ASSOCIATION OF FLORIDA COLLEGES

2021 LEADERSHIP MANUAL

ASSOCIATION
OF
FLORIDA COLLEGES

1725 Mahan Drive
Tallahassee, Florida 32308

PH: 850-222-3222
Fax: 850-222-2327
http://www.myafchome.org

Professional Staff:

Interim Executive Director and Chief Executive Officer
Marsha Kiner
mkiner@myafchome.org

Director of Administrative and Technology Services
Eileen Johnson
ejohnson@myafchome.org

Association Specialist
David Schrenk
dschrenk@myafchome.org

Communications Specialist
Sharlee Whiddon
swhiddon@myafchome.org

My name is Raymond David Coulter III and it is an honor to serve as your 2021 President.

I was hired at Palm Beach Community College in August of 2007. I established a routine that was comfortable, but always wanted to do more. I reached out to our AFC Chapter President and offered to assist with one of our fundraisers. I became more involved with the chapter over the years and attended my first annual convention in 2011. One of the breakout sessions was the introduction of our CCP program, which was moderated by then AFC President Evelyn Ward. At the end of the session, she said, "I expect to see each of you in a leadership role in AFC." That was where my journey began. Fast forward to 2014: I received a call from our Chapter President and was asked to consider running for President, won the election, and served two terms. I continued my leadership roles: Commission Chair, Vice-President, and now here. Again, my routine was comfortable, but I chose to change.

The Florida College System is called The Great 28 for a reason: We transform the lives of our students. I would also say that we transform the lives of our employees. Palm Beach State College has certainly transformed my life, but it was my involvement in AFC that changed my life. I developed skills that I never knew I had, created a network of friends and colleagues across the state, advanced my education, and advanced on both a personal and professional level. Volunteering to serve in AFC is a choice and that choice changed my life.

The reason I share my story is that I hope it inspires you. If I can do it, so can you. All you need to do is take the first step. I would ask each of you to share your stories of growth and change with your colleagues, and even your college presidents. AFC's number one value is professional growth and development, and your stories are how we show the value of AFC to our institutions. As we move forward together in 2021, don't wait for change to happen. Be the change.

The Florida College System

Mr. Gregory Haile, President

Dr. John Avendano, President

Dr. Sarah Clemmons, President

Dr. Jonathan Gueverra, President

Dr. Jim Henningsen, President

Dr. John Holdnak, President

Dr. Tom LoBasso, President

Dr. Ken Atwater, President

Dr. James Richey, President

Dr. Timothy Moore, President

Dr. Lawrence Barrett, President

Dr. Stanley Sidor, President

Dr. Jeff Allbritten, President

Ms. Madeline Pumariega, President

NORTH FLORIDA COLLEGE
Mr. John Grosskopf, President

Dr. Devin Stephenson, President

Ms. Ava Parker, President

Dr. Tim Beard, President

Dr. Ed Meadows, President

Dr. Angela Garcia-Falconetti, President

Mr. Joe Pickens, President

Dr. Tonjua Williams, President

Dr. Paul Broadie II, President

Dr. Georgia Lorenz, President

Dr. Thomas Leitzel, President

Dr. Carol Probstfeld, President

Dr. James Murdaugh, President

Dr. Sanford Shugart, President

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Board of Directors

AFC
ASSOCIATION OF
FLORIDA COLLEGES

2021 Board of Directors

EXECUTIVE COMMITTEE

President
Ray Coulter
Palm Beach State College
801 Palm Beach State College Dr,
Boca Raton, FL 33431
PH: 561-868-4161
Email: coulterr@palmbeachstate.edu

President-Elect
Stephanie L. Campbell
Polk State College
999 Avenue H, NE
Winter Haven, FL 33881-4299
PH: 863-292-3707
Email: StCampbell@polk.edu

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

VP-Elect for Regions and Chapters
Melonie Miner
Pensacola State College
1000 College Blvd
Pensacola, Florida 32504
PH: 850-484-2037
Email: mminer@pensacolastate.edu

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

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

Immediate Past-President
Matthew White
Chipola College
3094 Indian Circle
Marianna, FL 32446
PH: 850-718-2329
Email: whitem@chipola.edu

COMMISSION CHAIRS

Administration
Angela Long
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
PH:
Email: longa@tcc.fl.edu

Campus Safety
Daniel Barto
St. Petersburg College
13805 58th St N
Clearwater, FL 33760
PH: 727-341-3051
Email: Barto.Daniel@spcollege.edu

Career and Professional Employees
Tonya Hardaway
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
PH: 850-201- 8043
Email: hardawat@tcc.fl.edu

Communications and Marketing
Tina Banner
College of Central Florida
3001 SW College Road
Ocala, FL 34474
PH: 352-854-2322
Email: bannert@cf.edu

Equity, Diversion and Inclusion
Wanjiku Jackson
Northwest Florida State College
100 College Blvd.
Niceville, FL 32578
PH: 850-729-5202
Email: jacksonw@nwfsc.edu

Facilities
Govindah Ramnarain
South Florida State College
600 West College Drive
Avon Park, FL 33825
PH: 863-784-7090
Email: ramnarag@southflorida.edu

Faculty
Tracy Ciucci
Palm Beach State College
4200 Congress Avenue
Lake Worth, FL 33461-4796
PH: 561-906-3607
Email: Ciuccit@palmbeachstate.edu

Healthcare Education
Gloria Williams
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
PH: 850-558-4502
Email: mitchelg@tcc.fl.edu

Institutional Effectiveness, Planning and Professional Development
Magaly Tymms
St. Petersburg College
13805 58th St N
Clearwater, FL 33760
PH: 727-341-3195
Email: tymms.magaly@spcollege.edu

Learning Resources
Alexis Carlson
Indian River State College
3209 Virginia Ave.
Fort Pierce, FL 34981
PH: 772-462-7194
Email: acarlson@irsc.edu

Student Development
Woosly Calixte
Broward College
6400 NW 6th Way
Fort Lauderdale, FL 33309
PH: 954-201-7915
Email: wcalixte@broward.edu

Technology
Jessie Clayton
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
PH: 850-201-8267
Email: claytonj@tcc.fl.edu

Trustees (through June 30)
Cindy Ross
Polk State College
999 Avenue H, NE
Winter Haven, FL 33881-4299
Email: cindy.rossfl@aol.com

Workforce, Adult and Continuing Education Commission
Eligio Marquez
Palm Beach State College
4200 Congress Avenue
Lake Worth, FL 33461-4796
PH: 561-868-3542
Email: marqueze@palmbeachstate.edu

REGION DIRECTORS

Region I
Sharon Walker
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
PH:
Email: walkers@tcc.fl.edu

Region II
VACANT

Region III
VACANT

Region IV
VACANT

Region V
Mark Ross
Miami Dade College
300 N.E. 2nd Ave
Miami, FL 33132
PH: 305-237-4233
Email: mross1@mdc.edu

STANDING COMMITTEES

Awards
Katie Profeta
Indian River State College
3209 Virginia Ave.
Fort Pierce, FL 34981
PH: 772-462-7629
Email: kprofeta@irsc.edu

Bylaws
Bill Mullowney
Valencia College
190 S Orange Avenue
Orlando, FL 32801
PH: 407-582-3411
Email:
bmullowney@valenciacollege.edu

Finance and Human Resources
John Fey
Pasco-Hernando State College
10230
Tallahassee, FL 32304
PH: 7278163111
Email: feyj@phsc.edu

Certified College Professional Program
Charlene Latimer
Daytona State College
1200 W International Speedway Blvd.
Daytona Beach, FL 32114
PH: 386-506-3142
Email: charlene.latimer@daytonastate.edu

Legislative (through June 30)
Jessica Kummerle
College of Central Florida
3001 SW College Road
Ocala, FL 34474
PH: 352-854-2322, ext. 1598
Email: kummerlj@cf.edu

Membership Development
Rochelle Popp-Finch
Indian River State College
3209 Virginia Ave.
Fort Pierce, FL 34981
PH: 772-462-7476
Email: rfinch@irsc.edu

Member Services
Rory Wells
College of Central Florida
3001 SW College Road
Ocala, FL 34474
PH: 352-746-6721
Email: wellsr@cf.edu

Nominating
Matthew White
Chipola College
3094 Indian Circle
Marianna, FL 32446
PH: 850-718-2329
Email: whitem@chipola.edu

Planning and Development
Tracy Glidden
Eastern Florida State College
1519 Clearlake Road
Cocoa, Florida 32922
PH: 321-433-5548
Email: gliddent@easternflorida.edu

Marjorie McGee
College of Central Florida
3001 SW College Road
Ocala, FL 34474
PH: 352-291-4416
Email: mcgeem@cf.edu

Policy and Advocacy (through June 30)
Angela Garcia Falconetti
Polk State College
999 Avenue H, NE
Winter Haven, FL 33881-4299
PH: 863-297-1098
Email: clee@polk.edu

Service Projects
Obi Kalu
Pensacola State College
5555 Hwy 98 West--Bldg. #3600
Pensacola, FL 32507
PH: 850-484-2357
Email: okalu@pensacolastate.edu

EX OFFICIO MEMBERS

Chancellor, Division of Florida Colleges
Kathy Hebda
The Florida College System
1544 Florida Education Center
Tallahassee, FL 32399
PH: 850-245-9449
Email: kathy.hebda@fldoe.org

Council of Presidents (through June 30)
President Joe Pickens
St. Johns River State College
5001 St. Johns Ave.
Palatka, FL 32177
PH: 850-312-4113
Email: joepickens@sjrstate.edu

AFC Foundation Board
Andre Hawkins
Indian River State College, retired
1136 SW Greenbriar Cove
Port St. Lucie, Florida 34986
Email: andre_hawkins@bellsouth.net

AFC Retirees
Randey Burnette
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
PH: 850-201-8194
Email: BURNETTR@tcc.fl.edu

Association of Florida Colleges
Marsha Kiner
1725 Mahan Drive
Tallahassee, FL 32308
PH: 850-222-3222
Email: mkiner@myafchome.org

Commissions

AFC
ASSOCIATION OF FLORIDA COLLEGES

AFC COMMISSIONS

COMMISSION	PURPOSE
Administration	Represents the interests of administrative and business affairs staff by incorporating professional growth, exchange of ideas, and best practices in leadership.
Campus Safety	Provides a supportive community enabling all 28 state-assisted colleges to collaborate and address the diverse safety, security and emergency management practices, policies, and procedures facing the Florida College System.
Career and Professional Employees	Promotes professional growth and exchange of information amongst the career and professional (non-administrative, non-faculty) employees.
Communications and Marketing	Promotes professional growth and development amongst commission members.
Equity, Diversity and Inclusion	Fosters leadership and professional development in equal, equitable, accessible and diverse work environments for the greater good.
Facilities	Promotes the interests and issues of community college's facilities planning and institutional services and to provide to its membership a collaborative environment for sharing ideas, experiences and successes in order to promote best practices and professional development within the multiple disciplines associated with the construction and management of our college's facilities.
Faculty	Promotes quality leadership and professional service and seek solutions on matters relating to faculty.
Healthcare Education	Promotes legislative awareness, professional development, and recognition of best

	practices in all areas relating to healthcare education.
Institutional Effectiveness, Planning, Planning, and Professional Development	Improves institutional effectiveness, and research.
Learning Resources	Represents the interests of Learning Resources personnel and those they serve throughout the Florida College System and promotes participation and professional development opportunities relating to all aspects of learning resources.
Student Development	Involves members of the Student Affairs offices in carrying out the goals and objectives of the Student Personnel philosophy.
Technology	Represents 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.
Trustees	Promotes the role and education of Florida college trustees.
Workforce, Adult and Continuing Education Commission	Represents the interests of Workforce, Adult and Continuing Education personnel.

WHAT ARE AFC COMMISSIONS?

The AFC instituted a system of Commissions, each formed along lines of employment interest in Florida's community and state colleges, to provide for the professional development of their membership. An elected commission chair coordinates each commission. Members of the AFC are encouraged to participate in the commission that is closest to their area of employment and/or interest to help facilitate professional growth. Each commission, at a minimum, strives to:

- Provide leadership, advice and counsel on matters specific to the commission
- Represent the overall interests of its members
- Provide a forum for effective participation in its professional development through conferences, seminars, interchanges, idea sharing and other cooperative efforts and activities
- Provide for facilitation of programs involved in carrying out the goals and objectives specific to the commission
- Promote quality leadership and professional service by articulating the interests and concerns of the members of the commission
- Provide a vehicle for seeking solutions to matters pertaining to commission member development professionally and personally
- Recommend legislative issues to the AFC Legislative Committee
- Serve in a liaison capacity to organizations outside of AFC, to educate those organizations regarding the philosophy, goals and objectives of AFC and to keep their members and the AFC Board of Directors informed about matters of concern to the Florida College System

NOTE: For more information, see STANDING RULES OF THE AFC.

AFC COMMISSION OFFICERS

Each commission is required to have a commission chair and vice chair. Other officers might include: chair-elect, past-chair, secretary, treasurer, historian, and legislative liaison. The duties of the officers of each commission, other than those of the chair, are determined by the commission.

Commission Chair:

- Elected annually (may be at the AFC Annual Conference) unless otherwise specified in commission bylaws
- Serves for no more than one term within a six year period (see Commission's bylaws if term is for two years)
- Term of office: January 1-December 31 (unless otherwise specified in commission bylaws)
- Directs the overall operation of the commission
- Serves on the AFC Board of Directors, represents the commission at all Board meetings, and presents a commission report at each Board meeting (4 meetings per year)
- Assumes responsibility for planning and coordination of all commission activities
- Promotes interest in the commission and AFC
- Facilitates commission awards and submission for the Commission of the Year Award
- Coordinates activities for a commission conference in the Spring

Commission Chair-Elect:
A Commission Chair-Elect is elected on a yearly basis at the AFC Annual Conference held in October/November or as specified by the Commission's Bylaws. The Chair-Elect shall become the Chair in the year succeeding his/her election as Chair-Elect. If for any reason the Chair cannot fulfill his/her office, the Commission Chair-Elect will assume the role of Chair immediately, with no further action needed. (All above action subject to Commission bylaws) The elected officers shall assume office on January 1 following the Annual Conference and serve until December 31 of the year. (If there is a vacancy of the Chair and Chair-Elect, the Vice President for Commissions may appoint a replacement for the remainder of the year.) Qualifications for nominating a Chair –Elect:

A nominee MUST:

- Be an AFC member in good standing for not less than three (3) consecutive years.
- Obtain college approval and support to include a letter from his/her supervisor and college president.

A nominee must also meet a minimum of 3 of the following 5 criteria:

- Has performed a leadership role in a Chapter, Commission, Region, or Standing Committee.
- Demonstrates a record of active participation in Chapter, Commission, Region and/or AFC statewide activities or events.
- Graduate of the certified College Professional (CCP) Program.
- Leadership experience from within the college (College Senate, Committee Chair, etc.)
- Leadership experience from community involvement (Rotary, Kiwanis, etc.).

Commission Responsibilities and Duties may include:

- Plan the commission's Annual Conference program (which may include exemplary practices or highlighting a hot topic or best practice)

- Develop and evaluate annual goals and objectives to be submitted to the VP of Commissions, the Planning and Development Committee Chair, and the State Office ***by June 1st*** (and no later than the September Board meeting)

- Elect officers annually (unless otherwise specified in commission bylaws)

- Review commission bylaws annually; develop bylaws if they do not exist and forward to the State Office annually ***(no later than June 1st)***

- Maintain accurate commission fiscal accounts (see Association Bylaws)

- ***Host a Spring Conference no later than June 30th***

- Promote the commission throughout the chapters and regions

- Develop a commission newsletter

- Develop/establish a commission exemplary practice

- Maintain an updated commission webpage

- Submit for the Commission of the Year Award

Commission Vitality:

Commissions provide for the professional development of their membership. ***The following criteria will be used by the AFC Board of Directors to determine the continuing vitality of established commissions.***

Commissions should at a minimum:

(1) Fill all established board positions.

(2) Conduct a minimum of one board meeting not including the business meeting during the annual conference. This meeting can be conducted electronically, by phone or in person.

(3) Host at least one professional development conference/workshop in addition to the annual conference program. This meeting may be hosted individually or in conjunction with other commissions or entities of AFC such as a Region. ***(Commissions are encouraged to join with Regions to host joint conferences).***

(4) Provide an exemplary practice award. The criteria and selection method to be determined by the bylaws and standing rules of the individual commission.

(5) Establish a method of communication to all commission members.

(6) Maintain a website under the commission page on the Statewide AFC website.

Any commission which fails to maintain these minimum standards for two consecutive years can be subject to being returned to provisional status. The recommendation for return to provisional status must be made by the Vice President for Commissions and ratified by a majority vote of the AFC Board of Directors. After three consecutive years on provisional status, if the Commission is not returned to regular status, the commission will be deemed decommissioned. A new commission may be established at a later time based on the criteria established in Standing Rule IV.

Commission Spring Conference Guidelines

Each year a Commission Spring Conference should be held. This conference is facilitated by the Commission Chair and coordinated by a committee. Each commission determines when and where to hold its conference, and it should work with a host college in the region/city where the conference will be held. All Commissions are being asked to collaborate with Regions and/or other Commissions to join to host these events. Conferences may be virtual or hybrid.

The date for the conference should be determined no later than December 1st and communicated to the State Office and the Vice President of Commissions to ensure that there are no conflicts with other statewide meetings. Once the date is confirmed, it should be communicated to all commission members, chapter presidents, and published on the AFC Website.

The conference committee is responsible for selecting presentations/speakers, etc. Professional Development must be an integral part of the agenda for all commission conferences which should include a legislative component in addition to the best practices or exemplary practice sharing facet. For example:

- Conferences should consist of concurrent presentations/workshops intended to enrich the participants through personal and professional development
- Highlight new college programs, procedures, and processes related to the Commission's Field/Area
- Provide opportunities to dialogue on innovative and new institutional practices
- Highlight pending state and federal laws, guidelines, and policies: changes to state/federal policies in related areas

Goals and Objectives

Each commission must hold a board meeting for its officers sometime during the Spring Conference. Each commission is responsible for reporting all goals and objectives to the VP of Commissions and the Chair of the Planning and Development Committee. A copy must also be submitted to the state office.

Additional Guidelines

- Provide a legislative update from the AFC Executive Director, a College President, the chair of the AFC Legislative Committee, a College Lobbyist, or the AFC President.

- AFC President should be invited to provide a greeting/welcome at all commission conferences. All state-elected officers should be invited to conferences.
    - ***Registration or other fees are waived for the AFC staff and Executive Committee (elected state officers ~ President, President-Elect, VP's, & VP-Elects) at all commission, region, or other Association-sponsored functions. Commissions and regions may request up to a 50% re-imbursement of registration fees to the AFC for any Executive Committee attendees.***

- Develop a commission newsletter and distribute it to all members and post it on the commission's website.

- Find an area or program from one of the region colleges to showcase. Example: a highly regarded theater program, a new distance learning program, a new baccalaureate program or a new building.

- Work with Region Directors to ensure a Commission Workshop is included at all five Region Conferences.

- Use regional chapters/Region Director to aid in marketing the Commission's conference and to assist in recruiting speakers/presenters from area colleges.

- Participate in some form of a service project as a commission and facilitate a project at the Spring Conference.

- Select a team-building exercise or icebreaker to encourage networking between members.

- The Commission may conduct a fundraising activity at the conference.

- Determine conference date as quickly as possible before, during or after the Annual Conference, and submit it to the state office for posting on the AFC Calendar on the website. Date should also be highlighted at the annual Leadership Conference and ***should not*** conflict with any other scheduled meetings/conferences.

- Use the region conferences for membership recruitment. Encourage commission members (representatives from that region's schools) to attend region meetings and present on commission best practices/hot topics/resources and set up a commission display highlighting the commission's goals and its upcoming conferences.

- If the commission joins with a region for a joint spring conference, establish and agree to the financial terms prior to the Conference. Total profits ~ what is the split for expenses, sponsors, and other costs. Determine if there will be a set registration or if each group will set their own. All details related to a joint conference must be determined ahead of time. If more information is needed, please contact the state office and speak with the AFC CEO or other AFC staff.

Annual Conference Information

Professional development is a key component of the annual conference. Each commission is tasked with showcasing its exemplary practice award winner(s) during the professional development sessions. Commissions should:

- Judge exemplary practice competitions ***prior*** to the annual conference. Hold competitions during Spring Meetings or prior to the Annual Conference.

- Provide and facilitate an educational session on a hot topic, best practice, or issue of importance to the commission's constituency during the annual conference (if the exemplary practice award winner is unavailable to present).

- Provide and distribute information on the commission's mission, goals, and activities for non-members attending annual conference.

- Hold any Commission Meetings/Board Meetings prior to the start of the

Conference. AFC Staff can recommend times available prior to the Opening General Session for meetings.

- Provide the AFC Staff with the required list of new officers by Friday morning prior to the start of the Assembly of Delegates Meeting.
- Incoming Chair must attend the In-Coming Commission Chairs Meeting. This meeting will provide information for the upcoming new commission leaders about duties/responsibilities, upcoming meetings, etc.

2021 Commissions Directory

Administration Commission

Position	Name	Email	Phone
Chair	Angela Long	longa@tcc.fl.edu	850-201-6057
Immediate Past Chair	Lynne O'Dell	lodell@irsc.edu	772-462-7785

Campus Safety Commission

Position	Name	Email	Phone
Chair	Daniel Barto	Barto.daniel@spcollege.edu	727-341-3051
Immediate Past Chair	Yakir Fernandez	yfernan5@mdc.edu	305-237-3774

Career and Professional Employees Commission

Position	Name	Email	Phone
Chair	Tonya Hardaway	hardawat@tcc.fl.edu	850-201-8043
Chair-Elect	Obi Kalu	okalu@pensacolastate.edu	850-484-2374
Immediate Past Chair	Sharon Walker	walkers@tcc.fl.edu	850-201-8490
Secretary	Primrose Humphries	phumphri@broward.edu	954-201-8452
Treasurer	Cara Bennett	bennettc@cf.edu	352-854-2322 x1447

Communications and Marketing Commission

Position	Name	Email	Phone
Chair	Tina Banner	banner@cf.edu	352-873-5800 x. 1565
Chair-Elect	Greg Turchetta	Gregory.turchetta@fsw.edu	239-489-9061
Vice Chair	Zack Blessing	zblessing@pensacolastate.edu	850-484-1791
Immediate Past Chair	Travis Jordan	Travis.jordan@fldoe.oeg	850-245-9520
Communications Chair	Alexa Heinrich	Heinrich.alexa@spcollege.edu	727-344-8091

Equity, Diversity, and Inclusion Commission

Position	Name	Email	Phone
Chair	Wanjiku Jackson	jacksonw@nwfsc.edu	850-729-5202
Immediate Past Chair	Daniella Pierre	dpierre4@mdc.edu	305-237-1503

Facilities Commission

Position	Name	Email	Phone
Chair	Govindah Ramnarain	ramnarag@southflorida.edu	863-784-7090
Immediate Past Chair	John Barbieri	gbarbier@irsc.edu	772-519-1188

Faculty Commission

Position	Name	Email	Phone
Chair	Tracy Ciucci	ciuccit@palmbeachstate.edu	561-868-3439
Immediate Past Chair	Jean Scheppers	scheppej@cf.edu	352-299-5146

Healthcare Education Commission

Position	Name	Email	Phone
Chair	Gloria Mitchel	mitchelg@tcc.fl.edu	850-558-4502
Immediate Past Chair	Ann Hubbard	ahubbard@irsc.edu	772-462-7544

Institutional Effectiveness, Planning, and Professional Development Commission

Position	Name	Email	Phone
Chair	Magaly Tymms	tymms.magaly@spcollege	727-341-3195
Immediate Past Chair	Michael Pelitera	mpeliter@irsc.edu	772-462-7734

Learning Resources Commission

Position	Name	Email	Phone
Chair	Alexis Carlson	acarlson@irsc.edu	772-462-7194
Chair-Elect	Elena Soltau	soltaue@seminolestate.edu	407-404-6023
Immediate Past Chair	Mercedes Clement	mercedes.clement@daytonastate.edu	386-506-3440
Secretary/Treasurer	Brett Williams	bwilliam@irsc.edu	772-462-7587

Student Development Commission

Position	Name	Email	Phone
Chair	Woosly Calixte	wcalixte@broward.edu	954-201-7915
Immediate Past Chair	Chalah Harris	harrisca@seminolestate.edu	407-708-2652

AFC CREDENTIALS AND TELLERS COMMITTEE

Members are appointed as needed.

Chair	Eileen Johnson	ejohnson@myafchome.org	PH: 850-222-3222

AFC RETIREES COMMITTEE

Members are appointed as needed.

Chair	Randey Burnette	BURNETTR@tcc.fl.edu	850-201-8194

Standing Committees

AFC
ASSOCIATION OF
FLORIDA COLLEGES

AFC STANDING COMMITTEES

COMMITTEE	DUTIES
AWARDS	The Awards Committee recommends criteria and selects recipients for the following Association awards: Honorary Life Membership; Distinguished Services Member; Outstanding Commission of the Year; Outstanding Regions of the Year; and Outstanding Chapter of the Year.
BYLAWS	The Bylaws Committee reviews the Association's bylaws and standing rules annually. It interprets the bylaws and makes recommendations to the AFC Board of Directors regarding potential changes to the bylaws and/or standing rules.
CERTIFIED COLLGE PROFESSIONAL PROGRAM	The Certified College Professional Program Committee works closely with AFC Staff and serves to provide oversight and make policy recommendations for the on-going offering, maintenance, and operation of the Certified College Professional Program
FINANCE AND HUMAN RESOURCES	The Executive Committee serves as the Finance and Human Resources Committee and provides guidance on matters of personnel issues, policy and procedures, and financial matters.
LEGISLATIVE	The Legislative Committee assists in the development of the Association's Annual legislative agenda in coordination with the Division of Florida Colleges, the Council of Presidents, and the AFC CEO. The Committee reviews current legislative matters affecting state and community colleges and recommends changes and improvements.
MEMBER SERVICES	The Member Services Committee reviews the Association's benefits and discounts, solicits new benefits and discounts, and recommends action to the AFC Board of Directors to improve services to the membership.
MEMBERSHIP DEVELOPMENT	The Membership Development Committee assists with the development

	and implementation of the Membership recruitment and retention activities.
NOMINATING	The Nominating Committee is responsible for ensuring that a slate of nominees for each AFC state office is presented to the Board of Directors for consideration.
PLANNING AND DEVELOPMENT	The Planning and Development Committee reviews, monitors, and recommends updates to the AFC's "Strategic Long-Range Plan" to the AFC Board of Directors.
POLICY AND ADVOCACY	The Policy and Advocacy Committee shall be comprised of the 28 Florida State and Community College Presidents. The AFC Legislative Committee Chair, AFC President, and the AFC Trustee Commission Chair shall serve ex-officio, as non-voting representatives to aid the committee in fulfilling its responsibilities. The committee will, based on the work of the Council of Presidents and its sub-groups, and with input from the AFC and others, develop and affect public policy for the achievement of the mission and goals of Florida's community and state colleges. The Policy and Advocacy Committee will strive to impact policymaking by promoting the near and long-term community and state college policy agenda and legislative agendas.
SERVICE PROJECTS	The Service Projects Committee plans and coordinates all statewide service projects, which may include Leadership Conference and the AFC Annual Meeting and Conference.

AFC AWARDS COMMITTEE

The Committee is comprised of a minimum of six (6) members - a Chair and one member from each of the Association's five (5) regions. Members serve a one-year term beginning January 1.

