

ASSOCIATION OF FLORIDA COLLEGES
OUTSTANDING CHAPTER OF THE YEAR AWARD
NOMINATION FORM

Complete and submit this form with your nomination. Please fill out the form entirely. Attach additional pages as necessary. Nominations must be submitted to the Awards Committee Chair by July 31. See the Standing Committees section of the AFC Leadership Manual for address information.

COLLEGE: Florida South Western State College
ADDRESS: 8099 College Parkway CITY: Ft. Myers ZIP: 33919
CHAPTER PRESIDENT: Amy English E-MAIL ADDRESS: _____
CHAPTER PRESIDENT'S PHONE: 863-674-6006

ACTIVITIES SUBMITTED FOR JUDGING

1. MEMBERSHIP (Unlimited Points)

Points will be calculated for new members and member retention

NEW MEMBER POINTS - Excluding Trustees/Contributing
Chapters will earn points for new members enrolled during the period of June 1 – May 31 as follows:

- Each new full-time member acquired: 1 (one) point - excludes trustees, contributing, part-time, adjuncts, and retirees
- Each new adjunct or part-time member acquired: .50 (half) point
- New retiree (retiree or life retiree): .25 (quarter) point

RETENTION BONUS POINTS – Excluding Trustees/Contributing
Chapters will earn bonus point for the percentage of retained members as follows:

- 90% or more members retained: 5 points
- 75% - 89% of members retained: 2 points
- 74% or less of members retained: 0 points

Each year the AFC State Office will provide the previous year's total membership number (excluding trustees/contributing) as of May 31, to the chapter. Examples of the new calculation method will be provided to all chapters.

TOTAL POINTS AWARDED FOR MEMBERSHIP _____ points

2. STATE LEADERSHIP (Maximum 30 points)

Chapter must provide name(s) and office/committee as of May 31, 2017. Officers serving on May 31, 2017 will be the only officers awarded points for state leadership. Chapters must provide documentation for candidates not elected.

One officer to State, Region, or Commission Office or Committee appointee as of May 31, 2017 (5 points each)

SDC Reg IV Rep - Christina Seado Vasquez
SDC Historian - Amy English
Marketing Commission President - Teresa Morgenstern (Araque)

Names of candidates for State, Region, or Commission Office (2 points each)

TOTAL POINTS AWARDED FOR STATE LEADERSHIP _____ points

3. STATE, REGION AND COMMISSION PARTICIPATION (Maximum 50 points)

Chapter must provide copy of report submitted with submittal date, Region Conference registration verification, Minutes of Chapter President's meeting showing attendance and Commission Conference registration verification.

- Attendance at Legislative/Leadership Conference - 1 point per attendee (Maximum 5 points)
- Attendance at Safety Symposium - 1 point per attendee (Maximum 5 points)
- Attendance at Annual Conference - 1 point per attendee (Maximum 10 points)
- Submittal of Chapter Activity Report to Region Director prior to each of the four regularly scheduled Board of Directors meetings - 1 point each (Maximum 4 points)
- Attendance at Region Conference - 1 point each (Maximum 5 points)
- Attendance at Chapter President's meetings - 1 point each (Maximum 3 points)
- Attendance at Commission Conference - 1 point each (Maximum 18 points)

Note: Points are only awarded to one person per commission per conference

Attendance at Legislative/Leadership Conference 2

Name of attendees Amy English, Pam Macander

Attendance at Safety Symposium 4

Name of attendees Mary Mahan, Richard Parfitt, Danessa Stevens, Jackie Beard,

Attendance at Annual Conference 10

Name of attendees Rick Parfitt, Mary Mahan, Mireille Hauture, Matt Molliday, Pam Macander, Teresa Morgenstern (Araque), Jackie Beard, Azenitha Herrea, Amy English, Christina Seado Vasquez

Submittal Dates of Chapter Activity Reports to Region Director Jan 4, 2017, June 6, 2017

Attendance at Region Conference 3

Dates of Attendance at Chapter President's meetings Feb 14, 28; Apr 5, 25 2017

Attendance at Commission Conferences:

Name of attendee Jackie Beard Commission SDC

Name of attendee Katelyn Smalley Commission SDC
 Name of attendee Trang Burrey Commission SDC
 Name of attendee Amy English Commission SDC

TOTAL POINTS AWARDED FOR STATE, REGION & COMMISSION PARTICIPATION _____ points

4. COMMISSION EXEMPLARY PRACTICES (Maximum 90 points)

Chapter must provide copy of cover sheet or supporting documentation for nomination

Nomination for Commission Exemplary Practice - 5 points each

A maximum of 25 points will be awarded per commission.

Name of nomination _____ Exemplary Practice _____
 Name of nomination _____ Exemplary Practice _____
 Name of nomination _____ Exemplary Practice _____

TOTAL POINTS AWARDED FOR COMMISSION EXEMPLARY PRACTICES _____ points

5. CHAPTER POLITICAL ACTIVITIES (Maximum 20 points)

Chapter must provide a copy of each activity announcement making sure that the Chapter involvement is clearly documented.

Any organized political activity.

Include only activities sponsored or co-sponsored by the Chapter (not the College). - 5 points each

Name of activity Legislative Updates - Matt Holliday
 Name of activity _____
 Name of activity _____
 Name of activity _____

TOTAL POINTS AWARDED FOR CHAPTER POLITICAL ACTIVITIES _____ points

6. PROFESSIONAL DEVELOPMENT ACTIVITIES BY CHAPTER (Maximum 20 points)

Chapter must provide a copy of each activity announcement making sure that the Chapter involvement is clearly documented.

Any organized educational activity.

Include only chapter sponsored or co-sponsored activities. - 5 points each

Name of activity Angie Hartsell - Adaptive Services
 Name of activity Monica Moore - Academic Support / Bill Shaluk - Library
 Name of activity Dropatee Seelochan - International Studies
Pres. Jeff Allbritten - Pres., FSW

TOTAL POINTS AWARDED FOR PROFESSIONAL DEVELOPMENT ACTIVITIES _____ points

7. MEMBERSHIP DEVELOPMENT ACTIVITIES BY CHAPTER (Maximum 20 points)

Chapter must provide a copy of each activity announcement making sure that the Chapter involvement is clearly documented.

Any organized membership development activity. – 5 points each

Name of activity _____
Name of activity _____
Name of activity _____
Name of activity _____

TOTAL POINTS AWARDED FOR MEMBERSHIP DEVELOPMENT ACTIVITIES _____ points

8. COMMUNITY SERVICE ACTIVITIES BY CHAPTER (Maximum 28 points)

Chapter must provide documentation showing Chapter involvement.

