

**ASSOCIATION OF FLORIDA COLLEGES
BOARD OF DIRECTORS' ZOOM METING
Tuesday, October 6, 2020**

Meeting Minutes

1.0 General Business

1.1 Call to Order

President Matthew White called the October 6, 2020 AFC Board of Directors' Meeting to order at 2:05 pm.

1.2 Roll Call

AFC Executive Director Marsha Kiner, took roll of the board members who were present on Zoom.

Matthew White

Ray Coulter

Holly Sutton

Christine Tripp

John Fey

Greg Williams

Marjorie McGee

Andre Hawkins

Byron Todd

Lynne O'Dell

Sharon Walker

Travis Jordan

Mercedes Clement

Chalah Harris

Jessie Clayton

Ryan Buckthorpe

Wanjiku Jackson

Charlene Latimer

Jaimie Pagels

Brenda Rante

Evelyn Ward

Jessica Kummerle

John Barbieri

Melonie Miner

Juanita Scott

Angela Falconetti

Sandi Barrett

Randey Burnette

Joe Pickens

1.3 Consent Items for Approval or Ratification

1.3.1 Approval, Board of Directors' Agenda, October 6, 2020

1.3.2 Approval, Board of Directors' Meeting Minutes, July 30, 2020

1.3.3 Ratify, Capital Health Plan, Group Renewal

1.3.4 Ratify, Attendify, Virtual Annual Conference Platform

1.3.5 Ratify, The Link Event Professionals, Virtual Conference Management

1.3.6 Ratify, Carroll and Company, Certified Public Accountants

1.3.7 Ratify, Ford Henley Consulting, LLC, Commercial Lease

1.3.8 Ratify, McLean Mortgage Corporation, Commercial Lease

1.3.9 Ratify, Alexis Simoneau, Commercial Sub-Lease

Action: Upon a motion by Mercedes Clement, Learning Resources Commission Chair, and a second by Holly Sutton, Vice President for Regions and Chapters, all the consent items presented were approved or ratified unanimously.

2.0 President's Report – Matthew White, President

President White shared that the Association has completed three Town Hall Meetings to date with the AFC Board of Directors, Commission Leaders, and Regions I and II. There are still three more meetings scheduled. He thanked members who have been attending the Town Halls and encouraged everyone to spread the word for the upcoming dates. Dates and times for upcoming meetings can be found on the AFC website.

2.1 AFC Membership Letter

President White referred to the letter written by Florida Gateway College President, Dr. Barrett. In the letter addressed to Executive Director, Marsha Kiner, he informs her that Florida Gateway College will not be renewing their membership to both the Association of Florida Colleges and the Florida College System Council of Presidents for the 2020-2021 fiscal year. Dr. Barrett notes reasons for not renewing the FGC Institutional Membership with the AFC. First, the direction that the AFC is heading, recent event that have occurred, and the value that AFC brings to FGC. In response, Ms. Kiner wrote a letter to Dr. Barrett requesting a meeting and making him aware that the FGC AFC chapter will be placed on provisional status. Ms. Kiner shared that she has spoken with attorney Bill Mullooney on the matter. Ray Coulter, AFC President-Elect, made mention that the letter also states that Florida Gateway Colleges will not be paying their annual dues to the Council of Presidents. President Joe Pickens, Council of Presidents Chair, stated that the Council has not addressed the letter.

Sharon Walker, Career and Professional Employees Chair, asked if there has been any communication with Dr. Barrett on the upcoming Professional Development webinar opportunities that the Association will be offering to each chapter. Ms. Kiner shared that she will be sharing that information with college presidents soon. She is currently finalizing details with Alpha UMi, who will be hosting the webinars.

Dr. Angela Falconetti, AFC Policy and Advocacy Committee Chair stated that she would like to the work with Ms. Kiner on stronger communication with the Council of Presidents. Ms. Kiner shared that she, AFC President White and AFC President-Elect Ray Coulter have a meeting scheduled to talk further with President Pickens and President Falconetti.