CURRENT YEAR MEMBERS:

Chair	Katie Profeta	kprofeta@irsc.edu	772-462-7629
Region I Rep	Rita Dickey	dickeyr@tcc.fl.edu	850-201-8376
Region II Rep	Shellie Banfield	shellie.banfield@sfcollege.edu	352-381-3701
Region III Rep	Cara Bennett	bennettc@cf.edu	352-854-2322 x1447
Region IV Rep	Cary Cox	coxsa@phsc.edu	352-797-5123
Region V Rep	Jane Fisher	fisherjm@palmbeachstate.edu	561-868-3561

BYLAWS COMMITTEE

The Committee is comprised of a minimum of six (6) members - a Chair and one member from each of the Association's five (5) regions. Members serve a one-year term beginning January 1. Members are appointed as needed.

Chair	Bill Mullowney	bmullowney@valenciacollege.edu	407-582-3411

CERTIFIED COLLEGE PROFESSIONAL PROGRAM COMMITTEE

Members are appointed as needed.

Chair	Charlene Latimer	charlene.latimer@daytonastate.edu	386-506-3142

FINANCE AND HUMAN RESOURCES COMMITTEE

The AFC Executive Committee serves as the Finance and Human Resources Committee. It assists the AFC Executive Director and recommends an annual budget to the Board of Directors.

Chair	John Fey	feyj@phsc.edu	727-816-3111

LEGISLATIVE COMMITTEE

The Legislative Committee assists in the development of the Association's Annual Legislative Program in coordination with the Division of Florida Colleges, the Council of Presidents, and the AFC Chief Executive Officer. The Committee reviews current legislative matters affecting colleges and recommends changes and improvements; assists the Association staff in legislative communications; and provides information on legislation to members and chapter legislative representatives.
COMMITTEE APPOINTMENT GUIDELINES: The Committee is comprised of the staff college lobbyists, Chair, and Chair Designate. The Chairs are selected by the Committee.

Chair (Term ends June 30)	Jessica Kummerle	kummerlj@cf.edu	352-854-2322 x.1598
Vice Chair	Lacey Hofmeyer	lhofmeye@broward.edu	954-201-7410

MEMBER SERVICES COMMITTEE

The Committee is comprised of seven (7) members - a Chair, one member from each of the Association's five (5) regions, and an at-large member. The Chair and the at-large member are selected by the Association President. The representatives from the regions are appointed by the President. Members serve a one-year term beginning January 1.

Chair	Rory Wells	wellsr@cf.edu	352-746-6721
Region I Rep	Desiree Gorman	gormand@tcc.fl.edu	850-201-9436
Region II Rep	Carol Pugh	carol.pugh@sfcollege.edu	352-395-5365
Region III Rep	Lee Patrizzi	patrizzL@seminolestate.edu	407-971-5006
Region IV Rep	Mildred Diaz Santiago	diazsam@phsc.edu	813-527-6623
Region V Rep	Sandi Barrett	barretts@palmbeachstate.edu	561-868-3885

MEMBERSHIP DEVELOPMENT COMMITTEE

The Committee is comprised of a minimum of six (6) members - a Chair and one member from each of the Association's five (5) regions. Members serve a one-year term beginning January 1. The Committee assists in the development of an annual membership growth plan and works with representatives of commissions, regions, and chapters as appropriate.

Chair	Rochelle Popp-Finch	rfinch@irsc.edu	772-462-7476

NOMINATING COMMITTEE

The Committee consists of the past president and regional directors.

Chair	Matthew White	whitem@chipola.edu	850-526-2761

PLANNING AND DEVELOPMENT COMMITTEE

The Committee is comprised of a minimum of six (6) members - a Chair and one member from each of the Association's five (5) regions. Members serve a one-year term beginning January 1. Members are appointed as needed.

Co-Chair	Marjorie McGee	mcgeem@cf.edu	352-291-4416
Co-Chair	Tracy Glidden	gliddent@easternflorida.edu	321-433-5548

POLICY AND ADVOCACY COMMITTEE

This committee is comprised of the 28 Florida College Presidents and AFC CEO.

Chair (Term ends June 30)	Angela Garcia Falconetti	AGarciaFalconetti@polk.edu	863-297-1098

SERVICE PROJECTS COMMITTEE

The Committee is comprised of a minimum of six (6) members - a Chair and one member from each of the Association's five (5) regions. Members serve a one-year term beginning January 1.

Chair	Obi Kalu	okalu@pensacolastate.edu	850-484-2357

Special Committees

AFC
ASSOCIATION OF
FLORIDA COLLEGES

AFC SPECIAL COMMITTEES

COMMITTEE	**DUTIES**
CREDENTIALS AND TELLERS	The Credentials and Tellers Committee is responsible for verifying the Annual Conference attendance report and for ensuring the credentials of all voting delegates at the Annual Meeting and Conference.
RETIREES	The Retirees Committee mission is to actively promote and support AFC retired members by facilitating communication, co-operation, professionalism, and camaraderie within AFC and external community.

AFC CREDENTIALS AND TELLERS COMMITTEE

Members are appointed as needed.

Chair	Eileen Johnson	ejohnson@myafchome.org	PH: 850-222-3222

AFC RETIREES COMMITTEE

Members are appointed as needed.

Chair	Randey Burnette	BURNETTR@tcc.fl.edu	850-201-8194

Regions

AFC
ASSOCIATION OF FLORIDA COLLEGES

WHAT ARE AFC REGIONS?

To provide for regional coordination, AFC geographically subdivided the State of Florida into five (5) regions. An elected region director coordinates each region. Member institutions in each region are encouraged to facilitate interaction among chapters and individual members through professional activities at the regional level. Each region, at a minimum, strives to:

- Facilitate and encourage interaction among region colleges, chapters and members
- Provide leadership, advice and counsel on matters specific to the region
- Represent the overall interests of region members
- Provide a forum for effective participation in a professional development program through conferences, seminars, idea sharing and other cooperative efforts and activities
- Provide for facilitation of regional goals and objectives
- Promote quality leadership and professional service by articulating the interests and concerns of the members of the region
- Recommend legislative issues when the need arises
- Serve in a liaison capacity to organizations outside of AFC, to educate those organizations regarding the philosophy, goals and objectives of AFC and to keep the region members and the AFC Board of Directors informed about matters of concern to the Florida College System.

NOTE: For more information, see STANDING RULES OF THE AFC

AFC REGION OFFICERS

Each Region is required to have a Region Director and Director-Elect. Other officers might include past-director, secretary, treasurer, historian, and legislative liaison. The duties of the officers of each Region, other than those of the Director and Director-Elect, are determined by the Region. Those duties include:

Region Director:

- Term of office: January 1-December 31
- Direct the overall operation of the Region
- Serve on the AFC Board of Directors and represents the Region at AFC Board of Directors meetings and present region reports at each Board meeting (4 meetings during the year)
- Assist in updating the chapter officers' list (as per format in the Leadership manual) for each chapter in the region and ensures the list is submitted to the AFC office by established deadline or when modifications need to occur
- Notify chapter presidents of their responsibilities and keep them informed of updates and changes
- Hold a chapter presidents' meeting at least three (3) times a year: (1) after the Jan/Feb Leadership Conference; (2) in the summer in June or July; and (3) in September after the Pre-Conference Board Meeting to finalize all Annual Conference duties
- Attend orientation for region directors when offered
- Attend the annual Leadership Conference
- Assume responsibility for planning and coordination of all Region activities
- Develop region goals and objectives ***no later than 30 days after*** the Jan/Feb Leadership Conference; Goals and objectives ***must be*** forwarded to the VP of Regions & Chapters, the Planning & Development Committee Chair and the State Office by March 1st

- Nurture struggling chapters with support, ideas, and resources
- Attend AFC Annual Conference and announce and facilitate region awards, conduct regional business meeting, give region treasurer's report, and oversee the election of Region Director-Elect for the coming year
- Encourage regional participation in all state award competitions (submissions for Region of the Year, Chapter of the Year, etc.)
- Coordinate activities for a Regional Conference in the Spring with collaboration from Commissions (all Spring Conferences must take place ***no later than June 30th of the year*** unless notified by the AFC State Office otherwise)
    - Each Region will include Commission Workshops on the agenda for the Region Meetings/Conferences (may include professional development sessions related to or presented by commissions)
    - Registration or other fees are waived for the AFC staff and the Executive Committee (President, President-Elect, VPs & VP-Elects) at all commission, region, or other Association-sponsored functions. Regions may request, in writing, up to a 50% re-imbursement of registration fees to the AFC for any Executive Committee attendees.

Director-Elect:

The Region Director-Elect is elected on a yearly basis at or prior to the AFC Annual Conference held in October/November. The Region Director-Elect shall become the Region Director in the year succeeding his/her election as Director-Elect. If for any reason the Region Director cannot fulfill his/her office, the Region Director-Elect will assume the role of Region Director immediately, with no further action needed. The elected officers shall assume office on January 1 following the Annual Conference and serve until December 31 of the year. (If there is a vacancy of the Director and Director-Elect, the Vice President for Regions & Chapters may appoint a replacement for the remainder of the year).

Qualifications for nominating a Director –Elect:
A nominee MUST:

- Be an AFC member in good standing for not less than three (3) consecutive years.
- Obtain college approval and support to include a letter from his/her supervisor and college president.

A nominee must also meet a minimum of 3 of the following 5 criteria:

- Has performed a leadership role in a Chapter, Commission, Region, or Standing Committee.
- Demonstrates a record of active participation in Chapter, Commission, Region and/or AFC statewide activities or events.
- Graduate of the certified College Professional (CCP) Program.
- Leadership experience from within the college (College Senate, Committee Chair, etc.)
- Leadership experience from community involvement (Rotary, Kiwanis, etc.).

NOTE: See the information on a specific Region at the end of this Section for a list of its officers and their duties.

AFC REGIONS

Region I (Panhandle)
Chipola College
Gulf Coast State College
Northwest Florida State College
Pensacola State College
Tallahassee Community College

Region II (North Florida)
Florida Gateway College
Florida State College at Jacksonville
North Florida College
St. John's River State College
Santa Fe College

Region III (Central Florida)
College of Central Florida
Daytona State College
Eastern Florida State College
Lake-Sumter State College
Seminole State College of Florida
Valencia College

Region IV (Central West Coast)
Florida SouthWestern State College
Hillsborough Community College
Pasco-Hernando State College
Polk State College
St. Petersburg College
South Florida State College
State College of Florida, Manatee-Sarasota

Region V (South Florida)
Broward College
College of the Florida Keys
Indian River State College
Miami-Dade College
Palm Beach State College

Other Chapters Supporting All Regions
The Division of Florida Colleges

NOTE: See information at the end of this Section for representative material from each Region.

Region Conference and Meeting Guidelines

Each year a Region Spring Conference should be held no later than June 30th. This conference is facilitated by the Region Director and coordinated by a Host College. The duty of being the host college should be rotated among colleges in the region so that the same college does not host the conference every year. This conference may be virtual.

The date for the next year's conference should be decided no later than the Board Meeting at the Annual Conference and communicated to the State Office and Vice President of Regions & Chapters to ensure that there are no conflicts with other statewide meetings. Once the date is confirmed, it should be communicated to all the chapter presidents and published on the AFC Website.

The host college should organize all events in collaboration with the Region Director. All Region Conferences should have professional development workshops/sessions presented by Commissions. Collaboration with Chapters and Commissions should assist with presentations/speakers, etc. from area colleges. Each chapter should donate a minimum of two door prizes to the conference. Professional Development opportunities must be an integral part of the agenda for all Region Conferences which should include a legislative and membership component in addition to other pertinent AFC information. For example:

- The conference/meeting should be a single day event except in the case of the host college being a great distance from other region colleges or multiple Commissions joining with the Region to present the conference. In this instance, a multiple day conference event may be held.

- The conference should consist of concurrent sessions intended to enrich the participants through professional and personal development. Development examples:

    - Time management, debt management, fundraising, technology
    - Meeting etiquette, minutes, budgets, websites, apps, etc.
    - Leadership Training and Mentoring
    - Commission members presenting on new programs or practices
    - Establishing Scholarship Programs or Service Projects on Campus
    - Showcase Commission Exemplary Practices or best practices from area college presenters

- The conference should have a planned service component.

The Region may have a fundraising activity at the Conference with all the funds going to the Region. Monies from the Conference (primary source of funding for the Region) are divided as follows:

- Total profit collected – ½ to Region and ½ to Host College Chapter (unless otherwise determined and agreed upon in advance by all chapter presidents and the region director). Commission meetings may be held in conjunction with Region Conferences (a three-way split may take place if it is a joint conference between all three groups). ***Financial details should be worked out between the groups involved in advance.***

- Registration or other fees are waived for the AFC staff and Executive Committee at all commission, region, or other Association-sponsored functions. Commissions and regions may request, in writing, up to a 50% re-imbursement of registration fees to the AFC for any Executive Committee attendees.

Goals and Objectives

Each Region Director is responsible for reporting all goals and objectives from their region (region and chapters) to the VP of Regions & Chapters, the chair of the Planning and Development Committee, and the State Office (by March 1st).

Additional Guidelines

- Provide a Legislative Update from the AFC Executive Director, a College President, a College Lobbyist, AFC President, or the chair of the Legislative Committee during the Region Meeting.

- Find an area or program of the host school to showcase. Example: a theater program, a new baccalaureate program or a new building.

- Provide a lunch (or a break) to the participants.

- Recruit volunteers from the host chapter to facilitate the event. Work with Commissions to showcase exemplary practices from region colleges.

- Pick some form of team-building exercise or icebreaker to encourage networking between chapters.

- Determine conference date as quickly as possible before, during or immediately after the Annual Conference. Submit selected date to the state office for posting on the AFC Website. Date should also be highlighted at the annual Leadership Conference.

- Develop a planning committee to assist the Region Director or Host Chapter no later than the Jan./Feb. Leadership Conference. This committee should also work to highlight other regional activities, initiatives, and upcoming events at the region conference.

- Develop a budget no more than one month after the Leadership Conference.

- Develop an evaluation form for the region conference.

- Summarize the evaluation form after the conference and circulate it to the chapters.

- Recognize volunteers and speakers with gifts, plaques, or certificates.

- Encourage region colleges and commissions to set up a display at the conference. Ask Commissions to provide information so that attendees will learn about the various commissions available. Include Commissions on the program.

- Host webinars for Region colleges on topics of interest related to commissions for professional development opportunities.

- Use the region conference as a membership recruitment tool. Encourage all the region colleges to send first timers and nonmembers to the conference. The host college should invite the largest number of nonmembers to the conference.

- Each region is encouraged to have a website that is linked both to the chapters and the state AFC website.

Annual Conference Region Meeting Recommendations

It is the Region Director's responsibility to facilitate the Region meeting at the Annual AFC Conference. The meeting should include the following:

- An agenda of all items to be covered at the meeting

- Acknowledgement of all Region Chapter Presidents (Plaque, Certificate, Gift, etc.)

- Acknowledgement of all Chapter Unsung Heroes (Plaque, Certificate, Gift, etc.)

- An end of the year Financial Report

- Nominations from the floor followed by voting for the Director-Elect (if this has not been done)

- Counting of ballots for Director-Elect and passing of the region gavel to the new Director

- Facilitate reports from each Chapter President introducing new officers and summarizing the years activities and expectations for the coming year

- Conduct any outstanding Region business

2021 Region Officers

REGION I
Chipola College
Gulf Coast State College
Northwest Florida State College
Pensacola State College
Tallahassee Community College

DIRECTOR
Sharon Walker
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
PH: 850-201-6148
Email: walkers@tcc.fl.edu

DIRECTOR-ELECT
Marcy Farose
Pensacola State College
1000 College Blvd
Pensacola, FL 32504
PH: 850- 484-1383
Email: mfarose@pensacolastate.edu

REGION II
Florida Gateway College
Florida State College at Jacksonville
North Florida College
St. Johns River State College
Santa Fe College

DIRECTOR
VACANT

DIRECTOR-ELECT
Myisha De Nose
Florida State College at Jacksonville
4316 Campus Hills Cir
Jacksonville, Florida 32218
PH: 904-646-2265
Email: mdenose@fscj.edu

REGION III
College of Central Florida
Daytona State College
Eastern Florida State College
Lake-Sumter State College
Seminole State College of Florida
Valencia College

DIRECTOR
VACANT

DIRECTOR-ELECT
VACANT

REGION IV
Florida SouthWestern State College
Hillsborough Community College
Pasco-Hernando Community College
Polk State College
St. Petersburg College
South Florida State College
State College of Florida, Manatee-Sarasota

DIRECTOR
VACANT

DIRECTOR-ELECT
VACANT

REGION V
Broward College
College of the Florida Keys
Indian River State College
Miami Dade College
Palm Beach State College

DIRECTOR
Mark Ross
Miami Dade College
300 N.E. 2nd Ave
Miami, FL 33132
PH: 305-237-4233
Email: mross1@mdc.edu

Director-Elect
Miguel Ramierez
Broward College
111 East Las Olas Blvd.
Fort Lauderdale, FL 33301
PH: 305-775-2086
Email: mramire1@broward.edu

Chapters

AFC
ASSOCIATION OF FLORIDA COLLEGES

WHAT ARE AFC CHAPTERS?

The AFC exists to serve its individual and institutional members. While many of AFC's activities take place away from campuses, active involvement of AFC members in the functioning of the organization must occur locally.

The AFC chapter is for **everyone** at a college or on a college campus. This includes faculty, administrators, career and professional employees, part-time employees, and retirees. Chapters serve the purpose of actively involving individual AFC members in the implementation of the AFC goals and objectives at the local level.

Key to the success of a chapter is **communication**. The AFC is unique in that it encourages and promotes communication and interaction among all employees and trustees at a college/campus. Because all members have equal status in AFC, and because all members are concerned about and involved with the well-being of their college/campus, an ideally functioning chapter provides a forum for the discussion of issues, which are important to its college, campus, and members.

NOTE: There is a chapter at the Division of Florida Colleges. For more information, see STANDING RULES OF THE AFC.

AFC CHAPTER OFFICERS

Each Chapter is required to have a Chapter President, Membership Chair, Legislative Representative, and Publications Representative. Other officers might include president-elect, past-president, secretary, treasurer, and historian. The duties of the officers of each Chapter, other than those of the required officers are determined by the Chapter.

Chapter President:

- Elected annually based on the chapter's bylaws
- Term of office: January 1-December 31 (unless otherwise noted in chapter bylaws)
- Direct the overall operation of the Chapter; calling and presiding at chapter meetings
- Represent the Chapter in all official matters
- Assume responsibility for planning and coordination of all Chapter activities
- Promote interest in the Chapter and AFC
- Facilitate Chapter Awards (submissions for Chapter of the Year, Regional Chapter Unsung Hero Awards, and Statewide Awards: Honorary Life and Distinguished Service)
- Perform additional duties as may be outlined in the chapter bylaws

Chapter Membership Chair:

- Organize and coordinate AFC membership campaigns (establishes a membership committee and plans specific events throughout the year for member recruitment)
- Manage the chapter's membership list and works with AFC state office to ensure that the college's membership is accurate
- Ensure membership benefits information is provided to all members
- Ensure members receive information on commissions, statewide service projects, and all other pertinent information from the state office

AFC Legislative Representative

- Provide communication link between the AFC Legislative Standing Committee and the chapter membership on matters pertaining to legislation affecting the membership
- Serve as the chapter's spokesperson to the college's legislative delegation (with chapter president's approval)
- Coordinate chapter activities relating to informing members about legislation affecting the college
- Ensure the ***Capitol Perceptions*** (with coordination from the Chapter President) information is available to non-members by working with the college's Lobbyist/Governmental Relations and/or the AFC State Office person to report on the current legislative session
- Plan a legislative event (in collaboration with the Chapter President) utilizing the college Lobbyist, AFC Legislative Committee Chair, College President, and/or AFC Executive Director. Example: State of the State Legislative Session Summary: Wins, Losses, & Toss Ups

AFC Publications Representative

- Ensure that AFC publications are received by chapter members (follow state calendar for publication dates of ***Current***, ***Capitol Perceptions***, Email Blasts, and other publications that are forwarded to members). Follow up with state office if college does not receive publications. Work with Chapter Membership Chair to ensure that all members are receiving publications and all AFC Communications.

NOTE: See the information on a specific Chapter at the end of this Section.

AFC CHAPTER ORGANIZATION

While there are no specific guidelines for organizing a chapter, several suggestions can be drawn from past precedent:

- Bylaws: each chapter **must** develop bylaws and revise/review them annually. A copy **must** be forwarded to the AFC State Office annually (within a month of the new officers election).

- Elected officers: each chapter is required to have a President, Membership Chair, Legislative Representative, and Publications Representative. Most chapters also have a president-elect, secretary, treasurer, and a chapter historian. The responsibilities of each officer should be specified in the chapter bylaws.

- Chapter goals for the year may include long and short term goals, and should be developed by the elected officers at the beginning of their term in office (*this is also a part of the AFC Strategic Plan and the AFC Operational Goals).*

- Each chapter ***must*** forward their goals/objectives to the Planning & Development Committee, VP of Regions & Chapters and AFC State Office ***no later than March 1st***. If chapter officers are elected mid-year (June/July) two sets of planning documents should be forwarded (one for the 1st half of the year and another for the second half of the year to encompass the year's goals for the chapter).

- The elected officers of the chapter should meet at least quarterly to review/revise goals and conduct any necessary chapter business.

- Chapter meetings should be held monthly or at a minimum - quarterly; however, chapter events should take place year round. A calendar template for events/activities can be found in the Membership Toolbox on the AFC Website.

- Records of each meeting should be compiled (including minutes, treasury report, and any other business transactions) and forwarded to the membership via email or it can be posted on the chapter's website.

- Chapter President may appoint a chapter historian and webmaster. One or both positions should be in charge of the chapter's website (newsletter, social media pages, etc.).

AFC CHAPTER ACTIVITIES

Typical activities of AFC chapters are:

- Sponsor programs of interest for members such as a discussion of an issue inherent to the college; an explanation of some aspect of the Florida College System; a presentation about a topic of general interest which is not college-specific -, e.g. income tax, retirement, wills and estates

- Organize "AFC Legislative Days" on campus or virtually and invite local legislative delegation members to the campus in the name of AFC

- Discuss statewide AFC issues and their implications for the local membership

- Establish a procedure for the selection of delegates to the AFC Annual Meeting and Conference

- Sponsor social functions, on- or off-campus, for members and non-members

- Sponsor fund-raising projects to provide funds for the chapter use in such areas as scholarships and professional development training

- Provide input for regional activities such as professional development webinars, service projects, etc.

- Sponsor a Commission Fair to encourage more AFC statewide participation in Commissions for the local membership (representatives from each commission can present information on their respective commissions)

- Participate in all new employee orientations and receptions at the college (or have literature on AFC presented by a chapter designee)

- Work with college leadership to develop a membership strategy and goals for the year (chapter president should meet with the college president as soon as possible at the start of the year to review chapter goals and activities) and to ensure the President's support

- Peruse the membership toolbox on AFC website for other resources on chapter activities/events (calendar for planning chapter events, new member orientation information, and other resources). Contact the AFC State Office for additional needed resources.

2021 Chapter Officers

Broward College
Central – 3501 SW Davie Road; Davie, FL 33314
Down Town Center (Willis Holcombe) – 111 East Las Olas Boulevard; Ft. Lauderdale, FL 33301
North – 1000 Coconut Creek Boulevard; Coconut Creek, FL 33066
South – 7200 Pines Boulevard; Pembroke Pines, FL 33024
Cypress Creek Administrative Center – 6400 NW 6th Way; Fort Lauderdale, FL 33309
Miramar West – 1930 SW 145th Ave.; Miramar, FL 33027

Position	Name	Email	Phone	Campus
President	Teresa Simeon	tsimeon@broward.edu	954-201-7979	WHC
Vice President	Angel Rodriguez	arodrigu@broward.edu	954-201-7979	North
Immediate Past President	Dr. Michelle Jackson	Mjackso3@broward.edu	954-201-7571	WHC
Membership Chair	Kimberley Thmompson	Kthomps1@broward.edu	954-201-2053	North
North Campus VP	Dr. Michelle Jackson	Mjackso3@broward.edu	954-201-7571	WHC
Cypress Creek VP	Dr. Michelle Whittaker	mwhittak@broward.edu	954-201-5306	Cypress
Central Campus Ambassador	Primrose Humphries	phumphri@broward.edu		Central
South Campus & Partnership Centers Ambassador	D. Preston Steele	dsteele@broward.edu	954-201-8446	South
2021 Regional Director	Miguel Ramirez	Mramire1@broward.edu		Willis Holcombe
2021 Student Development Commission Chair	Woosly Claixte	wcalixte@broward.edu		BC Online (Cypress Creek)
2021 Career and Professional Employees Commission Region V Secretary/Historian	Primrose Humphries	phumphri@broward.edu	954-201-7915	Central
Secretary	Asha McGlashan	amcglash@broward.edu	954-201-5373	Cypress
Legislative Chair	Lacey Hofmeyer	lhofmeye@broward.edu	954-201-7410	WHC
Communications Chair	Yeshua Machado	Ymachad1@broward.edu	954-201-7571	Central

Chipola College
3094 Indian Circle; Marianna, FL 32446

Position	Name	Email	Phone
President	Dr. Amanda Clark	clarka@chipola.edu	850-718-2320
Immediate Past President	Evelyn Ward	warde@chipola.edu	850-718-2257
Secretary	Pat Barfield	barfieldp@chipola.edu	850-718-2420
Treasurer	Paige White	whitep@chipola.edu	850-718-2411

College of Central Florida
Ocala-3001 SW College Road; Ocala, FL 34474
Citrus County-3800 South Lecanto Highway; Lecanto, FL 34461
Levy County-114 Rodgers Blvd; Chiefland, FL 32626

Position	Name	Email	Phone	Campus
President	Kim Sellers	sellersk@cf.edu	3528542322 x.1266	Ocala
President-Elect	Marjorie McGee	mcgeem@cf.edu	3528542322 x.1578	Ocala
Vice President	Amanda Camp	campa@cf.edu	3528542322 x.1902	Ocala
Immediate Past President	Ron Kielty	kieltyr@cf.edu	352-854-2322 x.1561	Ocala
Membership Chair	Kathy Robbins	robbinsk@cf.edu	352-854-2322 x.1660	Ocala
Treasurer	Cara Bennett	bennettc@cf.edu	352-854-2322 x.1447	Ocala
Historian	Rory Wells	wellsr@cf.edu	352-746-6721	Citrus
Fundraising Chair	Jean Scheppers	scheppej@cf.edu	352-854-2322 x.1688	Ocala
Publicity Chair	Tina Banner	bannert@cf.edu	352-854-2322 x.1565	Ocala
Legislative Representative	Jose Toro-Clarke	clarkej@cf.edu	352-854-2322 x.1202	Ocala
Citrus Campus Representative	Alicia Harrison	harrisoa@cf.edu	352-746-6721	Citrus
Levey Center Representative	Krystle Skelly	skellyk@cf.edu	352-658-4077	Levy
Ocala Satellite Campus Representative	Jessica Kummerle	kummerlj@cf.edu	352-854-2322 x.1598	Ocala

College of the Florida Keys
5901 College Road; Key West, FL 33040

Daytona State College
Daytona-1200 West International Speedway Blvd; Daytona Beach, FL 32114
Deland-1155 County Road 4139; Deland, FL 32724
Deltona-2351 Providence Blvd; Deltona, FL 32725
New Symyrna Beach-Edgewater – 940 10th Street; New Symyrna Beach, FL 32168
Flagler/Palm Coast – 3000 Palm Coast Parkway SE; Palm Coast, FL 32137

Position	Name	Email	Phone	Campus
President	Max Swanton	Max.swanton@daytonastate.edu	386-246-4834	Flagler/Palm Coast
Treasurer	Peggy Mentor	Peggy.mentor@daytonastate.edu	386-506-3564	

Eastern Florida State College
Cocoa – 1519 Clearlake Road; Cocoa, FL 32922
Melbourne – 3865 North Wickham Road; Melbourne, FL 32935
Palm Bay – 250 Community College Parkway; Palm Bay, FL 32909
Titusville – 1311 North U.S. 1; Titusville, FL 32796