Any organized community service activity. – 5 points each

Participation in a state sponsored service project – 2 points each

Name of activity ChildLife Dept - Arnold Palmer Hospital
Name of activity ACT Center - all year & Christmas
Name of activity Reg. IV - CASA
Name of activity SBC - Sunrise - School Supplies

TOTAL POINTS AWARDED FOR COMMUNITY SERVICE ACTIVITIES _____ points

9. SOCIAL ACTIVITIES BY CHAPTER (Maximum 20 points)

Chapter must provide a copy of each activity announcement making sure that the Chapter involvement is clearly documented.

Any organized social activity for chapter members or potential members.

Include only chapter sponsored or co-sponsored activities. – 5 points each

Name of activity _____
Name of activity _____
Name of activity _____
Name of activity _____

TOTAL POINTS AWARDED FOR SOCIAL ACTIVITIES _____ points

10. FUNDRAISING ACTIVITIES BY CHAPTER (Maximum 30 points)

Chapter must provide a copy of each activity announcement making sure that the Chapter involvement is clearly documented.

Any organized fundraising activity. – 5 points each

AFC Foundation Silent Auction Donation . Must provide copy of donation request form. – 5 points each

Name of activity Macy's shop for a cause
Name of activity Raffle Tree Fundraiser
Name of activity Silent Auction Donation
Name of activity _____

TOTAL POINTS AWARDED FOR FUNDRAISING ACTIVITIES _____ points

11. SCHOLARSHIP PROGRAM (Maximum 5 points)

Chapter must provide AFC chapter scholarship program criteria and documentation of scholarship awards or a copy of each activity announcement for the building of a scholarship program. Chapter involvement must be clearly documented.

An established scholarship program with criteria and documentation of awards – 5 points

Participation in a fundraising program to build a scholarship program. – 3 points each

Established Scholarship Program _____
Name of Activity to Build New Scholarship Program _____
Name of Activity to Build New Scholarship Program _____
Name of Activity to Build New Scholarship Program _____

TOTAL POINTS AWARDED FOR SCHOLARSHIP PROGRAM _____ points

12. SOCIAL MEDIA (Maximum 30 points)

Chapter must provide a screen print of chapter website, Facebook page, Twitter page or other form of electronic social media showing chapter information, membership recruitment information, minutes, upcoming events, etc. A college internal intranet is not considered social media.

Chapter Website – 10 points
Facebook Page – 10 points
Other form of electronic social media – 10 points

Chapter Website Included Facebook Page Included Other _____

TOTAL POINTS AWARDED FOR SOCIAL MEDIA _____ points

13. CERTIFIED COLLEGE PROFESSIONAL (CCP) PROGRAM (Maximum 60 points)

Chapter must provide name(s) of CCP candidates(s) as of May 31, 2017. Chapters must provide documentation for each session that a candidate participated, i.e., certificates of completion, and proof of graduation from the AFC state office.

CCP sessions completed – 5 points per session per participant

Graduation from program – 5 points per participant

Scholarship Award – 5 points per participant

Name of Candidate _____ Graduate _____

Sessions Attended _____

Name of Candidate _____ Graduate _____

Sessions Attended _____

Name of Candidate _____ Graduate _____

Sessions Attended _____

Scholarship Award for participant _____

TOTAL POINTS AWARDED FOR CERTIFIED COLLEGE PROFESSIONAL PROGRAM _____ points

14. PUBLICIZING CHAPTER ACTIVITIES (Maximum 10 points)

Submit copy of article published in/submitted to Current, any article published in other publication or day, date, and station for radio or TV appearance. Only print, radio or television press/advertising will be accepted. Internal announcements and email announcements are not considered in this category. Must be an AFC Chapter activity.

Each article submitted – 2 points each (Maximum 10 points)

Article titles and dates _____

TOTAL POINTS AWARDED FOR PUBLICIZING CHAPTER ACTIVITIES _____ points

15. CHAPTER ORGANIZATION (Maximum 20 points)

Copy of Bylaws showing reviewed/revised annually by the Chapter Executive Board or the Chapter membership – 5 points

Copies of minutes from Chapter Officer meetings- 5 points

Copies of minutes from Chapter member meetings - 5 points

Copy of Chapter Strategic Plan – 5 points

Chapter Bylaws Minutes from Chapter Officer meetings Minutes from Chapter member meetings _____

Strategic Plan

TOTAL POINTS AWARDED FOR CHAPTER ORGANIZATION _____ points

16. COLLEGE RETIRED MEMBERS ACTIVITIES (Maximum 15 points)

Chapter must provide contact information to include mailing address and/or email address for each chapter member who has retired from their college.

Chapter must provide copy of invitation or information concerning chapter events as sent to college retirees and method of distribution. Email invitations are accepted in this category.

Chapter must provide proof of college retiree's participation in chapter, regional or state activities. Points are only awarded per activity where college retired members are participating.

College Retired Members Contact List – 5 points

Publicizing of Chapter Activities to College Retirees – 1 point each activity (Maximum 5 points)

College Retiree Member's Participation in Chapter Activities – 1 point each activity (Maximum 5 points)

College Retired Members Contact List _____

Publicizing of Chapter Activities to College Retirees:

Event and dates of invitation _____

Event and dates of invitation _____

College Retired Member's Participation in Chapter Activities:

Event and dates of invitation _____

Event and dates of invitation _____

TOTAL POINTS AWARDED FOR RETIRED MEMBERS ACTIVITIES _____ points

TOTAL POINTS: _____

GROWTH RETENTION RATE

College/Chapter	2015-2016 Members (as of 06/30/2016)	2016 - 2017 Members (as of 06/30/17)¹	New Members Jul 2016- June 2017	2016-17 Members (minus New or Rejoined Members)	2016-17 Refetition Rate
Florida Southwestern State College	119	116	9	107	89.9%

GROWTH PERCENTAGE RATE

College/Chapter	2015-2016 Members (as of 06/30/2016)	2016 - 2017 Members (as of 06/30/17)¹	2016-17 Variance (as of 6/30/17)	2016- 17 % of Growth
Florida Southwestern State College	119	116	-3	-2.59%



AFC Membership Award presented at
Annual Conference

Amy English

From: Amy English
Sent: Tuesday, February 14, 2017 1:53 PM
To: Francine Puentes
Subject: Minutes
Attachments: Region IV Minutes.docx

Hi Francine,

Here are the minutes for the meeting today. I'm not typically a secretary, so I hope they are ok. Let me know about the next meeting!

