



Administration Commission Meeting – Conference Call
January 22, 2015, 9:00 a.m.

Administration Commission Meeting was called to order at 9:00 a.m. Present were:

Dr. Tunjarnika L. Coleman-Ferrell, Chair
Ms. Coleen Farinelli
Ms. Brenda Rante
Dr. Paul Horton
Mr. Gary Franklin
Dr. Hal Hollingsworth

I. Elected Officers and Board Members

The following designations were assigned and accepted:

Dr. X. Wang - Chair Elect
Ms. Brenda Rante – Secretary
Dr. Hal Hollingsworth – Treasurer
Jametoria Burton – Public Relations
Dr. Mark Davis – Legislative Liaison

Motion made by Coleen Farinelli to approve, Mark Davis seconded motion, all were in favor.

II. Discussions:

- In an effort to increase the presence of Administration Commission members to attend conferences, it was suggested that we develop a Symposium Workshop to be implemented at the Region V meeting at Palm Beach State College. Topics that may be of interest to leadership might include campus safety, recruitment and retention, student success, etc. In order to explore other topics, a survey will be created and distributed to members.
- The Administration Commission website can be found at: <https://afc.memberclicks.net/myafcadministration>. Board members will review the Administration Commission website and provide suggestions on how to improve/enhance its contents and market the website to members.
- Fundraiser ideas were discussed, such as a golf tournament. The Board will make a suggestion of two fundraiser ideas, and further discussions will continue at our next meeting.

- Joint Commissions: Dr. Coleman-Ferrel had a conversation with Ray Coultier in facilities about the possibility of doing a workshop at Joint Commission
- Scholarships to assist administrators to improve their leadership skills either through the CCP Program (\$150) or other professional programs was discussed. The Board will review the criteria for the necessary steps and guidelines associated with developing a scholarship fund.
- The Administration Commission is committed to having representation at AFC meetings. Jametoria Burton, who is a participant in the CCP program, will attend the Leadership Conference at Santa Fe (Jan. 28-29, 2015) and provide an update at our next meeting. Board members who are able to attend, should let the Chair know.
- The Administration Commission will hold monthly meetings and Board members will be notified in advance of dates and times. During the summer, the Administration Commission will hold one meeting.

III. **Action Items**

- Develop survey monkey to explore topics of interest, membership knowledge, fundraiser ideas.
- Review website and share suggestions to improve information and marketing to members.
- Fundraiser ideas
- Notify Board members of next meeting.

Meeting adjourned at 10:00 a.m.

Next Administration Commission TBA.

Minutes submitted:
Brenda Rante, Secretary
January 22, 2015