Position	Name	Email	Phone	Campus
Past President	Tracy Glidden	gliddent@easternflorida.edu	321-433-5548	Cocoa
Secretary	Janelis Rodriguez	rodriguezj@easternflorida.edu	321-433-5926	Melbourne
Cocoa VP	Rose Davis	davisro@ easternflorida.edu	321-433-7708	Cocoa
Titusville VP	Cheryl Whalen	whalenc@easternflorida.edu	321-433-5063	Titusville
Melbourne VP	Nora Schutte	schutten@easternflorida.edu	321-433-5744	Melbourne
Palm Bay VP	Rachel Geidel	geidelr@easternflorida.edu	321-433-5926	Palm Bay

Florida Gateway College
149 S.E. College Place, Lake City, FL 32025

Position	Name	Email	Phone
President	Andrea Gabriel	Andrea.gabriel@fgc.edu	386-754-4311
Past President	Holly Sutton	Holly.sutton@fgc.edu	386-754-4234
Secretary	Jeanne Anderson	Jeanne.anderson@fgc.edu	386-754-4205

Treasurer	Erin Sheehan	Erin.sheehan@fgc.edu	386-754-4226

Florida SouthWestern State College
Thomas Edison Campus – 8099 College Parkway; Fort Myers, FL 33919
Charlotte – 26300 Airport Road; Punta Gorda, FL 33950
Collier – 7505 Grand Lely Drive; Naples, FL 34113
Hendry/Glades – 1092 East Cowboy Way; LaBelle, FL 33935

Position	Name	Email	Phone	Campus
President	Tim Maricle	tmaricle@fsw.edu	239-489-9102	Lee
President-Elect	Jennifer Young	Jennifer.young@fsw.edu	239-489-9101	Lee
Past President	Maisy Adams	jadams14@fsw.edu	239-433-6952	Lee
Membership Chair	Jackie Beard	Jbeard1@fsw.edu	239-489-9277	Lee
Treasurer	Pam Macander	pmacander@fsw.edu	863-674-6000	Hendry/Glades
Secretary	Kathie DiLascio	Kathie.dilascio@fsw.edu	239-489-9346	Lee
Hendry/Glades Representative	Ashleigh Valero	avalero@fsw.edu	863-674-6003	Hendry/Glades
Lee Representative	Amy English	Amy.english@fsw.edu	239-489-9104	Lee

Florida State College at Jacksonville
DTC-101 State Street; Jacksonville, FL 32202
Administrative Offices-501 West State Street; Jacksonville FL 32202
Kent-3939 Roosevelt Blvd; Jacksonville, FL 32202
North-4501 Capper Road; Jacksonville, FL 32218
South-11901 Beach Blvd; Jacksonville, FL 32246
Urban-601 West State Street; Jacksonville, FL 32202

Position	Name	Email	Phone	Campus
President	Bryan Stewart	bstewart@fscj.edu	904-633-5966	AO/Downtown
Vice President and President Elect	Blake Ehlers	Blake.ehlers@fscj.edu	904-646-2340	South
Immediate Past President	Jason Whittington	j.whittington@fscj.edu	904-632-3101	AO/Downtown
Membership Chair	Monica Franklin	Monica.franklin@fscj.edu	904-766-6766	North

Secretary	Kerri Burns	Kerri.burns@fscj.edu	904-361-6243	AO/Downtown
Treasurer	Denise Giarrusso	Denise.giarrusso@fscj.edu	904-361-6216	Downtown
Legislative Representative	Virginia Berg	Virginia.berg@fscj.edu		AO/Downtown
Historian	Matt Wetzel	mwetzel@fscj.edu	904-381-3707	Kent
Publications Representative	Trina McCowan	Trina.mccowan@fscj.edu	904-997-2572	South
Professional Development	Jametoria Burton	jburton@fscj.edu	904-632-3089	AO/Downtown
Service Projects Coordinator	Ashlie Barker-Empleo	abarker@fscj.edu	904-633-8202	Downtown
North Campus Representatives	Audrey Antee	a.antee@fscj.edu	904-766-6707	North
	Deborah Brabham	Deborah.brabham@fscj.edu	904-766-6534	North
	Donna Martin	Donna.martin@fscj.edu	904-548-4414	Nassau
South Campus Representatives	Chandra Shuler	chshuler@fscj.edu	904-646-2110	South
	Thomas Morris	Thomas.morris@fscj.edu	904-646-2223	South
Kent Campus Representatives	Renee Lewis	Renee.lewis@fscj.edu	904-381-3539	Kent
	Anita Scotlis	ascotlis@fscj.edu	904-381-3529	Kent
Open Campus/Deerwood Center Representative	Crishana Benton	Crishana.benton@fscj.edu	904-997-2509	Deerwood
AO/ Urban Resource Center Representative	Bonnie Lucey	Bonnie.lucey@fscj.edu	904-361-6208	URC
	Karen Johns	Karen.johns@fscj.edu	904-361-6242	AO/Downtown

Gulf Coast State College
5230 West Highway 98; Panama City, FL 32401
North Bay Campus – 700 Hwy 2300; Southport, FL 32409
Gulf/Franklin Campus – 3800 Garrison Ave.; Port St. Joe, FL 32456

Position	Name	Email	Phone	Campus
Chapter Representative	Dottie Terryn	dterryn@gulfcoast.edu	850-872-3801	Main

Hillsborough Community College
District-PO Box 31127; Tampa, FL 33631
Brandon-10414 E. Columbus Drive; Tampa, FL 33619
Collaboration Studio-1602 N. 15th St; Tampa, FL 33605
Dale Mabry-4001 West Tampa Bay Blvd; Tampa, FL 33614
MacDill-8102 Condor Rd; MacDill AFB, FL 33584
Plant City-1206 North Park Road; Plant City, FL 33566
South Shore-551 24th St NE; Ruskin, FL 33570
Ybor City-PO Box 5096; Tampa, FL 33675

Position	Name	Email	Phone	Campus
Immediate Past President/ Current President	Dana Livesay	dlivesay@hccfl.edu	813-259-6530	Collaboration Studio
Secretary/Treasurer	Kellie Geary	kgeary@hccfl.edu	813-259-6586	Collaboration Studio

Indian River State College
Main - 3209 Virginia Avenue; Ft. Pierce, FL 34981
Dixon Hendry-2229 NW 9th Avenue; Okeechobee, FL 34972
St. Lucie West – 500 NW California Blvd; Port St. Lucie, FL 34986
Mueller Campus – 6155 College Lane; Vero Beach, FL 32966
Chastain – 2400 SE Salerno Road; Stuart, FL 34997

Position	Name	Email	Phone	Campus
President	Taylor Kilman	tkilman@irsc.edu	772-462-7595	Main
President-Elect	Mia Tignor	mtignor@irsc.edu	772-462-7590	Main
Past President	Rochelle Popp Finch	rfinch@irsc.edu	772-462-7476	Main

Membership Chair	Katie Profeta	kprofeta@irsc.edu	772-462-7629	Main
Secretary	Brett Williams	bwilliam@irsc.edu	772-462-7587	Main
Treasurer	Kayla Crenshaw	kcrensha@irsc.edu	772-462-7325	Main

Lake-Sumter State College
Leesburg – 9501 U.S. Highway 441; Leesburg, FL 34788
South Lake – 1250 N. Hancock Road; Clermont, FL 34711
Sumter – 1405 CR 526A; Sumterville, FL 33585

Position	Name	Email	Phone	Campus
President	Cynthia Nash	nashc@lssc.edu	352-435-6343	Leesburg Campus

Miami Dade College
Hialeah- 1776 W. 49th Street; Hialeah, FL 33012
Homestead – 500 College Terrace; Homestead, FL 33030
InterAmerican – 627 SW 27th Avenue; Miami, FL 33135
Kendall – 11011 SW 104th Street; Miami, FL 33176
Medical – 950 SW 20th Street; Miami, FL 33127
North – 11380 NW 27th Avenue; Miami, FL 33167
West-3800 NW 115th Avenue; Doral, FL 33178
Wolfson – 300 NE 2nd Avenue; Miami, FL 33132

Position	Name	Email	Phone	Campus
President	Daniella Pierre	Dpierre4@mdc.edu	305-237-1503	North
Immediate Past President	Mark Johnson	Mjohnso2@mdc.edu	305-237-1649	North
Membership Chair	Sara Alegria	salegria@mdc.edu	305-237-8025	West
Secretary	Carol Wynter	cwynter@mdc.edu	305-237-4341	Medical
Homestead VP	Clairem Diaz	cdiaz@mdc.edu	305-237-5226	Homestead
InterAmerican VP	Zelda Rivas	zrivas@mdc.edu	305-237-6188	InterAmerican
Kendall VP	Karin Ann Miller	kmiller@mdc.edu	305-237-2797	Kendall
Medical VP	Mark Ross	Mross1@mdc.edu	305-237-4234	Medical

North VP	Roger Williams	Rwillia1@mdc.edu	305-237-1546	North
West VP	Mayte Pino	mpino@mdc.edu	305-237-8516	West
Wolfson VP	Tracey Bowen	tbowen@mdc.edu	305-237-3854	Wolfson
Legislative Representative	Maggie Perez	Mperez51@mdc.edu	305-237-7563	Wolfson
Safety Commission Chair	Yakir Fernandez	Yfernan5@mdc.edu	305-237-2653	Kendall

North Florida College
325 NW Turner Davis Drive; Madison, FL 32340

Northwest Florida State College
100 College Blvd. Niceville, FL 32578

Position	Name	Email	Phone
President	Tony Chavez	Chaveza1@nwfsc.edu	850-678-5111 x.6779
President-Elect	Heather Dietzold	dietzolh@nwfsc.edu	850-678-5111 x.5271
Immediate Past Chair	Pam Walters		
Secretary	April Leake	leakea@nwfsc.edu	850-678-5111
Treasurer	Wajiku Jackson	jacksonw@nwfsc.edu	850-678-5111 x.5202
Membership Chair	Bree Durham	durhamb@nwfsc.edu	850-678-5111 x.6018
Historian	Sonja Quinn	Quinns1@nwfsc.edu	850-678-5111 x.6690

Palm Beach State College
Lake Worth – 4200 Congress Avenue; Lake Worth, FL 33461
Belle Glade – 1977 College Drive; Belle Glade, FL 33430
Palm Beach Gardens – 3160 PGA Boulevard; Palm Beach Gardens, FL 33410
Boca Raton – 300 Saint Lucie Avenue; Boca Raton, FL 33431
Loxahatchee Groves - 15845 Southern Blvd, Loxahatchee Groves, FL 33470

Position	Name	Email	Phone	Campus
President	Joan Roberts	robertsj@palmbeachstate.edu	561-868-3856	Lake Worth

Immediate Past President	Sandra Barrett	barretts@palmbeachstate.edu	561-868-3885	Lake Worth
Membership Coordinator	Jane Fisher	fisherjm@palmbeach.edu	561-868-3561	
Treasurer	Ayleen Martinez	Martina1@palmbeachstate.edu	561-868-3275	Lake Worth
Secretary	Belinda Mouradian	mouradib@palmbeachstate.edu	561-868-3744	Lake Worth
Public Relations/Social Media Coordinator	Tabatha McDonald	mcdonalt@palmbeachstate.edu	561-868-3127	
Scholarship Coordinator	Susan Bierster	Bierstes@palmbeachstate.edu	561-868-3245	
Palm Beach Gardens VP	Bridget Rogers	rogersb@palmbeachstate.edu	561-207-5061	Palm Beach Gardens
Loxahatchee VP	Marjorie Garland	garlandm@palmbeachstate.edu	561-790-9007	Loxahatchee Groves
Lake Worth VP	Margarita Rodriguez	rodrigum@palmbeachstate.edu	561-868-3326	Lake Worth
Belle Glade VP	Hailmeh Shatara	shatarah@palmbeachstate.edu	561-993-1155	Belle Grande
Boca Raton VP	Joseph Brownlee	brownlej@palmbeachstate.edu	561-862-4469	Boca Raton

Pasco-Hernando State College

West - 10230 Ridge Road; New Port Richey, FL 34654

East – 36727 Blanton Road; Dade City, FL 33523

North - 11415 Ponce de Leon Blvd.; Brooksville, FL 34601

Porter – 2727 Mansfield Blvd.; Wesley Chapel, FL 33543

Spring Hill - 450 Beverly Court; Spring Hill, FL 32796

Position	Name	Email	Phone	Campus
President	Courtney Benito	benitoc@phsc.edu	727-816-3366	West Campus
President-Elect	Mildred Diaz Santiago	diazsam@phsc.edu	813-527-6623	Porter Campus
Immediate Past President	Eddie Williams	williad@phsc.edu	352-340-4865	Spring Hill
Legislative Representative	Dr. Regina Mirabella Ed.D., MSN, RN	miraber@phsc.edu	727-816-3233	West Campus
Membership Chair	Pat Mcgee	mcgeep@phsc.edu	727-816-3169	West Campus

Secretary	Ronteryl M Black	blackr@phsc.edu	352-340-4809	Spring Hill Campus
Treasurer	Clara Capote	capotec@phsc.edu	352-518-1303	East Campus
West Campus Representative	Marianne Swihart	swiharm@phsc.edu	727-816-3236	West Campus
West Campus Representative	Maya Pakjomova	pakhomm@phsc.edu	727-816-3765	West Campus
East Campus Representative	Caitlin Valentine	valentc@phsc.edu	352-518-1314	East Campus
North Campus Representative	Cary Cox	coxsa@phsc.edu	352-797-5123	North Campus
Spring Hill Representative	Kayla Kuni	kunik@phsc.edu	352-340-4829	Spring Hill Campus
Porter Campus Representative	Nikole Jorgensen-Zidar	jorgenn@phsc.edu	813-527-6825	Porter Campus
Publication Representative	Leonor Nemeth	nemethl@phsc.edu	813-527-6630	Porter Campus

Pensacola State College

Pensacola Campus – 1000 College Blvd; Pensacola, FL 32504

Milton Campus-5988 Highway 90; Milton, FL 32583

Warrington Campus-5555 W. Highway 98; Pensacola, FL 32507

Century Center-440 E. Hecker Rd; Century, FL 32535

Downtown Center – 418 W. Garden Street; Pensacola, FL 32502

South Santa Rosa Center-5075 Gulf Breeze Pkwy; Gulf Breeze, FL 32563

Position	Name	Email	Phone	Campus
President	Obi Kalu	okalu@pensacolastate.edu	850-484-2374	Warrington
President-Elect	Roland Hyacinthe	rhyacinthe@pensacolastate.edu	850-484-1704	Pensacola
Immediate Past President	Melonie Miner	mminer@pensacolastate.edu	850-484-1726	Pensacola
VP of Membership	Tammy Henderson	thenderson@pensacolastate.edu	850-484-1766	Pensacola
VP of Membership-Elect	Alonda Jones	aijones@pensacolastate.edu	850-484-1643	Pensacola
Secretary	Theresa O'Quinn	toquinn@pensacolastate.edu	850-484-1722	Pensacola
Secretary-Elect	Traci Jones	tjones@pensacolastate.edu	850-484-2226	Pensacola
Treasurer	Fred Holt	fholt@pensacolastate.edu	850-484-1713	Pensacola

Legislative Representative	Madeline Heller	mheller@pensacolastate.edu	850-484-4628	Pensacola
Legislative Representative-Elect	John Woods	jwoods@pensacolastate.edu	850-484-1715	Pensacola
Publications Rep-Elect	Neil Gonzales	ngonzales@pensacolastate.edu	850-484-1820	Pensacola

Polk State College
Winter Haven-999 Avenue H NE; Winter Haven, FL 33881
Lakeland-3425 Winter Lake Road; Lakeland, FL 33803
Airside Center- 3515 Aviation Drive, Lakeland, FL 33811
JDA Center – 152 E. Central Ave.; Lake-Whales, FL 33853
Clear Springs Advanced Technology Center – 310 Technology Drive; Bartow, FL 33830
Lake Whales Art Center – 1099 State Rd. 60 East; Lake Whales, FL 33853

Position	Name	Email	Phone	Campus
President	John Fynn	jfynn@polk.edu	863-669-4944	Winter Haven
Vice President	Toni Lauters	tlauters@polk.edu	863-297-1010	Bartow
Membership Chair	Patrice Thigpen		863-669-2322	Lakeland
Secretary	Natasha Mohamed			
Treasurer	Jiani Rue	jrue@polk.edu		Winter Haven
Publications	Shagon Collins	skcollins@polk.edu	863-669-2943	Lakeland
Member at Large	Matina Wagner	mwagner@polk.edu	863-298-6897	Winter Haven

St. Johns River State College
Palatka-5001 St. Johns Avenue; Palatka, FL 32177
St. Augustine-2990 College Drive; St. Augustine, FL 32084
Orange Park-283 College Drive; Orange Park, FL 32065

Position	Name	Email	Phone	Campus
President	Michelle Gibson	michellegibson@sjrstate.edu	386-312-6817	Orange Park
President-Elect	Amanda Brown	Amandabrown@sjrstate.edu	386-312-4284	Palatka
Immediate Past President	Jack Hall	jackhall@sjrstate.edu	386-312-4077	Palatka

Membership Chair	Joyce Smith	joycesmith@sjrstate.edu	386-312-4238	Palatka
Secretary	Paula Reeger	paulareeger@sjrstate.edu	904-276-6811	Palatka
Treasurer	Terry Thomas	terrythmoas@sjrstate.edu	904-276-6816	Palatka
Publications Coordinator	Laura Fezie	laurafezie@sjrstate.edu	386-312-4084	Palatka
Service Projects Chair	Kate Adornetto	kateadornetto@sjrstate.edu	386-312-4152	Palatka
Orange Park Representative	Antionette Richardson	AntionetteRichardson @sjrstate.edu		Orange Park
Orange Park Representative	Don Lafond	donlafond@sjrstate.edu	904-276-6876	Orange Park
Palatka Representative	Heather Jones	heatherjones@sjrstate.edu	386-312-4132	Palatka
Palatka Representative	Shasta Ware	shastaware@sjrstate.edu	386-312-4223	Palatka
St. Augustine Representative	Royce Bass	roycebass@sjrstate.edu	904-808-7479	St. Augustine
St. Augustine Representative	Jim Rogers	jimrogers@sjrstate.edu	386-312-6854	St. Augustine
Legislative Liason	Jack Hall	jackhall@sjrstate.edu	386-312-4293	

St. Petersburg College
PO Box 13489; St. Petersburg, FL 33733

Position	Name	Email	Phone
President	Shirell Essix	Essix.shirell@spcollege.edu	727-302-6802
Past President	Tanyale Rhaney	Rhaney.tanyale@spcollege.edu	727-341-4655
Membership/Chair	Kerry Carter	Carter.kerry@spcollege.edu	727-302-6504
Treasurer	Brenda Starr	Starr.brenda@spcollege.edu	727-341-3119
Secretary/Mid Town Site Representative	Tiffany Warren	warren.tiffany@spcollege.edu	727-302-6845
Historian	Regina Miller	Miller.regina@spcollege.edu	727-341-3146
Legislative Chair	Aaron Corizzi	Corizzi.aaron@spcollege.edu	727-341-3458
EpiCenter Representative	Aaron Ozier	Ozier.aaron@spcollege.edu	727-341-4496

Parliamentarian	Margaret Bowman	Bowman.margaret@spcollege.edu	727-341-3124
Position	**Name**	**Email**	**Phone**
Past President	Tanyale Rhaney	Rhaney.tanyale@spcollege.edu	727-341-4655

Santa Fe College
Northwest Campus - 3000 NW 83rd Street; Gainesville, FL 32606
Andrews-209 West Call Street; Starke, FL 32091
Blount Center – 401 NW 6th Street; Gainesville, FL 32601
Davis Center – 17500 SW Archer Rd.; Archer, FL 32618
Kirkpatrick Center – 3737 NE 39th Ave.; Gainesville, FL 32609
Perry Center – 14180 NW 119th Terrace; Alachua, FL 32615
Watson Center – 4150 State Road 21; Keystone Heights, FL 32656

Position	Name	Email	Phone	Campus
President	Steve Grosteffon	steve.grosteffon@sfcollege.edu	352-395-5805	
Immediate Past President	Tom Mason	Tom.mason@sfcollege.edu	352-395-5362	
Membership Chair	Carol Pugh	carol.pugh@sfcollege.edu	352-395-5365	
Treasurer	Elizabeth Jusino	Liz.jusino@sfcollege.edu	352-395-4495	
Secretary	Christina Mattern	christina.mattern@sfcollege.edu	352-395-5449	
Marketing Chair/Public Relations	Gina Scinto	gina.scinto@sfcollege.edu	352-395-5800	
Historian/ Parliamentarian	Shellie Banfield and Ben Fox	shellie.banfield@sfcollege.edu benjamin.fox@sfcollege.edu	352-381-3701 352-395-7383	
Legislative Representative	Liam McClay	liam.mcclay@sfcollege.edu	352-395-5199	

Seminole State College of Florida
Sanford-100 Weldon Blvd; Sanford, FL 32773
Altamonte Springs-850 South State Road 434; Altamonte Springs, FL 32714
Oviedo-2505 Lockwood Blvd; Oviedo, FL 32765
Heathrow-1055 AAA Dr; Heathrow, FL 32746

Position	Name	Email	Phone	Campus
President	Arlene Gonzalez	gonzalezal@seminolestate.edu	407-708-2740	Sanford
Immediate Past President	Charity Lo-Guidice	logiudicec@seminolestate.edu	407-708-2440	Sanford
Membership Chair	Janine McComas	mccomasj@seminolestate.edu	407-708-2913	Sanford
Treasurer	Michele Wallace	wallacem@seminolestate.edu	407-708-2632	Sanford
Publications Representative	Elisa Rohr	rohre@seminolestate.edu	407-708-4572	Sanford
Legislative Representative	Brittany Resmann	resmannb@seminolestate.edu	407-708-2708	Sanford
Webmaster	James Miller	millerja@seminolestate.edu	407-708-2750	Sanford
Altamonte Springs	Margo Weaver	weaverm@seminolestate.edu	407-404-6144	Altamonte Springs
Heathrow Representative	Juanita Wynn	wynnj@seminolestate.edu	407-708-4403	Heathrow
Oviedo Representative	Lee Patrizzi	patrizzil@seminolestate.edu	407-971-5006	Oviedo
Sanford Representative	Geoffrey Nelseon	nelsong@seminolestate.edu	407-708-2926	Sanford

South Florida State College
600 W. College Drive; Avon Park, FL 33825
Desoto – 2251 NE Turner Avenue; Arcadia, FL 34266
Hardee – 2968 US 17North; Bowling Green, FL 33834
Lake Placid – 500 E. Interlake Blvd.; Lake Placid, FL 33852

Position	Name	Email	Phone	Campus
Treasurer	June Weyrauch	June.Weyrauch@southflorida.edu	863-784-7218	
Secretary	Lisa Johnson-Decarie	Lisa.Johnson-Decarie@southflorida.edu	863-784-7107	
Membership Chair	Lena Phelps	phelpsl@southflorida.edu	863-784-7303	

State College of Florida, Manatee-Sarasota
Bradenton-5840 26th St. W.; Bradenton, FL, 34207
Venice-8000 South Tamiami Trail; Venice, FL 34293
Lakewood Ranch-7131 Professional Parkway E.; Sarasota, FL 34240

Position	Name	Email	Phone	Campus
President	Melanie Wallace	wallacm@scf.edu	941-752-5237	Bradenton
Vice President	Robin Rogers	rogersr@scf.edu	941-752-5475	Bradenton
Membership Chair	Amy Santos	santosa@scf.edu	941-752-5511	Bradenton
Legislative Representative/ Parliamentarian	Trevor Harvey	harveyt@scf.edu	941-752-5425	Bradenton

Tallahassee Community College
444 Appleyard Drive; Tallahassee, FL 32304
Florida Public Safety Institute – 75 College Drive; Havana, FL 32333
Ghazvini – 1528 Surgeons Drive; Tallahassee, FL 32308
Wakulla – 170 Preservation Way; Crawfordville, FL 32327

Position	Name	Email	Phone	Campus
President/Legislative Chair	Desiree Gorman	gormand@tcc.fl.edu	850-201-9436	Main
President-Elect/Social Chair	Tonya Hardaway	hardawat@tcc.fl.edu	850-201-8617	Main
Immediate Past President	Kermit Harrison	harrisok@tcc.fl.edu	850-201-6047	Main
Membership Chair/Historian	Sandy Martin	martisa@tcc.fl.edu	850-201-8021	Main
Secretary/Community Service Chair	Bethany Ross	rossb@tcc.fl.edu	850-201-6173	Main
Treasurer/Fundraising Chair	Jacqueline Edwards	edwardsj@tcc.fl.edu	850-201-6113	Main
Board Member	Gloria Williams	mitchelg@tcc.fl.edu	850-580-4502	Ghazvini
Advisor	Summer Dusek	washinsu@tcc.fl.edu	850-201-6209	Main
FPSI Representative	Ryland Moore	moorery@tcc.fl.edu	850-201-7012	FPSI
Wakulla Representative	Desiree Gorman	gormand@tcc.fl.edu	850-558-3513	Wakulla
Ghazvini Representative	Gloria Mitchell	mitchelg@tcc.fl.edu	850-558-4500	Ghazvini

Valencia College
PO Box 3028; Orlando, FL 32802
East-701 North Econlockhatchee Trail; Orlando, FL 32825
West-1800 South Kirkman Road; Orlando, FL 32811
DTC-Chicone Building, 190 South Orange Avenue; Orlando, FL 32801
Winter Park-850 West Morse Blvd; Winter Park, FL 32789
Osceola-1800 Denn John Lane; Kissimmee, FL 34744
Lake Nona 12350 Narcoossee Road; Orlando, FL 32832
Criminal Justice Institute-8600 Valencia College Lane; Orlando, FL 32825
Sand Lake Center-2411 Sand Lake Road; Orlando, FL 32809

Membership Dues & Benefits

AFC
ASSOCIATION OF FLORIDA COLLEGES

Membership Classes

Ten classes of membership are established — Individual, Contributing, Institutional, Affiliate, Associate, Retiree, Life, Adjunct Faculty, Part-time Employee and Honorary Life.

(1) Individual membership is open to any college employee or to any employee of the Division of Florida Colleges.

(2) Contributing membership is automatic for the Chief Executive Officer, Associate Executive Director, and any member of a District Board of Trustees whose college holds institutional membership in the Association.

(3) Institutional membership is open to any college.

(4) Affiliate membership is open to institutions and organizations, including student groups whose activities are recognized by the Board of Directors as being closely related to the functions and purposes of the colleges. Individual and associate memberships are not a prerequisite for members of affiliated organizations.

(5) Associate membership is open to individuals whose professional or educational activities are closely related to the functions and purposes of the Association and to any individual who, in the opinion of the Board of Directors, exhibits interest in supporting the aims and activities of the Association.

(6) Retiree membership is open to any person who has retired from a Florida community or state college or the Division of Florida Colleges.

(7) Life membership is available to individuals employed fulltime and retired members.

(8) Adjunct Faculty membership is open to any person who is employed less than full-time in an instructional position at a community or state college or the Division of Florida Colleges.

(9) Part-time employee membership is open to any person who is employed less than full-time in an administrative or support position at a community or state college or the Division of Florida Colleges.

10) Honorary Life membership is conferred on those persons who, in the opinion of the Board of Directors, have made an outstanding contribution to the colleges and/or the Association. Recipients for Honorary Life memberships are recommended by the Awards Committee.

Membership Dues Structure

Regular Membership Dues: The Board of Directors shall establish, and the Assembly of Delegates shall ratify the annual Regular membership dues.