Happy Valentine's Day!!

Thanks!

Amy S. English, M. Ed.
AFC Chapter President;
Academic Support Center Specialist
1092 E. Cowboy Way
LaBelle, FL 33935
(863)-674-6006



Chapter President's Meeting

Region IV Spring Conference Planning

Attendance:

Francine Fuentes, Kathy MacIenna, Andrea Lee, Amy English, Brenda Starr, Shretha Arrington, Greg Harris.

Start: 1:06 pm

Review Operation Plan:

Francine asked if everyone had looked over the plan. Everyone agreed that everything was covered on it.

Annual Budget:

Francine is expecting 125 in attendance at conference on April 28. Conference will be held at the Epicenter. Registration is \$50; April 14 is the deadline to register.

Sponsors:

There are currently two sponsors for \$150 each.

Door Prizes:

2 Dali Museum Tickets; Publix gift cards; Each chapter bring 10 prizes (no college swag!)

Programs:

Greg will check with his college to create a draft for program; Amy suggested reaching out to local printing companies for sponsorship.

Food:

Breakfast-Continental

Lunch-Cuban cuisine

Coffee offered throughout the day

Questions:

We discussed having meetings every two weeks until the conference; FSW will choose presenters for the conference (along with commissions?); Linda Hogan will be the keynote speaker; Chapter presidents should meet the night before the conference; There are 6 classrooms available for sessions at conference; Francine will find out when everyone has spring break and will schedule meetings accordingly.

Adjourn: 1:39 pm

Amy English

From: Amy English
Sent: Tuesday, February 28, 2017 2:02 PM
To: 'Francine Fuentes'
Subject: Minutes
Attachments: Region IV Minutes February 28.docx

I've attached the minutes from our meeting today. 😊

Amy S. English, M. Ed.
AFC Chapter President;
Academic Support Center Specialist
1092 E. Cowboy Way
LaBelle, FL 33935
(863)-674-6006



Chapter President's Meeting February 28, 2017

Region IV Spring Conference Planning

Attendance:

Francine Fuentes, Kathy MacIenna, Andrea Lee, Amy English, Brenda Starr, Tom Mason, Amy English, Sally Hoogewerf, Keith Loweke, Greg Harris.

Start: 1:03 pm

Door Prizes:

2 Dali Museum Tickets; 2 restaurant gift cards, Ice skating passes.

Chapters can send door prizes to Brenda Starr prior to the conference or bring them the day of the conference

A list of door prizes from each chapter would be beneficial for Francine.

Sponsors:

125 bags from Barnes and Noble Bookstore (will include informational flyer)

Programs:

St. Pete State College responsible for programs

Ice Breaker:

Sally suggested an ice breaker to ask others for information to meet and greet one another. Participants will have a list of questions to ask one another. Those who complete the sheet will be entered to win a door prize. Sally will take care of the ice breaker.

Proposals:

No proposals have been received yet.

Service Project:

CASA is the service project. Sally described the organization and provided a list of items that are requested. Flyer is available on the AFC website and will also be distributed to Region IV members.

Membership:

Francine will reach out to Tracy Glidden regarding membership. Tom Mason volunteered to speak about membership if Tracy is unable to attend.

Speakers:

Francine and Sally spoke to Michael Brawer regarding presenting legislative updates at the conference. He agreed to present legislative updates but may not be able to attend in person. He will present via Skype if unable to attend in person.

Registrations:

2 registrations have been received so far. Several others have sent them off.

Adjourn: 1:30 pm

Amy English

From: Lee, Andrea <leea@scf.edu>
ent: Wednesday, April 05, 2017 4:12 PM
To: Francine Fuentes; Amy English; 'MKiner@myafchome.org';
'rmckinon@pensacolastate.edu'; 'GHarris@polk.edu'; 'tom.mason@sfcollge.edu';
'Keith.Loweke@southflorida.edu'; 'tina.cardenas@southflorida.edu'; 'Kathy MacLenna';
'Barrett, Sandra L'; Magaly Tymms; 'Ramsammy, Jillian'; 'dlivesay@hccfl.edu'; 'Stephanie
Campbell'; dlivesay@hccfl.edu; 'Ramsammy, Jillian'
Cc: Sally Hoogewerf; Brenda Starr
Subject: Region IV Presidents Meeting Minutes - April 5, 2017
Attachments: Region IV Chapter Presidents' Meeting Minutes_April 5.docx

Hello All,

Attached please find the minutes from today's Region IV Chapter Presidents Meeting.

Sincerely,

Andrea L. Lee, MEd

Student Development Advisor - Advisor II
State College of Florida, Manatee-Sarasota
5840 26th Street West, Bradenton, FL 34207
(941) 752-5436
leea@scf.edu

"Academic advising is a deliberate collaboration between advisors and students creating teaching and learning relationships."

"We guide and support students toward their educational goals"

Region IV Chapter Presidents' Meeting

St. Petersburg College – Skype

April 5, 2017

Attendance:

Francine Fuentes, Sally Hoogewerf, Tom Mason, Amy English, Kathy MacLenna, Andrea Lee, and Magaly Tymms.

Start: 1:05 pm

Presentation/Details:

- All presenters have been notified as to whether their proposal was accepted.
- Detailed information including the conference schedule and presentation slot assignments will be sent by April 17th.

Conference Program:

- Lisa Palacio at SPC is working on the conference program
- Francine briefly reviewed the program outline but will send out additional detailed information later:
 - Service Project Drop-off
 - Registration/Continental Breakfast
 - Welcome by SPC President
 - Door Prizes/Ice Breaker
 - Session 1
 - Session 2
 - Lunch/Sponsor Recognition/VP Regions and Chapters/Student Speaker
 - Keynote Speaker
 - Session 3
 - Session 4
 - Chapter Reflections/CASA Presentation
 - Recognition/Awards
 - Closing Remarks
 - Door Prizes
- Michael Brawer is tentatively scheduled to do a legislative update but Ed Woodard from SPC is also able to provide an update
- Robert Flores is listed on the program agenda but Francine will follow up to confirm

Additional Sponsors/Vendors:

- Baycare and Barry University are secured as vendors
- Magaly Tymms is currently working on securing a few other sponsors
- Sandy Barrett may also have another sponsor
- Francine will be sending the food vendors a registration count on April 14th and will follow up with any adjustments the following week

Grand Prizes:

