

**ASSOCIATION OF FLORIDA COLLEGES
2022 OUTSTANDING COMMISSION OF THE YEAR AWARD
CRITERIA AND PROCEDURES**

PERIOD OF REPORT

October 1 – September 30

CRITERIA

Each Commission of the Association of Florida Colleges is eligible for consideration of the Outstanding Commission of the Year Award.

Commission reports should show evidence of performance clearly consistent with the mission and goals of AFC. The contributions should be significant and outstanding as documented in the End of the Year Report.

Commission reports will be judged on the basis of the point system (Exhibit C).

PROCEDURE

Each Commission is encouraged to participate in this award.

Each Commission's report should include a completed information form (Exhibit C). Reports should document outstanding and significant contributions that meet the criteria for the Commission End of the Year Report and subsequently the Outstanding Commission of the Year award. No electronic submission will be accepted.

The report is to be submitted to the Awards Committee Chair no less than two weeks before the AFC Annual Conference. The date will be published once the Annual Conference dates are finalized.

The reporting period of the Commission End of the Year Report is October 1 – September 30.

The Awards Committee will make their selections during the AFC Annual Conference and the results will be announced at the conference. Special awards may be given to Commissions having exemplary performance in the areas of membership development, professional development, leadership training, or community service.

**ASSOCIATION OF FLORIDA COLLEGES
2022 OUTSTANDING COMMISSION OF THE YEAR AWARD
NOMINATION FORM**

Reporting Period: October 1 – September 30

The Commission End of the Year Report will now be used in the judging process for the Outstanding Commission of the Year. In the hopes of soliciting more participation in the awards program, the report has been streamlined. The purpose of the report is still to offer Commission chairs a measurable tool to use in planning and implementing a successful year in compliance with the Commission Vitality Report found in the AFC Bylaws, Article VIII, Section 2.

Complete and submit this form with your nomination. Attach additional pages as necessary. The report is to be submitted to the Awards Committee Chair no less than two weeks before the AFC Annual Conference. The date will be published once the Annual Conference dates are finalized.

COMMISSION: Technology

COMMISSION CHAIR: Jamie Beck

COMMISSION CHAIR’S E-MAIL ADDRESS: jbeck@pensacolastate.edu

COMMISSION CHAIR’S COLLEGE: Pensacola State College

COMMISSION CHAIR’S SIGNATURE:



Jamie Beck electronic signature

ACTIVITIES SUBMITTED FOR JUDGING

1. COMMISSION ACTIVITIES (Maximum 50 points)

Include any activities sponsored by the Commission, including Spring Conference, general membership meetings, and Commission board meetings. Include minutes of all general membership and Commission board meetings.

Special emphasis should be placed on membership development, professional development, leadership training, community service, political activities, and social activities. Special awards may be given to Commissions having exemplary performance in the areas of professional development, leadership training, or community service.

Region I Joint

Spring Conference participation – 5 points

Spring Conference participation 5 date of conference May 6, 2022

<https://www.myafchome.org/myafctechnology>

<https://afctechnologycommission.weebly.com/>

Commission Activities – 5 points each. (A maximum of 10 points will be awarded for social activities).

Name of Activity: AFC Technology Commission Webinar – Padlet Primer on May 6, 2022

Name of Activity: AFC Technology Commission Webinar – Libguides Presentation on May 6, 2022

Name of Activity: Technology Commission Exemplary Practice - TCC Learning Commons Pop-Up Video Initiative with Dr. Nicholas Vick, Tallahassee Community College, Dani Rowan Hawke, Tallahassee Community College, Dr. Merry Beth Low, Tallahassee Community College on November 19, 2021 presentation [2021 AFC Exemplary Practices Technology - YouTube](#)

1st place winner: Dani Hawke, Merry Low, & Dr. Nicholas Vick,
Tallahassee Community College
Presentation Title: LC Pop-Up Videos
Narrative: The Learning Commons staff at Tallahassee Community College (TCC) formulated the "Pop-Up Video" initiative. The pop-up video itself is a throwback to VH1's music pop-up videos from the 1990's in which little blurbs about the artist or song would appear. While incorporating cutting-edge platforms such as VidGrid and Canva, the Learning Commons staff have produced short videos that mimic VH1's engaging and nostalgic shorts. The content of these videos obviously diverges from that of VH1, and ranges from top skills for MAC1105 classes, to success in online courses, and the Spanish imperfect vs. preterit tenses. However, the form of these resources weaves a classic pop culture artifact with important course content and academic success tips for our students at TCC. These videos are short and sweet, intended to grab students' attention and quickly convey the information they need to be successful in their classes.