Ms. Kiner shared that the majority of colleges have paid their AFC Institutional Dues for the 2020-2021 fiscal year.

3.0 Executive Director/CEO Report – Marsha Kiner

3.1 Approval, AFC Financial Report

Ms. Kiner shared and detailed each line item on the AFC Balance Sheet. Juanita Scott, AFC Planning and Development Chair, asked about the noted COVID Tax Credit. Certified Public Accountant, Jim Davis replied that the credit received was not part of the President Trump's Executive Order but was a part of the original CARES Act. The payroll tax credit received will not have to be repaid.

Ms. Kiner shared and detailed each line item of the Budget to Actual. It was noted by

President White that although the AFC Cybersecurity Summit did not take in the monies budgeted, the event was a success for the first year.

Action: *Upon a motion by John Barbieri, Membership Development Co-Chair, and a second by Brenda Rante, Region V Director, the AFC Financial Report was approved unanimously.*

3.2 Ratify, AFC 2020 Audit

Ms. Kiner asked Jim Davis, CPA, to present the AFC 2020 Audit to the board. He detailed each item in the audit and shared that he will present Form 990 at a future meeting.

Action: *Upon a motion by Greg Williams, Vice President-Elect for Commissions, and a second by Charlene Latimer, Region III Director, the AFC 2020 Audit was approved unanimously.*

3.3 AFC Virtual Conference Update

Ms. Kiner shared the DRAFT of the 71st AFC Virtual Annual Meeting and Conference Schedule at a Glance with the board.

3.4 Information, Thank you cards

Ms. Kiner shared a thank you card from Canopy Oaks Elementary School. They were the recipients of the 2020 AFC Leadership Conference Service Project donations. She also shared a thank you card from Dr. Timothy Moore, Indian River State College President who began on September 1, 2020.

4.0 AFC Foundation – Andre Hawkins, Chair

Chair Hawkins shared that the Foundation has been meeting and will have a meeting at the AFC Annual Meeting and Conference. Chair Hawkins announced that there will not be a Silent Auction for 2020.

5.0 Commissions Business – John Fey, Vice President for Commissions

5.1 Administration Commission

Brenda Rante shared a brief update on behalf of Lynne O'Dell, chair. A submitted report is available on the AFC website.

5.2 Campus Safety Commission

There was no report for the Campus Safety Commission.

5.3 Career and Professional Employees Commission

Sharon Walker, chair, shared a brief update for the Commission. A submitted report is available on the AFC website.

5.4 Communications and Marketing Commission

Travis Jordan, chair, shared a brief update for the Commission. He shared that the fully online CMC Awards of Excellence has been a huge success. The Commission is planning to give out ten scholarships this year for members to attend the AFC Annual Conference and Meeting.

- 5.5 Equity, Diversity and Inclusion Commission
Wanjiku Jackson, incoming chair, shared a brief update on the upcoming webinar that that EDI will be hosting on October 28. The webinar will focus on social justice impacts in the classroom. Further information will be sent out via email.
- 5.6 Facilities Commission
There was no report from the Facilities Commission.
- 5.7 Faculty Commission
Ms. Kiner shared that the Faculty Commission will be hosting their Professor of the Year competition during the Annual Conference. Also, the Commission has been hosting weekly roundtable discussions. She encouraged the board to help get the word out to faculty members at their colleges. Sharlee Whiddon, AFC Communications Specialist, will send an email with the Roundtable information to AFC Chapter Presidents to share with faculty members.
- 5.8 Healthcare Education Commission
There was no report for the Healthcare Education Commission.
- 5.9 Institutional Effectiveness, Planning and Professional Development Commission
There was no report for the Institutional Effectiveness, Planning and Professional Development Commission.
- 5.10 Learning Resources Commission
Mercedes Clement, chair, shared a brief update for the Commission. A submitted report is available on the AFC website.
- 5.11 Student Development Commission
Chalah Harris, chair, shared a brief report for the Commission. A submitted report is available on the AFC website.
- 5.12 Technology Commission
Jessie Clayton, chair, shared a brief report for the Commission. A submitted report is available on the AFC website.
- 5.13 Trustees Commission
Ms. Kiner shared that she recently had a call with Trustees Commission Chair, Barbara Miedema. The Commission is making plans for their upcoming Legislative Conference in early 2021.
- 5.14 Workforce, Adult and Continuing Education Commission
Ryan Buckthorpe, chair, stated there was no report from the Commission.