- Francine issued a reminder that each chapter should be donating 10 door prizes
- She is still working on securing grand prizes...currently largest prize is \$100 certificate from Publix
 - Francine will be speaking with local hotels to see if she can get a hotel stay donated

Awards:

- Francine will check the handbook to verify who gets awards; awards will likely be printed certificates

Volunteers:

- For the Chapter Presidents who can come the day before, Francine is requesting they visit the venue after 1pm to review the layout and finish any last needed items
 - SPC volunteers have also been secured

Miscellaneous:

- 35 attendees projected thus far
 - Presidents were encouraged to reach out to their chapters to try to get more members to attend
- On April 7th, Francine will be meeting to discuss how the money from the conference will be divided between the region and partnering commissions
- To go along with conference theme, we will likely have light-up lightsabers on the tables
- Francine will consider option of scheduling ice skating social the following morning for anyone who wishes to use their donated ice skating pass

Adjourn: 1:20 pm

Amy English

From: Amy English
Sent: Wednesday, January 04, 2017 9:05 AM
To: 'Francine Fuentes'
Subject: Chapter Report
Attachments: Association of Florida Colleges Chapter Report December 2016.docx

Hi Francine,

Attached is the chapter report for FSW including November and December. I also included some upcoming plans for January as well. I'm looking forward to working with you. I'll see you in Tallahassee in a couple of weeks! ☺

Have a great day!

Thanks,

Amy S. English, M. Ed.
AFC Chapter President;
Academic Support Center Specialist
1092 E. Cowboy Way
LaBelle, FL 33935
(863)-674-6006



Association of Florida Colleges

Florida SouthWestern State College Chapter Report

November:

Collected toys for AFC service project and delivered at Annual Conference.

Held fundraiser at the AFC Annual Conference which raised more than \$600.00 for our chapter.

FSW Chapter of AFC Executive Board members donated toys, crafts, cookie mixes, and gift cards to the local domestic abuse shelter to help them host Christmas activities for their residents and their children. Our Chapter purchased and donated \$100.00 in gift cards to Walmart for the center to give as gifts to the residents. Individual members donated the remaining items.

December:

General meeting was canceled due to other activities interfering.

Amy English, Chapter President and Pamela Macander, Treasurer of FSW Chapter of AFC are registered and will be attending AFC Legislative Days and the Leadership Conference in Tallahassee in January.

January:

Executive board is planning out 2017 as far as meetings, fundraisers, and events.

There is a Walk for Wishes planned in our community in March. AFC will be fundraising and participating in this event.

We are also considering collecting items for the Ronald McDonald House and will be hosting a book drive later in the semester to provide books and magazines to the local children's hospital.

Amy English

From: Amy English
Sent: Tuesday, June 06, 2017 2:21 PM
To: 'Francine Fuentes'
Subject: Chapter Report
Attachments: AFC April June Chapter Report.docx

I've attached the chapter report for April through June to this email. Thanks for the reminder! ☺ I would've completely forgotten otherwise.

Amy S. English, M. Ed.
AFC Chapter President;
Academic Support Center Specialist
1092 E. Cowboy Way
LaBelle, FL 33935
(863)-674-6006



Association of Florida Colleges
Florida SouthWestern State College Chapter Report

April

Our general meeting was held April 13. Amy English (chapter president) presented the leadership shapes activity. There were 10 members in attendance.

Three of our chapter members attended the Region IV Conference at St. Petersburg State College in Clearwater, FL on April 28.

May

The general meeting was canceled.

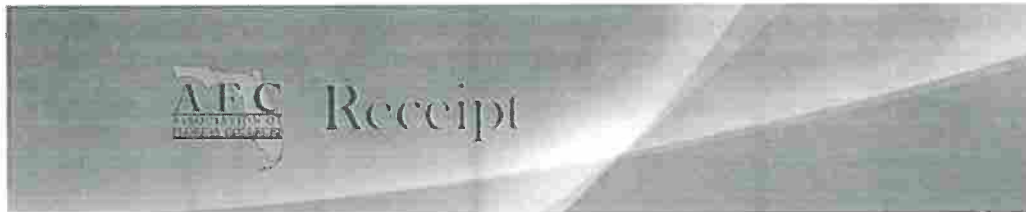
Four Chapter members attended the Student Development Commission Conference in Wesley Chapel, FL May 16-18.

June

Our general meeting is scheduled for June 8 and will feature Matthew Holliday, who will deliver legislative updates.

Mary Lou Mahan

From: afc@memberclicks-mail.net on behalf of Association of Florida Colleges
 <afc@memberclicks-mail.net>
Sent: Monday, May 23, 2016 10:40 AM
To: Mary Lou Mahan
Subject: Campus Safety Symposium Form Submitted



Thank you for registering to attend the AFC Campus Safety Symposium held at the Plaza Resort, July 7-8, 2016.

We look forward to seeing you there!

[Redacted] @ 00091757 Payment Method: Credit Card
 12934 Cherrydale Court
 Fort Myers, Florida 33919
 Receipt Number 10854924
 Receipt Date 05/23/2016 10:39:44
 Event Registration Cost: \$139.00
 If Sending Check Balance is: \$139.00
 If paid by Credit Card Balance is: \$0.00
 Last 4 digits of CC (if paid by CC) 9078

act 14507
act posted 5-27-16
to be
Travel for July 7+8, 2016

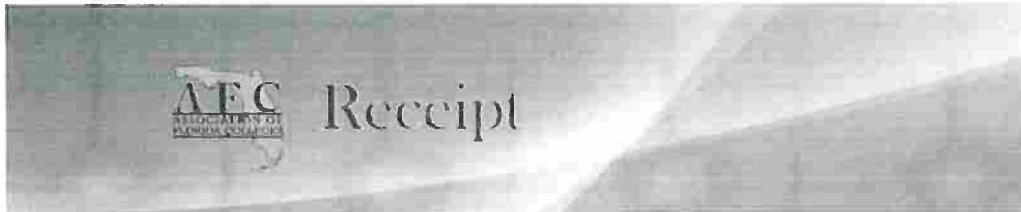
Make Checks Payable to:

Association of Florida Colleges | 115 East College Avenue, Tallahassee, FL 32301
 904-222-3222 | info@myafchome.org | www.myafchome.org

Trudy Wireman

From: Richard Parfitt
Sent: Monday, May 09, 2016 8:25 AM
To: Trudy Wireman
Subject: Campus Safety Symposium Form Submitted

From: afc@memberclicks-mail.net [mailto:afc@memberclicks-mail.net]
Sent: Monday, May 02, 2016 10:51 AM
To: Richard Parfitt
Subject: Campus Safety Symposium Form Submitted



Thank you for registering to attend the AFC Campus Safety Symposium held at the Plaza Resort, July 7-8, 2016..