Name of Activity: AFC Technology Commission Halloween Contest 2022 using Adobe Express ongoing calls for Oct.2022

https://afctechnologycommission.weebly.com/uploads/5/4/3/7/54376519/halloweenfacebook_orig.png

Name of Activity: AFC-Recruiting <https://www.myafchome.org/join-afc> through events & holidays



Name of Activity: Hispanic Serving Institutions Presentation at North Campus by Dr. Belkis L. Cabrera VC AFC Tech. Comm. HSI Belkis Cabrera (weebly.com)

Name of Activity: may 6 minutes tech commission.pdf (weebly.com)

Name of Activity: 2022 march 11 minutes tech commission.pdf (weebly.com)

Name of Activity: 2022 feb. 28 minutes tech commission.pdf (weebly.com)

Name of Activity: 2021 nov. 10 minutes tech commission.pdf (weebly.com)

TOTAL POINTS AWARDED FOR COMMISSION ACTIVITIES 50 points

2. COMMISSION EXEMPLARY PRACTICE (Maximum 35 points)

Include only awards that are chosen from statewide applications as indicated on the official AFC Awards List. Internal awards such as Unsung Hero or commission member awards are considered non-exemplary practice awards. Provide award criteria, procedures, and award winner's name(s).

Awarding an Exemplary Practice – 15 points

Exemplary Practice criteria and procedure – 5 points

Non-exemplary practice awards – 5 points each (maximum of 10 points)

<https://www.myafchome.org/myafctechnology>

[AFC Technology Commission - AFC Commission of the YEAR 2022 \(weebly.com\)](#)

2022 Exemplary Practice Criteria

Awarding an Exemplary Practice Award 15

Exemplary Practice criteria and procedures included 5

Exemplary Practice award winner's name(s) PBSC tresPaths grant voted on 8/29 and postdated Nov. 18, 2022, to coincide with the Annual Conference recognition of Awards

Date of Exemplary Practice Presentation: 73rd Annual Conference Nov. 18, 2022

Non-exemplary commission Distinguished officer award: 5 points

Non-exemplary commission Unsung Hero officer award: 5 points

DISTINGUISHED SERVICE AWARDS: In Recognition of Extraordinary Service, Commitment and Dedication to the Association of Florida Colleges: Jessie Clayton, AFC Technology Commission past-Chair on November 19, 2021 - 5 points

2021 AFC Technology Commission of the Year Award <https://www.myafchome.org/2021-award-winners> - 5 points

TOTAL POINTS AWARDED FOR EXEMPLARY PRACTICE 35 points

3. OPERATIONAL PLAN (Maximum 10 points)

*Provide a copy of the **current** operational plan for the Commission.*

Commission Operational Plan—10 points

<https://www.myafchome.org/myafctechnology>

[AFC Technology Commission - AFC Commission of the YEAR 2022 \(weebly.com\)](#)

Operational Plan included 10

TOTAL POINTS AWARDED FOR OPERATIONAL PLAN 10 points

4. BYLAWS (Maximum 10 points)

*Provide a copy of the Commission's Bylaws showing they have been **reviewed/revised annually** by the Commission Executive Board or the Commission membership.*

<https://www.myafchome.org/myafctechnology>

[AFC Technology Commission - AFC Commission of the YEAR 2022 \(weebly.com\)](#)

BYLAWS AND MEETING MINUTES

Commission Bylaws– 10 points

Bylaws included 10 by a consensus of votes on 8/29/2022

[afc technology commission bylaws 2022.pdf \(weebly.com\)](#)

TOTAL POINTS AWARDED FOR BYLAWS 10 points

5. FINANCIAL REPORT (Maximum 10 points)

*Provide a copy of the **current year's** Commission's End of the Year Financial Report.*