(1) **Regular Membership Dues**:

a) All new regular members beginning July 1, 2020 shall pay $50 annually.

b) All regular members in good standing on July 1, 2020 paying a dues rate below $50 are entitled to retain that rate. Lapsed regular members who wish to rejoin shall not be entitled to retain their regular member dues rate paid prior to July 1, 2020.

c) All regular members in good standing on July 1, 2020 who are paying a dues rate above $50 may lower their rate at their next renewal period, or by adjusting their payroll deduction at their college.

d) Effective July 1, 2020 AFC chapters will be reimbursed $1.50 for each regular member and $0 .75 for each adjunct or part-time member in good standing. There shall be no reimbursement for retired members. Reimbursement checks will be distributed in July of each year beginning July 1, 2020.

(2) **Associate Membership Dues**: Associate dues shall be $100 per year.

(3) **Institutional Membership Dues**: Institutional dues shall be established formula approved by the Policy and Advocacy Committee.

(4) **Affiliate Membership Dues**: Affiliate membership dues shall be established by the Board of Directors.

(5) **Contributing Membership Dues**: In recognition of their service to Florida's public community and state colleges, there shall be no dues charged to persons who are contributing members. Contributing members shall have the same rights and privileges as individual members.

(6) **Retiree Membership Dues**: Annual dues for retired members are $10 per year.

(7) **Life Membership Dues**: Dues for full-time individual members desiring Life membership shall be equivalent to ten (10) times the current individual annual dues remitted to the Association prior to

June 30 during any membership year. Dues for retired members desiring Life membership shall be equivalent to five (5) times the current retiree annual dues remitted to the Association prior to June 30 during any membership year.

(8) **Honorary Life Membership Dues**: Honorary Life members are exempt from paying dues.

(9) **Adjunct Faculty Membership Dues**: Annual dues for adjunct faculty of the community and state colleges and the Division of Florida Colleges are $25 per year beginning July 1, 2020.

(10) **Part-time Employee Membership Dues**: Annual dues for part-time employees of community and state colleges and the Division of Florida Colleges are $25 per year beginning July 1, 2020.

Benefits Available for AFC Members

Thanks for your support of AFC! Visit the links below to access your AFC member benefit. If there is something listed below that you are interested in, that doesn't have a direct link, print this page off and mail or fax in the request to the state office. Send it to AFC, Attn: Member Services, 1725 Mahan Drive, Tallahassee, Florida 32308. You may also email your request to info@myafchome.org

Avis Rental Cars- Enjoy up special rates on rental cars when booking with you AFC membership number **AWD#B276800**. Please visit our Members Savings AFC AVIS Discount at www.avis.com Additional reusable coupon: $15 off a weekly rental card groups C,D and E **Coupon# MUCA038**

Budget Rental Cars- To receive special rental rates please use our company code **BCD# A109800** visit www.budget .com. Or use this reusable coupon: Save $15 off weekly rental compact through full size car, for a minimum of five consecutive days. **Coupon# MUCZ075.**

Capella University- Capella offers AFC members a waived application fee, participation in the Distinguished Faculty Series Webinars, a 10% tuition discount on all Capella courses, and access to various scholarships and grants.

Enterprise Rental Car- Enjoy special pricing through your AFC membership! Use AFC Customer **# SB00001 Pin: ENT** For online reservations ENTERPRISE ONLINE RESERVATIONS

Hertz Rent a Car- One Class car upgrade, $10 off a weekly rental or Up to $15 off a weekend rental. Use **CDP#1337547**

Learning House, Inc. - Tuition Discount
Learning House, Inc. has partnered with the AFC to provide a 10% tuition discount at its colleges and universities. The Learning House partners with more than 75 schools enabling students to efficiently and affordably achieve their online education goals. In the Partner Plus Program, there are 11 transfer friendly institutions, regionally accredited, not for profit universities. For more information on the Partner Plus Program and the tuition discount: https://www.learninghouse.com/

OrlandoVacations.com- We are excited to offer this NEW Member Benefit to you:

- Save up to 35% off Orlando Vacations
- Discounted Disney World Tickets, Universal Studio Tickets, Sea World Tickets, Discovery Bay, Aquatica and all other Orlando area attractions
- Attraction tickets discount specials exclusively for your members
- Vacation Homes fully stocked and professionally decorated & most with pools, rates starting as low as $99.00 per night.

To take advantage of these discounts, visit www.orlandovacation.com/discounts and enter AFC as your username.

Snazzy Traveler- a web-based membership travel club www.snazzytraveler.com providing wholesale travel pricing on hotels, resorts, card, cruises and more.

Southern New Hampshire University - Tuition Discount
SNHU has partnered with the AFC to provide a 10% tuition discount on over 200 degree and certificate programs. SNHU is a private, nonprofit, accredited institution with over 80,000 online students around the globe and more than 3,000 on-campus students in Manchester, New Hampshire. Founded in 1932, we've been relentlessly reinventing higher education ever since and have gained national recognition for our dedication to helping students transform their lives and the lives of those around them.
For more information: https://www.snhu.edu/about-us/partnerships/corporate-partnerships/afc

TicketsAtWork.com- Association of Florida Colleges, Inc. members can now take advantage of discounts and special offers to popular theme parks and entertainment attractions nationwide! Discounts are available for the Walt Disney World® Resort, Universal Studios®, SeaWorld, Six Flags, Cirque du Soleil, Las Vegas and New York City performances, movie tickets and much more! You can order your tickets by calling 800-331-6483. Our company code is MYAFCHOME. Or you may access tickets through the web at www.ticketsatwork.com

Working Advantage- A discount services program offering savings on Broadway tickets, movie tickets, sporting events, hotels and theme parks. Contact the state office for more information. Visit Working Advantage at www.workingadvantage.com to view current specials. Use Working Advantage Member **# 801577384**

Awards and Processes

AFC
ASSOCIATION OF
FLORIDA COLLEGES

ASSOCIATION OF FLORIDA COLLEGES

The **Awards Committee** is responsible for the AFC Awards program. The AFC President recommends and the Board of Directors approves the appointments to this Committee annually. The Committee consists of a member from each Region plus a Chair. This Committee will normally meet twice a year for the selection of awards: (1) at the Board of Director's Fall meeting, usually in September or October, and (2) at the AFC Annual Conference, usually held in October or November.

The Chair of this Committee will notify the AFC Executive Committee, Region Directors, and the Awards Committee of the deadlines for awards. Region Directors will be responsible for notifying their Chapter Presidents of the deadlines for awards.

The AFC Awards Program consists of the following: Honorary Life Member Award, Distinguished Service Member Award, Outstanding Commission of the Year Award, Outstanding Region of the Year Award, and Outstanding Chapter of the Year Award.

Honorary Life Membership Award: The nomination (see Exhibit A) is to be **submitted to the Awards Committee Chair** by **September 1**. The Awards Committee will review these nominations at their Fall meeting. The results will be announced at the AFC Annual Conference.

Distinguished Service Member Award: The nomination (see Exhibit B) is to be **submitted to the Awards Committee Chair** by **September 1**. The Awards Committee will review these nominations at their Fall meeting. The results will be announced at the AFC Annual Conference.

Commission End of the Year Report: The nomination (see Exhibit C) is to be **submitted to the Awards Committee Chair no less than 2 weeks before the AFC Annual Conference**. The reporting period of the Commission End of the Year Report is October 1 – September 30. The Awards Committee will make their selection of outstanding commissions during the AFC Annual Conference and the results will be announced during the Conference.

Region End of the Year Report: The nomination (see Exhibit D) from each Region is to be **submitted to the Awards Committee Chair no less than 2 weeks before the AFC Annual Conference**. The reporting period of the Region End of the Year Report is October 1 –September 30. The Awards Committee will make their selection of outstanding regions during the AFC Annual Conference and the results will be announced during the Conference.

Outstanding Chapter of the Year Award: Each Chapter is encouraged to participate in this award by **submitting the nomination to the Awards Committee Chair by July 31.** The reporting period of the Outstanding Chapter of the Year is June 1 to May 31. Chapter nominations will be judged on the basis of the point system (Exhibit E). The Awards Committee will award one of three distinctions to each Chapter nomination: Platinum Chapter, Gold Chapter, or Silver Chapter and each Chapter's distinction will be announced at the AFC Annual Conference. The Awards Committee will make the selection of Outstanding Chapter of the Year from the Platinum Chapter nominations and the result will be announced at the AFC Annual Conference.

ASSOCIATION OF FLORIDA COLLEGES

NOMINATION /SELECTION PROCEDURES FOR HONORARY LIFE MEMBERSHIP AWARD

The Honorary Life Membership Award is the highest honor that the Association of Florida Colleges can bestow on an individual. It is an award of appreciation for significant, long-term contributions to AFC and/or the state college system. It is the crowning achievement that recognizes long-term dedication.

CRITERIA

A nominee should be an individual who has made outstanding contributions to the mission and goals of the Association of Florida Colleges. These contributions should have had a lasting or continuing effect on the Association and /or the state college system. Positions of service/leadership within the organization (Chapter, Region, Commission, and State) would be one example of such commitment.

Any individual making such significant, long-term contributions and exhibiting such long-term commitment to the Association of Florida Colleges is eligible for nomination.

PROCEDURE

Any member of the Association of Florida Colleges and in good standing may nominate an individual for this award. Nominations may be submitted electronically to the Awards Committee Chair.

Each nomination must include:

- A completed nomination form (Exhibit A).
- A brief vita/narrative with sufficient detail relative to the nominee's contributions (no more than 1,000 words). Please provide any information supporting the nominee's long-term dedication and/or their lasting or continuing effect on the association.
- Photograph of the nominee.

Nominations must be submitted to the Awards Committee Chair by September 1.

The Awards Committee will select those to be honored from the nominations received.

The results will be announced at the AFC Annual Conference.

Exhibit A

ASSOCIATION OF FLORIDA COLLEGES

HONORARY LIFE MEMBERSHIP AWARD
NOMINATION FORM

Complete and submit this form with your nomination.
Nominations must be submitted to the Awards Committee Chair by September 1.

NAME OF NOMINEE:

NOMINEE'S ADDRESS:

CITY: ZIP:

PHONE:

NAME OF MEMBER MAKING NOMINATION:

COLLEGE OF MEMBER MAKING NOMINATION:

E-MAIL ADDRESS OF MEMBER MAKING NOMINATION:

PHONE NUMBER OF MEMBER MAKING NOMINATION:

SIGNATURE OF
MEMBER MAKING NOMINATION:

DATE:

REASON FOR NOMINATION: Attach a brief vita/narrative (not to exceed 1,000 words) with sufficient detail relative to the nominee's contributions. Please provide any information supporting the nominee's long term dedication and/or their lasting or continuing effect on the association. Please provide a photograph of the nominee.

DEADLINE DATE: September 1

ASSOCIATION OF FLORIDA COLLEGES

NOMINATION/SELECTION PROCEDURES FOR DISTINGUISHED SERVICE MEMBER AWARD

The Distinguished Service Member Award is awarded to members of the Association of Florida Colleges for an exceptional achievement at the chapter, region, commission, and/or state level. This award may be awarded more than once to any member for outstanding service or achievement.

CRITERIA

Any member of the Association of Florida Colleges in good standing is eligible to be nominated for the Distinguished Service Member Award.

Nominees should be outstanding and dedicated individuals who have demonstrated exceptional involvement in AFC.

The proposed nominee's achievement must be clearly consistent with the mission of the Association of Florida Colleges.

Preference will be given to nominees who distinguish themselves by outstanding accomplishment and/or contribution to local, region, and state AFC endeavors and goals.

This award may be awarded more than once to any member.

PROCEDURE

Nominations for the Distinguished Service Member Award will be invited from the Chapter. Each Chapter may submit a single nomination by September 1. Nominations may be submitted electronically to the Awards Committee Chair.

Each nomination must include:

- A completed nomination form (Exhibit B).
- A brief vita/narrative including sufficient detail relative to activities concerned with award criteria (no more than 1000 words). Please provide any information supporting the nominee's outstanding accomplishment and/or contribution to AFC.
- A photograph of the nominee.

Nominations must be submitted by September 1 to the Awards Committee Chair.

The Awards Committee will select those to be honored from the nominations received.

The results will be announced at the AFC Annual Conference.

Exhibit B

ASSOCIATION OF FLORIDA COLLEGES

DISTINGUISHED SERVICE AWARD
NOMINATION FORM

Complete and submit this form with your nomination.
Nominations must be submitted to the Awards Committee Chair by September 1.

NAME OF NOMINEE: _____

COLLEGE: _____ CAMPUS: _____

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE: _____

CHAPTER MAKING NOMINATION: _____

CHAPTER PRESIDENT'S NAME: _____

CHAPTER PRESIDENT'S E-MAIL ADDRESS: _____

CHAPTER PRESIDENT'S PHONE NUMBER: _____

CHAPTER PRESIDENT'S SIGNATURE: _____

DATE: _____

REASON FOR NOMINATION: Attach a brief vita/narrative (not to exceed 1,000 words) with sufficient detail relative to the nominee's contributions. Please provide any information supporting the nominee's outstanding accomplishment and/or contribution to AFC. Please provide a photograph of the nominee.

DEADLINE DATE: September 1

ASSOCIATION OF FLORIDA COLLEGES
OUTSTANDING COMMISSION OF THE YEAR AWARD
CRITERIA AND PROCEDURES

PERIOD OF REPORT
October 1 – September 30

CRITERIA

Each Commission of the Association of Florida Colleges is eligible for consideration of the Outstanding Commission of the Year Award.

Commission reports should show evidence of performance clearly consistent with the mission and goals of AFC. The contributions should be significant and outstanding as documented in the End of the Year Report.

Commission reports will be judged on the basis of the point system (Exhibit C).

PROCEDURE

Each Commission is encouraged to participate in this award.

Each Commission's report should include a completed information form (Exhibit C). Reports should document outstanding and significant contributions that meet the criteria for the Commission End of the Year Report and subsequently the Outstanding Commission of the Year award. No electronic submission will be accepted.

The report is to be submitted to the Awards Committee Chair no less than two weeks before the AFC Annual Conference. The date will be published once the Annual Conference dates are finalized.

The reporting period of the Commission End of the Year Report is October 1 – September 30.

The Awards Committee will make their selections during the AFC Annual Conference and the results will be announced at the conference. Special awards may be given to Commissions having exemplary performance in the areas of membership development, professional development, leadership training, or community service.

Exhibit C

ASSOCIATION OF FLORIDA COLLEGES
OUTSTANDING COMMISSION OF THE YEAR AWARD
NOMINATION FORM

Reporting Period: October 1 – September 30

The Commission End of the Year Report will now be used in the judging process for the Outstanding Commission of the Year. In the hopes of soliciting more participation in the awards program, the report has been streamlined. The purpose of the report is still to offer Commission chairs a measurable tool to use in planning and implementing a successful year in compliance with the Commission Vitality Report found in the AFC Bylaws, Article VIII, Section 2.

Complete and submit this form with your nomination. Attach additional pages as necessary.
The report is to be submitted to the Awards Committee Chair no less than two weeks before the AFC Annual Conference. The date will be published once the Annual Conference dates are finalized.

COMMISSION: _____

COMMISSION CHAIR: _____

COMMISSION CHAIR'S E-MAIL ADDRESS: _____

COMMISSION CHAIR'S COLLEGE: _____

COMMISSION CHAIR'S SIGNATURE: _____

ACTIVITIES SUBMITTED FOR JUDGING

1. **COMMISSION ACTIVITIES (Maximum 50 points)**
   Include any activities sponsored by the Commission, including Spring Conference, general membership meetings, and Commission board meetings. Include minutes of all general membership and Commission board meetings.

   Special emphasis should be place on membership development, professional development, leadership training, community service, political activities, and social activities. Special awards may be given to Commissions having exemplary performance in the areas of professional development, leadership training, or community service.

   Spring Conference participation – 5 points

Spring Conference participation _____ date of conference _____

Commission Activities – 5 points each. (A maximum of 10 points will be awarded for social activities.)

Name of activity_____

Name of activity_____

Name of activity_____

Name of activity_____

Name of activity_____

Name of activity_____

TOTAL POINTS AWARDED FOR COMMISSION ACTIVITIES _____ points

2. COMMISSION EXEMPLARY PRACTICE (Maximum 35 points)

Include only awards that are chosen from statewide application as indicated on the official AFC Awards List. Internal awards such as Unsung Hero or commission member awards are considered non-exemplary practice awards. Provide award criteria, procedures and award winner's name(s).

Awarding an Exemplary Practice – 15 points

Exemplary Practice Presentation October 1, 2020 through September 30, 2021 – 5 points

Exemplary Practice criteria and procedure – 5 points

Non-exemplary practice awards – 5 points each (maximum of 10 points)

Awarding an Exemplary Practice Award _____

Exemplary Practice criteria and procedures included _____

Exemplary Practice award winner's name(s)_____

Date of Exemplary Practice Presentation_____

Non-exemplary practice awards_____

TOTAL POINTS AWARDED FOR EXEMPLARY PRACTICE _____ points

3. OPERATIONAL PLAN (Maximum 10 points)

*Provide a copy of the **current** operational plan for the Commission.*

Commission Operational Plan—10 points

Operational Plan included _____

TOTAL POINTS AWARDED FOR OPERATIONAL PLAN _____ points

4. BYLAWS (Maximum 10 points)

*Provide a copy of the Commission's Bylaws showing they have been **reviewed/revised annually** by the Commission Executive Board or the Commission membership.*

Commission Bylaws– 10 points

Bylaws included _____

TOTAL POINTS AWARDED FOR BYLAWS _____ points

5. FINANCIAL REPORT (Maximum 10 points)

*Provide a copy of the **current year's** Commission's End of the Year Financial Report.*

Commission Financial Report – 10 points

Financial Report included _____

TOTAL POINTS AWARDED FOR FINANCIAL REPORT _____ points

6. COMMISSION COMMUNICATIONS (Maximum 30 points)

*Include copies and/or screenshots of eblasts, brochures, CURRENT articles, newsletters, and other means of communication that is NOT social media. They must pertain to Commission events and not individual chapters. **The copies and/or screenshots need to be time-stamped.***

Each communiqué – 5 points each

Dates of communiqués_____

TOTAL POINTS AWARDED FOR COMMISSION COMMUNICATIONS _____ points

7. SOCIAL MEDIA (Maximum 30 points)

Provide screenshots of Commission website, Facebook page, Twitter page and any other forms of electronic social media showing commission information, membership recruitment information, minutes, upcoming events, etc. ***The screenshots need to be time-stamped.***

Commission Website – 5 points Facebook Page – 5 points Other form of electronic social media – 5 points each

Commission Website Included _____ Facebook Page Included _____ Other

_____

TOTAL POINTS AWARDED FOR SOCIAL MEDIA _____ points

8. COMMISSION CHAIR AFC BOARD OF DIRECTORS MEETING ATTENDANCE (Maximum 20 points)

Provide a copy of each AFC board of directors meeting minutes with names of the commission chair or chair-elect highlighted.

Attendance by Chair or Chair-Elect – 5 points each

Dates of Attendance

_____

TOTAL POINTS AWARDED FOR BOARD OF DIRECTORS MEETING ATTENDANCE _____ points

9. AFC BOARD OF DIRECTORS WRITTEN REPORT (Maximum 20 points)

Provide a copy of each Commission Report.

Each report submitted at the AFC BOD Meeting - 5 points each

Dates of Reports Submitted

_____

TOTAL POINTS AWARDED FOR BOARD OF DIRECTORS WRITTEN REPORT _____ points

10. **FUNDRAISING ACTIVITIES BY COMMISSION** (**Maximum 30 points)**

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

Any organized fundraising activity. – 5 points each

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

Name of activity_____

Name of activity_____

Name of activity_____

Name of activity_____

TOTAL POINTS AWARDED FOR FUNDRAISING _____ points

TOTAL POINTS: _____

POINTS OF INFORMATION FOR COMMISSION END OF THE YEAR REPORT

Commission Activities. Include any activities sponsored by the Commission, including Spring Conference, general membership meetings, and Commission board meetings. The Commission Conference may be co-hosted with other commissions. Include a copy of the minutes from each commission board meeting or general membership meeting. Commission Board meetings could include any meeting in person, via phone conference or teleconference of the Commission's officers. Special emphasis should be place on professional development, leadership training, community service, political activities, and social activities. Special awards may be given to Commissions having exemplary performance in the areas of membership development, professional development, leadership training, or community service. Five points will be awarded for each Commission activity up to 10 activities. **These are not individual chapter activities.** A maximum of 10 points will be awarded for social activities. Include date (month, day, year) on everything.

Commission Exemplary Practice. Exemplary practices should include only awards that are chosen from statewide application. Internal awards such as Unsung Hero or commission member awards are not eligible for this category. Include award criteria, procedures and award winner's name(s) for all exemplary practices awarded by the Commission during the criteria period. Points are also awarded for any Exemplary Practice presentation presented at the Commission Conference or the AFC Annual Conference. Include the Conference program or the AFC Annual Conference program as documentation of the presentation.

Operational Plan. Include a copy of the current Commission's Operational Plan and your progress.

Bylaws. Include a copy of the Commission's Bylaws that clearly shows current revision and/or review.

Financial Report. Include a copy of the current year's Commission's end of the year financial statement.

Commission Communications. Include copies of each method of communication that is NOT social media but can include eblasts, Current articles, newsletters, and brochures. They must be time-stamped within the criteria period.

Social Media. Include an up-to-date screenshot of the Commission website, Facebook page, Twitter page or other form of electronic social media including the date of printing within the criteria period.

Commission Chair AFC BOD Attendance. The Commission Chair is responsible for attending each of the four Board of Directors (BOD) meetings annually. If the Chair cannot attend, the Vice Chair may attend in their absence. Include a copy of the BOD meeting's minutes to prove attendance. Board meetings are held at the Leadership Conference in late January/early February, in mid-May, in mid-September for pre-conference, and at the Annual Conference. Board minutes can be found under the month and year of the meeting in the Calendar of Events (i.e., minutes for May 11, 2020 meeting will be found with the agenda for the September 22, 2020 meeting).

AFC BOD Written Report. The Commission Chair is responsible for submitting a Commission activity report at each of the four annual BOD meetings. Include a copy of the Commission report as submitted. Board meetings are held at the Leadership Conference in late January/early February, in mid-May, in mid-September for pre-conference, and at the Annual Conference. If a written report was submitted, it can be found on the agenda for the BOD meeting under month and year in the Calendar of Events.

REMEMBER:

- Complete **ALL** of the information on the nomination form. This helps the Awards Committee to insure that you receive the maximum amount of points.
- Clearly tab each section of the report according to the nomination form.
- Highlight pertinent information so that it catches the judges' eye.
- Document all activities with flyers, announcements, etc. AND results. Photos are encouraged. Clearly indicate the date of the activity so that the Committee knows the activity falls within the criteria reporting period.
- The report is to be submitted to the Awards Committee Chair no less than two weeks before the AFC Annual Conference. The date will be published once the Annual Conference dates are finalized. If submitted late, the book will not be judged but will be acknowledged.

ASSOCIATION OF FLORIDA COLLEGES
OUTSTANDING REGION OF THE YEAR AWARD
CRITERIA AND PROCEDURES

PERIOD OF REPORT
October 1 – September 30

CRITERIA

Each Region of the Association of Florida Colleges is eligible for consideration of the Outstanding Region of the Year Award.

Region reports should show evidence of performance clearly consistent with the mission and goals of AFC. The contributions should be significant and outstanding as documented in the End of the Year Report.

Region reports will be judged on the basis of the point system (Exhibit D).

PROCEDURES

Each Region is encouraged to participate in this award.

Each Region's report should include a completed information form (Exhibit D). Reports should document outstanding and significant contributions that meet the criteria for the Region End of the Year Report and subsequently the Outstanding Region of the Year award. No electronic submission will be accepted.

The report is to be submitted to the Awards Committee Chair no less than two weeks before the AFC Annual Conference. The date will be published once the Annual Conference dates are finalized. If submitted late, the book will not be judged but will be acknowledged.

The reporting period of the Outstanding Region of the Year Report is October 1 –September 30.

The Awards Committee will make their selections during the AFC Annual Conference and the results will be announced at the conference. Special awards may be given to Regions having exemplary performance in the areas of membership development, professional development, leadership training, or community service.

Exhibit D

ASSOCIATION OF FLORIDA COLLEGES
OUTSTANDING REGION OF THE YEAR AWARD
NOMINATION FORM

Reporting Period: October 1 – September 30

The Region End of the Year Report will now be used in the judging process for the Outstanding Region of the Year. In the hopes of soliciting more participation in the awards program, the report has been streamlined. The purpose of the report is still to offer Region Directors a measurable tool to use in planning and implementing a successful year in accordance with AFC Standing Rule VIII: Regions.

Complete and submit this form with your nomination. Attach additional pages as necessary.
The report is to be submitted to the Awards Committee Chair no less than two weeks before the AFC Annual Conference. The date will be published once the Annual Conference dates are finalized. If submitted late, the book will not be judged but will be acknowledged.

REGION: REGION DIRECTOR:

REGION DIRECTOR'S E-MAIL ADDRESS:

REGION DIRECTOR'S COLLEGE:

REGION DIRECTOR'S SIGNATURE:

ACTIVITIES SUBMITTED FOR JUDGING

1. REGION ACTIVITIES (Maximum 50 points)

Include any activities sponsored by the Region, including Region Conference and Chapter Presidents meetings. Include minutes of all Chapter Presidents meetings. Individual chapter activities are not included here and cannot conflict with another category. Special emphasis should be place on membership development, professional development, leadership training, community service, political activities, and social activities. Special awards may be given to Regions having exemplary performance in the areas of professional development, leadership training, or community service.

(5 points each—a maximum of 10 points will be awarded for social activities.

Name of activity_____

Name of activity_____

Name of activity_____

Name of activity_____

TOTAL POINTS AWARDED FOR REGION ACTIVITIES _____ points

2. OPERATIONAL PLAN (Maximum 10 points)

*Provide a copy of the **current** Operational Plan for the Region.*

Operational Plan included _____

TOTAL POINTS AWARDED FOR OPERATIONAL PLAN _____ points

3. BYLAWS (Maximum 10 points)

*Provide a copy of the Region's Bylaws showing that they have been **reviewed and/or revised annually** by Region Executive Board or Region membership.*

Region Bylaws– 10 points

Bylaws included _____

TOTAL POINTS AWARDED FOR BYLAWS _____ points

4. FINANCIAL REPORT **Maximum 10 points**

*Provide a copy of the **current year's** Region's End of the Year Financial Report.*

Region Financial Report – 10 points

Financial Report included _____

TOTAL POINTS AWARDED FOR FINANCIAL REPORT _____ points

5. REGION COMMUNICATIONS (Maximum 30 points)

*Include copies and/or screenshots of eblasts, brochures, CURRENT articles, newsletters, and other means of communication that is NOT social media. They must pertain to Region events and not individual chapters. **The copies and/or screenshots need to be time-stamped.***

Each communiqué – 5 points each

Dates of communiqués_____

TOTAL POINTS AWARDED FOR REGION COMMUNICATIONS _____ points

6. SOCIAL MEDIA (Maximum 30 points)

Provide screenshots of the Region website, Facebook page, Twitter page and any other forms of electronic social media showing Region information, membership recruitment information, minutes, upcoming events, etc. ***The copies and/or screenshots need to be time-stamped.***

Region Website – 5 points Facebook Page – 5 points Other form of electronic social media – 5 points

Region Website Included _____ Facebook Page Included

_____Other_____

TOTAL POINTS AWARDED FOR SOCIAL MEDIA _____ points

7. REGION DIRECTOR AFC BOARD OF DIRECTORS MEETING ATTENDANCE (Maximum 20 points)

Provide a copy of each AFC board of directors meeting minutes with the names of the region director or director-elect highlighted.

