stephanie L. Campbell

6.1 Region I – Melonie Miner

Ms. Miner reported that the chapters in Region I have been very busy. A submitted report is available on the AFC website. Ms. Miner also reported that the Spring Conference on April 20 at Pensacola State College was a success and 9 colleges were representing. The Region also had a fundraiser selling “Clover” bowls at Pensacola State College.

6.2 Region II – Holly Sutton

Ms. Sutton reported that most activity has been Region-wide as opposed to chapter activities. Region II held a beach clean-up in Jacksonville and a Summer Social at Joe’s Crab Shack. The Region II Spring Conference was held at Florida Gateway College and 4 of the 5 colleges from the region were represented. The Region is currently selling 50/50 tickets and a winner will be drawn on Friday during the closing session of the Campus Safety Symposium.

6.3 Region III – James Miller

Mr. Miller reported that College of Central Florida and Seminole State College have changed board members within the chapters. He shared a few highlights of chapter activities throughout the Region. Mr. Miller shared that the first Region III to CCP scholarships has been awarded. Region III also held a beach clean-up during the Communications and Marketing and Student Development Commissions Spring Conference. The Region did take a look at their bylaws during their recent meeting and no changes were made. A submitted report is available on the AFC website.

6.4 Region IV – Tina Adams

Dr. Adams reported that the Region had a successful Spring Conference at South Florida State College. She highlighted a few activities happening at the chapters. A report was submitted at the meeting and is now available on the AFC website.

6.5 Region V – Michael Pelitera

Mr. Pelitera reported that the chapters are doing well with their individual membership drives. He shared that IRSC chapter recently held several activities with their membership. The Region V Spring Conference was a success.

6.6 Chapter Business

7.0 Standing Committees – Marjorie McGee

7.1 Awards Committee – Katrina Porter

Ms. Porter reported that a logo for the Committee has been created. She reminded everyone that Chapter book are due to her by July 21 and Region and Commission books are due by August 15. Ms. Porter also gave a reminder for everyone to consider their nominations for Distinguished Member as well as Honorary Life Member. The applications are on the AFC website.

7.2 Bylaws Committee – Bill Mullowney

No Report

7.3 Certified College Professional Committee – Charlene Latimer

Ms. Latimer reported that the Committee has been busy working within the system and going over forms. Ms. Fishburne has been a big help. She reported that several participants are preparing to graduate in November at the Annual Conference. She encouraged everyone to spread the word about the CCP Program and feel free to contact her with any questions.

7.4 Human Resources and Finance Committee – Byron Todd

No Report

7.5 Legislative Committee – Rachael Ondrus (Michael Brawer)

No Report

7.6 Member Services Committee – Dana Livesay and Alton Austin

Ms. Livesay reported that a partnership with Sam's Club is in the works and it would be for a statewide yearly membership. Also, the Committee is continuing to work on a partnership with the Darden Group restaurants. A submitted report is available on the AFC website.

7.7 Membership Development Committee – Wanda Curtiss

Ms. Kiner reported that the Membership Development Workshop was a success. An email will follow for those who were unable to attend. A submitted report is available on the AFC website.

7.8 Nominating Committee – Robert Flores

Dr. Flores read the list of nominated candidates. The candidates are Matthew White from Chipola College for AFC President-Elect, John Fey from Pasco-Hernando State College for Vice President-Elect for Commissions, Lisa Barnes from Broward College and Gregory Williams from Tallahassee Community College for Vice President-Elect for Regions and Chapters. **Action:** *Upon a motion by Stephanie L. Campbell and a second by Byron Todd, the AFC 2019 Statewide Officer Candidates were approved unanimously.*

7.9 Planning and Development Committee – Christine Warner and Ryan Woods

Ms. Warner reported that the Committee plans to begin making calls to the chapters to help assist and answer any questions they may have. The Committee plans to have a workshop at the Annual Conference as a precursor to the Leadership Conference in January.

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

No Report

7.11 Service Projects Committee – Sandi Barrett

Ms. Barrett shared that the service project for the Campus Safety Symposium is to benefit the Daytona State College Center for Men and Women. A list of suggested items is available on the AFC website.

8.0 Liaisons and Special Committees – Robert Flores

8.1 Credentials and Tellers – Eileen Johnson

No Report

8.2 Journal Editorial Board – Gary Sligh

Ms. McGee reported that the Committee has been looking at the Visions journal. The Committee has created a survey, to see what the membership thinks about the journal that will go out to the membership after it has been reviewed by the Executive Committee. After the surveys completion the Committee will meet to discuss the future of Visions. Mr. Brawer shared that the Executive Committee did discuss ideas for content in the journal as content seems to be the struggle for publishing the journal.

8.3 AFC Retirees – Pat Harrell

No Report

8.4 Speakers Bureau – Juanita Scott

Ms. Scott reported that the Committee is working to enhance the Speakers Bureau. Ms. Scott shared that an email went out to Commission Chairs and chapter presidents asking for recommendations of new speakers who may be interested in joining.

OBFTGOTO?

Dr. Coleman-Ferrell encouraged everyone to write a note to someone at the college thanking them for their support of the Association of Florida Colleges.

ADJOURN

Dr Coleman-Ferrell adjourned the meeting of the AFC Board of Directors at 5:30 p.m.

DRAFT