Commission Financial Report – 10 points

<https://www.myafchome.org/myafctechnology>

[AFC Technology Commission - AFC Commission of the YEAR 2022 \(weebly.com\)](#)

[copy of technology commission financial ledger april 2022.xls \(live.com\)](#)

Financial Report included 10

TOTAL POINTS AWARDED FOR FINANCIAL REPORT 10 points

6. COMMISSION COMMUNICATIONS (Maximum 30 points)

*Include copies and/or screenshots of eblasts, brochures, CURRENT articles, newsletters, and other means of communication that is NOT social media. They must pertain to Commission events and not individual chapters. **The copies and/or screenshots need to be time-stamped.***

Each communiqué – 5 points each

Dates of communiqués online posted for the period of Oct. 1-Sept.30

[technologynewsletter2022.docx.pdf \(weebly.com\)](#)

[recruiting brochure 2022.docx.pdf \(weebly.com\)](#)

[2022 exemplary practice award competitionaugust 5th.docx.pdf \(weebly.com\)](#)

[todolist2022.docx.pdf \(weebly.com\)](#)

[AFC Trivia Survey \(surveymonkey.com\)](#)

[Copy of The AFC Technology Commission Presents Survey \(surveymonkey.com\)](#)

<https://www.myafchome.org/myafctechnology>

ANNOUNCEMENTS & NEWS

<https://afctechnologycommission.weebly.com/>

TOTAL POINTS AWARDED FOR COMMISSION COMMUNICATIONS 30 points

7. SOCIAL MEDIA (Maximum 30 points)

*Provide screenshots of Commission website, Facebook page, Twitter page and any other forms of electronic social media showing commission information, membership recruitment information, minutes, upcoming events, etc. **The screenshots need to be time-stamped.***

Commission Website – 5 points Facebook Page – 5 points

Other forms of electronic social media (Twitter, LinkedIn, Instagram, Weebly) – 5 points each

Commission Website included 5 Facebook Page Included 5 Other 20

<https://www.myafchome.org/myafctechnology>

Like us on Facebook: <https://www.facebook.com/groups/2557247747736073/>

Follow us on Instagram: <https://www.instagram.com/afc.tech/>

Check out our page on Weebly: <https://afcmdc.weebly.com/>

<https://afcmdc.weebly.com/technology-commission-quick-link.html>

<https://www.connectedandready.com/>

<https://afctechnologycommission.weebly.com/>

<https://www.linkedin.com/groups/12481162/>

<https://www.instagram.com/afc.tech/>

https://twitter.com/afc_tech

LinkedIn, Instagram & Twitter included added Pinterest [Pinterest](#)

<https://tinyurl.com/2022AwardWinner>

TOTAL POINTS AWARDED FOR SOCIAL MEDIA 30 points

8. COMMISSION CHAIR AFC BOARD OF DIRECTORS MEETING ATTENDANCE (Maximum 20 points)

Provide a copy of each AFC board of directors meeting minutes with names of the commission chair or chair-elect highlighted.

Attendance by Chair or Chair-Elect – 5 points each

<https://www.myafchome.org/myafctechnology>

Dates of Attendance: Commission Meeting on November 12, 2021, AFC Board of Directors Meeting on November 15, 2021, January 26, 2022

[Board of Directors Meeting \(memberclicks.net\)](#)

TOTAL POINTS AWARDED FOR BOARD OF DIRECTORS MEETING ATTENDANCE 20 points

9. AFC BOARD OF DIRECTORS WRITTEN REPORT (Maximum 20 points)

Provide a copy of each Commission Report.

