

AFC BOARD OF DIRECTORS MEETING
Wednesday, January 31, 2018
4:00 PM
Association of Florida Colleges
1725 Mahan Drive
Tallahassee, Florida 32308

Meeting Minutes

1.0 General Business

1.1 Call to Order – Dr. Tunjarnika Coleman-Ferrell, President

The 2018 AFC President, Dr. Tunjarnika Coleman-Ferrell, called the January 31, 2018, meeting of the Board of Directors to order at 4:03 p.m.

1.2 Roll Call – sign-in sheet

An attendance sheet was sent around the room. The following members of the Board of Directors were present at the meeting:

Executive Committee

Tunjarnika Coleman-Ferrell
Stephanie L. Campbell
Ray Coulter
Byron Todd
Tracy Glidden
Robert Flores
Andre Hawkins
Michael Brawer

Commission Chairs

Brenda Rante, Administration
Doug Prevatt, Campus Safety
Gregory Williams, CPEC
Chris Thomes, CMC
Michelle Dames, EDI
John Barbieri, Facilities
Lorenzo Carswell (Juanita Scott), IEPPD
Claire Miller, Learning Resources
Lori Cannon, Student Development
Ron Kielty, Technology
Bill Barfield, WACE

Region Officers

Melonie Miner, Region I
Holly Sutton, Region II
James Miller, Region III
Tina Adams, Region IV
Michael Pelitera, Region V

Standing Committees

Katrina Porter, Awards
Dana Livesay, Member Services
Alton Austin, Member Services
Christine Warner, Planning and Development
Sandi Barrett, Service Projects
Juanita Scott, Speakers Bureau

AFC Staff

Marsha Kiner
Eileen Johnson
Lucia Fishburne
David Schrenk
Sharlee Whiddon

After the roll call, Mr. Brawer presented to the Board of Directors an AFC BOD Orientation PowerPoint. The presentation detailed the roles of the executive officers as well as each member of the board. Expectations were outlined and the rules for voting board members were explained. After the presentation Dr. Coleman-Ferrell asked all in the room to introduce themselves.

- 1.3** Consent Items for Approval or Ratification - Michael Brawer
 - 1.3.1** Approval, Board of Directors Agenda, January 31, 2018
 - 1.3.2** Approval, Board of Directors Minutes, November 2, 2017
 - 1.3.3** Ratify, Jim Davis, Auditor Letter of Engagement
 - 1.3.4** Ratify, Zenith Insurance Workers Compensation Renewal
 - 1.3.5** Ratify, The Plaza Resort- Campus Safety Symposium
 - 1.3.6** Ratify, The Plantation on Crystal River- FCS Councils Meeting
 - 1.3.7** Ratify, Governors Club- Council of Presidents Meetings

Action: Upon a motion by Gregory Williams and a second by Michael Pelitera, all items were approved unanimously.

2.0 President's Report– Dr. Tunjarnika Coleman-Ferrell, President

Dr. Coleman-Ferrell reminded the members of this year's theme, Navigating the Future: Mission Possible. She reported that she had the opportunity to share this goal with the college presidents at the Council of Presidents meeting and promoted togetherness between the Council and the Association. She outlined her three main goals for the year as AFC President. The first is to increase the Association membership by at least 10%. The second is to launch an advocacy campaign to increase AFC awareness and visibility. The third is providing high quality professional development to college staff. Dr. Coleman-Ferrell encouraged all board members to reach out to college employees and stay aware of activating strategies happening on social media.

3.0 Executive Director/CEO Report - Michael Brawer

- 3.1** Approval, AFC Financial Report
Mr. Brawer referred to the AFC Financial Report which was distributed to all members of the board. He explained each item on the report.

Action: Upon a motion by Stephanie L. Campbell and a second by Ray Coulter, the AFC Financial Report, January 31, 2018, was approved unanimously.

4.0 AFC Foundation – Andre Hawkins, Chair

Mr. Hawkins welcomed all to the new AFC home and encouraged everyone to tour the building. He shared that even though the “Burst the Balloon” campaign was over, it is important that the Foundation continue to be supported. Mr. Hawkins shared that he would be speaking the following day at the AFC Leadership Conference and he would report more about the AFC Foundation at that time.

