

**Association of Florida Colleges
Board of Directors Meeting
Wednesday, January 30, 2019
Seminole State College**

Meeting Minutes

1.0 General Business

1.1 Call to Order

President Marjorie McGee called the January 30, 2019, meeting of the Board of Directors to order at 4:05 p.m.

1.2 Roll Call

President McGee sent a sign-in sheet around the room. President McGee asked all present board members to introduce themselves to the group. A document titled 2019 AFC Professional Development and Meeting Schedule was distributed to all board members.

The following members of the AFC Board of Directors were present:

Executive Committee

Marjorie McGee

Ray Coulter

Lisa Barnes

Tracy Glidden

John Fey

Tunjarnika Coleman-Ferrell

Andre Hawkins

Commission Chairs

Lynne O'Dell

Katie Profeta

Govindah Ramnarain

Kimberlie Massnick

Ann Hubbard

Nancy Zinser

Michael Pelitera

Claire Miller

Chalah Haris (for Mikel James)

Paul Lefavi

Ryan Buckthorpe

Region Directors

Joc Calloway

Matt Wetzel

Kim Sellers

Greg Harris

Mark Johnson

Standing Committee Chairs

Katrina Porter

Byron Todd

Christine Tripp

Wanda Curtiss

Stephanie L. Campbell

Melonie Miner

Holly Sutton

Gregory Williams

Sandra Barrett

President McGee made the board aware that there are some spam emails that appear to be sent from her email that are circulating. The emails are asking for gift cards or money, she advised the group to ignore the request and to inform the state office when you receive the email.

President McGee announced that the next AFC Board of Directors meeting will be May 13 at the College of Central Florida. This meeting will take place prior to the Student

Development Commission Spring Conference.

Mr. Michael Brawer presented a PowerPoint to the board members. The presentation explained board member duties and expectations for the year ahead.

1.3 Consent Items for Approval or Ratification

Mr. Brawer read the items presented to the board and offered discussion where needed.

- 1.3.1** Approval, Board of Directors Agenda, January 30, 2019
- 1.3.2** Approval, Board of Directors Meeting Minutes – November 6, 2018
- 1.3.3** Ratify, DoubleTree Hotel Contract – Jan 2019, Council of Presidents
- 1.3.4** Ratify, DoubleTree Hotel Contract – April 2019, Council of Presidents
- 1.3.5** Ratify, Wyndham Orlando Hotel Contract – Nov 2021, Annual Conference
- 1.3.6** Ratify, Lynn University Tuition Agreement, Membership Benefit
- 1.3.7** Ratify, Zenith Insurance Renewal, Worker’s Compensation Policy

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

2.0 President’s Report

President Marjorie McGee referred to the previously distributed book, Leadership 101, by John Maxwell. President McGee gifted each board member a copy of the book and shared that the book will be used throughout the year at board members. She hopes each board member will grow throughout the year as they dive into the book.

President McGee explained the importance of submitting board reports to the state office prior to each board meeting.

President McGee reviewed the Association’s goals for 2019. She referred to her welcome letter that is in the 2019 Leadership Manual. The five goals for the year are 1) increase the Association membership by 10% 2) Launch a campus safety survey that focuses on safety training , methods and tools 3) begin reviewing the AFC Governance structure 4) evaluate and make recommendations to the Association Dues Structure 5) Re-purpose Visions as an online repository of applied research and best practices.

3.0 Executive Director’s Report

Mr. Brawer referred to the distributed cash report.

3.1 Approval, AFC Financial Report

***Action:** Upon a motion by Tract Glidden and a second by Kim Sellers, the AFC Financial Report was approved unanimously.*

Mr. Brawer referred to the distributed copies of the 2017-18 AFC Audit.

3.2 Ratify, 2017-18 AFC Audit

***Action:** Upon a motion by Greg Harris and a second by Claire Miller the 2017-18 AFC Audit was approved unanimously.*

4.0 AFC Foundation

Mr. Hawkins reported that the Foundation was able to provide \$16, 400 in hurricane relief funds

to members who were affected by Hurricane Michael. The Foundation provided \$5,000 and that was matched by AFC. Other funds were provided through individual donations and the Silent Auction held at Annual Conference.

Mr. Hawkins shared with the group that he would be presenting more information about the AFC Foundation during the Leadership Conference.

5.0 Commissions Business

5.1 Administration

Ms. O'Dell referred to the Administration Commission report which is available on the AFC website.

5.2 Campus Safety

Ms. Rante gave a brief Campus Safety Commission update. She shared that the Commission is currently looking for region representatives. Also the Commission will plan to have a board meeting in July at the Campus Safety Symposium.

5.3 Career and Professional Employees

Ms. Profeta referred to the Career and Professional Employees Commission report which is available on the AFC website. She shared that the Commission will partner with Region V for their Spring Conference.

5.4 Communications and Marketing

No Report

5.5 Equity, Diversity and Inclusion

No Report

5.6 Facilities

Mr. Ramnarain referred to the Facilities Commission report which is available on the AFC website. He shared that the Commission will be establishing a scholarship in honor of Bill Reece, the late founding member of the Facilities Commission. The scholarship will allow the Commission to assist in sending members to conferences.

5.7 Faculty

Dr. Massnick referred to the Faculty Commission report which is available on the AFC website.

