

AFC BOARD OF DIRECTORS MEETING

Wednesday, January 29, 2020

3:00 PM

Association of Florida Colleges

1725 Mahan Drive

Tallahassee, FL 32308

Meeting Minutes

1.0 General Business

1.1 Call to Order

President Matthew White called the January 29, 2020 meeting of the AFC Board of Directors to order at 4:04 p.m.

1.2 Roll Call

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

Matthew White

Holly Sutton

Christine Tripp

John Fey

Gregory Williams

Marjorie McGee

Andre Hawkins

Lynne O'Dell

Yakir Fernandez

Sharon Walker

Travis Jordan

Govindah Ramnarain

Jean Scheppers

Ann Hubbard

Mercedes Clement

Chalah Harris

Jessie Clayton

Tim Morris

Wanjiku Jackson

Joyce Smith

Charlene Latimer

Jaimie Pagels

Brenda Rante

Rochelle Popp-Finch (John Barbieri)

Melonie Miner

Juanita Scott

Sandi Barrett

Dolores Teter

1.3 Consent Items for Approval or Ratification

1.3.1 Approval, Board of Directors Agenda, January 29, 2020

Mr. Michael Brawer made a request to table item 3.3 as Byron Todd, Finance and Human Resources Chair, was not present at the meeting to present the Proposed Budget Revisions to the Board of Directors. Mr. Brawer stated that the revisions would be sent to current board members electronically within the next couple of weeks.

1.3.2 Approval, Board of Directors Meeting Minutes – November 5, 2019

Action: Upon a motion by Mercedes Clement and a second by Wanjiku Jackson items 1.3.1 and 1.3.2 were approved unanimously.

2.0 President's Report– Matthew White, President

2.1 Review, 2020 President's Goals

President Matthew White discussed his 2020 theme for the Association, "Looking for Dedicated People with 2020 Vision." He referred back to the "tufts" and padfolios that were shared with members at the conclusion of the 2019 AFC Annual Meeting and Conference. He encouraged all board members to distribute three tufts to coworkers at their colleges and to use the padfolio which also contains a list of important AFC meeting dates.

President Matthew White shared his 2020 Presidential Goals for the Association. The four main goals for 2020 include: planned college wide events at select colleges to revive chapters, enhancement of AFC Board of Directors Professional Development, expand the AFC Campus Safety Symposium to include Cybersecurity, and to review and simplify all AFC awards criteria. A copy of the 2020 AFC President's Goals can be found on the AFC website.

3.0 Executive Director/CEO Report - Michael Brawer

3.1 Ratify, AFC Financial Report

Mr. Brawer referred to the distributed document titled, Financial Summary for Board of Directors Meeting dated January 28, 2020.

Action: Upon a motion by Jean Scheppers and a second by Charlene Latimer the AFC Financial Report was ratified unanimously.

3.2 Ratify, Audit 2018-19

Mr. Brawer referred to the distributed document titled, Association of Florida Colleges, Inc. Financial Statements, dated June 30, 2019. Mr. Brawer detailed the document, which was prepared by Independent Auditor, James Davis. President White commended Eileen Johnson and Michael Brawer for their hard work throughout the year.

Tim Morris asked to clarify if the audit was for the Association only or if it also included the AFC Foundation. Mr. Brawer confirmed that it was solely the Association represented in the audit. Mr. Morris asked if the Foundation audit was available for review. Mr. Brawer replied that the AFC Foundation Board approves that audit, but he could arrange a time to share that with him.

Action: Upon a motion by Jaimie Pagels and a second by Chalah Harris the Audit 2018-19 was ratified unanimously.

3.3 Ratify, Proposed Budget Revisions - Byron Todd

The Proposed Budget Revisions were tabled. The revisions will be presented

later.

4.0 AFC Foundation – Andre Hawkins, Chair

Chair Andre Hawkins reported that the Silent Auction that was held at the AFC Annual Meeting and Conference raised over \$8000.00 for the AFC Foundation. Chair Hawkins will share a PowerPoint presentation with the attendees of the Leadership Conference on January 31, 2020.

5.0 Commissions Business – John Fey, Vice President for Commissions

5.1 Administration

Lynne O'Dell, chair, shared an update for the Administration Commission. A submitted report can be found on the AFC website.

5.2 Campus Safety

Yakir Fernandez, chair, shared an update for the Campus Safety Commission. A submitted report can be found on the AFC website.

5.3 Career and Professional Employees

Sharon Walker, chair, shared an update for the Career and Professional Employees Commission. A submitted report can be found on the AFC website.