Attendance by Director or Director-Elect – 5 points each

Dates of Attendance_____

TOTAL POINTS AWARDED FOR BOARD OF DIRECTOR'S ATTENDANCE _____ points

8. AFC BOARD OF DIRECTORS WRITTEN REPORT (Maximum 20 points)

Provide a copy of each Region Report.

Each report submitted at the AFC BOD Meeting - 5 points each

Dates of Reports Submitted _____

TOTAL POINTS AWARDED FOR BOARD OF DIRECTOR'S WRITTEN REPORT _____ points

9. FUNDRAISING ACTIVITIES BY CHAPTER (Maximum 30 points)

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

Any organized fundraising activity. – 5 points each

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

Name of activity_____

Name of activity_____

Name of activity_____

Name of activity_____

TOTAL POINTS AWARDED FOR FUNDRAISING ACTIVITIES _____ points

TOTAL POINTS: _____

POINTS OF INFORMATION FOR REGION OF THE YEAR AWARD

Region Activities. Include any activities sponsored by the Region, including Region Conference and Chapter Presidents' meetings. The Region Conference must be a meeting or conference held for members of the entire region. It is not to be confused with the Region Meeting held at the AFC Annual Conference. Include a copy of the minutes from each Chapter Presidents' meeting. Chapter Presidents' meetings could include any meeting in person, via phone conference or teleconference. Special emphasis should be place on professional development, leadership training, community service, political activities, and social activities. Special awards may be given to Regions having exemplary performance in the areas of membership development, professional development, leadership training, or community service. Five points will be awarded for each Region activity. **These are not individual chapter activities**. A maximum of 10 points will be awarded for social activities. Include date (month, day, year) on everything.

Operational Plan. Include a copy of the Region's current Operational Plan and your progress.

Bylaws. Include a copy of the Region's Bylaws that clearly show recent revision and/or review.

Financial Report. Include a copy of the Region's current end of the year financial statement.

Region Communications. Include copies of each method of communication that is NOT social media but can include eblasts, Current articles, newsletters, and brochures. They must be time-stamped within the criteria period.

Social Media. Include an up-to-date screenshot of the Region website, Facebook page, Twitter page or other form of electronic social media including the date of printing within the criteria period.

Region Director AFC BOD Attendance. The Region Director is responsible for attending each of the four Board of Directors (BOD) meetings annually. If the Director cannot attend, the Director-Elect may attend in their absence. Include a copy of the BOD meeting's minutes to prove attendance. Board meetings are held at the Leadership Conference in late January/early February, in mid-May, in mid-September for pre-conference, and at the Annual Conference. Board minutes can be found under the month and year of the meeting in the Calendar of Events (i.e., minutes for May 11, 2020 meeting will be found with the agenda for the September 22, 2020 meeting).

AFC BOD Written Report. The Region Director is responsible for submitting a Region activity report at each of the four BOD meetings annually. Include a copy of the Region report as submitted. Board meetings are held at the Leadership Conference in late January/early February, in mid-May, in mid-September for pre-conference, and at the Annual Conference. If a written report was submitted, it can be found on the agenda for the BOD meeting under month and year in the Calendar of Events.

REMEMBER:

- Complete **ALL** of the information on the nomination form. This helps the Awards Committee to insure that you receive the maximum amount of points.
- Tab each section of the report according to the nomination form.
- Highlight pertinent information so that it catches the judges' eye.

- Document all activities with flyers, announcements, etc. AND results. Photos are encouraged. Clearly indicate the date of the activity so that the Committee knows the activity falls within the criteria reporting period.
- The report is to be submitted to the Awards Committee Chair no less than two weeks before the AFC Annual Conference. The date will be published once the Annual Conference dates are finalized. If submitted late, the book will not be judged but will be acknowledged.

ASSOCIATION OF FLORIDA COLLEGES

OUTSTANDING CHAPTER OF THE YEAR AWARD

Platinum Chapter, Gold Chapter, Silver Chapter Distinctions
Period of Award: June 1 – May 31

The Chapter of the Year Award's process has been established to recognize the outstanding work of our college chapters. A range of points will be established by the Awards Committee for the awarding of "Platinum Chapter", "Gold Chapter" and "Silver Chapter" distinctions. Each chapter submitting a nomination will be recognized for their efforts at the AFC Annual Conference. The Awards Committee will also determine an Outstanding Chapter of the Year from all the nominations.

CRITERIA

Each Chapter of the Association of Florida Colleges in good standing is eligible for consideration for Chapter distinctions and the Outstanding Chapter of the Year Award.

Chapter nominations should show evidence of performance clearly consistent with the mission and goals of AFC. The contributions should be significant and outstanding as documented on the nomination proposal.

Chapter nominations will be judged on the basis of the point system (Exhibit E).

PROCEDURES

Each Chapter is encouraged to participate in this award.

Each Chapter nomination should include a completed nomination form (Exhibit E) and book documenting outstanding and significant contributions that meet the criteria for the Outstanding Chapter of the Year Award. No electronic submissions will be accepted.

The nomination is to be submitted to the Awards Committee Chair by July 31. See the Standing Committees section of the AFC Leadership Manual for address information. Do not attempt to email nominations.

The reporting period of the Outstanding Chapter of the Year is June 1 to May 31.

The Awards Committee will make their selections prior to the AFC Annual Conference and the results will be announced at the Conference.

Exhibit E

ASSOCIATION OF FLORIDA COLLEGES
OUTSTANDING CHAPTER OF THE YEAR AWARD
NOMINATION FORM

Complete and submit this form with your nomination. Please fill out the form entirely. Attach additional pages as necessary. Nominations must be submitted to the Awards Committee Chair by July 31. See the Standing Committees section of the AFC Leadership Manual for address information.

COLLEGE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

CHAPTER PRESIDENT: _____ E-MAIL ADDRESS: _____

CHAPTER PRESIDENT'S PHONE: _____

ACTIVITIES SUBMITTED FOR JUDGING

1. MEMBERSHIP (Unlimited Points)

Points will be calculated for new members and member retention

NEW MEMBER POINTS - Excluding Trustees/Contributing

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

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

RETENTION BONUS POINTS – Excluding Trustees/Contributing

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

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

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

TOTAL POINTS AWARDED FOR MEMBERSHIP _____ points

2. STATE LEADERSHIP (Maximum 30 points)

Chapter must provide name(s) and office/committee as of May 31, 2021. Officers serving on that date will be the only officers awarded points. Chapters must provide documentation for candidates not elected.

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

_____

Names of candidates for State, Region, or Commission Office (2 points each)

_____

TOTAL POINTS AWARDED FOR STATE LEADERSHIP _____ points

3. STATE, REGION AND COMMISSION PARTICIPATION (Maximum 50 points)

Chapter must provide copy of report submitted with submittal date, registration verification, and/or minutes showing attendance.

Attendance at Meeting, Conference or Workshop – 1 point per attendee (Maximum 5 points)

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

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

Attendance at _____

Name of attendees

_____

_____

Attendance at _____

Name of attendees

_____

_____

Attendance at _____

Name of attendees

_____

_____

Attendance at Commission Conferences:

Name of attendee _____Commission_____

Name of attendee _____Commission_____

Name of attendee _____Commission_____

Name of attendee _____ Commission_____

Attendance at Annual Conference

Name of attendees

_____

_____

Submittal Dates of Chapter Activity Reports to Region Director

_____

TOTAL POINTS AWARDED FOR STATE, REGION & COMMISSION PARTICIPATION

_____ points

4. **COMMISSION EXEMPLARY PRACTICES (Maximum 90 points)**

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

Nomination for Commission Exemplary Practice - 5 points each

A maximum of 25 points will be awarded per commission.

Name of nomination _____ Exemplary Practice_____

Name of nomination _____ Exemplary Practice_____

Name of nomination _____ Exemplary Practice_____

TOTAL POINTS AWARDED FOR COMMISSION EXEMPLARY PRACTICE

_____ points

5. CHAPTER LEGISLATIVE ACTIVITIES (Maximum 20 points)

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

Any organized political activity.

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

Name of activity_____

Name of activity_____

Name of activity_____

Name of activity_____

TOTAL POINTS AWARDED FOR CHAPTER LEGISLATIVE ACTIVITIES _____ points

6. PROFESSIONAL DEVELOPMENT ACTIVITIES BY CHAPTER (Maximum 20 points)

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

Any organized educational activity.

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

Name of activity_____

Name of activity_____

Name of activity_____

TOTAL POINTS AWARDED FOR PROFESSIONAL DEVELOPMENT ACTIVITIES _____ points

7. MEMBERSHIP DEVELOPMENT ACTIVITIES BY CHAPTER (Maximum 20 points)

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

Any organized membership development activity. – 5 points each

Name of activity_____

Name of activity_____

Name of activity_____

Name of activity_____

TOTAL POINTS AWARDED FOR MEMBERSHIP DEVELOPMENT ACTIVITIES _____ points

8. COMMUNITY SERVICE ACTIVITIES BY CHAPTER (Maximum 28 points)

Chapter must provide documentation showing Chapter involvement.

Any organized community service activity. – 5 points each

Participation in a state sponsored service project – 2 points each

Name of activity_____

Name of activity_____

Name of activity_____

Name of activity_____

TOTAL POINTS AWARDED FOR COMMUNITY SERVICE ACTIVITIES _____ points

9. SOCIAL ACTIVITIES BY CHAPTER (Maximum 20 points)

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

Any organized social activity for chapter members or potential members.

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

Name of activity_____

Name of activity_____

Name of activity_____

Name of activity_____

TOTAL POINTS AWARDED FOR SOCIAL ACTIVITIES _____ points

10. FUNDRAISING ACTIVITIES BY CHAPTER (Maximum 30 points)

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

Any organized fundraising activity. – 5 points each

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

Name of activity_____

Name of activity_____

Name of activity_____

Name of activity_____

TOTAL POINTS AWARDED FOR FUNDRAISING ACTIVITIES _____ points

11. SCHOLARSHIP PROGRAM (Maximum 5 points)

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

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

Participation in a fundraising program to build or fund a scholarship program. – 3 points each

Established Scholarship Program _____

Name of Activity to Build New Scholarship Program_____

Name of Activity to Build New Scholarship Program_____

TOTAL POINTS AWARDED FOR SCHOLARSHIP PROGRAM _____ points

12. SOCIAL MEDIA (Maximum 30 points)

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

Chapter Website – 10 points

Facebook Page – 10 points

Other form of electronic social media – 10 points

Chapter Website Included _____ Facebook Page Included _____ Other_____

TOTAL POINTS AWARDED FOR SOCIAL MEDIA _____ points

13. CERTIFIED COLLEGE PROFESSIONAL (CCP) PROGRAM (Maximum 60 points)

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

CCP sessions completed – 5 points per session per participant
Graduation from program – 5 points per participant
Scholarship Award – 5 points per participant

Name of Candidate _____ Graduate _____

Sessions Attended_____

Name of Candidate _____ Graduate _____

Sessions Attended_____

Name of Candidate _____ Graduate _____

Sessions Attended_____

Name of Candidate _____ Graduate _____

Sessions Attended_____

Scholarship Award for participant _____

TOTAL POINTS AWARDED FOR CERTIFIED COLLEGE PROFESSIONAL PROGRAM

_____ points

14. PUBLICIZING CHAPTER ACTIVITIES (Maximum 10 points)

Submit copy of article published in/submitted to Current, any article published in other publication or day, date, and station for radio or TV appearance. Only print, radio or television press/advertising will be accepted. Must be an AFC Chapter activity.

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

Article titles and dates

_____

_____

_____

TOTAL POINTS AWARDED FOR PUBLICIZING CHAPTER ACTIVITIES _____ points

15. CHAPTER ORGANIZATION (Maximum 20 points)

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

Copies of minutes from Chapter Officer meetings- 5 points

Copies of minutes from Chapter member meetings - 5 points

Copy of Chapter Strategic Plan – 5 points

Chapter Bylaws _____

Minutes from Chapter Officer meetings _____

Minutes from Chapter member meetings _____

Strategic Plan _____

TOTAL POINTS AWARDED FOR CHAPTER ORGANIZATION _____ points

16. COLLEGE RETIRED MEMBERS ACTIVITIES (Maximum 15 points)

Chapter must provide contact information to include mailing address and/or email address for each chapter member who has retired from their college.

Chapter must provide copy of invitation or information concerning chapter events as sent to college retirees and method of distribution. Email invitations are accepted in this category.

Chapter must provide proof of college retiree's participation in chapter, regional or state activities. Points are only awarded per activity where college retired members are participating.

College Retired Members Contact List – 5 points

Publicizing of Chapter Activities to College Retirees – 1 point each activity (Maximum 5 points)

College Retiree Member's Participation in Chapter Activities – 1 point each activity (Maximum 5 points)

College Retired Members Contact List _____

Publicizing of Chapter Activities to College Retirees:

Event and dates of invitation

_____

Event and dates of invitation

_____

College Retired Member's Participation in Chapter Activities:

Event and dates of invitation

_____

Event and dates of invitation

_____

TOTAL POINTS AWARDED FOR RETIRED MEMBERS ACTIVITIES _____ points

TOTAL POINTS: _____

POINTS OF INFORMATION FOR CHAPTER DISTINCTIONS

AND THE CHAPTER OF THE YEAR AWARD

1. **Membership.** Points will be calculated for new members and member retention. ***New Member Points Calculation (Excluding Trustees/Contributing)*** - Chapters will earn points for new members enrolled during the period of June 1 – May 31 as follows: a). Each new full-time member acquired: 1 (one) point - excludes trustees, contributing, part-time, adjuncts, and retirees; b). Each new adjunct or part-time member acquired: .50 (half) point; c). New retiree (retiree or life retiree): .25 (quarter) point. ***Retention Bonus Points (excluding trustees/contributing) -*** Chapters will earn bonus point for the percentage of retained members as follows: a). 90% or more members retained: 5 points; b). 75% - 89% of members retained: 2 points; c). 74% or less of members retained: 0 points. Each year the AFC State Office will provide the previous year's total membership number (excluding trustees/contributing) as of May 31, to the chapter. Examples of the new calculation method will be provided to all chapters.

2. **State Leadership**. State Board of Directors (BOD) and AFC Foundation Board Membership should be documented using the AFC Leadership Manual or AFC website. Highlight names of individuals. Only currently serving officers on May 31 will be counted. Points will also be awarded for Chapter member candidates for state, region, or commission offices. Include a copy of the nomination form or other documentation of the candidacy (minutes, campaign poster, etc.).

3. **Region and Commission Participation**. The Chapter President is responsible for submitting a Chapter activity report to the Region Director prior to each of the four BOD meetings annually. Include a copy of each report submitted with the submittal date. Include Leadership, Membership, Year End Conference, Region and Commission Conference registrations. Points are only awarded to one person per commission per conference. Individual registration forms should be included for Joint Commission attendance to document individual commission attendance. Include minutes from Chapter President's meetings to verify attendance.

4. **Commission Exemplary Practices**. Include nomination form for each Commission Exemplary Practice. Points are awarded for all nominations – not just winning nominations. Chapters may receive an unlimited number of points for this category. However, a maximum of 25 points will be given per commission.

5. **Chapter Political Activities**. Include documentation of each political activity making sure that the Chapter involvement is clearly documented. Chapter Political Activities may include legislative debates, legislative social events, informational sessions, etc., which may or may not include a local or state political representative. Political activities may include potential members. Include only activities sponsored or co-sponsored by the Chapter (not the College). Activities supporting our Armed Forces by AFC Chapters are not considered political activities. However, most of these activities can be considered community service.

6. **Professional Development Activities by Chapter**. Include documentation of each educational activity making sure that the Chapter involvement is clearly documented. Educational activities may include potential members. Include only activities sponsored or co-sponsored by the Chapter

(not the College). Scholarships awarded by AFC Chapters are not considered an educational activity. However, most of these activities can be considered community service.

7. **Membership Development Activities by Chapter**. Include documentation of each membership development activity making sure that the Chapter involvement is clearly documented. Include only activities sponsored or co-sponsored by the Chapter (not the College).

8. **Community Service Activities by Chapter**. Include documentation of each community service activity making sure that the Chapter involvement is clearly documented. Community Service activities include activities sponsored by the AFC Chapter with participation of Chapter members where members of the community are the beneficiaries. Community Service activities may include potential members. Include only activities sponsored or co-sponsored by the Chapter (not the College). Also include documentation of Chapter participation in state sponsored community service projects held at state meetings, such as Annual Conference, Leadership Conference, Membership Conference and Region Conference.

9. **Social Activities by Chapter**. Include documentation of each social activity making sure that the Chapter involvement is clearly documented. Social activities may include potential members. Include only activities sponsored or co-sponsored by the Chapter (not the College).

10. **Fundraising Activities by Chapter**. Include documentation of each fundraising activity making sure that the Chapter involvement is clearly documented. Fundraising activities may include potential members. Include only activities sponsored or co-sponsored by the Chapter (not the College). Funds raised should benefit the chapter of AFC. Fundraisers benefiting outside sources such as Relay for Life or the American Heart Association are community service activities.

11. **Scholarship Program.** Include documentation of the program criteria and scholarships awarded during the reporting period. This program must be sponsored or co-sponsored by the AFC Chapter. Scholarships must be awarded by the Chapter (not the College).

12. **Social Media**. Include an up-to-date screen print of the Chapter website, Facebook page, Twitter page or other form of electronic social media including the date of printing within the criteria period. A college intranet is not considered as social media

13. **Certified College Professional (CCP) Program.** Include documentation for each session that a candidate participated, i.e., certificates of completion and proof of graduation from the AFC state office, within the reporting period. Results from the post-test for each module and a letter from the CCP coordinator are examples of documentation.

14. **Publicizing Chapter Activities**. Include articles published in *Curren*t, other publications, radio, or television appearance. Include a copy of the article with the date and publication name noted, or run date and station for a radio or television appearance. Points are also awarded for articles submitted to media but not published. Include the press release, documentation of method of submittal (copy of email submittal or copy of press release and release date) and list of the media the article was submitted to. Information submitted must reflect a Chapter activity only, not College activities.

15. **Chapter Organization**. Include a copy of the Chapter Bylaws and minutes showing a Bylaws review and/or revision date by the Chapter Executive Board and/or the Chapter membership

within the criteria period. Chapter Bylaws must be reviewed annually even if there are no changes. Include a copy of the chapter strategic plan which must be reviewed annually.

16. **College Retired Members Activities**. Include a Chapter contact list including mailing address and/or email address for each member who has retired from their college. Include documentation of how Chapter activities were publicized to these members. Documentation should include invitations or information sent to these members and the method of distribution. Include proof of college retiree member's participation in chapter, regional or state activities. Documentation may include (but not be limited to) registration forms, attendance sheets, minutes and press releases.

Remember:

- Complete **ALL** of the information on the nomination form. This helps the Awards Committee to insure that you receive the maximum amount of points.
- Tab each section of the book according to the nomination form.
- Properly date your materials. June 1 – May 31 of each year. Include the full date (Month, Day and Year) on all documents.
- Document all of your activities with photos, invitations, emails, published articles and any other documentation that will support your nomination.
  No activity may count twice in the judging criteria, with the exception of "Publicizing Chapter Activities". For example, a fundraiser for the United Way campaign cannot be counted as a fundraising activity and as a community service activity. However, the fundraiser could be counted as a community service activity and the news release about the event can be counted in the "Publicizing Chapter Activities" criteria.

Countdown to Success

Awards Committee Tips 2021

10

Start Early

Host a meeting with your Chapter, Region, and/or Commission to begin planning goals for the year. Think about hosting joint meetings, as well, so you can form partnerships for events.

9

What Year Is It?

Always include the year on your documentation. Sometimes Chapters, Regions, and/or Commissions have annual events and this tip helps your Awards Committee recognize that!

8

Send a Follow-Up Email

Send a follow-up email to your Chapter, Region, and/or Commission to document your activities. Be sure to include items like number of participants, monies raised, etc.

7

Create a Communication Process

Create a communication process so no important award documentation is missed. This tip is important as not all applications go through a Chapter President, Commission Chair, or Region Director.

6

Scholarships and Fundraising

Work with your Foundation regarding scholarships and fundraising opportunities. If your Chapter does not have a scholarship fund, they would be your best resource to get one started!

5

Don't Reinvent the Wheel

Levy local resources and work with other departments to partner and co-host events. For example, contact your local Supervisor of Elections to setup a Voter Registration Drive for a legislative activity!

4

Keep it Simple

Do not place items in pockets and place only ONE item per sleeve if you are creating a physical award submission. We want to be able to see ALL of your accomplishments.

3

Use the Leadership Manual

Organize your awards submission according to the Leadership Manual. It outlines all of the requirements and points available!

2

Celebrate Your Accomplishments

Share the successes of your Chapter, Region, and/or Commission with your College President and employees. This tip is a great way to showcase your accomplishments and recruit new members.

1

Still Have Questions?

Contact your Awards Committee Chair if you are unclear about any items or have a question about where something fits into your awards submission.

Katie Profeta • kprofeta@irsc.edu • 772-462-7629

Appendices

AFC
ASSOCIATION OF
FLORIDA COLLEGES

Bylaws

AFC
ASSOCIATION OF
FLORIDA COLLEGES

BYLAWS OF THE
ASSOCIATION OF FLORIDA COLLEGES, INC.

ARTICLE I: NAME

The name of this organization shall be the Association of Florida Colleges, Inc., hereinafter referred to as the Association.

ARTICLE II: MISSION AND GOALS

The Association of Florida Colleges, Inc. is the professional association of Florida's 28 public member institutions of the Florida College System, their Boards, employees, retirees and associates, and the employees of the Division of Florida Colleges. 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.

SECTION 1 – 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

SECTION 2 – Goals: The Association fulfills its mission by accomplishing the following goals:

1) Develop and support professional development, education, and leadership opportunities for the Association's members (Values 1, 2, 3, 5, and 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).

SECTION 3 – Collective Bargaining: The divergent groups represented by AFC and the legal and professional obligations of these groups mandate that the Association (the state-wide organization, and its board, committees, commissions, regions, local chapters, or other officially designated constituent groups) cannot and will not participate in the name of the Association in collective negotiations as a representative of either management or labor. The Association shall not become involved in any collective bargaining process which would impact directly or indirectly any Florida College System institution or prospective, current and/or former employee. The Association shall not advocate or oppose participation by any group of college employees in collective negotiations with their employer.

ARTICLE III: MEMBERSHIP

SECTION 1 – Classes: Nine classes of membership are established—Regular, Institutional, Affiliate, Associate, Retiree, Life, Adjunct Faculty/Part-time Employee, Contributing, and Honorary Life.

1) Regular membership is open to any full time college employee or to any full time employee of the Division of Florida Colleges (DFC).

2) Institutional membership is open to any Florida College System institution.

3) Affiliate membership is open to institutions and organizations external to the Florida College System, whose activities are recognized by the Board of Directors as being closely related to the functions and purposes of the colleges. Regular and associate memberships are not a prerequisite for members of affiliated organizations.

4) Associate membership is open to individuals whose professional or educational activities are closely related to the functions and purposes of the Association and to any individual who, in the opinion of the Board of Directors, exhibits interest in supporting the aims and activities of the Association.

5) Retiree membership is open to any person who has retired from a Florida College System institution, or the Division of Florida Colleges.

6) Life membership is available to regular and retiree members.

7) Adjunct Faculty or Part-time Employee membership is open to any person who is employed less than full-time in an instructional, administrative or support position at a Florida College System institution, or the Division of Florida Colleges.

8) Contributing membership is conferred automatically for the Chief Executive Officer, Associate Executive Director and any member of a District Board of Trustees whose college holds institutional membership in the Association.

9) Honorary Life membership is conferred on those persons who, in the opinion of the Board of Directors, have made an outstanding contribution to the colleges and/or the Association. Recipients for Honorary Life memberships are recommended by the Awards Committee.

SECTION 2 – Rights: Only Regular, Contributing (Trustees only), Retiree, Life, and Honorary Life members have full rights of membership which include voting and holding office.

SECTION 3 – Prohibitions: No Association member shall have more than one vote within the Assembly of Delegates, within the State Board of Directors, within a Committee, or within a Commission or other sub-element of the Association.

SECTION 4 -- Open Membership: Membership in the Association is open to all qualified individuals who fall in the nine classes of membership without regard to race, color, religion, gender, sexual orientation, age, disability, or national origin.

ARTICLE IV: ASSEMBLY OF DELEGATES

SECTION 1 – Membership: The Assembly of Delegates shall consist of the presidents of the colleges who are regular members and a number of delegates from each college, and the Division of Florida Colleges selected by the Association members at each respective college. The delegates shall be selected on a one-to-ten ratio, i.e., one delegate per ten (10) Association members, or major fraction thereof in a manner deemed appropriate by the chapter. Each delegate must be a current member of the Association with membership being effective at least two weeks prior to the first day of the annual conference. AFC Executive Committee members are automatically designated as delegates and shall not be counted in the one-to-ten ratio.

SECTION 2 – Powers of Assembly: The Assembly of Delegates shall be the official legislative body of the Association with shared responsibility to fulfill the purposes of this organization.

SECTION 3 – Voting: To be certified to vote on any matters before the Assembly of Delegates, each delegate must be registered for the annual conference or the special meeting of the Assembly of Delegates, must be selected in a manner consistent with Article IV, Section 1 of the Association's bylaws, and must be listed on the official delegate form submitted by each chapter**.** Each delegate member of the Assembly of Delegates shall have one independent vote on all matters brought before the Assembly. Delegates shall be required to vote either in the affirmative or negative on all matters brought before the Assembly of Delegates for action, and abstentions or non-votes are prohibited. Issues voted upon will be decided by a simple majority of the votes cast, except for amendments to these Bylaws which shall require a two-thirds majority vote.

SECTION 4 – Quorum: A quorum of the Assembly of Delegates shall be defined as two-thirds of the delegates registered for the annual conference or special meeting of the Assembly of Delegates, provided that a majority of the chapters be represented in the quorum.

SECTION 5 – Meetings: The Association shall hold an annual conference, at which the Assembly of Delegates shall meet. Location of the annual conference shall be ratified by the Board of Directors. The Board of Directors may call special meetings of the Assembly of Delegates as it deems necessary.

ARTICLE V: OFFICERS

SECTION 1 – Officers: The officers of the Association shall be members of the Association and shall be classified as elected or appointed.

1) Elected Officers. The elected officers shall be the President, President-Elect, the Vice President for Commissions, the Vice President for Regions and Chapters, the Vice President-Elect for Commissions, and the Vice President-Elect for Regions and Chapters. The respective Vice Presidents shall have equal status, as will the respective

Vice Presidents-Elect. Each Officer-Elect will assume the designated office at the end of the term as Officer-Elect.

2) Appointed Officer. The appointed officer shall be the Parliamentarian.

   a) The Parliamentarian shall be appointed by the incoming President. The Parliamentarian shall perform such duties as prescribed in Standing Rule I.

SECTION 2 – Duties of the Officers

1) President. The President shall preside at meetings of the Assembly of Delegates, the Board of Directors, and the Executive Committee of the Board. The President may authorize the expenditure and payment of any AFC funds which have not been accounted for in the approved budget of the Association. In accordance with policies and procedures adopted by the Board of Directors, the President shall perform such other duties as prescribed in Standing Rule I.

2) President-Elect. The President-Elect shall perform the duties of the President during the President's absence and perform such other duties as prescribed in Standing Rule I. The President-Elect will assume the office of President at the end of his or her term as President-Elect.

3) Vice Presidents. The Vice President for Commissions and the Vice President for Regions and Chapters shall perform such duties as prescribed in Standing Rule I.

4) Vice President-Elects. The Vice President-Elect for Commissions shall perform the duties of the Vice President for Commissions in his or her absence and such other duties as prescribed in Standing Rule 1. The Vice President-Elect for Regions and Chapters shall perform the duties of the Vice President for Regions and Chapters in his or her absence and such other duties as prescribed in Standing Rule 1. The Vice President-Elects will assume their respective Vice Presidents' offices at the end of their terms as Vice President-Elects.