5.0 Commissions Business – Byron Todd, Vice President for Commissions

Mr. Todd was happy to report that 11 of the 14 Commission Chairs were in attendance at the meeting.

5.1 Administration – Brenda Rante

Ms. Rante reported that the Commission has a full board and the list of members is available on the AFC website. The Commission will be partnering with Region V for a spring conference on

May 10 at Indian River State College. She also reported that the Commission will be working to update their bylaws. The submitted report is available on the AFC website.

5.2 Campus Safety – Doug Prevatt

Mr. Prevatt reported that the Commission has a full board and the list of members is available on the AFC website. He shared that the Commission is looking into a fall conference and will share details as they are available. The submitted report is available on the AFC website.

5.3 Career and Professional Employees – Gregory Williams

Mr. Williams reported the Commission has a full board of 17 members. Fundraising for the Commission has begun with a Yankee Candle Company fundraiser. An email detailing the fundraiser was sent out to members. CPEC will be joining EDI and Region I for a spring conference in Pensacola on April 20. The submitted report is available on the AFC website.

5.4 Communications and Marketing – Chris Thomes

Mr. Thomes reported that the Commission has a full board. He shared that the Commission recently had a conference call to discuss plans for their upcoming spring conference on May 16-17, with Student Development that will be held at Gulf Coast State College. He also reported that the Commission is doing very well financially. The submitted report is available on the AFC website.

5.5 Equity, Diversity and Inclusion – Michelle Dames

Ms. Dames reported the Commission will be hosting their spring conference with Region I and CPEC on April 20 at Pensacola State College. She shared that the list of the Commission's officers.

5.6 Facilities – John Barbieri

Mr. Barbieri reported that the Facilities Commission is going through a makeover and will focus on student success. The Commission will be reaching out to the 28 colleges and working to find out how the colleges can do a better job at retaining students. He shared that a board has been formed for this effort. Mr. Brawer agreed that everything should be about serving the students in the FCS to the best of our ability. Dr. Coleman-Ferrell added that perhaps other commissions could partner in this effort.

5.7 Faculty – Xiao Wang (Not Present)

No Report

5.8 Healthcare (Not Present)

No Report

5.9 Institutional Effectiveness, Planning and Professional Development – Lorenzo Carswell

Ms. Juanita Scott reported on behalf of the Commission. She shared that the Commission is hoping to reset what they hope to accomplish. A survey which plans to lead to a strategic plan for the Commission will be sent to all 28 colleges. The Commission plans to partner with Region

IV for a spring conference on April 27 at South Florida State College. The submitted report is available on the AFC website.

5.10 Learning Resources – Claire Miller

Ms. Miller reported that the Commission has a full board. The Commission will host a virtual conference on March 1 and will join Region IV at their spring conference on April 27. The submitted report is available on the AFC website.

5.11 Student Development – Lori Cannon

Ms. Cannon reported the Commission currently has a vacancy on the board. The board will be meeting next week. She shared that a newsletter will be sent out in about two weeks. The Commission will be partnering with CMC for a spring conference on May 15-17, at Gulf Coast State College.

5.12 Technology – Ron Kielty

Mr. Kielty reported that the Commission needs board members. He plans for the Commission to focus on understanding the role of technology. The submitted report is available on the AFC website.

5.13 Trustees – Marili Cancio (Not Present)

No Report

5.14 Workforce, Adult and Continuing Education – Bill Barfield

Mr. Barfield reported the Commission has a full board. He shared the goals for the Commission for this year. The submitted report is available on the AFC website.

6.0 Regional Business – Stephanie L. Campbell, Vice President for Regions & Chapters

6.1 Region I – Melonie Miner

Ms. Miner shared the theme of the Region I spring conference will be “Oh the Places You Will Go.” The Spring conference will be held April 20, at Pensacola State College. A full report of the Region I chapter reports is available on the AFC website.

6.2 Region II – Holly Sutton

Ms. Sutton reported that the Region II chapters have been increasing with membership but not currently very active with chapter events. The Region II spring conference will be held on April 13, at Florida Gateway College.