5.4 Communications and Marketing

Travis Jordan, chair, shared an update for the Communications and Marketing Commission. A submitted report can be found on the AFC website.

5.5 Equity, Diversity and Inclusion

there was no report for the Equity, Diversity and Inclusion Commission.

5.6 Facilities

Govindah Ramnarain, chair, shared an update for the Facilities Commission. A submitted report is available on the AFC website.

5.7 Faculty

Jean Scheppers, chair, shared an update for the Faculty Commission. A submitted report is available on the AFC website.

5.8 Healthcare Education

Patricia Gaglian, representative, shared an update for the Healthcare Education Commission.

5.9 Institutional Effectiveness, Planning and Professional Development

Brenda Rante, representative, shared an update for the Institutional Effectiveness, Planning and Professional Development Commission.

5.10 Learning Resources

Mercedes Clement, chair, shared an update for the Learning Resources

Commission. A submitted report is available on the AFC website.

5.11 Student Development

Chalah Harris, chair, shared an update for the Student Development Commission. A submitted report is available on the AFC website.

5.12 Technology

Jessie Clayton, chair, shared an update for the Technology Commission. A submitted report is available on the AFC website.

5.13 Trustees

Tim Morris, chair, shared an update for the Trustees Commission. He reported on the recent Trustees Commission Legislative Conference.

5.14 Workforce, Adult and Continuing Education

Sandy Barrett, representative, shared an update for the Workforce, Adult and Continuing Education Commission. A report submitted by Ryan Buckthorpe, chair, is available on the AFC website.

6.0 Regional Business – Holly Sutton, Vice President for Regions & Chapters

6.1 Region I

Wanjiku Jackson, director, shared a Region I update.

6.2 Region II

Joyce Smith, director, shared a Region II update. A submitted report is available on the AFC website.

6.3 Region III

Charlene Latimer, director, shared a Region II update. A submitted report is available on the AFC website.

6.4 Region IV

Jaime Pagels, director, shared a Region II update. A submitted report is available on the AFC website.

6.5 Region V

Brenda Rante, director, shared a Region II update. A submitted report is available on the AFC website.

6.6 Chapter Business

No chapter business to report.

7.0 Standing Committees – Ray Coulter, President-Elect

7.1 Awards Committee

President White shared a brief update from the Awards Committee. He reported that the Committee has been working to revise the awards criteria for all

categories. He also encouraged all Regions, Commissions, and Chapters to submit a book for awards.

7.2 Bylaws Committee

There was no report for the Bylaws Committee.

7.3 Certified College Professional Committee

Charlene Latimer, chair, shared an update for the Certified College Professional Committee. A submitted report is available on the AFC website. She encouraged all board members to register to attend the upcoming 5G Power Skills Workshop – Part 2. The Workshop will take place April 9, 2020, at Daytona State College.

7.4 Human Resources and Finance Committee

There was no report for the Human Resources and Finance Committee.

7.5 Legislative Committee

Michael Brawer shared a brief legislative update for the Legislative Committee.

7.6 Member Services Committee

Melonie Miner, chair, shared an update for the Member Services Committee. A submitted report is available on the AFC website.

7.7 Membership Development Committee

There was no report for the Membership Development Committee.

7.8 Nominating Committee

Marjorie McGee, chair, reported that the Nominating Committee will be looking for qualified nominees to fill positions on the AFC Executive Committee.

7.9 Planning and Development Committee

Juanita Scott, chair, reported that the Planning and Development Committee will be reviewing and refreshing the Committees bylaws. Ms. Scott is currently seeking region representatives and will be collaborating with the VP's of Commissions and Regions and Chapters.

7.10 Policy and Advocacy Committee

There was no report for the Policy and Advocacy Committee.

7.11 Service Projects Committee

Sandi Barrett, reported that the upcoming service project for the AFC Leadership Conference will benefit Canopy Oaks Elementary, a public elementary school in Leon County. A list of requested items can be found on the AFC website.

8.0 Liaisons and Special Committees – Marjorie McGee, Past President

8.1 AFC Retirees

Dolores Teter, chair, shared an update for the Retirees Committee. A submitted

report is available on the AFC website.

8.2 Speakers Bureau

Juanita Scott, chair, report that the Speakers Bureau is seeking new speakers. She encouraged all board members to consider joining.

OBFTGOTC?

Lucia Fishburne, AFC Communications and Marketing Coordinator, announced that she will be retiring from the Association on March 2, 2020. Mr. Braver thanked Ms. Fishburne for her hard work.

ADJOURN

President Matthew White adjourned the January 29, 2020 meeting of the Board of Directors at 5:37 p.m.

DRAFT