SECTION 3 – Term and Vacancy

1) In case of a vacancy in the office of President, the immediate Past-President shall assume the responsibilities of the office until the end of the term. If the Immediate Past President is unable to assume the duties the current President-elect shall complete the term.

2) In case of a vacancy in any elected office other than President, the Board may:
   a. Conduct a special election within 45 days of the vacancy if feasible, or:
   b. If a special election cannot be conducted, the Board shall approve a replacement upon the recommendation of the Nominations Committee.

3) The elected and appointed officers shall assume office on January 1 following the annual conference and serve until December 31st of that year.

4) Recognizing that the official term of office for each elected and appointed office is one year, the following officers will serve for multiple years due to the succession of their positions to the next higher office as per the requirements of the position:

a) President–Elect. This officer will serve one (1) year as Elect, one (1) year as President and one (1) year as Past-President

b) Vice President Elect for Commissions. This officer will serve one (1) year as Vice President-Elect for Commissions and one (1) year as Vice President for Commissions

c) Vice President-Elect for Regions and Chapters. This officer will serve one (1) year as Vice President-Elect for Regions and Chapters and one (1) year as Vice President for Regions and Chapters.

SECTION 4: Election of Executive Officers

1) The executive officers of the Association shall be elected by a vote of the eligible membership. For the purpose of electing executive officers, a quorum of the eligible membership is not established or required.

2) All eligible members who have paid their dues in full or in part through payroll deduction and are otherwise in good standing as of seven (7) calendar days before the commencement of the voting period shall be eligible to vote.

3) The Chief Executive Officer or designee shall determine the voting eligibility of each member, and shall notify each member of his/her eligibility to vote no less than thirty (30) calendar days prior to the start of the voting period.

4) A voting period of not less than fourteen (14) calendar days or more than thirty (30) calendar days shall be designated annually by the Chief Executive Officer in consultation with the Executive Committee. The designated voting period shall end no later than the day before the annual business meeting.

5) Voting may be conducted using web-based technology or systems, or other balloting system as determined by the Chief Executive Officer, in consultation with the Executive Committee. Votes cast shall be verified and securely stored by the Association or its designated elections services provider.

6) The Association or its designated election services provider shall record and count the votes. No ballots other than the official Association ballots and no write-in candidate votes will be counted. The number of votes cast for individual candidates shall remain secure and confidential until such time as the election results are transmitted to the Chief Executive Officer at the conclusion of the voting period. Any irregularities, questions, or concerns arising from the receipt of any ballot or vote identified by the Association or its designated election services provider shall be promptly referred to the Nominations Committee for resolution consistent with Association bylaws, policies, and procedures.

7) Candidates for executive office who receive a majority of the votes cast for their respective office shall be considered duly elected. A tie in the vote count for any executive office shall be resolved by a coin toss between the two tied candidates, or the drawing of a name in the case of three or more tied candidates, to be conducted by the Chief Executive Officer and the Chair of the Nominations Committee, in the presence of the affected candidates when possible, before the commencement of the Annual Business Meeting.

8) Newly elected officers shall be announced no later than the conclusion of the Association annual conference.

SECTION 5: Chief Executive Officer

1) The Board of Directors may appoint a Chief Executive Officer. The terms of appointment, including salary and other benefits of the Chief Executive Officer, shall be as determined by the Executive Committee and ratified by the Board of Directors. The Chief Executive Officer shall be an ex officio non-voting member of the Association Board of Directors and every Board and Association committee, commission, and region.

2) The Chief Executive Officer shall be responsible for the administration and operation of the Association. He/She may attend all meetings, shall serve as ex-officio secretary of the Board of Directors and the Executive Committee of the Board. He/She shall perform other duties as assigned by the Board of Directors, and/or as set forth in the Bylaws, Standing Rule 1, and contract of employment.

3) The Chief Executive Officer shall submit to the Assembly of Delegates at the annual conference a financial report for the preceding year.

ARTICLE VI: BOARD OF DIRECTORS

SECTION 1 – Voting Members: The voting members of the Board of Directors shall be the President, President-Elect, Vice President for Commissions, Vice President for Regions and Chapters, the Vice President-Elect for Commissions, the Vice President-Elect for Regions and Chapters, the Immediate Past President, the chairs of the Association's commissions (or designees), and the directors of each of the regions (or designees).

SECTION 2 – Ex-Officio Members: Non-voting, ex-officio members of the Board of Directors shall be the Chief Executive Officer of the Association, the Parliamentarian, the Chancellor of the Division of Florida Colleges (or designee), the Chairperson of the Florida College System Council of Presidents (or designee), the chairs of the Association Standing Committees, a representative of the Retirees of AFC, and the AFC Foundation Chairperson.

SECTION 3 – Duties: The duties of the Board of Directors shall be to adopt the policies of the Association, represent the membership at large, approve an annual operating budget for the Association as well as any subsequent budgetary amendments which it deems necessary, and employ the staff of the Association. Additional duties and responsibilities shall be prescribed in Standing Rule II.

SECTION 4 – Meetings: Meetings of the Board of Directors are open to all members of the Association. The number of regular meetings to be held by the Board of Directors shall be determined at the beginning of the calendar year. The Association President designates the dates and sites for said meetings.

SECTION 5 – Special Meetings: Special meetings of the Board of Directors may be called by the President or a majority of voting members of the Board of Directors. Notice of such meetings shall be published on the Association website and given no less than three (3) working days prior to the meeting with such notice providing the meeting modality and the reason for the meeting.

SECTION 6 – Telephone/Electronic Meetings: For the purpose of business necessity, financial

exigency, and/or administrative convenience, meetings of the Board of Directors, including without limitation special meetings, as provided for herein may be held using telephonic and/or electronic methods. The technology used for the telephone and/or electronic meetings shall allow the members full access to and full participation in all meetings.

SECTION 7 – Quorum: Unless otherwise specified in this section, a majority of the voting members of the Board of Directors shall constitute a quorum. For the purpose of business necessity, financial exigency, and/or administrative convenience, one-third plus one of the voting members of the Board of Directors shall constitute a quorum. With a quorum of one-third plus one, the Board may only act on the following items:

1) Approve budgetary amendments as necessary not to exceed $100,000.

2) Authorize and ratify payments not to exceed $100,000 to be made or made by the Chief Executive Officer.

3) Provide a forum for regions, commissions, chapters and committees who challenge the recommendations from the Legislative Committee.

4) Receive recommendations from the Member Services Committee.

SECTION 8 – Recall: The Board of Directors shall adopt a policy providing for the recall/removal of a Board member under specified circumstances and in accordance with specified procedures. At a minimum, the adopted procedures shall provide that:

1) Recall must be based on misconduct while in office, including but not limited to failure to attend meetings, failure to carry out the duties of the office, conduct that could bring the association into disrepute among members or the public, loss of eligibility to hold office (other than through expiration of membership in which case the officer is automatically removed from office) or for any other reason the Board or Assembly of Delegates may deem appropriate and as specified in policy;
2) Recall may be initiated and decided by Board or by the Assembly of Delegates, in accordance with specified procedures which should provide for, without limitation, receipt of duly filed petition, notice and opportunity to respond given to member subject to recall, special meeting of Board/Membership, and a final vote by ballot.

ARTICLE VII: COMMITTEES

SECTION 1 – Executive Committee:

1) Membership: The Executive Committee of the Board of Directors shall be composed of the six elected officers, and the Immediate Past President. The Chair of the AFC Finance and Human Resources Committee, the Chair of the AFC Foundation Board, and the Chief Executive Officer of the Association shall serve as a non-voting, ex-officio members.

2) Duties: Members of the Executive Committee shall serve as the Finance and Human Resources committee members and shall develop an annual operating budget in collaboration with the CEO and designated chair for submission to the Board of Directors for its approval no later than July 31 of each year. The Executive Committee shall monitor all Association expenditures during the fiscal year; the Executive Committee may engage legal counsel as needed to represent the Association for any and all matters that require such assistance and inform the Board of Directors of such engagement no later than its next scheduled meeting; the Executive Committee shall

conduct an annual evaluation of the work of the Chief Executive Officer; in the case of a vacancy on the Executive Committee, unless otherwise provided in the Bylaws, the Board of Directors may appoint a replacement to serve until the next annual meeting; and the Committee shall propose such budgetary amendments as may be necessary to the Board for its approval. The Board of Directors may delegate authority to the Executive Committee to act on its behalf when the Board of Directors is not in session provided all such actions are brought to the Board of Directors for ratification.

3) Records: The committee will ensure that the Chief Executive Officer maintains accurate records and presents a report of all receipts and expenditures to the Assembly of Delegates at the annual conference.

4) Meetings: Meetings of the Executive Committee are called by the AFC President.

SECTION 2 – Standing Committees: The following Standing Committees are established. The method of appointment, composition, and duties are prescribed in Standing Rule I and III.

1) Legislative Committee
2) Bylaws Committee
3) Member Services Committee
4) Finance and Human Resources Committee
5) Planning and Development Committee
6) Membership Development Committee
7) Policy and Advocacy Committee
8) Nominating Committee
9) Awards Committee
10) Service Projects Committee
11) Certified College Professional Committee

SECTION 3 – Special Committees: Ad hoc committees may be appointed by the President as needed. Duties of the Credentials and Tellers Committee, Journal Editorial Committee, and Past Presidents Council are prescribed in Standing Rule III.

ARTICLE VIII: COMMISSIONS

SECTION 1 – Commissions: Members of the Association may choose to affiliate with one or more commissions. All Association -sponsored or commission-sponsored activities are open to all members. Commissions provide an opportunity for members with similar job responsibilities to enhance their professional skills and knowledge and to network, share, and recognize exemplary practices with colleagues from around the state. Each commission shall have its own elected Board of Directors and bylaws for organizational purposes to plan commission activities, and support the overall mission and purposes of the Association. Commissions shall meet at least twice annually to provide programs of interest to commission members and to recognize colleagues and programs of an exemplary nature. The following commissions are established to carry out activities consistent with the purpose of the Association.

1) Administration
2) Campus Safety
3) Career and Professional Employees
4) Communications and Marketing
5) Equity, Diversity, and Inclusion
6) Facilities

7) Faculty
8) Healthcare Education
9) Institutional Effectiveness, Planning, and Professional Development
10) Learning Resources
11) Workforce, Adult and Continuing Education
12) Student Development
13) Technology
14) Trustees

SECTION 2 – Commission Vitality: As the Association has established individual Commissions to provide for the professional development of its membership, the following criteria will be used by the AFC Board of Directors to determine the continuing vitality of established commissions.

Commissions should at a minimum:

1) Fill all established board positions within the Commission

2) Conduct a minimum of one board meeting, not including the Commission business meeting which may be held during the annual conference. These meetings can be conducted electronically, by phone or in person.

3) Host at least one career development conference/workshop in addition to the annual conference program. This meeting may be hosted individually or in conjunction with other Association constituent groups.

4) Provide an exemplary practice award. The criteria and selection method to be determined by the bylaws and standing rules of the individual commission.

5) Establish a method of communication to all commission members.

6) Maintain a website under the commission page on the Association website.

Any commission which fails to maintain these minimum standards for two consecutive years may be subject to being returned to provisional status. The recommendation for return to provisional status must be made by the Vice President for Commissions and ratified by majority vote of the AFC Board of Directors. The commission may be returned to regular status by satisfying criteria set forth in Section 10 of the Standing Rules. After three (3) consecutive years on provisional status, if the Commission is not returned to regular status, the commission will be deemed decommissioned. A new commission may be established at a later time based on the criteria established in Standing Rule IV.

SECTION 3 – Voting Representatives and Commission Officers: Determination of voting representatives and commission officers are contained in Standing Rule IV.

ARTICLE IX: CHAPTERS

All AFC members at a Florida College System institution (FCS) or the Division of Florida Colleges may organize a chapter of the Association, as described in Standing Rule VII. There shall be only one chapter per college and one chapter for the DFC. Each chapter shall adopt a set of bylaws, based on a template supplied by the Association, which shall describe the chapter's organizational structure and procedures. These Bylaws shall be filed at the Association office in Tallahassee.

ARTICLE X: REGIONS

The State of Florida shall be geographically subdivided into five AFC regions as listed below. The purpose and coordination of regions are prescribed in Standing Rule VIII.

SECTION 1 – **Region I:** Chipola College, Gulf Coast State College, Northwest Florida State College, Pensacola State College, Tallahassee Community College, and the Division of Florida Colleges.

SECTION 2 – Region II: Florida Gateway College , Florida State College at Jacksonville, North Florida College, St. Johns River State College, and Santa Fe College.

SECTION 3 – Region III: College of Central Florida, Daytona State College, Eastern Florida State College, Lake-Sumter State College, Seminole State College of Florida, and Valencia College.

SECTION 4 – Region IV: Florida SouthWestern State College, Hillsborough Community College, State College of Florida, Manatee-Sarasota, Pasco-Hernando State College, Polk State College, St. Petersburg College, and South Florida State College.

SECTION 5 – Region V: Broward College, College of the Florida Keys, Indian River State College, Miami Dade College, and Palm Beach State College.

ARTICLE XI: FINANCE

SECTION 1 – Dues:

1) **Regular Membership Dues:** The Board of Directors shall establish, and the Assembly of Delegates shall ratify the annual Regular membership dues. Annual dues for Regular members shall be as follows:

    a) All new regular members beginning July 1, 2020 shall pay $50 annually.

    b) All regular members in good standing on July 1, 2020 paying a dues rate below $50 are entitled to retain that rate. Lapsed regular members who wish to rejoin shall not be entitled to retain their regular member dues rate paid prior to July 1, 2020.

    c) All regular members in good standing on July 1, 2020 who are paying a dues rate above $50 may lower their rate at their next renewal period, or by adjusting their payroll deduction at their college.

    d) Effective July 1, 2020 AFC chapters will be reimbursed $1.50 for each regular member and $0 .75 for each adjunct or part-time member in good standing. There shall be no reimbursement for retired members. Reimbursement checks will be distributed in July of each year beginning July 1, 2020.

2) **Associate Membership Dues:** Associate member dues shall be $100.00.

3) **Institutional Membership Dues:** Institutional dues shall be established by a formula approved by the Council of Presidents, with the respectively calculated college dues amounts ratified annually by the Board of Directors.

4) **Affiliate Membership Dues:** Affiliate membership dues shall be established by the Board of Directors. Contact the State Office for current Affiliate membership dues rates.

5) **Contributing Membership Dues:** In recognition of their services to Florida's colleges, and support from institutional assessments, there shall be no dues charged to persons, including college trustees, who are designated as contributing members. College

Presidents may opt out of regular membership dues and become contributing members by notifying the AFC office in writing prior to their next annual renewal or payroll deduction payment, if institutional membership is maintained in good standing.

6) **Retiree Membership Dues:** Annual dues for retired members shall be $10 per year.

7) **Life Membership Dues:** Lifetime Membership Dues for regular members shall be $500. Dues for retired members desiring Life membership shall be equivalent to five (5) times the current retiree annual dues established by the Association prior to June 30 during any membership year.

8) **Honorary Life Membership Dues:** Honorary Life members are designated by the AFC Awards Committee and shall be exempt from paying dues.

9) **Adjunct Faculty and Part-time Employee Membership Dues:** Annual dues for adjunct faculty and part-time employees shall be $25 per year.

ARTICLE XII: AMENDMENTS

These Bylaws may be amended at the annual conference or at a special meeting of the Assembly of Delegates in a manner set forth in Article IV of these Bylaws. A member must submit the proposed change in written form to the Bylaws Committee and that the proposed change must be approved by a majority vote of a quorum of the Board of Directors at least fifty (50) days before the meeting of the Assembly of Delegates. The Chief Executive Officer shall make available such proposed changes in written or electronic form to all Association members at least thirty (30) days prior to the annual conference or the special meeting.

These Bylaws may also be amended by a two-thirds vote of a quorum of the Assembly of Delegates, provided that prior notice of the proposed amendment has been given to the Assembly of Delegates in writing and/or by special announcement at the previous meeting having at least a quorum of the Assembly of Delegates.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

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

Revised 11/96
Revised 11/97
Revised 11/98
Revised 11/99
Grammatical Corrections 12/13/99
Revised 11/00
Revised 10/01
Revised 10/03
Revised 11/07
Revised 11/08
Revised 11/09
Revised 11/10
Revised 11/11
Revised 11/12
Revised 11/13
Revised 11/14
Revised 11/15
Revised 11/16
Revised 11/17
Revised 11/19

Standing Rules

AFC
ASSOCIATION OF
FLORIDA COLLEGES

STANDING RULES
OF THE
ASSOCIATION OF FLORIDA COLLEGES

RULE I: ELECTION PROCEDURES for STATE-WIDE OFFICERS

SECTION 1 -- Nominating Committee

(1) The Nominating Committee shall be chaired by the Immediate-Past President. The committee shall be comprised of one member from each region, if available, and the President-Elect.

SECTION 2 – Duties

(1) The report of the Nominating Committee shall be approved by the Board of Directors and circulated to the membership not later than forty-five (45) days prior to the annual conference.

(2) The Nominating Committee shall function as the Election Oversight Committee with authority to resolve unforeseen conflicts or concern that may arise during the election process.

(3) The Nominating Committee shall prepare the annual slate of statewide officer nominations for the offices of Vice President-Elect for Commissions, Vice President-Elect for Regions and Chapters, and President-Elect. The slate shall be approved by the Board of Directors, and prepared and submitted to the Chief Executive Officer no later than July 1 annually.

SECTION 3 -- Campaign Guidelines

All guidelines for election will be approved by the Board of Directors. The Chief Executive Officer shall distribute such campaign guidelines in written form to all AFC members seeking elective office no later than May 1 annually.

SECTION 4 – AFC Statewide Executive Offices

(1) AFC Executive Offices Open Annually

Annually, the AFC elects executive officers to fill the positions of President-Elect, Vice President Elect for Commissions, and Vice President-Elect for Regions and Chapters. Each Executive Officer-Elect will assume the full office at the end of the term as Officer-Elect but immediately begins service on the AFC Executive Committee.

(2) Duties of the Executive Committee

Members of the Executive Committee are the primary governing body of the AFC. All matters come through the Executive Committee before being brought to the Board of Directors. The Executive Committee also serves as the Finance and Human Resources committee of the Association and approves the annual operating budget in collaboration with the CEO, prior to ratification by the Board of Directors. The Executive Committee approves the engagement of legal counsel as needed to represent the Association for any and all matters that require such assistance. Often the Board of Directors will delegate authority to the Executive Committee to act on its behalf when the Board of Directors is not in session provided all such actions are brought to the Board of Directors for ratification.

(3) Expectations for AFC Executive Officers

The AFC Executive Officers together shall serve as a whole in the best interests of the organization, its mission, established strategic goals, and its membership. Each officer has a clear and overriding expectation to engage in the advancement and promotion of the AFC and membership recruitment activities. Officers are expected to demonstrate initiative both individually and as a whole in meeting annual goals and supporting activities of the AFC. Specifically, this expectation involves the following:

(a) Commit the requisite time, energy, and knowledge to fulfill duties;
(b) Demonstrate a mindset to present ideas and opportunities for AFC programs and member services;
(c) Demonstrate and model leadership for recruiting other members to become executive officers;
(d) Participate in all AFC statewide events annually.
(e) Attend all AFC Executive Committee and Board of Directors meetings.

(4) Executive Officer Code of Conduct

AFC Executive Officers are expected to:

(a) Listen carefully and respect the opinions of all members of the Executive Committee, Board of Directors, and members.
(b) Respect and support the majority decisions of the Executive Committee and Board of Directors.
(c) Participate actively during all meetings and engage proactively in your role.
(d) Alert the Executive Committee and Board of Directors to any issues that may have an adverse effect on the Association or its members.
(e) Refer any member complaints through the chain of command.
(f) Work in partnership with the Chief Executive Officer to carry out the AFC's annual work plan.
(g) Ensure that the Association is well maintained, growing, and always operating in the best interest of its members.
(h) Strive to learn more about executive office responsibilities and how to do the job better.
(i) Declare any conflicts of interest with issues that may come before the Board of Directors .and avoid voting on such issues.
(j) Adhere to all AFC policies.
(k) Maintain confidentiality business, financial, human resources, and other discussions and proceedings of the AFC.
(l) Do not use any part of the Association for their own personal advantages or for the personal advantages of their friends and/or relatives.
(m) Respect the established communication protocols with the President, Standing Committee Chairs, and the Chief Executive Officer.

(5) Vice President-Elects

The Vice President-Elects serve one year. To facilitate learning their role and the transition to becoming a Vice President, he/she assists the respective Vice President and performs such other functions as assigned by the President.

(6) Executive Officer Commitment

Recognizing that the official term of office for each elected office is one year, the following officers will serve the following commitments as an Executive Officer:

(a) President–Elect. 3 years. This officer will serve one (1) year as Elect, one (1) year as President and one (1) year as Past-President
(b) Vice President Elect for Commissions. 2 years**.** This officer will serve one (1) year as Vice President-Elect for Commissions and one (1) year as Vice President for Commissions
(c) Vice President-Elect for Regions and Chapters. 2 years**.** This officer will serve one (1) year as Vice President-Elect for Regions and Chapters and one (1) year as Vice President for Regions and Chapters.

SECTION 5 – Certification of Eligible Voters

The Chief Executive Officer shall assure that all members in good standing are properly notified and certified to vote in the manner consistent with Article IV, Section 3 of the Association bylaws, at least 30 days prior to the start of the voting process.

SECTION 5 -- Vacancies in State-Wide Offices

Except as otherwise provided in the Bylaws or these Standing Rules, if a state-wide office is vacated for any reason, the Executive Committee shall recommend and the Board of Directors shall approve a replacement to serve the balance of the current term.

SECTION 6 - ELECTIONS AND VOTING PROCEDURES

(1) Formation of the Election Committee:

The AFC Nominations Committee, chaired by the immediate Past-President, serves as the Elections Oversight Committee in consultation with the Executive Committee exclusive of anyone who is a candidate for an executive office. Members of the Nominations Committee should be representative of each of the five regions and approved by the President.

(2) Duties of the Nominations Committee Chair:

The duties of the Nominations Committee Chair include, but are not limited to, the following:
(a) Review Candidate Eligibility Forms and accompanying materials, and ensure verification of membership prior to approval of candidates.
(b) Ensure candidates review the *AFC Executive Officer Election Guidelines.*
(c) Submit names of nominees to the Executive Committee for approval.
(d) Provide guidance to committee members as needed.

(3) Powers of the Nominations Committee:

(a) The Nominations Committee has the authority to determine the initial eligibility of any declared candidates.
(b) Determine candidates' eligibility status within five business days of receipt of Candidate Eligibility Form.
(c) Review complaints of candidate misconduct and make recommendations for resolution to the Executive Committee.
(d) Review candidate appeals of elections misconduct and render final recommendation to Executive Committee.

(4) Candidate Eligibility Notifications Procedure

(a) Candidates identified as not eligible shall be notified within 10 days of determination, by the Chief Executive Officer.
(b) Candidates may appeal ineligibility in writing to the Chief Executive Officer within five (5) days of receiving notice of ineligibility.
(c) Ineligibility appeals will be reviewed by the Nominations Committee with recommendations to the Executive Committee for final action.

(5) Voting Process:

(a) The executive officers of the Association shall be elected by a vote of the eligible membership in good standing. Members in good standing are those who have paid their dues in full or in part through payroll deduction and are otherwise in good standing as of seven (7) calendar days before the commencement of the voting period.
(b) Members will be notified of their voting eligibility no less than thirty (30) calendar days prior to the start of the voting period. Chapters will be notified of their voting eligible members. Ineligible voting members must correct their standing prior to seven (7) calendar days before the commencement of the voting period.
(c) The voting period shall be no less than fourteen (14) calendar days or more than thirty (30) calendar days, and shall end no later than the day before the AFC annual business meeting.

(d) Voting may be conducted using web-based technology or systems, or other balloting system as determined by the Chief Executive Officer, in consultation with the Executive Committee. Votes cast shall be verified, counted, and securely stored by the Association or its designated elections services provider.
(e) No ballots other than the official Association ballots and no write-in candidate votes will be counted.
(f) Any irregularities, questions, or concerns arising from the receipt of any ballot or vote identified by the Association or its designated election services provider shall be promptly referred to the Nominations Committee for resolution consistent with Association bylaws, policies, and procedures.
(g) Candidates for executive office who receive a majority of the votes cast for their respective office shall be considered duly elected.
(h) A tie in the vote count for any executive office shall be resolved by a coin toss between the two tied candidates, or the drawing of a name in the case of three or more tied candidates, to be conducted by the Chief Executive Officer and the Chair of the Nominations Committee, in the presence of the affected candidates when possible, before the commencement of the Annual Business Meeting.
(i) Newly elected officers shall be announced no later than the conclusion of the Association annual conference.

RULE II: DUTIES OF STATE-WIDE OFFICERS

Duties and Terms of the Executive Officers

- **President.** The President is the Chief Elected Officer of the AFC and represents the AFC in matters pertaining to the Association. The president presides at all meetings of the Board of Directors and Executive Committee of the Board and coordinates agenda material with the Chief Executive Officer. The President appoints the Parliamentarian and members of Standing Committees and other committees as authorized by the bylaws. He/She works with the Chief Executive Officer to see that basic policies and programs which will further the goals of the Association are planned, formulated, and conducted annually. The President also promotes interest and active participation in the Association on the part of the membership and reports activities of the Board and the Association to members by means of letters, publications, or speeches and presents a report at the annual conference. With the Chief Executive Officer, he/she acts as spokesperson for the Association to the press, the public and legislative bodies. In conjunction with the Chief Executive Officer, the President helps, recommends, and seeks approval for an annual budget and sees that the finances of the Association are audited annually. The President is responsible to the Board of Directors and to the membership, ensuring that the programs and policies of the Association reflect the needs and aspirations of the membership, and consulting and advising with the Chief Executive Officer on all matters pertaining to Association policies. The President is the ultimate spokesperson on all matters on behalf of the Association. The President serves one year.

- **President-Elect.** The President-Elect performs the duties of the President during the President's absence. Additionally, the President-Elect coordinates the activities of the Standing Committees and shall serve as liaison between those committees and the Executive. The President-Elect shall accompany and/or assist the President as he/she carries out the duties of that office. The President-Elect shall serve as the Chair of the Nominating Committee and perform those and other duties as assigned by the President. The President-Elect serves one-year and assumes the office of President at the end of his/her term.

- **Vice President for Commissions:** The Vice President for Commissions serves one-year and manages commission activities and as a liaison between the commissions and the Executive Committee. He/She shall advise persons seeking commission leadership of their responsibilities prior to accepting office, shall advise those who are elected of their responsibilities throughout their term of office, and shall work with those commissions who need assistance. In addition, this officer shall perform other duties assigned by the President.

- **Vice President for Regions and Chapters:** The Vice President for Regions and Chapters serves one year and manages region-based activities. He/She shall serve as a liaison among Region Directors, Chapter Presidents, and the Executive Committee. He/She shall advise persons seeking regional directorships of their responsibilities prior to accepting their offices, remind those who are elected of their responsibilities throughout their term of office, review the annual goals and objectives of the regions, and work with those regions that need assistance. In addition, this officer shall perform other duties assigned by the President

- **Immediate-Past President:** The Immediate-Past President serves for one year following his/her presidency, chairs the Nominating Committee, and may perform other duties as delegated by the President.

- **Vice President-Elects:** The Vice President-Elects serve one year. To facilitate learning their role and the transition to becoming a Vice President, he/she assists the respective Vice President and performs such other functions as assigned by the President.

(1) **Parliamentarian:** The Parliamentarian shall perform such duties as prescribed by Robert's Rules of Order, Newly Revised.