We look forward to seeing you there!

Richard Parfitt 4488 St. Clair Avenue west North Ft Myers, Florida 33903	@0091757 charged to 60503C Posted 5-9-16 8:43AM.	Payment Method: Credit Card Event Registration Cost: \$139.00 If Sending Check Balance is:\$139.00 If paid by Credit Card Balance is: \$0.00 Last 4 digits of CC (if paid by CC) 9078
Receipt Number 10769689 Receipt Date 05/02/2016 10:50:46	travel for july 7 + 8, 2016	

registration

Paid on \$139.00 P.K.E.S
PCARD. 14507
(reconciled) 5/31/16 to ↑

Danessa E. Stevens

From: afc@memberclicks-mail.net on behalf of Association of Florida Colleges
<afc@memberclicks-mail.net>
Sent: Monday, May 23, 2016 9:25 AM
To: Danessa E. Stevens
Subject: Campus Safety Symposium Form Submitted



Thank you for registering to attend the AFC Campus Safety Symposium held at the Plaza Resort, July 7-8, 2016.

We look forward to seeing you there!

Danessa Stevens

2810 NW 22nd PL
Cape Coral, Florida 33993

Receipt Number 10854492

Receipt Date 05/23/2016 09:26:32

Payment Method: Credit Card

Event Registration Cost: \$139.00

If Sending Check Balance is \$139.00

If paid by Credit Card Balance is: \$0.00

Last 4 digits of CC (if paid by CC) 6371

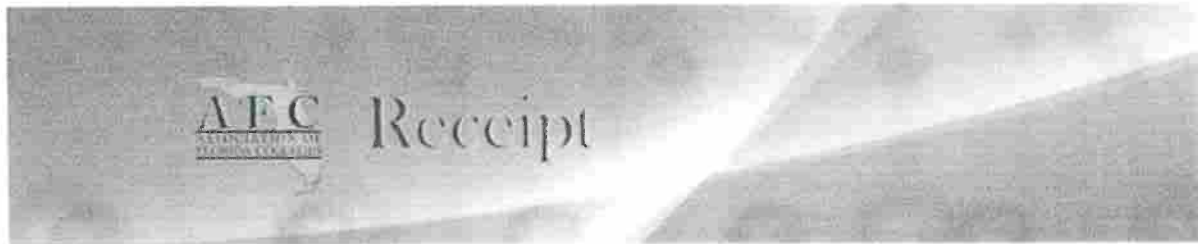
Make Checks Payable to:

Association of Florida Colleges | 113 East College Avenue, Tallahassee, FL 32301
850-222-3222 | info@myafchome.org | www.myafchome.org

Pamela M. Macander

From: Eileen Johnson <ejohnson@myafchome.org>
Sent: Wednesday, May 25, 2016 9:35 AM
To: Pamela M. Macander
Subject: RE: Registration for Safety Symposium

Below is the receipt that was emailed to him, I can see it in his record. It could be that the receipt got tagged as spam while the confirmation did not. I apologize but sometimes the college spam filters are overly sensitive to our emails. ☹



Thank you for registering to attend the AFC Campus Safety Symposium held at the Plaza Resort, July 7-8, 2016..

We look forward to seeing you there!

Jackie Beard
 3901 Anita Ave South
 Lehigh Acres, Florida 33976

Payment Method: Send Check

Event Registration Cost: \$139.00

Receipt Number 10861526

Send Check for Balance of: \$139.00

Receipt Date 05/24/2016 14:35:47

Last 4 digits of CC (if paid by CC)

Make Checks Payable to:

Association of Florida Colleges | 113 East College Avenue, Tallahassee, FL 32301
 850-222-3222 | info@myafchome.org | www.myafchome.org

Eileen Johnson
 Director of Administration and Finance
 Association of Florida Colleges
 113 East College Avenue

AFC Marketing Commission

https://afc.memberclicks.net/inc/quickForm/receipt/editReceipt.do?...

Print Friendly

President

Payment Information

Payment Type	Date	Amount
Form Debit	09/01/2016 13:46:02	(\$69.00)
Credit Card - Moolah Payments	09/01/2016 13:45:02	\$69.00
		Balance: \$0.00

Profile Information

Prefix: Ms.
 First Name: Teresa
 Last Name: Morgenstern
 Job Title: Director of Communications/Public Information Officer
 Badge Name:
 College Name: Florida Southwestern State College
 Email: tmorgenstern@fsw.edu
 Other Email - Assistant:
 Office Phone: 239-489-9061
 Office Phone Extension:
 Address: 3711 Canopy Circle
 Address2:
 City: Naples
 State: Florida
 Zip Code: 34120

MARCOM/GOSS/C

Assoc. of FC Colleges (AFC)
 Board of Directors 4/15
 Registration fee
 TAC02313

Event Registration

Fees: Registration fee \$69.00

Dietary Needs

Dietary Needs: Gluten Free
 Other:

Summary Expense Report
Teresa Araque(ID: @00074156)

Report Name: T_Araque_AFC_Board_Mtg **Report ID: TR007248**
Report Date: Sep 27, 2016 **Report Status: Paid**

General Information		
Report Type: Travel	Relocation: NO	Pay Amount: 79.00 USD
Purpose: Conference		Affiliation:
Description: AFC Board Meeting		
Initiated by: Lindsey England (ID: @01012527)		
Sent to Traveler by:		
Submitted by: Lindsey England (ID: @01012527)		

Remittance Address	
Travel:	Fifth Third Bank Naples, FL, 34119
Pay Source:	Direct Deposit

Email Address:

Itinerary	
From: Sep 15, 2016 02:00 PM Fort Myer, Florida	To: Sep 15, 2016 05:00 PM Lake Buena Vista, Florida
From: Sep 16, 2016 01:00 PM Lake Buena Vista, Florida	To: Sep 16, 2016 04:00 PM Fort Myers, Florida

Comments

Total: 362.70 USD

Reimbursable Expenses

Date	Expense Type	Pay in USD
Sep 15, 2016	Out of District - Meals	19.00
Sep 15, 2016	Out of District - Per Diem	60.00
Total:		79.00