6.3 Region III – James Miller

Mr. Miller reported that Region III chapters have been very active with community service projects and fundraising activities. He shared that the Region was able to award their first CCP

scholarship at the 2017 Annual Conference. The Region III spring conference will be April 6, at Seminole State College.

6.4 Region IV – Tina Adams

Ms. Adams reported that the theme of the Region IV spring conference will be “Start Your Engines.” The Region conference will be April 27, at South Florida State College. A full report of the Region IV chapter reports is available on the AFC website.

6.5 Region V – Michael Pelitera

Mr. Pelitera reported the Region V spring conference will be May 10, at Indian River State College. Administration, Facilities, Faculty, and Institutional Effectiveness, Planning and Professional Development will be partnering with Region V for the conference. The theme of the conference will be “Hurricane Preparedness.” Dr. Gueverra, president of Florida Keys Community College, will be the keynote speaker. Dr. Coleman-Ferrell encouraged Mr. Pelitera to reach out to the Council of Instructional Affairs (CIA) about the conference.

6.6 Chapter Business

Dr. Coleman-Ferrell challenged all Regions to be represented at the International Conference on College Teaching and Learning on April 4-6, in Orlando.

7.0 Standing Committees – Marjorie McGee, President-Elect

7.1 Awards Committee – Katrina Porter

Ms. Porter encouraged all who would be submitting books for awards, to reach out to her so that any questions can be answered. The information on how to submit awards books is available in the Leadership Manual that will be distributed at the Leadership Conference. She reported that there will be no changes to the awards process for this year. Mr. Brawer shared the importance of explaining the value of completing these books to those who are new to the association.

7.2 Bylaws Committee – Bill Mallowney (Not Present)

No Report

7.3 Certified College Professional Committee – Charlene Latimer (Not Present)

Ms. Marsha Kiner reported for the committee. She apologized to those who had submitted applications and reported that notifications will be sent out soon. She shared that throughout the year participants should expect two, free, in-person workshops where they will receive credits for participation. Mr. Brawer shared that the program is rebranding and more information on that will be available soon.

7.4 Human Resources and Finance Committee – Byron Todd

Mr. Todd reported that the Association is in great shape financially.

7.5 Legislative Committee – Jack Hall (Michael Brawer)

Mr. Brawer reported that those who attend the Leadership Conference will hear an update from the lobbyists.

7.6 Member Services Committee – Dana Livesay and Alton Austin

Ms. Livesay reported that currently the committee does not have a board. She shared there are new member benefits to report. New benefits from Ale House and Learning House are available and information regarding these and other benefits are available on the AFC website.

7.7 Membership Development Committee – Wanda Curtiss (Not Present)

No Report

7.8 Nominating Committee – Robert Flores

Dr. Flores encouraged the board to identify people interested in being an AFC officer.

7.9 Planning and Development Committee – Christine Warner and Ryan Woods

Ms. Warner reported that the goal of the committee is to recruit more members.

7.10 Policy and Advocacy Committee – Ava Parker (Michael Brawer)

Mr. Brawer explained the difference between the Legislative Committee and the Policy and Advocacy Committee.

7.11 Service Projects Committee – Sandi Barrett

Ms. Barrett shared that the service project for the Leadership Conference was a food drive to benefit the Second Harvest of the Big Bend.

8.0 Liaisons and Special Committees – Robert Flores, Past President

8.1 Credentials and Tellers – Eileen Johnson

No Report

8.2 Journal Editorial Board – Gary Sligh

No Report

8.3 AFC Retirees – Pat Harrell

No Report

8.4 Speakers Bureau – Juanita Scott

Ms. Scott announced that all commission chairs need to find her as she had something to pass on to them.

OBFTGOTG?

Ms. Livesay announced that Hillsborough Community College has currently committed to sending six faculty members to the International Conference on College Teaching and Learning.

ADJOURN

Action: *Dr. Nika Coleman-Ferrell adjourned the meeting of the Board of Directors at 6:01 p.m.*

6:30 PM - Dinner @ Backwoods Bistro - 401 E Tennessee St, Tallahassee, FL 32301