

Operational Plan for 2020

Association of Florida Colleges

Type of Unit: Commission (Commission, Region, Chapter)

Name of Unit: Career & Professional Employee Commission

Related AFC Goal	Unit Objective	Unit Activities	Person Responsible	Planned / Actual Dates	Measures Of Success (Data Elements)	Results
2, 4, 6 and 7	Increase Membership in the Career & Professional Employee Commission	<ul style="list-style-type: none"> a. Utilize membership list from AFC – to target potential members b. Continue to utilize promo item for recruitment c. Provide “campus reports” (at local chapter meetings, etc.) 	a. All Commission Officers	<ul style="list-style-type: none"> a. Monthly b. Ongoing b. Ongoing c. Ongoing 	<ul style="list-style-type: none"> a. Increase in number of members b. Hosting virtual Webinars c. Copies of agendas/ presentations d. List of contacts for each campus 	
1, 4, 5, 6 and 7	Innovation & Collaborate with AFC Regions, Chapters and Commissions	<ul style="list-style-type: none"> a. Collaborate with Regions, Chapters and Commissions on projects, workshops, conferences, etc. b. Assist State/Chapters with 	<ul style="list-style-type: none"> a. All Commission Officers b. All Commission Officers 	<ul style="list-style-type: none"> a. ongoing b. Ongoing 	<ul style="list-style-type: none"> a. Documentation of partnerships. b. Growth in Commission / 	

		<p>recruitment of new members</p> <p>c. Participate in Region Conference – each Region Rep. to present a CPEC topic</p>	<p>c. Region Representatives – presentation at each Region Conference</p>	<p>c. All Region Conferences</p>	<p>Chapter Membership.</p> <p>c. Documentation of workshops presented.</p>	
1, 3, 4, 5, 6, 7 and 9	Provide professional development opportunities	<p>a. Joint Spring Conference with Region I hosted by Northwest Florida State College with the Technology Commission</p> <p>b. Mentor Commissions (creating a timeline)</p> <p>c. Submit an article to Visions</p>	<p>a. All Commission Officers and local planning committee</p> <p>b. All Commission Officers</p> <p>c. CPEC Member</p>	<p>a. April 15, 2020 (virtual)</p> <p>b. Ongoing</p>	<p>a. Evaluations from participants</p> <p>b. Publication</p>	
1, 5, 6 and 9	Recognize exemplary Student Affairs Practitioners and students	<p>a. Provide annual Commission Awards</p> <p>b. Submit a press release of award winners to local media</p> <p>c. Send congratulatory letters to college administration notifying them of award winners</p>	<p>a. CPEC Board</p> <p>b. CPEC Board</p> <p>c. CPEC Board</p>	<p>a. Annual Conference</p>	<p>a. List of nominees and award winners.</p> <p>b. Copies of press releases</p> <p>c. Copies of letters sent</p>	

1, 6	Leadership	Induction of New Board for 2021	All members at Annual Conference	11/2020	To be voted on at annual conference	CPEC Board Meeting at Annual Conference
9	Community	Spring Conference Service Project	Chair, Region I Director	April 2020	Report the number of items donated	
1, 4, 5, 7	Networking	Increase use of AFC online community and CPEC Facebook	Webmaster, Chair	Ongoing	Number of CPEC users in AFC CPEC Circle and on Facebook	Ongoing

Updated July 2020