Non-Reimbursable Expenses

Date	Expense Type	Pay in USD
Sep 15, 2016	Out of District - Hotel, Motel, BB **	122.63
Sep 15, 2016	Out of District - Car Rental **	59.00
Sep 15, 2016	Out of District - Gas**	33.07
Sep 15, 2016	Out of District - Registration Fee **	69.00
Total:		283.70

** - denotes expenses that do not require accounting.

Reimbursable Accounting

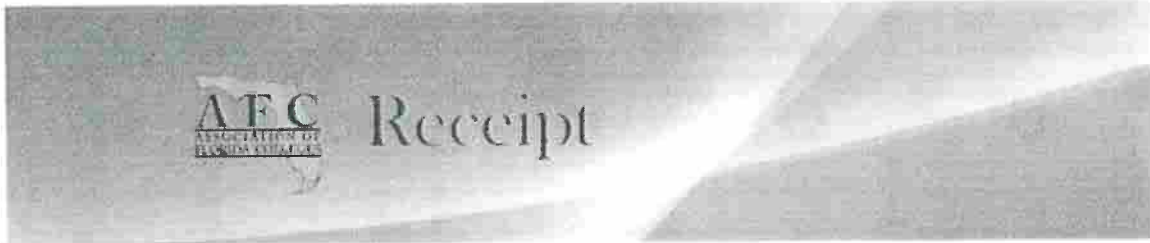
NSF	Chart	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	USD Amount
1	MARCOM	10	1126	60502J	67220					60.00
1	MARCOM	10	1126	60502M	67220					19.00
Total:										79.00

Non-Reimbursable Accounting

NSF	Chart	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	USD Amount
Total:										0.00

Pamela M. Macander

From: afc@memberclicks-mail.net on behalf of Association of Florida Colleges
<afc@memberclicks-mail.net>
Sent: Thursday, July 14, 2016 10:22 AM
To: Pamela M. Macander
Subject: 67th Annual Meeting and Conference Form Submitted



Thank you for registering to attend the 67th Annual Meeting and Conference held at the Buena Vista Palace, Orlando, November 2-4, 2016.

We look forward to seeing you there!

Make Checks Payable to: Association of Florida Colleges

Mail to: 113 East College Avenue
Tallahassee, Florida 32301

Payment Method Send Check

Pamela Macander

604 Hamilton Ave.
Lehigh Acres, Florida 33972

Event Registration Cost \$259.00

Receipt Number 11027229

Total Due by Check/Paid by Credit card \$259.00

Receipt Date 07/14/2016 10:21:30

Last 4 digits of CC (if paid by CC)

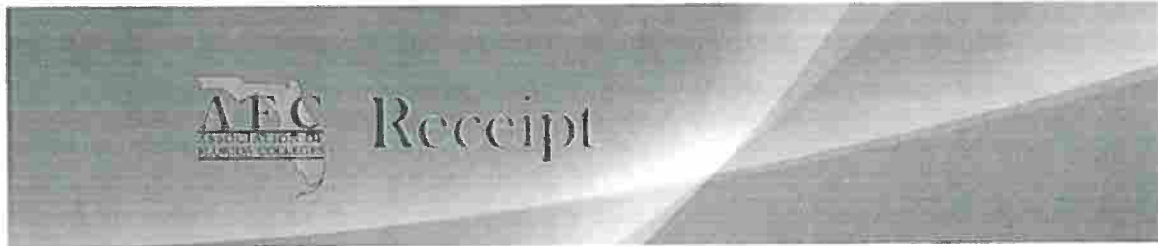
67th Annual Meeting and Conference (Receipt 11043302)**Payment Information**

Payment Type	Date	Amount
Send Check	07/19/2016 11:04:19	(\$259.00)
		Balance: (\$259.00)

Profile Information**Prefix:** Mrs.**First Name:** Amy**Last Name:** English**Suffix:****College Name:** Florida Southwestern State College**Campus:** FSW - Hendry/Giades Center**Badge Name:** Amy English**Nickname:****Job Title:** Instructional Assistant**Email:** asenglish2@fsw.edu**Office Phone:** 863-674-6006**Address:** 2425 County Road 78**Address2:****City:** LaBelle**State:** Florida**Zip Code:** 33935**Twitter Handle:****First Time:** No**Mobile Device Usage:** Android**Designations:****Event Registration****Reg Fee:** Member Rate - \$259.00**Add Registrations:****Guest Name:****Non Member Registration**

Sarah J. Paspe

From: afc@memberclicks-mail.net on behalf of Association of Florida Colleges
<afc@memberclicks-mail.net>
Sent: Tuesday, August 09, 2016 12:01 PM
To: Mireille Lauture
Subject: 67th Annual Meeting and Conference Form Submitted



Thank you for registering to attend the 67th Annual Meeting and Conference held at the Buena Vista Palace, Orlando, November 2-4, 2016.

We look forward to seeing you there!

Make Checks Payable to: Association of Florida Colleges

Mail to: 113 East College Avenue
Tallahassee, Florida 32301

Registration Fee

Payment Method Credit Card

Mireille Lauture

8099 College Parkway
Fort Myers, Florida 33919

Event Registration Cost \$259.00

Receipt Number 11112513

Total Due by Check/Paid by Credit card \$259.00

Receipt Date 08/09/2016 12:01:00

Last 4 digits of CC (if paid by CC) 5283

Richard Parfitt

From: afc@memberclicks-mail.net on behalf of Association of Florida Colleges
 <afc@memberclicks-mail.net>
Sent: Monday, August 22, 2016 2:31 PM
To: Richard Parfitt
Subject: 67th Annual Meeting and Conference Trustees and COP Form Submitted



Thank you for registering to attend the COP Conference & Trustee Annual Meeting at the AFC 67th Annual Meeting and Conference held at the Buena Vista Palace, Orlando, November 2-4 2016

We look forward to seeing you there!