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

- 6.1 Region I
Wanjiku Jackson, director, shared updates from the Region. She stated she will be

submitting notes to the AFC office to upload on the website.

6.2 Region II

Holly Sutton, Vice President for Regions and Chapters, shared that the Region II report is available on the AFC website.

6.3 Region III

Charlene Latimer, director, shared updates from the Region. A submitted report is available on the AFC website.

6.4 Region IV

Jaimie Pagels, director, shared that a Region IV report will be sent to the AFC office to upload on the website.

6.5 Region V

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

6.6 Chapter Business

There was no chapter business for discussion.

7.0 Standing Committees – Ray Coulter, President-Elect

7.1 Awards Committee

Evelyn Ward, chair, shared a brief Committee update. A submitted report is available on the AFC website.

7.2 Bylaws Committee

There was no report from the Bylaws Committee.

7.3 Certified College Professional Committee

Charlene Latimer, chair, shared a brief Committee update. A submitted report is available on the AFC website.

7.4 Human Resources and Finance Committee

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

7.5 Legislative Committee

Jessica Kummerle, chair, shared a Committee update. A submitted report is available on the AFC website.

7.6 Member Services Committee

Melonie Miner, chair, shared a Committee update. A submitted report is available on the AFC website.

- 7.7 Membership Development Committee
John Barbieri, co-chair, stated there was no report from the Committee.
- 7.8 Nominating Committee
Marjorie McGee, chair, shared a brief Committee update. The candidates for AFC Executive Office will be:
President-Elect – Ray Coulter, Palm Beach State College
Vice President-Elect for Commissions – John Barbieri, Indian River State College
Vice President-Elect for Regions and Chapters – Melonie Minor, Pensacola State College and Jaimie Pagels, Pasco-Hernando State College
- 7.9 Planning and Development Committee
Juanita Scott, chair, stated there was no report from the Committee.
- 7.10 Policy and Advocacy Committee
President Angela Falconetti, chair, shared a brief Committee update. She encouraged board members to view the presentation by President Joe Pickens to the State Board of Education which provided a budget highlight.
- 7.11 Service Projects Committee
Sandi Barrett, chair, thanked the board for all their help and the Member Services Committee for collaborating with the Service Projects Committee. Information about the Annual Conference service project will be forthcoming.

8.0 Liaisons and Special Committees – Marjorie McGee, Past President

- 8.1 AFC Retirees
Randey Burnette, chair, share that the Retirees Committee plans to host sessions during the Annual Meeting and Conference. He will be having further discussions with Ms. Kiner on the details.
- 8.2 Speakers' Bureau
Juanita Scott, chair, shared that she is looking for other ways that the Speakers' Bureau can gain some traction. She will be having further discussions with Ms. Kiner and President White about ideas.

9.0 Other Business

Ms. Kiner announced that the AFC will be launching a podcast. Christine Tripp and Doug Ryan will be co-hosts. The podcast is titled, The Community – An AFC Podcast, and will air on several platforms. Ms. Tripp shared that the first episode will debut on October 13.

Ms. Kiner shared that the AFC has started a book club. The book club meets virtually every third Thursday at 1 pm and is hosted by Tracy Glidden, Kara Lawson, and Elizabeth Shelby.

President White adjourned the meeting at 4:29 pm.