5.8 Healthcare

Ann Hubbard referred to the Healthcare Commission report which is available on the AFC website. She also shared that she is working on a message to send out to previous Healthcare Commission members. Nancy Zinser reported that Commission is currently working to find region representatives.

5.9 Institutional Effectiveness, Planning and Professional Development

Mr. Pelitera reported that the Commission recently had a conference call. He hopes to join in with Region V for the Spring Conference.

5.10 Learning Resources

Ms. Miller referred to the Learning Resources report which is available on the AFC website.

5.11 Student Development

Ms. Harris, commission chair-elect, referred to the Student Development Commission report which is available on the AFC website.

5.12 Technology

Mr. Lefavi referred to the Technology Commission report which is available on the AFC website. He plans to have a video challenge with all the colleges, the Commission is still working on the details. The Technology Commission will join Region V for the Spring Conference.

5.13 Trustees

Mr. Brawer shared that many college Trustees are currently in limbo and not sure of their status at this time. They are awaiting official appointments from Governor DeSantis. Mr. Brawer shared that the AFC Trustees Legislative Conference will be March 13-14, in Tallahassee.

5.14 Workforce, Adult, and Continuing Education

Mr. Buckthorpe reported that he is working to build the Commission by finding individuals who want to be active members. He is currently seeking region representatives for the Commission.

Mr. Brawer thanked the Faculty Commission for planning to join in the AFC Conference on College Teaching and Learning. The Commission plans to have their finalists for Faculty of the Year present at the conference. In the future the Commission hopes to present the award for Faculty of the Year at the Conference on College Teaching and Learning. He encouraged other commissions to bring presentations to the Teaching and Learning Conference.

6.0 Regional Business

6.1 Region I

Dr. Calloway referred to the Region I report which is available on the AFC website. He shared that the Region is looking for a Commission to join in the Region I Spring Conference, April 19 at Chipola College. He stated that the Region's focus for the year will be member retention.

6.2 Region II

Mr. Wetzel referred to the Region II report which is available on the AFC website. He shared that the Region is currently looking for a director-elect. The Region is also looking for a Commission to join in the Region II Spring Conference, April 19 at Florida State College at Jacksonville.

6.3 Region III

Ms. Sellers referred to the Region III report which is available on the AFC website. She shared that the Region is currently looking for a director-elect. The Region is also looking for a Commission to join in the Region III Spring Conference, April 12 at the College of Central Florida.

6.4 Region IV

Mr. Harris has been in contact with chapter presidents in the regions. He is planning a meeting to begin Region Spring Conference plans. The Region IV Spring Conference

will be April 26 at the State College of Florida, Manatee-Sarasota. The Region will also be looking for a Director-Elect.

6.5 Region V

Mr. Johnson referred to the Region V report which is available on the AFC website. He also shared that Career and Professional Employees Commission, Equity, Diversity, and Inclusion Commission and Technology Commission would be joining in the Region V Spring Conference March 28-29 at Miami Dade College.

Ms. Kiner reminded the Commission chairs that all Commissions need to join a Region for their Spring Conference or plan to have

7.0 Standing Committees

7.1 Awards

Ms. Porter referred to the Awards Committee report which is available on the AFC website. She announced that all region representative positions have been filled. Ms. Porter also announced that the Committee has begun revamping the awards process. The edits should be complete by June.

7.2 Bylaws

No Report

7.3 Certified College Professional

Ms. Tripp referred to the Certified College Professional Committee report which is available on the AFC website. She also referred to the CCP section in the 2019 Leadership Manual.

7.4 Human Resources and Finance

No Report

7.5 Legislative

No Report

7.6 Member Services

Ms. Miner referred to the Member Services Committee report which is available on the AFC website. She shared that the Committee is currently looking for a Region IV Representative.

7.7 Membership Development

Ms. Curtiss referred to the Membership Development Committee report which is available on the AFC website. She announced that beginning February 1, the 2019 Membership Incentive Plan will begin. The goal is to increase the Association membership by 10%.

7.8 Nominating

Dr. Coleman-Ferrell announced that she will be reaching out to members beginning in March, encouraging individuals to step up and consider running for an executive office.

7.9 Planning and Development

Ms. Sutton reported that she and co-chair Mr. Williams are excited to assist in getting Operational Plans together for the Regions, Chapters and Commissions.

7.10 Policy and Advocacy

No Report

7.11 Service Projects

Ms. Barrett announced that the service project for the 2019 Leadership Conference will benefit Give Kids the World Village. A representative from the organization will speak and collect the donated items Friday, February 1.

Ms. Miller shared a concern about the upcoming Annual Conference at Innisbrook. At a previous conference a mobility restricted member found it difficult to navigate around the resort. Mr. Brawer said that he would inquire with the hotel about the options the facility can provide.

8.0 Liaisons and Special Committees

8.1 Journal Editorial Board

President McGee asked if anyone members of the board were interested in joining the Journal Editorial Board to contact her within the next few days.

8.2 AFC Retirees

A submitted report is available on the AFC website.

8.3 Speakers Bureau

Ms. Fishburne shared that the Speakers Bureau currently has 9 speakers. A full report is available on the AFC website.

President McGee adjourned the January 30, 2019, meeting of the Board of Directors at 6:05 p.m.