Parfitt card

Make Checks Payable to: Association of Florida Colleges

Mail to: 113 East College Avenue
 Tallahassee, Florida 32301

*FN SPD
60502C*

178.00

Posted 8-29-16

3.13

Richard Parfitt
 4488 St. Clair Avenue west
 North Ft Myers, Florida 33903

Payment Method Credit Card
 Event Registration Cost \$178.00

Receipt Number 11160241
 Receipt Date 08/22/2016 14:31:15

Total Due by Check/Paid by Credit card \$178.00
 Last 4 digits of CC (if paid by CC) 9078

To the best of my knowledge, the contractor
 has performed in accordance with contract
 terms & conditions for this billing period
 and recommend approval of payment indicated

[Signature]
 Signature Date 8/30/16

Mary Lou Mahan

From: afc@memberclicks-mail.net on behalf of Association of Florida Colleges
 <afc@memberclicks-mail.net>
Sent: Monday, August 22, 2016 3:04 PM
To: Mary Lou Mahan
Subject: 67th Annual Meeting and Conference Trustees and COP Form Submitted



Thank you for registering to attend the COP Conference & Trustee Annual Meeting at the AFC 67th Annual Meeting and Conference held at the Buena Vista Palace, Orlando, November 2-4 2016

We look forward to seeing you there! *Perfectcard*

Make Checks Payable to: Association of Florida Colleges

Mail to: 113 East College Avenue
 Tallahassee, Florida 32301

Mary Mahan
 Mary Mahan
 12934 Cherrydale Court
 Fort Myers, Florida 33919

Payment Method Credit Card

Event Registration Cost \$178.00

Receipt Number 11160510

Total Due by Check/Paid by Credit card \$178.00

Receipt Date 08/22/2016 15:04:27

Last 4 digits of CC (if paid by CC) 9078

*FAI FINSDD
 60502C
 178.00*

*Posted 8-29-16
 3:13*

To the best of my knowledge, the contract has performed in accordance with contract terms & conditions for this billing period and I recommend approval of payment indicated

[Signature]
 Signature Date 8/20/16



Thank you for registering to attend the 67th Annual Meeting and Conference held at the Buena Vista Palace, Orlando, November 2-4, 2016.

We look forward to seeing you there!

Make Checks Payable to: Association of Florida Colleges

Mail to: 113 East College Avenue

Tallahassee, Florida 32301

Arenthia Herren

1092 E. Cowboy Way
LaBelle, Florida 33935

Receipt Number 11230950

Receipt Date 09/08/2016 12:55:17

Payment Method: Send Check

Event Registration Cost: \$259.00

Total Due by Check/Paid by Credit card:\$259.00

Last 4 digits of CC (if paid by CC)

June Hollingshead **Registration** **PAID BY PCARD** **GOVREL**
From: Matthew Holliday *reconciled 10/17/2016* **60502-C**
Sent: Tuesday, October 11, 2016 3:48 PM **\$389.00**
To: June Hollingshead
Subject: FW: 67th Annual Meeting and Conference Trustees and COP Form Submitted

AFC Conference registration

From: afc@memberclicks-mail.net [mailto:afc@memberclicks-mail.net]
Sent: Tuesday, October 11, 2016 3:47 PM
To: Matthew Holliday
Subject: 67th Annual Meeting and Conference Trustees and COP Form Submitted



Thank you for registering to attend the COP Conference & Trustee Annual Meeting at the AFC 67th Annual Meeting and Conference held at the Buena Vista Palace, Orlando, November 2-4 2016

We look forward to seeing you there!

Make Checks Payable to: Association of Florida Colleges

Mail to: 113 East College Avenue
 Tallahassee, Florida 32301

Matthew Holliday
 Payment Method Credit Card
 P.O. Box 2936
 Ft. Myers, Florida 33902
 Event Registration Cost \$389.00

Receipt Number 11361868

Receipt Date 10/11/2016 15:46:56

Pamela M. Macander

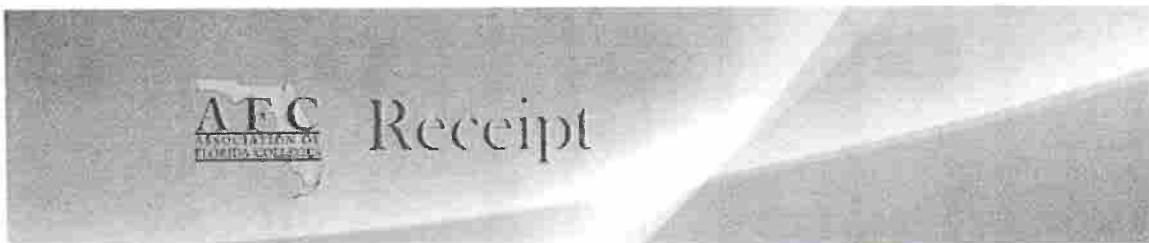
From: Christina M. Seado Vasquez
Sent: Wednesday, August 31, 2016 4:11 PM
To: Pamela M. Macander
Subject: FW: 67th Annual Meeting and Conference Form Submitted

Christina Seado Vasquez

Assistant Director
Hendry Glades Center
1092 E. Cowboy Way
Labelle, Florida 33935
Office: 863-674-6002



From: afc@memberclicks-mail.net [mailto:afc@memberclicks-mail.net]
Sent: Wednesday, August 31, 2016 4:10 PM
To: Christina M. Seado Vasquez
Subject: 67th Annual Meeting and Conference Form Submitted



Thank you for registering to attend the 67th Annual Meeting and Conference held at the Buena Vista Palace, Orlando, November 2-4, 2016.

We look forward to seeing you there!

Make Checks Payable to: Association of Florida Colleges

Mail to: 113 East College Avenue

Tallahassee, Florida 32301

Christina Sarah Vasquez

1098 E Cowboy Way
LaBelle, Florida 33935

Receipt Number 11201033

Receipt Date 08/31/2016 16:10:13

Payment Method: Send Check

Event Registration Cost: \$259.00

Total Due by Check/Paid by Credit card \$259.00

Last 4 digits of CC (if paid by CC)

Association of Florida Colleges
113 East College Avenue, Tallahassee, FL 32301

850-222-3222 | info@myafhome.org | www.myafhome.org

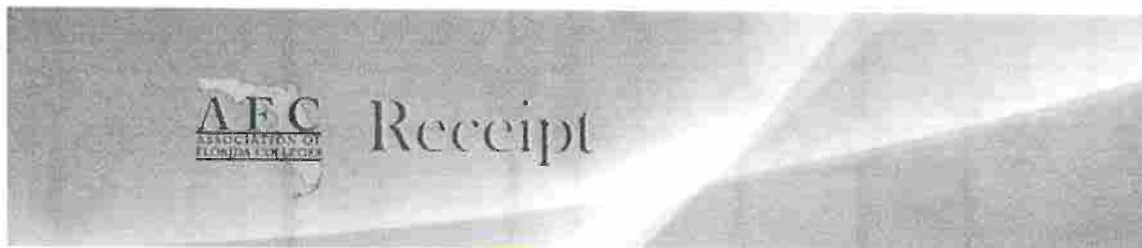
Pamela M. Macander

From: Jackie R. Beard
Sent: Wednesday, August 31, 2016 12:38 PM
To: Pamela M. Macander
Subject: FW: 67th Annual Meeting and Conference Form Submitted

From: Jackie Beard [mailto:jackie_beardjr@yahoo.com]
Sent: Wednesday, August 31, 2016 12:36 PM
To: Jackie R. Beard
Subject: Fw: 67th Annual Meeting and Conference Form Submitted

Jackie R. Beard Jr., BSW 352-414-6932 (ph) jackie_Beardjr@yahoo.com

On Wednesday, August 31, 2016 12:32 PM, Association of Florida Colleges <afc@memberclicks-mail.net> wrote



Thank you for registering to attend the 67th Annual Meeting and Conference held at the Buena Vista Palace, Orlando, November 2-4, 2016.

