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## Administration Commission Report Quarterly Report Jan-Mar 2018

**1. Executed Board Elected (Updated):**

Title	Name & College	Email	Contact Number
Chair	Brenda Rante Indian River State College	<a href="mailto:Brante@irsc.edu">Brante@irsc.edu</a>	772-462-7967
Chair-Elect	Lynne O'Dell Indian River State College	<a href="mailto:lodell@irsc.edu">lodell@irsc.edu</a>	772-462-7785
Secretary	Nicole Duslak Lake-Sumter State College	<a href="mailto:DuslakN@lssc.edu">DuslakN@lssc.edu</a>	352-3233691
Treasurer	Keri Hughes Indian River State College	<a href="mailto:khughes@irsc.edu">khughes@irsc.edu</a>	772-462-7785
Public Relations Chair	Dr. Mark A. Thompson Lake Sumter State College	<a href="mailto:Thompsom@lssc.edu">Thompsom@lssc.edu</a>	352-323-3638
Vice Chair	Vacant		
Parliamentarian	Vacant		
Legislative Liaison	Vacant		
Region Representatives	<b>REGION I</b> Jacqueline Edwards Tallahassee Community College  <b>REGION II – Vacant</b> <b>REGION III – Vacant</b> <b>REGION IV – Vacant</b> <b>REGION V - Vacant</b>	<a href="mailto:EdwardsJ@tcc.fl.edu">EdwardsJ@tcc.fl.edu</a>	850-201-6113

## Webpage

- Worked on updating our Administration Commission Webpage by adding:
  - Welcome Letter
  - Updated 2018 Board Members
  - Created FB page for Administration Commission
  - By Laws under review and will be uploaded
  - Meeting minutes uploaded
  - Leadership Excellence Award will be updated

2. **Region V Conference** – Save the Date – May 9 and 10, 2018 at Indian River State College. Information posted on Administration Commission Webpage and will be updated ongoing with more information.

### 3. **Administration Commission Board Meetings**

- Had our first Administration Commission Board meeting on February 1, 2018.
- Updated on the AFC Leadership weekend.
- Partnering with Region 5 Conference and need to come up with a panel theme for presentations
- By Laws are being reviewed and will be updated and sent out to Administration Commission Members when completed.
- Created welcome letter on the AFC Administration Commission webpage.
- Talked about creating our own FB page, and Dr. Thompson will create our FB page and start to build up content and members to like our page.
- Treasurer's Report
- Strategized on how to do a makeover for the Administration Commission.
- Discussed Commission of the Year Requirements

### 4. **Action Items**

- Reviewing By Laws
- Build content on newly created Administration Commission FB Page:  
<https://www.facebook.com/AFCAdministration/>
- Come up with theme for presenters for Region V Conference
- Review Leadership of Excellence Award requirements.
- Continue to reach to AFC members to fill Administration Commission positions.

### **Submitted by:**

Brenda Rante

Administration Commission Chair

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March 28, 2018