

AFC BOARD OF DIRECTORS MEETING
Monday, May 13, 2019
College of Central Florida

Meeting Minutes

1.0 General Business

1.1 Call to Order

President Marjorie McGee called the May13, 2019, meeting of the Board of Directors to order at 1:19 p.m.

1.2 Roll Call – sign-in sheet

The sign in sheet was sent around the room. The following members of the Board of Directors were present:

Executive Committee

Marjorie McGee
Matthew White
Ray Coulter
Lisa Barnes
Tracy Glidden
John Fey

Region Officers

Matt Wetzel
Kim Sellers
Mark Johnson

Commission Chairs

Lynne O’Dell
Alan Montgomery
Katie Profeta
Govindah Ramnarain
Ann Hubbard
Nancy Zinser
Michael Pelitera
Claire Miller
Mikel James
Ryan Buckthorpe

Committee Members

Byron Todd
Christine Tripp
John Capra
Holly Sutton
Gregory Williams
Sandi Barrett
Pat Harrell
Juanita Scott

Ex-Officio Members

Andre Hawkins

1.3 Consent Items for Approval or Ratification

- 1.3.1 Approval, Board of Directors Agenda, May 13, 2019
- 1.3.2 Approval, Board of Directors Meeting Minutes – January 30, 2019
- 1.3.3 Ratify, Ohio Security Insurance Company-Commercial Package Policy
- 1.3.4 Ratify, Embassy Suites Palm Beach Gardens-Campus Safety & BIT Training
- 1.3.5 Ratify, Villas of Grand Cypress- Council of Presidents Annual Meeting
- 1.3.6 Ratify, The NCHERM Group, Agreement for BIT Training

Mr. Brawer detailed the consent items. He asked that item 3.4 Discussion, Board Restructuring be tabled at this time. He stated that more time is

needed for the Executive Committee to discuss this matter. The Committee will meet to discuss this prior to the September Board of Directors meeting.

Action: *Upon a motion by Claire Miller and a second by Sandi Barrett the consent items were approved or ratified unanimously.*

2.0 President's Report– Marjorie McGee, President

2.1 Update, Visions Online

President McGee asked Claire Miller to give an update on the status of Visions. Ms. Miller referred to two distributed reports. She asked for nominations of individuals who would like to join the Visions and Institutional Repository (VAIR) Committee.

2.2 Information, Dues Restructuring

President McGee asked Mr. Brawer to provide the board with more information on the restructuring of the member dues categories. Mr. Brawer referred to a distributed document that showed the breakdown of the proposed dues restructuring. Mr. Brawer explained the process of getting all new full-time members to a flat rate member rate of \$50.00, beginning July 2020. The restructuring would also increase the membership fee of adjunct and part-time employees to \$25.00. Mr. Brawer stated that the dues restructuring bylaw change would have to be voted on at the September 20, 2019 Board of Directors meeting and would then be taken to the membership during the Assembly of Delegates meeting at the AFC Annual Conference on November 8, 2019.

3.0 Executive Director/CEO Report - Michael Brawer

3.1 Approval, AFC Financial Report

Mr. Brawer referred to the distributed Association Financial Report. He explained the items on the report.

Action: *Upon a motion by Kim Sellers and a second by Sandi Barrett the AFC Financial Report was approved unanimously.*

3.2 Update, BIT/Campus Safety Symposium

Mr. Brawer asked Marsha Kiner to provide an update on the B.I.T. Training and the Campus Safety Symposium. Ms. Kiner announced that the B.I.T. Training will take place on July 10-11 and the Campus Safety Symposium will take place on July 12-13. Both events will be held at Palm Beach State College, Palm Beach Gardens Campus. Submissions for session proposals are being accepted at this time. She encouraged all who work in a related area to consider submitting.