(2) **Chief Executive Officer:** Upon the recommendation of the Executive Committee, the Chief Executive Officer shall be hired by the Board of Directors on an annual or multi-year contract basis. He/She shall not take part in any enterprise or association which is in competition with the Association or in direct conflict with the employee's duties without consent of the Board of Directors.

General: The Chief Executive Officer shall be responsible for the general administrative supervision of the affairs of the Association. He/She shall attend all meetings, shall serve as ex- officio secretary of the Board of Directors and the Executive Committee of the Board, shall assume the management duties and the administrative functions of the Association on a day-to-day basis, and shall perform such duties as assigned by the Board of Directors. The Chief Executive Officer shall attempt to express the views of the Association as reflected through the President of the Association, the Executive Committee, the Board of Directors, and the Association at large.

Job Duties: The Chief Executive Officer assumes responsibility for coordinating all activities and functions of the Association; attends to the concerns of all constituent elements in the Association to develop a strong and cohesive state-wide organization; plans, formulates, and recommends the approval of the Board of Directors basic policies and programs which will further the objectives of the Association; prepares the agendas for the Executive Committee and Board of Directors meetings and the programs for the conference and special conferences; administers the work of the Association's central offices and assigns the duties of staff members; works with the Executive Committee in preparing an annual operating budget for submission to the Board of Directors; assumes responsibility for the collection of dues and for custody of funds of the Association and makes payments there from in accordance with the authorizations and directions of the Board of Directors; promotes interest and active participation in the Association's activities on the part of the membership and reports activities to the Board of Directors and the Association through the communications media of the Association; represents the Association during the Florida Legislative Session, and informs the membership of all significant legislative developments; maintains effective communication with the Department of Education, the Council of Presidents, the Division of Florida Colleges, and other appropriate agencies; maintains effective relationships with other organizations, both public and private, and ensures that the position of the Association and its members is enhanced in accordance with the policies and procedures of the organization; establishes communication with other similar associations in the nation and with the American Association of Community Colleges; assists in developing education programs to advance the professional skills of the membership, operating within budget and program objectives approved by the Board of Directors; maintains, manages, and inventories the properties of the Association; and carries out such other general responsibilities as may be delegated by the Board of Directors or the President of the Association.

RULE III: DUTIES OF THE BOARD OF DIRECTORS

In addition to those duties specified in the Bylaws, the Board of Directors shall plan the annual conference; review recommendations of any AFC committee, commission, or chapter/region; implement and act on such resolutions as adopted by the Assembly of Delegates; ratify overall financial policy and for accepting gifts, grants, or other income from appropriate sources as recommended by the Executive Committee; approve all member dues levels; initiate a referendum by the Assembly of Delegates (in lieu of a special meeting); recommend Bylaw revisions to the Assembly of Delegates; recommend establishment of a new commission to the Assembly of Delegates, following adopted procedures; and act on such other matters as may be germane to the operation of the Association. The Board of Directors, represented by the President, shall refer major policy matters to the Assembly of Delegates for their action. The Board may recommend action on matters referred to the Assembly of Delegates.

RULE IV: COMMITTEES

SECTION 1 – STANDING COMMITTEES

The following standing committees are established. Unless otherwise provided for in these Bylaws or Standing Rules, each committee shall consist of no fewer than five (5) members appointed, in accordance with this section, one of whom shall be designated chair. All standing committee members shall serve one-year terms subject to re-appointment annually by the president. In addition to those duties enumerated below, each committee shall perform such other functions as determined by the President acting in consultation with the Board of Directors.

(1) **Legislative Committee:** This Committee recommends the annual Legislative Agenda for the Association in coordination with the Policy and Advocacy Committee for distribution to the Board of Directors; seeks input from AFC Regions, Commissions, Chapters, Committees, the various councils of the Council of Presidents, including the Council of Business Affairs (COBA), Council on Instructional Affairs (CIA), Council of Student Affairs (CSA), Florida Council for Resource Development (FCRD) and the Florida College System Student Government Association (FCSSGA), on matters of legislative concern; reviews current legislative matters affecting the Florida college system and recommends program changes and improvement; maintains a college network among Regions, Commissions, Chapters, and Committees; provides information on legislation to Chapter legislative representatives, follows a Board-adopted, long-range, on-going series of activities, falling within certain time frames, for the operation and support of this committee. Is an active and regular participant in the legislative process throughout the year both in Tallahassee and in the College Districts for purposes of communicating legislative concerns and issues to members of the Florida Legislature, the Governor and the Department of Education, as appropriate.

a. Membership: Membership of this committee shall be composed of Association members employed or contracted in positions that have responsibilities for Governmental Relations or similar activities and that are active in Tallahassee during the regular and special sessions and interim committee weeks of the Florida Legislature: the Chair, shall be elected from among the members. Chapter legislative liaisons are not members of this committee (unless otherwise qualified), however, the committee, via the Chief Executive Officer, shall ~~supply~~ provide legislative information to those individuals upon request. Legislative liaisons are expected to communicate legislative concerns from the chapter level to the committee and from the committee to the chapter. The Chair of the Policy and Advocacy Committee is an ex officio member of the Committee.

b. Terms: Members shall serve continually so long as they remain otherwise eligible for membership and employed or contracted in a governmental relations position.

c. Duties: This committee shall develop the annual Legislative Agenda for the Association in coordination with the Policy and Advocacy Committee; review current legislative matters affecting the Florida college system and recommend program changes and improvements; maintain a college network among Regions, Commissions, Chapters, and Committee; provide information on legislation to Chapter legislative liaisons; work closely with COBA, CIA, CSA, FCRD and FCSSGA to develop

legislative issues and requests for inclusion on the Association agenda; perform legislative and executive lobbying duties as appropriate and ensure that each Region, Commission, Chapter, and Committee has had an opportunity to suggest legislative issues for consideration for inclusion in the AFC Legislative Agenda.

d. To ensure that each Region, Commission, Chapter, Committee and other stakeholders has had an opportunity to suggest legislative issues for inclusion in the AFC Legislative Agenda, the Chief Executive Officer and Chair of the Legislative Committee will solicit, on an on-going basis, recommendations from each of the stakeholders. It will be the responsibility of each stakeholder subdivision to provide a forum for each stakeholder to discuss potential legislative issues for inclusion in the AFC Legislative Agenda, and to submit to the Chief Executive Officer and Chair of the AFC Legislative Committee any potential legislative issues approved by the stakeholders.

e. Legislative issues proposed to the Legislative Committee Chair will be considered for inclusion in the AFC Legislative Agenda. The Legislative Committee will staff each issue submitted, provide any additional support materials needed for an analysis of the issue, and make a recommendation to the Policy and Advocacy Committee on the issue. Should the Legislative Committee not recommend that a particular issue be included in the AFC Legislative Agenda, the Legislative Committee must provide a rationale for this recommendation to the Policy and Advocacy Committee and the respective stakeholder. The recommendations of the Legislative Committee are not binding on the Board of Directors. Regions, Commissions, Chapters, Committees or other stakeholders may appear before the Board of Directors to refute the recommendations of the Legislative Committee. Stakeholders may be asked to assist the Committee in lobbying efforts through testimony, provision of supporting documentation and other means and are expected to provide such assistance as is requested by the Committee.

(2) **Bylaws Committee:** This committee shall review the Association's needs and, if necessary, make recommendations to the Board of Directors regarding changes in the Bylaws and Standing Rules. This committee shall review all resolutions submitted in accordance with Rule X and recommend appropriate action to the Board of Directors. The Bylaws Committee Chair is responsible for presenting Bylaws and Standing Rules revisions and Resolutions to the Assembly of Delegates at the annual conference.

(3) **Member Services Committee:** This committee shall review all member benefits prior to review by the Board of Directors. Regional input may be solicited to ensure the recommended benefits are appropriate and desired by the membership.

(4) **Finance and Human Resources Committee:** This committee shall comprise the Executive Committee and a Chair appointed by the President. It shall develop an annual budget in conjunction with the Chief Executive Officer for approval by the Executive Committee prior to forwarding to the Board and provide guidance on financial matters that affect the Association; assist with the development of personnel policies and procedures to promote the maximum utilization of the Association's human resources; The chair shall be appointed by the President for a term of one calendar year and should be a person who has expertise in the areas of finance and/or human resources.

(5) **Planning and Development Committee:** The committee shall be appointed by the President and shall be comprised of the Chair, the immediate past Chair, and one member from each Region. Members at large, a representative from the Trustees Commission, the Chair of the Council of Presidents, and a representative from the Division of Florida Colleges as recommended by the Chancellor may be added at the discretion of the AFC President. The Planning and Development Committee Chair may be appointed up to a two-year term of office at the discretion of the AFC President. This committee shall be responsible for updating and monitoring the Association's "Strategic Long Range Plan" with particular emphasis given to the Association's structure, functions, and effectiveness to determine if the needs of members are met. The committee will also be responsible for recommending action to be taken by the Board of Directors to meet the short- and long-range plans of the Association.

(6) **Membership Development Committee:** This committee shall comprise the Chair, and one member from each of the five regions. When possible, a member of the Retirees Commission shall be added. All members shall be appointed by the President approved by the Board. Members shall serve one year terms beginning in January of each year. It will be the responsibility of the Membership Development Committee to develop and implement the AFC Membership Development Plan.

(7) **Policy and Advocacy Committee:** This committee shall be comprised of the 28 College Presidents. The AFC Legislative Committee Chair, AFC President, and AFC Trustee Commission Chair will serve "ex-officio" as non-voting representatives to aid the committee in fulfilling its responsibilities. The committee will, based on the work of the Council of Presidents and its sub-groups, and with input from AFC and others, develop and affect public policy for the achievement of the mission and goals of Florida's colleges. The Policy and Advocacy Committee will strive to impact policymaking by promoting the near and long-term college policy agenda and the Florida College system legislative agendas.

(8) **Nominating Committee:** The nominating committee shall be chaired by the Immediate Past President. The committee shall be comprised of one member from each region, and the President-elect. This committee shall be appointed by the President on an annual basis to nominate a slate of officers for presentation to the AFC Board of Directors for approval and then to the membership for voting. The committee shall be responsible for compiling the annual slate of candidates for state-wide offices.

(9) **Awards Committee:** This committee is established to design, develop, and implement a delivery system that will focus on process as well as categories, procedures, and guidelines for award selections and presentations. This committee shall be appointed by the President on an annual basis. The committee shall coordinate with the various commission chairs and the Chief Executive Officer concerning the designated recipients of awards. The committee shall also plan and administer the selection process, and presentation of particular awards as approved by the Board of Directors of AFC.

(10) **Service Projects Committee:** This committee chair shall be appointed by the President on an annual basis to be responsible for determining and implementing state-wide service projects.

(11) **Certified College Professional Program Committee:** This committee chair shall be appointed annually by the president. The committee will work closely with AFC staff and serve to provide oversight and make policy recommendations for the on-going offering, maintenance, and operation of the Certified College Professional Program.

SECTION 2 -- Special Committees, Councils and Affiliate Groups:

(1) **Tellers and Credentials Committee:**
Role: This committee shall be appointed annually by the President prior to the annual conference for the express purpose of examining and verifying credentials of representatives to the Assembly of Delegates. The committee shall assure that no AFC chapter has more or less representation than that to which it is entitled.

(2) **AFC Past Presidents Council (PPC)**

Role: Provide commentary, guidance, and expert advice with regard to vital AFC business. Help informing the strategic development of the Association. Serve as conduit for the organization and execution of special projects, including without limitation, community service initiatives. The Council is chaired by the Immediate Past President of the AFC. The chair reports Council activities to the AFC's Executive Committee. The Council is encouraged to have at least two annual meetings, a virtual meeting in spring, and a face to face meeting at the annual AFC conference. The Council can conduct additional meetings as needed.

RULE V: GUIDELINES/PROCEDURES FOR AWARDS

All members of the Association are eligible for nomination/selection for an award. Nominations should be selected from each of the five regions, if available. All nominations/selections submitted must follow the established criteria for award presentations. Nominations/selection proposals (vitae) should be brief while including sufficient detail to be clearly informative. Proposals will be sent directly to the Awards Committee Chair who will duplicate copies for his/her committee. The committee will select a recipient. Awards will be presented at the annual conference.

RULE VI: COMMISSIONS

All commission meetings, whether at the conference or during the year, may be attended by any interested AFC member.

SECTION 1 – Commission Chairs: At the annual conference, each commission shall at a minimum elect a chair and a vice-chair (or chair-elect) to serve in those capacities for no more than two (2) consecutive years, beginning on January 1 following the annual conference. Beginning January 2016, no commission chair shall serve more than one (1) term within a six year period for a specific commission. However, an individual may chair another commission within the same six-year period. The Chair will represent the commission on the Association's Board of Directors, assume full responsibility for planning and coordinating all activities organized by that commission during the Chair's term of office, and communicate information about such activities to the Board of Directors.

SECTION 2 – Responsibilities: Commission responsibilities shall include promoting and supporting effective practices within the commission's areas of interest; articulating among AFC members at the various colleges; planning the annual conference program for the individual commissions; planning state-wide and /or regional conferences and workshops annually; follow established Board policies for the receipt and disbursement of commission funds; and conduct the annual election of commission officers.

SECTION 3 – Commission Bylaws: Each commission shall adopt bylaws and review its bylaws on a yearly basis, ensuring that a clear statement of purpose or mission is included; articulating the method of determining voting representatives to the annual conference; establish procedures for managing the fiscal affairs of the commission; may appoint or elect additional officers; or may create additional organizational structures provided that all such actions conform to the AFC Bylaws and Standing Rules.

SECTION 4 – Commission Financial Accounts:

(1) A commission account will be established at the beginning of the calendar year.

(2) The account may be operated by the commission with a local financial institution or through the AFC state office.

(3) All revenue shall be deposited into the commission's account within 30 days of receipt.

(4) All expenditures will be documented upon withdrawal from the account. No expenditures will be paid without presentation of an invoice or supporting documents..

SECTION 5 – Procedures for Managing the Fiscal Affairs of Conferences and Workshops:

(1) If a commission needs startup funds, a request may be made in writing to the Chief Executive Officer. These funds may be used for marketing or other purposes related to the commission's mission. These startup funds must be repaid to the Association.

(2) Each commission shall designate one member annually to be the financial liaison to the AFC state office

SECTION 6 - Fiscal Activities

(1) A general journal will be kept by the custodian of the commission funds showing:

a. Receipts—itemized
b. Disbursements—itemized

(2) Cash receipts must balance with the cash received

(3) Source documents will be retained for audit purposes and will include:

a. Registration lists
b. Bank deposit slips (if available)
c. Duplicate cash receipts
d. Invoices
e. Other supporting documents

SECTION 7 –Year-End Procedure

Annually each Commission shall forward the following to the AFC office upon request:

(1) A copy of the commission bylaws and standing rules and the date of last review.

(2) A summary of the commission's professional development and/or other activities including conference participants and program presented.

(3) A list of all awards presented by the commission and the names and winning programs (where applicable) of the award winners.

(4) Each commission shall review and approve a financial summary provided by the AFC office.

SECTION 8 – New Commissions

(1) Criteria – New commissions may be granted a provisional status by a majority vote of the AFC Board of Directors if they meet the following criteria:

a. They must prove a need for its organization by establishing that its mission is not being addressed by any existing AFC active commission.

b. They must provide a list of no less than 50 potential members which includes participation from no fewer than 10 colleges.

(2) Provisional Status – New commissions must serve a provisional year beginning with the annual conference and concluding at the succeeding conference. During the provisional year the commission must:

a. Operate under the direction of the Vice President for Commissions

b. Establish a mission statement and bylaws and standing rules

c. Establish an exemplary practice award

d. Provide a minimum of one career development conference/workshop either on their own or in cooperation with an active commission.

SECTION 9 – New Commission Approval

The Executive Committee will approve all new commissions. A Commission may be rejected for cause or continued for a second probationary year. Upon Board approval, Bylaw changes reflecting the new commission will be prepared for approval by the Assembly of Delegates.

SECTION 10 – Commission Vitality

If the commission has been returned to provisional status for not meeting the Commission Vitality criteria, it must do the following:

(1) Fill the Chair and Vice-Chair board positions within the Commission. Other officers might include secretary, treasurer, and chair-elect.

(2) Conduct a minimum of one board meeting, not including the Commission business meeting which may be held during the annual conference. These meetings can be conducted electronically, by phone or in person.

(3) Host at least one professional development conference/workshop in addition to the annual conference program. This meeting may be hosted individually or in conjunction with other commissions or entities of AFC

(4) Provide/Establish an exemplary practice award. The criteria and selection method to be determined by the bylaws and standing rules of the individual commission.

(5) Maintain a website under the commission page on the AFC website.

(6) If these requirements are met during the provisional period, the Vice President for Commissions may recommend to the AFC Board of Directors that the commission be fully reinstated.

SECTION 11 – Commission Forms

Application and petition forms are available through the state AFC office. See Appendix I and II.

RULE VII: CHAPTERS

SECTION 1 – Officers: Each chapter shall elect a president and as many officers as shall be indicated in the chapter bylaws, and such election will be held in the fall prior to the annual conference with the terms of office to run concurrently with those of the state officers. Each chapter shall also appoint or elect at least one person to fill the positions of Membership Chair and Legislative Representative.

(1) President: The president shall call and preside at chapter meetings, make appointments of chapter officials, notify the Association's office in writing of any change in officers or status of the chapter, represent the chapter in official matters, and perform such additional responsibilities as may be outlined in the chapter bylaws. A president-elect position should be filled at each chapter to facilitate continuity of leadership.

(2) Membership Chair: The membership chair and his/her committee shall be responsible for organizing and coordinating the annual AFC membership campaign and for providing to the AFC Chief Executive Officer a current listing of all AFC members at the college or campus.

(3) Legislative Representative: The legislative representative shall provide a communication link between the AFC Legislative Committee and the chapter membership on all matters pertaining to legislation affecting the colleges. The legislative representative shall disseminate all pertinent legislative information to the membership when necessary, serve as the official chapter spokesperson to the college's legislative delegation, and coordinate any chapter activities concerned with informing the delegation about legislation affecting the colleges. The Division of Florida Colleges shall be exempt from the requirements of this paragraph.

SECTION 2 -- Purposes and Responsibilities: The purpose of a chapter of AFC shall be to involve more actively individual members in carrying out the goals and purposes of the Association at the local level. Therefore, the chapter shall endeavor to do the following:

(1) To promote increased communications and interaction among all employees and board members.

(2) To provide a forum for the discussion of issues which are of interest or importance to the entire college family, including, but not limited to, legislative concerns.

(3) To assist the membership chair with the organization and execution of the annual membership campaign.

(4) To establish the election procedure for the selection of delegates to the Assembly of Delegates and voting representatives to each commission as provided in the AFC Bylaws and Standing Rules.

SECTION 3 – Representatives: When a college, a campus, or the Division of Florida Colleges does not have a chapter, the representatives shall be responsible for the following:

(1) Calling general meetings of the membership when necessary.
(2) Serving as a membership committee of the AFC.
(3) Providing a communications link between the Association and the individual AFC members.
(4) Appointing a membership chair and a legislative representative who will serve the membership in a manner similar to their counterparts in an organized campus chapter.

RULE VIII: REGIONS

SECTION 1 – Purpose:

The purpose of the AFC regions is to facilitate and encourage interaction among colleges, chapters, and individual members within each region through professional activities of a regional nature.

SECTION 2 – Election of Region Directors:

(1) Nominations: The current Region Director from each region shall appoint a nominating committee consisting of one member from each chapter in the region to solicit nominations from each Chapter to vote on a Region Director-Elect no later than the conclusion of the AFC annual meeting.

(2) Term of Office: The Region Director and Region Director-Elect shall serve a one-year term from January 1 through December 31. Members may serve no more than two consecutive years in any one position.

(3) Vacancies: If the Region Director is unable to serve his/her full term, the Region Director-Elect will assume the responsibilities of the Region Director. The Region Director may appoint a Region Director-Elect for the remainder of the calendar year if a vacancy should occur. If both the Region Director and the Region Director-Elect are unable to complete his or her terms of office, the Vice President for Regions and Chapters may appoint replacements for the remainder of that calendar year.

(4) A Region may adopt alternate procedures for selecting a Region Director. Any alternate procedure must be submitted in writing to the Chief Executive Officer to be approved by the Board of Directors.

SECTION 3 – Duties

Region Director:

The Region Director shall represent the region on the Association's Board of Directors; communicate actions and deliberations of the Board of Directors to the chapters within their regions through regional meetings and/or other means within three weeks following the date of each Board meeting; identify specific requirements or interests of colleges, chapters, or other identifiable group members within the region; determine the value of regional conferences; organize and supervise regional conferences and workshops other than those sponsored by various commissions; coordinate arrangements for and publicize professional activities within the region; conduct an annual evaluation of region activities following prescribed guidelines; follow established Board policies for the disbursement of region funds; prepare a written annual report of the region which shall be submitted to the Association's office no later than December 1 each year; and appoint a special committee to audit internally the financial accounts of the region.

SECTION 4 -- Region Director-Elect:

The responsibilities of the Region Director-Elect are to serve in the absence of the Region Director and perform all other duties assigned by the Region Director. The Region Director-Elect will assume the office of Region Director at the end of their term as Region Director-Elect.

SECTION 5–- Region Financial Account:

(1) A region account will be established at the beginning of the calendar year.
(2) The Account may be operated by the commission with a local financial institution or through the AFC state office.
(3) All revenue shall be deposited to the region's account within 30 days of receipt.
(4) All expenditures will be documented upon withdrawal from account. No expenditure will be paid without presentation of an invoice or supporting documentation.

SECTION 6 -- Procedures for Managing the Fiscal Affairs of Conferences and Workshops:

(1) If a region needs start-up funds, a request may be made in writing to the Chief Executive Officer. These funds may be used for marketing or other purposes related to the region's mission. These funds must be repaid to the Association.
(2) Each region shall designate one member annually to be the financial liaison to the AFC office.

SECTION 7 -- Fiscal Activities:

(1) A general journal will be kept by the custodian of the funds showing:
    a. Receipts—itemized
    b. Disbursements - itemized
(2) Cash receipts and must reconcile with the cash received.
(3) Source documents will be retained for audit purposes and will include:
    a. Registration lists
    b. Bank deposit slips (if available)
    c. Duplicate cash receipts
    d. Invoices
    e. Other supporting documents

SECTION 8 -- Year-end Procedure:

Annually, the treasurer for each region shall forward the following to the Association's office upon request:

(1) A copy of the region bylaws and standing rules and the date of last review.
(2) A summary of the region's professional development and/or other activities including conference participants and program presented.
(3) A list of all awards presented by the commission and the names and winning programs (where applicable) of the award winners.
(4) Each region shall review and approve a financial summary provided by the AFC state office.

RULE IX: THE ASSOCIATION

SECTION 1 --Annual Business Meeting:

(1) A business meeting will be held at the annual conference by the Association to elect officers and to approve bylaw changes and resolutions. The date, site, and agenda of the annual conference will be approved by the Board of Directors.

(2) All voting at the conference is done by the Assembly of Delegates, which is the official legislative body with responsibility to fulfill the purposes of AFC. Membership of the Assembly of Delegates consists of the presidents of the colleges or their respective designates and a number of delegates selected in a manner consistent with Article IV, Section 1 of the Association's Bylaws.

(3) Any member in good standing may attend the business meeting.

(4) New officers will be announced at the final function of the conference.

(5) The Chief Executive Officer, with the aid of the staff, shall have the responsibility for planning and carrying out arrangements for the annual conference.

SECTION 2 – Attorney: The Association does not retain legal counsel on a permanent basis but may hire such legal services as needed, in accordance with Article VII Section 1 of the AFC Bylaws.

SECTION 3 – Financial Reporting and Annual Audit: A financial statement shall be prepared and presented to the Board of Directors for ratification at its scheduled meetings. In addition, a fiscal year audit and management report is prepared by a Certified Public Accountant and is distributed to members of the Board.

SECTION 4 – Budget: The Chief Executive Officer, working with the Finance and Human Resources Committee, is responsible for the preparation of an annual budget for presentation to and approval or modification by the Board of Directors.

SECTION 5 – Contracts: All contracts must be approved and signed by the Chief Executive Officer and copies of said contracts filed in the Association's office.

SECTION 6 -- Gifts and Memorial Contributions: All gifts and memorial contributions must be authorized by the Chief Executive Officer and approved by the Board of Directors.

SECTION 7 – Headquarters: The Association shall maintain office headquarters in Tallahassee.

SECTION 8 – Publications: The Association publishes *Current.* The purpose of Current is to provide information on AFC, its activities, and activities of its member institutions. Material contained in Current is solely for informational purposes and is not necessarily the policy of the Association unless it has been adopted by the AFC Board of Directors or its Assembly of Delegates. Advertising rates for this publication are set by the Chief Executive Officer . The Association also publishes *Capitol Perception*, a bulletin designed to keep members and others informed on the status of legislation of importance to the community and state colleges. *Capitol Perception* is distributed during the Legislative Session and as needed during the remainder of the year.

Visions: The Journal of Applied Research for the Association of Florida Colleges, Inc. is also published periodically by AFC. This journal provides a professional forum to showcase exemplary programs and to report issues that have implications for Florida's community and state colleges.

SECTION 9 -- Waiver of Fees: Registration or other fees are waived for the AFC staff and the Executive Committee at all commission, region, or other Association-sponsored functions. Commissions and regions may request up to a 50% re-imbursement of registration fees to the AFC for any Executive Committee attendees. Upon the request, a credit will applied to any AFC entity holding a custodial account with the AFC. A check shall be disbursed to any entity holding an external account under the AFC's name.

SECTION 10 -- Tax Status: AFC is a nonprofit Association and has a Federal 501(c) (6) tax status.

RULE X: RESOLUTIONS

(1) Proposed resolutions of intent or of substance will be submitted to the Chief Executive Officer no later than fifty (50) days prior to the first day of the annual conference except that commissions and the Chapter Presidents may submit proposals generated during regular commission or region meetings at the annual conference.

(2) Such proposed resolutions will be presented to the Assembly of Delegates as proposals from the originating commission or region.

(3) Proposed resolutions from the commissions and regions must be submitted to the Bylaws Committee no later than midday of the day prior to the general business meeting of the annual conference.

(4) Resolutions will be submitted to the Assembly of Delegates at the Business Meeting of the annual conference and shall be approved by a two-thirds vote of those delegates present.

XI. GUIDELINES for CANDIDATE ELIGIBILITY and CAMPAIGNING

Eligibility

Any candidate for the offices of Vice President-elect must meet the following eligibility criteria:

1. Be an AFC member in good standing for not less than three (3) consecutive years;
2. Has performed a leadership role in a Chapter, Commission, Standing Committee, or Region.
3. Demonstrates a record of active participation in Chapter, Commission, Region, and/or AFC statewide activities and events.
4. Obtains letters of approval from his/her supervisor and college president.
5. Obtains letter of support from his/her chapter, region, and/or commission

Any candidate for the office of President-elect must meet the following eligibility criteria:

1. Be an AFC member in good standing for not less than 3 consecutive years;
2. Served as a member of the AFC Board of Directors (Executive officer, Commission Chair, or Region Director) for at least one-year within the immediate three years prior to running;
3. Demonstrates a record of active participation in Chapter, Commission, Region, and/or AFC statewide activities and events.
4. Obtains letters of approval from his/her supervisor and college president.
5. Obtains letter of support from his/her chapter, region, and/or commission

Candidate Filing and Campaigning

- **Candidate filing deadline:** Your Candidacy Eligibility Form with all required approvals and evidences of support must be submitted to the CEO no later than **5:00PM, June 15 annually.** The candidate MUST provide all supervisory approvals and required support evidence prior to the deadline. No exceptions.
- Candidates are encouraged to declare candidacy status as early as possible to utilize the Winter/Spring meeting cycle to advance your candidacy.
- Candidate names will be posted on the AFC website upon approval of the Nomination Committee and Board of Directors.