Each report submitted at the AFC BOD Meeting - 5 points each

Dates of Reports Submitted: <https://www.myafchome.org/myafctechnology>

[AFC Technology Commission - AFC Commission of the YEAR 2022 \(weebly.com\)](#)

[technology_commission_board_report_1-26-22.pdf \(weebly.com\)](#)

Executive Committee Meeting – January 26, 2022

Board of Directors Meeting - January 26, 2022

Executive Committee Meeting- July 13, 2022 (In-person)

Board of Directors Meeting- July 27, 2022 (Virtual)

Pre-Conference Board Meeting - Sheraton Panama City -September 2022 (Date TBD)

TOTAL POINTS AWARDED FOR BOARD OF DIRECTORS WRITTEN REPORT 20 points

10. FUNDRAISING ACTIVITIES BY COMMISSION (Maximum 30 points)

The Commission must provide a copy of each activity announcement making sure that the Commission involvement is clearly documented. Any organized fundraising activity. – 5 points each

Name of Activity: Foundation Fundraising ongoing



Name of Activity: Silent Auction Donation November of 2021-2022 ongoing

[2021_silent_auction_flyer_9.13.2021-1_1.pdf \(weebly.com\)](#)

TOTAL POINTS AWARDED FOR FUNDRAISING 10 points

TOTAL POINTS: 225

POINTS OF INFORMATION FOR COMMISSION END OF THE YEAR REPORT

Commission Activities. Include any activities sponsored by the Commission, including Spring Conference, general membership meetings, and Commission board meetings. The Commission Conference may be co-hosted with other commissions. Include a copy of the minutes from each commission board meeting or general membership meeting. Commission Board meetings could include any meeting in person, via phone conference or teleconference of the Commission's officers. Special emphasis should be placed on professional development, leadership training, community service, political activities, and social activities. Special awards may be given to Commissions having exemplary performance in the areas of membership development, professional development, leadership training, or community service. Five points will be awarded for each Commission activity up to 10 activities. **These are not individual chapter activities.** A maximum of 10 points will be awarded for social activities. Include date (month, day, year) on everything.

Commission Exemplary Practice. Exemplary practices should include only awards that are chosen from statewide applications. Internal awards such as Unsung Hero or commission member awards are not eligible for this category. Include award criteria, procedures and award winner's name(s) for all exemplary practices awarded by the Commission during the criteria period. Points are also awarded for any Exemplary Practice presentation presented at the Commission Conference or the AFC Annual Conference. Include the Conference program or the AFC Annual Conference program as documentation of the presentation.

Operational Plan. Include a copy of the current Commission's Operational Plan and your progress.

Bylaws. Include a copy of the Commission's Bylaws that clearly show current revision and/or review.

Financial Report. Include a copy of the current year's Commission's end of the year financial statement.

Commission Communications. Include copies of each method of communication that is NOT social media but can include eblasts, Current articles, newsletters, and brochures. They must be time-stamped within the criteria period.

Social Media. Include an up-to-date screenshot of the Commission website, Facebook page, Twitter page or other form of electronic social media including the date of printing within the criteria period.

Commission Chair AFC BOD Attendance. The Commission Chair is responsible for attending each of the four Board of Directors (BOD) meetings annually. If the Chair cannot attend, the Vice Chair may attend in their absence. Include a copy of the BOD meeting's minutes to prove attendance. Board meetings are held at the Leadership Conference in late January/early February, in mid-May, in mid-September for pre-conference, and at the Annual Conference. Board minutes can be found under the month and year of the meeting in the Calendar of Events (i.e., minutes for May 11, 2020, meeting will be found with the agenda for the September 22, 2020, meeting).

AFC BOD Written Report. The Commission Chair is responsible for submitting a Commission activity report at each of the four annual BOD meetings. Include a copy of the Commission report as submitted. Board meetings are held at the Leadership Conference in late January/early February, in mid-May, in mid-September for pre-conference, and at the Annual Conference. If a written report was submitted, it can be found on the agenda for the BOD meeting under month and year in the Calendar of Events.

REMEMBER:

- Complete **ALL** of the information on the nomination form. This helps the Awards Committee to ensure that you receive the maximum number of points.
- Clearly tab each section of the report according to the nomination form.
- Highlight pertinent information so that it catches the judges' eye.
- Document all activities with flyers, announcements, etc. AND results. Photos are encouraged. Clearly indicate the date of the activity so that the Committee knows the activity falls within the criteria reporting period.
- The report is to be submitted to the Awards Committee Chair no less than two weeks before the AFC Annual Conference. The date will be published once the Annual Conference dates are finalized. If submitted late, the book will not be judged but will be acknowledged.