President McGee reminded the board that one goal for this year is to put out a Campus Safety Survey, Similar to the one that was sent out in 2017. The focus of this year's survey will be methods, trainings and tools that are being used on college campuses. President McGee thanked Alan Montgomery, chair of the AFC Campus Safety Commission, for his assistance in building that survey. The survey will be sent out through COBA to each college's campus safety, public safety or police

department.

3.3 Approval, Proposed Amendment to AFC Standing Rules

Mr. Brawer referred to the distributed standing rule amendment document. President McGee explained the proposed amendment. She shared that this would add a more descriptive explanation of the expectations of each member of the board of directors.

Action: *Lisa Barnes motioned and Sandi Barrett seconded the Proposed Amendment to the AFC Standing Rules.*

Claire Miller proposed a verbiage revision to the proposed amendment change in section 2, g. It would add “to work collaboratively and positively with staff and other board members as positive partners towards the achievement of our goals in good faith.” She also proposed that Section 2, i, be rephrased to the positive as currently it is the only rule written in the negative. So the verbiage change would read, “Speak and behave respectfully towards fellow board members.”

Matt Wetzel proposed a verbiage change to Section 2, g. His proposed change would read, “Work collaboratively and nurture positive relationships with AFC staff and other Board members as partners toward achievement of our goals and in good faith.” He felt this would then eliminate the need for Section 2, k. Sandi Barrett proposed adding “AFC staff”, to Section 2, g, just to clarify.

After further discussion, Mr. Brawer read the two edits presented. The first was for Section 2, g, it would now read, “Work collaboratively and nurture positive relationships with AFC staff and other Board members as partners toward achievement of our goals.”

Action: *Upon a motion by Claire Miller and a second by Sandi Barrett the amendments to the Proposed Amendment change to the AFC Standing Rule, Section 2, g, was approved unanimously.*

Mr. Brawer read the second edit to the Proposed Amendment change, Section 2, i. It would now read, “Avoid speaking disparagingly of any fellow board member.”

Action: *Upon a motion by Tracy Glidden and a second by Nancy Zinzer the amendments to the Proposed Amendment change to the AFC Standing Rule, Section 2, I, was approved unanimously.*

Action: *After further discussion and two amendments to the Proposed Amendment to the AFC Standing Rules, the motion by Lisa Barnes and second by Sandi Barrett to approve the Proposed Amendment to the AFC Standing Rules was approved unanimously.*

3.4 Discussion, Board Restructuring

This item was tabled.

3.5 Annual Conference Update – Marsha Kiner

Ms. Kiner referred to the Region and Commission Duties for Annual Conference documents that were distributed. She detailed the duties for each Region and Commission that is listed in each document. She also shared an update to the Commission meetings that will take place at the Annual Conference. Commissions will now meet at 3:45 p.m. on Thursday, November 7. Ms. Kiner shared that conference calls will be scheduled to further discuss Region and Commission duties at Annual Conference.

4.0 AFC Foundation – Andre Hawkins, Chair

Mr. Hawkins shared that the Foundation will plan to have a conference call later in the summer. The Foundation will host their annual meeting at the AFC Annual Conference. He reminded board members that the Foundation will be seeking donations for the silent auction that will take place at the Annual Conference. The money raised in the silent auction funds scholarships for members.

5.0 Commissions Business – Tracy Glidden, Vice President for Commissions

5.1 Administration Commission

Administration Commission chair, Lynne O'Dell submitted a written report that is available on the AFC website.

5.2 Campus Safety Commission

Campus Safety Commission chair, Alan Montgomery submitted a written report that is available on the AFC website.

5.3 Career and Professional Employees Commission

Career and Professional Employees Commission chair, Katie Profeta submitted a written report that is available on the AFC website.

5.4 Communications and Marketing Commission

Tracy Glidden provided some updates on behalf of the Commission. She shared that the Leroy Collins Award will be awarded this year at Annual Conference. She shared that CMC chair, Jonathan Cooks would be sending out an email with nomination instructions. Ms. Glidden also shared that the Commission currently has vacancies on their board and encouraged anyone with interest to apply.