- Candidates will be afforded the opportunity to promote their candidacy via the AFC web site and regular AFC statewide member communications. No email lists will be provided to any candidate.
- Candidates are encouraged to attend Region, Chapter, and Commission meetings, and or promote themselves at these and other college or regionally-based member gatherings.
- Campaigns must be conducted positively, focusing on the candidates' strengths and platform. Negative campaigning is not permitted. The Nominations Committee reserves the right to determine if any candidate's campaign activity is negative in content.
- Propriety and decorum is expected at all times, when each candidate compares themselves to other candidates.
- Candidate literature, posters, promotional materials, and novelties can be distributed at any AFC chapter, region, or statewide events or meetings
- Candidates shall be responsible for placement and removal of campaign materials, otherwise these materials will be discarded.
- Campaign paraphernalia, which may include but is not limited to T-shirts, hats, pins, buttons, and stickers, may be worn by candidates and their supporters.
- A Chapter may financially support a candidate for executive office not to exceed $2000.

RULE XII: AMENDMENT AND SUSPENSION

SECTION 1 – Amendments: These Standing Rules may be amended at any regular or called meeting of the Board of Directors by a vote of two-thirds of those board members present.

SECTION 2 – Suspension: These Standing Rules may be suspended at any regular or called meeting of the Board of Directors by a vote of two-thirds of those board members present.

Revised Nov. 1996
Revised Nov. 1997
Revised Nov. 1998
Revised Nov. 1999
Grammatical Corrections 12/13/99
Revised Nov. 2000
Revised Oct. 2001
Revised Nov. 2002
Revised Oct. 2003
Revised Nov. 2005
Revised Nov. 2007
Revised Nov. 2008
Revised Nov. 2009
Revised Nov. 2011
Revised Oct. 2014
Revised January 2015

Appendix I

APPLICATION

FOR CONSIDERATION AS A COMMISSION OF THE

ASSOCIATION OF FLORIDA COLLEGES

Please type or print in the information requested. Use additional paper as needed.

1. Date of Initial Request:
   Proposed Commission Name:
   Spokesman for Group (give name, job title, college):

2. Have you familiarized yourself with the responsibilities of a commission, as found in the AFC Bylaws and Standing Rules?

3. REASON FOR REQUEST. What is your reason for seeking recognition as a commission in AFC?

4. Are the commission's potential members currently represented by any other state organization, i.e., FACRAO, FASFAA, FCPA, FDEA, Division of Florida Colleges, etc.? (Please list name(s).)

5. Have you ever asked a particular commission now a part of the AFC structure to address your concerns or special interests? What was the response?

6. What is your potential membership, in numbers?
   From where do you anticipate drawing these commission members?

   (Give examples by job title below.)

The Executive Committee and Board of Directors will consider the following questions before approving the request for any new commissions. Any input that you would like to provide will be taken into consideration.

(a) How can this commission best serve the Association?

(b) Will the effectiveness of the Board be diminished or the conduct of its business be hampered in any way by the addition of another commission?

(c) Should every community and state college interest area be represented through formation of a commission?

(d) Will the addition of another commission make it more difficult to find adequate conference facilities?

(e) Will the number of commissions eventually make it prohibitive for a college to send two representatives to each conference or commission activity?

(f) Will the Association be hurt in any way by not recognizing this commission?

(f) What alternatives are there to establishing the new commission?

Appendix II

PETITION

FOR COMMISSION RECOGNITION

The following persons certify that they are current members of the Association of Florida Colleges, Inc., and respectfully petition the Association for recognition through a commission to be known as . A minimum of ten names is required. Use additional pages as needed.

COLLEGE Job Title Signature	COLLEGE Job Title Signature
COLLEGE Job Title Signature	COLLEGE Job Title Signature
COLLEGE Job Title Signature	COLLEGE Job Title Signature
COLLEGE Job Title Signature	COLLEGE Job Title Signature
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COLLEGE Job Title Signature	COLLEGE Job Title Signature
COLLEGE Job Title Signature	COLLEGE Job Title Signature

AFC Foundation

Be the Change 2021

ASSOCIATION OF FLORIDA COLLEGES

Association of Florida Colleges Foundation, Inc.

The Association of Florida Colleges Foundation, Inc. is a not-for-profit corporation which was formed on June 4, 1991. The purpose of the AFC Foundation, Inc. has been to provide charitable aid in the form of professional education support, educational financial resources, and services to the Association of Florida Colleges and its members. Some of these have included:

- Facilitating the purchase of the first permanent home for the AFC in Tallahassee

- Coordinating fundraising events with the involvement of AFC chapters, regions, and commissions for the construction of the first AFC building

- Providing resources for the renovations and maintenance of the Association building

- Providing resources and support to colleges which suffered losses during hurricane and other catastrophic events

- Supporting annual conference events and other activities of the Association

- Providing professional development scholarships to members

Check the AFC Foundation website at http://www.myafchome.org/foundation and learn how you can play a role as a member/donor.

Mr. Andre Hawkins, Chair
Ms. Marsha Kiner, Executive Secretary
Mr. Ray Coulter, AFC President
Ms. Kelly Warren
Mr. Matthew White
Dr. Tunjarnika Coleman-Ferrell
Ms. Debbie Douma

Dr. Chuck Mojock
Ms. Carol Quinn
Ms. Debbie Douma
Dr. Milton Jones, Emeritus Member
Dr. Will Benedicks
Dr. Robert Flores
Mr. Cleve Warren

Certified College Professional Program

AFC
ASSOCIATION OF FLORIDA COLLEGES

Association of Florida Colleges

Certified College Professional Program

PARTICIPANT INFORMATION GUIDE

What is the Certified College Professional Program?

The Certified College Professional (CCP) Program certificate provides college employees with the opportunity to earn a certificate related to their work as a college professional and exposes them to content and experience they may not be able to obtain elsewhere. Regardless of your academic background and professional experience, the CCP certificate can set you apart and go a long way to advancing your career in the Florida College System. The CCP program provides significant value-added benefits for membership in the Association of Florida Colleges (AFC) and enhances the AFC's role as the primary professional development provider for the Florida College System.

What Should I Know If I am Considering Earning the Certified College Professional Certificate?

You must meet the following initial criteria before applying:

- You are employed full-time, part-time, or as an adjunct faculty employee by an institution within the Florida College System or related organization for at least one year.
- If you are a member of the AFC, you are a member in good standing.
- You are committed to upholding the CCP "Standards of Conduct".
- Your college president will support your effort to earn the certificate, if your tuition will be paid by your institution.

The Certified College Professional Program Principles:

1. The CCP is a certificate recognized by the institutions within the Florida College System.

2. The CCP promotes individual professional skills, as well as knowledge of the Florida College System.

3. The CCP enhances an individual's resume which *may* lead to opportunities for advancement.

4. The CCP provides opportunities for candidates to learn aspects of the Florida College System they may not be exposed to in their day-to-day work environment.

5. The CCP provides an option through which colleges *may* motivate and reward employees.

6. The CCP enhances the AFC's role in the professional development of its members.

The Four Core Domains of the Certified College Professional Program:

1. **Leadership**
    a. Leadership Skills
    b. Practical Application of Leadership Skills
    c. Ethics
    d. Effective Communication – Interpersonal Skills
    e. Self-Awareness

2. **Legislative Process and Advocacy**
    a. General knowledge of the legislative process and how it impacts the colleges within the Florida College System
    b. Keys to advocacy
    c. The Florida College System legislative budget process

3. **The Florida College System**
    a. The history of the system
    b. The state and the local budget process
    c. Local governance - the District Board of Trustees

4. **Building Community and Customer Service**
    a. The role of a community college employee in their college community
    b. Internal and external customers

Cost

The application fee to apply is $200.00 for AFC members and $425.00 for non-members and may be paid online or via check.

To apply:

Visit: www.myafchome.org.

Questions?

Call 850-222-3222 or e-mail info@myafchome.org.

Informational Tools

AFC
ASSOCIATION OF FLORIDA COLLEGES

Leadership Transition Tool

AFC
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This document is to be used as a resource during the transition of leadership for AFC Commissions, Regions and Chapters. It is to assist with location of documents, timelines, tasks and responsibilities.

Task/Document	Reviewed/Shared	To Where	Timeline
Calendar of Events • Important dates and conferences • Conference planning activities (fliers, registration, agenda, etc.)	Executive Officers	Incoming Executive Officers	Month prior to the end of the out-going Officer's Year **All must take place prior to June 1**
By Laws & Procedures • should be reviewed annually	Executive Officers & Chapter Officers	Secretary & copy to State Office - Eileen Johnson	Beginning of the Year of the incoming officers
Financial Report	Executive Officers	State Office - Eileen Johnson	End of the Year (after the Annual Conference and/or at the end of the chapter's fiscal year – June 30)
Operational Plan/Goals	Executive Officers	Planning Committee Chair/VP of Commissions and/or VP of Chapters & Regions State Office – Sharlee Whiddon	Prior to March 31
Operational Plan/Goals	Commissions	State Office – Sharlee Whiddon	By June 1

List of Officers • Job descriptions • What positions need to be filled, etc.	Executive Officers	State Office – Sharlee Whiddon	Following Annual Conference
AFC Board Reports • Commission Reports • Region Reports to include Chapter Reports	Executive Officers	State Office – Sharlee Whiddon	Quarterly – prior to AFC Board Meetings
Website updates	Chapter & Commission Webmaster	State Office – Sharlee Whiddon	Ongoing
Social Media	ALL	State Office - Eileen Johnson	Ongoing
AFC Connections – Circles, etc.	ALL	State Office – Eileen Johnson	Ongoing
Annual Conference Responsibilities • Submission of Exemplary Practices, ed. Sessions, meeting space, etc. • Regions/Chapters – sign up for jobs • Silent Auction • Capital Campaign	ALL Chapter/Region & Commission Officers	AFC Staff	Follow established timeline provided by AFC Staff
History	Historians – Chapter Commission	State Office - Marsha Kiner	Ongoing
Awards • Commission, Region and Chapter level • State level	Various individuals	Awards Committee Chair	Adhere to the posted deadlines for each entity.

Updated 01/26/21

Making a Motion

What is a motion anyway? A motion is a formal proposal by a member, in a meeting, that the group take certain action. Here is how it is done:

- Board member addresses the chair (by title or name) and the chair will recognize them (by nodding or by name) as the next speaker. Then,
- Board member: "I move that…" be very specific and precise
- Another board member: "I second that motion" OR "Second"
- Chair (who does not make motion): "We have a motion and a second to…" OR "It is moved and seconded that…" "Any discussion?"
- Discussion takes place.
- Chair (following discussion): "Those in favor of the motion to (clearly state the motion)…signify by saying aye, OR say aye. (Pause) Those opposed, say nay, OR say no." (Pause) The chair announces the result of the vote, noting if the motion was adopted (approved) or lost.

Only board members may make motions.

A motion will "die" if there is no second. The chair will move the meeting along stating that "The motion dies for lack of a second."

Motions should be made when budget issues (changes) are discussed or requested, policy issues are in question, and when the laws of the organization call for this type of approval.

Quorum:
A quorum is required for a meeting to conduct substantive business. Note that even if a meeting begins with a quorum present, it loses the right to conduct substantive business when enough members leave to bring the numbers below the required quorum.

Must Haves for Productive Meetings

- ✓ Meetings must have purpose and an agenda
- ✓ Participants must be invited in advance and sent an agenda or link to a posted agenda (agenda should reflect the goals of the meeting and objectives)
- ✓ Meeting room is arranged for effective collaboration
- ✓ Facilitators must be prepared and understand their subject matter and the make-up of their audience
- ✓ Follow set agenda times for start and ending
- ✓ Allow for an Icebreaker to introduce all participants
- ✓ Set meeting guidelines upfront ~ set time limits for discussion items ahead of time and follow them
- ✓ Allow for a break during the meeting (when possible)
- ✓ Review any action items and next steps
- ✓ Provide refreshments & thank everyone for attending
- ✓ Provide clear and simple meeting notes (capture action items and decisions)

AFC Chapter Membership Calendar

July

✓ Attend the Membership Development Workshop.

✓ Submit Chapter of the Year nomination materials to the Awards Committee by July 31st.

✓ Meet with the Membership Committee and develop a plan for the upcoming year.

✓ Request promotional items from state office.

✓ Meet with College President to discuss his/her participation in events/activities during the next semester.

✓ Ask the College President for a letter encouraging AFC involvement and membership. Post on website, email out to potential members, and provide a hard copy to HR for new employee orientations.

✓ Meet with College Marketing Department and establish cycles for AFC updates, advertisement, etc. Determine where they will be located (college newsletter, on the college website homepage, etc.).

✓ Determine the Fall semester chapter meeting dates, times, and locations. Plan tentative events/activities.

✓ Determine when elections for new officers will take place.

August

✓ Establish a timeline of events for the beginning of the semester activities.

✓ Invite AFC CEO, President, and other State Elected Officers to College events to promote AFC.

✓ Ask the College President to encourage AFC Membership at all college events.

✓ Prepare "Welcome Gift" of goodies for new members. (AFC mug with candy or AFC pen set with a ribbon attached)

✓ Set up table at all events displaying AFC materials. Have a donation "activity" where someone can win a gift.

✓ Hold a Fall Semester "Welcome Back" Social.

✓ Publicize and promote the upcoming annual Conference.

✓ Email Current out to non-members asking them to consider joining.

✓ Attend all new employee orientations (Faculty and others). Meet with HR Department to establish who, when, and where.

✓ Offer a few free memberships at campus events.

✓ Don't forget about your Chapter's Retirees. Invite them back to campus for activities/events. Ask them to help you!

September

✓ Hold a Chapter Meeting. Encourage new members to attend. Provide free lunch at the meeting.

✓ Publicize and promote the upcoming Annual Conference and Region duties.

✓ Attend any/all new employee receptions.

✓ Submit Chapter's nominations for Honorary Life Membership Award and the Distinguished Service Membership Award to the Awards Committee by September 1st.

✓ Hold a Chapter fundraiser. (book sale, bake sale, silent auction, etc.)

October

✓ Meet as a chapter to determine the list of delegates for the Annual Conference.

✓ Meet as a chapter to determine finalize all travel and region Annual Conference duties.

✓ Confirm chapter membership number with State Office. (these numbers will be used for membership award determinations)

November

✓ Attend Convention.

December

✓ Hold an end of the year Holiday Social (dinner, luncheon, etc.).

✓ Install new officers at an end of the year meeting, recognize and thank exiting officers (Holiday reception or social).

January

✓ Executive Board meeting in early January to establish plan for the Winter/Spring semester.

✓ Set Winter/Spring Chapter meeting dates, times, and locations.

✓ Establish activities/events for the Winter/Spring semester.

✓ Submit travel for the state Leadership Conference for Chapter Officers.

✓ Speak with State Office about chapter membership.

✓ Membership Development Committee meets to establish activities and plans.

✓ Plan a community service project for the semester.

February

✓ Hold a Members Only Event – Invite College President and AFC CEO to provide an overview of the system's legislative plan for the upcoming session. Don't forget the Retirees!

✓ Chapter officers attend the state Leadership Conference. (Provide an update to full chapter upon return. Use website, newsletter, email, etc.)

✓ Promote upcoming Region and Commission meetings.

March

✓ Offer AFC 101 Session at college-wide Professional Development Day/In-service Day (Offer 2 free memberships)

✓ Post Perception to the chapter website. Send it campus-wide to all college employees. (Establish the permissions/parameters etc. prior to March).

✓ Contact Region Director about chapter responsibilities for the upcoming Spring Conference.

✓ Publicize upcoming Commission Conferences.

April

✓ Publicize upcoming Commission Conferences.

✓ Hold a Chapter Officer's meeting to review the Chapter of the Year criteria and begin to compile information for submission due in July for the time period of June 1 – May 31st.

✓ Members Only Program – Update on the legislative session (President, Business Officer, AFC CEO, etc.)

May

✓ Forward out the Legislative Summary provided by AFC State Office.

✓ Hold an After Session Debriefing with the College President and Business Officer. (Can be Members Only or Open)

✓ Plan summer activities/event calendar. (fundraises, socials, or brown bag educational sessions)

✓ Meet to ensure that the Chapter of the Year criteria has been met prior to May 31st .

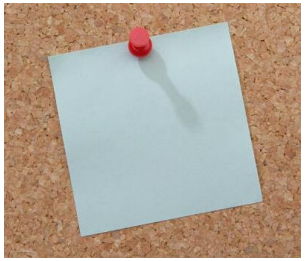
June

✓ Hold a Chapter Officers' Meeting (review chapter calendar and financial needs for the year and make adjustments as needed)

✓ Use the June Current as a recruitment tool and forward it out to non-members on campus.

✓ Purchase Lifetime Membership for a minimum of 2 retirees.

NOTE:



Speaker Policy

AFC
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ASSOCIATION OF FLORIDA COLLEGES

SPEAKER POLICY

The Association values professional growth and development. It promotes membership by providing professional development and educational opportunities at all of its events and functions. The AFC seeks to provide these educational programs with the highest quality content and at the most affordable cost to the membership.

AFC Speaker/Presenter Policy: All presenters/speakers must have acknowledged expertise in the subject matter being presented. Speakers and presenters may be recruited from within the Florida College System (FCS) or externally from related areas/fields. The AFC education programs are noncommercial opportunities for professional education.

- Speakers/presenters at Region, Chapter, and Commission meetings/conferences must represent the broad diversity of the Florida College System community.

- Conference planning committees must provide due diligence on background references for non-FCS speakers/presenters, or organizations or obtain assistance from the AFC State Office staff.

- Speakers/presenters shall not defame, slander, or libel any person, firm, or organization.

- Speakers/presenters representing a product or service that is sold commercially must adhere to the following conditions:
    - Specific product endorsement is prohibited. The AFC programs may not be used for direct promotion of a presenter's products, services, or self-interest.

    - Presenters may provide a general overview of their products and services related to program topics of interest for FCS institutions and employees. Presentations must focus on how the program or service benefits student learning outcomes, student services, facilities, equity

programs, learning resources, campus safety, career and professionals, healthcare education, institutional effectives and planning, technology and administrative issues.

- The opportunity for selling or promoting services and/or items is provided to exhibitors and sponsors at all AFC events/functions. If a presenter/speaker violates this policy, they will be removed from the program and future AFC events.

- Non-FCS members must co-present with an AFC member from an FCS institution.

- No AFC Commission, Region, or Chapter may enter into a contract or agreement for a speaker or professional education program of any kind with any entity, organization, or person without the express consent of the AFC CEO (the CEO is the only signature authority for the AFC). (Rule IX, Section 5, AFC Standing Rules)

Note: If a presenter fails to comply with all aspects of the presenter agreement/presenter policy, he/she may not be allowed to present at future AFC events.

Communications and Logos

AFC
ASSOCIATION OF
FLORIDA COLLEGES

AFC PUBLICATIONS, MARKETING & ADVERTISING CONTACT:

Sharlee Whiddon
Communications Specialist
swhiddon@myafchome.org
850-222-3222

CAPITOL PERCEPTIONS, the AFC's weekly legislative summary, is published and distributed electronically (usually Monday evenings) during Florida Legislative Sessions to inform AFC members of legislative events, issues and concerns. It is also published during Special Session of the Legislature when appropriate. It is directly distributed to Florida's 28 state and community colleges including Presidents, Trustees, faculty, staff, and administrators as well as other professionals associated with the profession.

CURRENT, the AFC's official e-magazine, is filled with informative and interesting articles about the community and state college profession as well as the activities of AFC members, chapters, commissions, councils and other groups. It is distributed electronically via email to the close to 7,000 AFC members and all 28 community and state colleges throughout the State of Florida. The most recent issue of **CURRENT** is posted to the AFC website. Past issues are archived and can only be accessed by AFC members or through direct request via swhiddon@myafchome.org.

The **CURRENT** 2020 submission deadlines and publication dates are:

Submission Deadline	Publication Date	Content
February 24th	March 17th	**Leadership; Advocacy; Legislative** (New Executive Officers; Leadership Conference; Legislative Days; Advocacy and Legislative issues)
May 31st	June 14th	**Legislative Summary; Professional Development** (Legislative Summary; Region Spring Conferences; Campus Safety Pre-Conference)
September 30th	October 13th	**Membership; Pre-Conference** (Campus Safety; Membership Workshop; Annual Pre-Conference)
December 3rd	December 14th	**Post-Conference**

AFC receives more than 100 articles and press releases prior to each publication. As a result, not all articles submitted can be printed; however, we make every effort to fairly represent all of our colleges and their AFC Chapters. Achievements of individual AFC members receive particular attention.

CONTENT SUBMISSION

To ensure publication, articles must be submitted no later than four weeks in advance of the next publication date

(see calendar at: http://www.myafchome.org/calendar-of-events). AFC reserves the right to edit, alter, and/or condense all items submitted for publication. Submissions should be sent to swhiddon@myafchome.org.

ARTICLES

Articles should not exceed 300 words in length. Make sure your article includes the "five W's"--Who, What, When, Where and Why. Along with the article/photo, please send a contact name and phone number. The article should be sent as file attachments (Microsoft Word or Rich Text Format) via email to: swhiddon@myafchome.org. Images including graphics and photos should be attached to the email – not embedded in the article. Indicate image placement in the article. Example: [place PHOTO1 here with this caption: ……]

Please include a contact name, email and phone number in case follow up is needed.

PHOTOGRAPHS

Digital photos should be submitted in minimum of 300 DPI resolution, and minimum image size of 4 x 6 inches. Do not insert graphics, wallpaper or images in article submission content – they should accompany the article as separate attachments. Photos downloaded from Web sites (low resolution) are not compatible with printing and cannot be used. Captions should be submitted with digital photos as separate text documents taking care to indicate which caption goes with which digital photo file. AFC reserves the right to reject photos not submitted as outlined above.

ADVERTISING RATES AND SPECIFICATIONS

CIRCULATION: Published and distributed four times each year to 7,000+ AFC members and all 28 community and state colleges throughout the State of Florida.

READERSHIP: 30,000+

CURRENT is a full color digital magazine optimized for computer screens and mobile devices. Art can be created at actual size, 72 dpi, and RGB format. No bleeds. Document is prepared in landscape orientation. Files accepted: JPEG, PDF, EPS.

- $750 – Full-page (8.5" X 11"): 1024px x 768px - Orientation: Landscape
- $375 – Half page (8.5" x 5.5"): 512px x 768px - Orientation: Landscape

ON THE HORIZON, is a biweekly e-newsletter sent to all members of the AFC to keep them informed of upcoming professional development opportunities, events and meetings, calls for proposals, registration deadlines, AFC membership benefits and partnerships, and other information useful for members to have in advance.

AFC Signature Style Sheet

Introduction

The Association of Florida College's Signature Style Sheet is designed to help you produce printed materials that reflect a professional and consistent image for the association. By following the guidelines, and using the resources provided on the AFC website (www.myafchome.org), your printed materials will be more cost-effective and easier to produce.

The Association of Florida Colleges represents ***all*** faculty, staff, administrators, trustees, presidents, and retirees from Florida's State College System. The Association consists of local campus-based Chapters, Commissions, and Regions lead by a Board of Directors. Membership is currently over 8,000 and moving upward. It is important that all parts of the association present one clear image through a coordinated identification program. A clear message and visual image highlight the fact that the Association of Florida Colleges is a multifaceted, but unified organization.

The graphic identity of the Association of Florida Colleges is the sum of all the visual impressions associated with name. With dozens of incompatible logos in use, our graphic identity needs consolidation and consistency. Every college, region, commission, and committee of the association has developed a reputation for superior performance and service. However, as our reputation has grown, so has our variety of logos and graphic identities. Our goal is for the association to have more consistency in identifying the association and its parts, while preserving the flexibility demanded by a decentralized association culture.

Your participation is appreciated as we work together to advance the Association of Florida Colleges. Questions can be directed to the Marsha Kiner, Interim Executive Director at 850-222-3222 or e-mailed to mkiner@myafchome.org.

Signature System

The official Association of Florida Colleges trademark logo is known as the signature.

Primary Signature

The Association of Florida Colleges signature is the official logo for use on all association communications. The signature consists of three elements: a typographic rendition of the monogram "AFC", the words "Association of Florida Colleges", and the graphic element the map of the State of Florida. These elements work together to create a graphic identity representation of the Association of Florida Colleges. **Do not alter the signature artwork, aspect ratio or colors.**

Signature with Themeline

The association's themeline is "Serving the Florida College System since 1949". The themeline appears under the full length of the signature to increase its visibility and reinforce the overall layout. It acts as a foundation, both in word and function. The themeline is used with the AFC signature whenever possible on publications and other external and internal communications. The themeline may be used independently of the AFC signature. The type font must be maintained.

General Usage Guidelines

The following guidelines govern the use of the association's signature in all forms of communication, including but not limited to print and electronic media.

- The signature is the primary identifier of the association and is the essential means of visual communication.
- The signature should not be modified in any manner, including colors.
- The signature must be used as a prominent graphic element in all publications -- print and electronic -- affiliated with the association.

- Any affiliates (chapters, regions, commissions, committees) of the association wishing to use a specific identifier in conjunction with the association signature must have prior approval and must use it in accordance with the guidelines in this style sheet. Any changes, additions, or deletions to the AFC signature or secondary signature must be approved by the AFC Executive Director.

- In situations where outside partnerships exist, the trademark(s) or logo(s) of the partner or partners may be displayed in printed and electronic communications, but should be separated from the AFC signature by at least one half inch and should not be given prominence over the AFC mark. Graphic elements that appear to connect or combine the AFC trademark with other partnership logos or graphics should not be used.

Graphic Identities

Official colors are Pantone 292 (Blue) and Black.

Font: Adobe Caslon Pro

Maintaining the integrity of the association signature is important. It must be presented in a clear, consistent, and effective manner. Always use original digital art. The signature cannot be redrawn, re-proportioned or modified in any way.

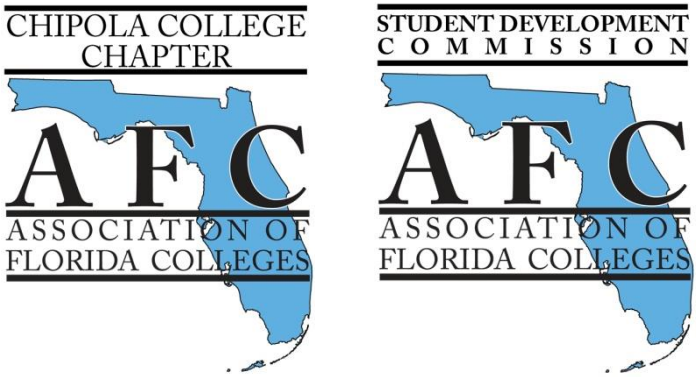
All elements of the logo must be used; no parts may be removed. The blue of the logo is always Pantone 292 or its equivalent. The logo may be used as all black, all blue or a combination of these colors is necessary for reproduction purposes. Sample variations of color are below:

Secondary Signatures

These versions of the signature have been developed for use by chapters, commissions, regions and committees. By adding the unit name, the unit name receives prominence while retaining an overall association identity.

Secondary signatures are designed to offer a sub-identity for association entities while not changing the primary identity of the association. Any changes, additions, or deletions to the AFC signature or secondary signature must be approved by the AFC Executive Director.

Samples of Secondary Signatures



Unique Logos and Graphic Elements

In the past, some chapters, commissions or regions have requested a unique logo design that is different from the Association of Florida College's identity, to convey an emotion or message about a special project. While we understand the desire for unique logos, we know that having a single visual element resonates with our many audiences and provides quick, easy and consistent recognition.

Therefore, approvals may be considered for a graphic element to be used on specialty promotional items, clothing and certain collateral material, as long as there is a clear visual separation and delineation between the AFC signature and the graphic element.