5.5 Equity, Diversity and Inclusion Commission

EDI Commission chair, Daniella Pierre gave an update for the Commission.

5.6 Facilities Commission

Facilities Commission chair, Govindah Ramnarain submitted a written report that is available on the AFC website.

5.7 Faculty Commission

No Report

5.8 Healthcare Commission

Healthcare Commission Co-chair, Ann Hubbard submitted a written report that is available on the AFC website.

5.9 Institutional Effectiveness, Planning, and Professional Development

IEPPD Commission chair, Michael Pelitera, shared an update for the Commission.

- 5.10 Learning Resources Commission
Learning Resource Commission chair, Claire Miller submitted a written report that is available on the AFC website.
- 5.11 Student Development Commission
Student Development Commission chair, Mikel James submitted a written report that is available on the AFC website.
- 5.12 Technology Commission
No Report
- 5.13 Trustees Commission
Mr. Brawer announced that the Trustee Commission has recently changed leadership and the Commission plans to work diligently on policy and advocacy issues this year.
- 5.14 Workforce, Adult and Continuing Education Commission
WACE Commission chair, Ryan Buckthorpe submitted a written report that is available on the AFC website.

6.0 Regional Business – Ray Coulter, Vice President for Regions & Chapters

- 6.1 Region I
Evelyn Ward, interim Region I Director, submitted a written report that is available on the AFC website. Matt White provided additional updates for the region.
- 6.2 Region II
Matt Wetzel, Region II Director, submitted a written report that is available on the AFC website.
- 6.3 Region III
Kim Sellers, Region III Director, submitted a written report that is available on the AFC website.
- 6.4 Region IV
No Report
- 6.5 Region V
Mark Johnson, Region V Director, submitted a written report that is available on the AFC website.
- 6.6 Chapter Business

7.0 Standing Committees – Matthew White, President-Elect

- 7.1 Awards Committee
No Report
- 7.2 Bylaws Committee
No Report
- 7.3 Certified College Professional Committee
Christine Tripp, Committee chair and Lucia Fishburne, AFC staff liaison submitted a written report that is available on the AFC website.
- 7.4 Human Resources and Finance Committee
No Report
- 7.5 Legislative Committee
Jack Capra, incoming chair of the Committee, shared the happenings that

impacted the Florida College System and higher education from the recent legislative session.

7.6 Member Services Committee

Melonie Miner, Committee chair submitted a written report that is available on the AFC website. Ms. Juanita Scott encouraged members to take advantage of the benefits that are offered to AFC members.

7.7 Membership Development Committee

Wanda Curtiss and Stephanie L. Campbell, co-chairs of the Committee, submitted a written report that is available on the AFC website.

7.8 Nominating Committee

Mr. Matt White reminded the board that the deadline for submitting a nomination application for executive office is June 15, 2019.

7.9 Planning and Development Committee

Holly Sutton and Gregory Williams, co-chairs of the Committee, submitted a written report that is available on the AFC website.

7.10 Policy and Advocacy Committee

No Report

7.11 Service Projects Committee

Sandi Barrett, chair of the Committee, announced that the service project for the upcoming Campus Safety Symposium will benefit the Stand Down organization. Stand Down provides needed items to veterans in the Palm Beach area. Ms. Barrett will be working on a more concise list of items for attendees to bring to the Symposium.

8.0 Liaisons and Special Committees – Tunjarnika Coleman-Ferrell, Past President

8.1 AFC Retirees

Pat Harrell, chair of the Committee, submitted a written report that is available on the AFC website.

8.2 Speakers Bureau

Juanita Scott, Committee chair, and Lucia Fishburne, AFC staff liaison, submitted a written report that is available on the AFC website.

President McGee thanked everyone who was able to attend and adjourned the meeting of the AFC Board of Directors at 3:59 p.m.