We look forward to seeing you there!

Make Checks Payable to: Association of Florida Colleges
Mail to: 113 East College Avenue
Tallahassee, Florida 32301

Jackie Beard

3901 Anita Ave South
Lehigh Acres, Florida 33976

Receipt Number 11199284
Receipt Date 08/31/2016 12:32:57

Payment Method: Send Check

Event Registration Cost: \$259.00

Total Due by Check/Paid by Credit card \$259.00



Thank you for registering to attend the 67th Annual Meeting and Conference held at the Buena Vista Palace, Orlando, November 2-4, 2016.

We look forward to seeing you there!

Make Checks Payable to: Association of Florida Colleges

Mail to: 113 East College Avenue
Tallahassee, Florida 32301

Payment Method Credit Card

Teresa Morgenstern

3711 Canopy Circle
Naples, Florida 34120

Event Registration Cost \$259.00

Receipt Number 11074335

Total Due by Check/Paid by Credit card \$259.00

Receipt Date 07/28/2016 13:44:09

Last 4 digits of CC (if paid by CC) 3469

Association of Florida Colleges | 113 East College Avenue, Tallahassee, FL 32301

850-222-3222 | info@myafcollege.org | www.myafcollege.org

[Privacy Policy](#)

mhtml:file://C:\Users\tmorganstern\AppData\Local\Microsoft\Windows\Temporary Intern... 7/28/2016



Annual Conf. FSW Attendees- Rick Parfitt, Matt Holliday, Mireille Lauture, Teresa (Morgenstern) Araque, Pam Macander, Jackie Beard, Arenthia Herren, Amy English, Christina Seado Vasquez, Mary Mahan



The Board of Directors
of the
Association of Florida Colleges
Bestows the Honor of

2016
SILVER CHAPTER

to the

FLORIDA SOUTHWESTERN STATE COLLEGE
AFC CHAPTER

In Recognition of Continuing and Exemplary Service
to AFC and The Florida College System

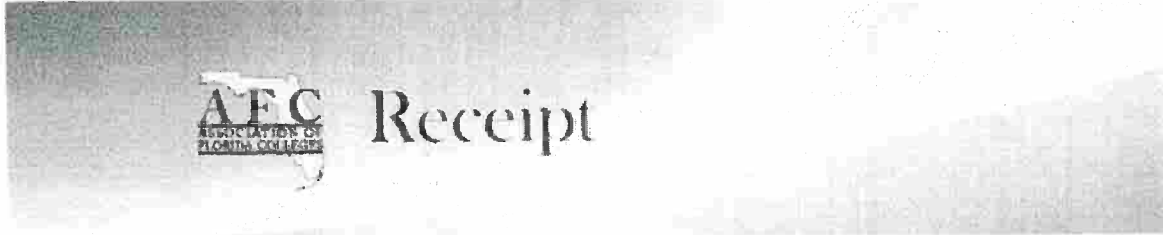
November 4, 2016



Silver Chapter Award - Christina Seado Vasquez, Pam Macander
Amy English, Mireille Lauture, Jackie Beard

Amy English

From: afc@memberclicks-mail.net on behalf of Association of Florida Colleges
<afc@memberclicks-mail.net>
Sent: Thursday, December 01, 2016 1:34 PM
To: Amy English
Subject: 2017 AFC Legislative Days & Leadership Conference Form Submitted



Thank you for registering to attend the AFC Legislative Days In Tallahassee on January 24-25, 2017 and AFC Leadership conference January 26-27, 2017.

We look forward to seeing you there!

Amy English
Florida SouthWestern State College
2425 County Road 78
LaBelle, Florida 33935

Payment Method: Send Check

Event Registration Cost: \$175.00

Receipt Number 11527935

Receipt Date 12/01/2016 13:33:47

If Sending Check Balance is: \$175.00

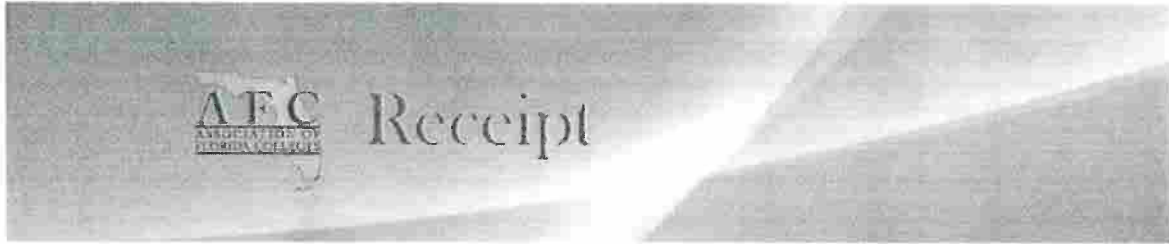
If by credit card Amt Paid is:
~#TotalDueNow##RecurringCard#~

Make Checks Payable to:

Association of Florida Colleges | 113 East College Avenue, Tallahassee, FL 32301
850-222-3222 | info@myafchome.org | www.myafchome.org

Pamela M. Macander

From: afc@memberclicks-mail.net on behalf of Association of Florida Colleges
<afc@memberclicks-mail.net>
Sent: Friday, December 02, 2016 1:27 PM
To: Pamela M. Macander
Subject: 2017 AFC Legislative Days & Leadership Conference Form Submitted



Thank you for registering to attend the AFC Legislative Days In Tallahassee on January 24-25, 2017 and AFC Leadership conference January 26-27, 2017.

We look forward to seeing you there!

Pamela Macander

604 Hamilton Ave.
Lehigh Acres, Florida 33972

Payment Method: Send Check

Receipt Number 11640993

Event Registration Cost: \$175.00

Receipt Date 12/02/2016 13:27:02

If Sending Check Balance is:\$175.00

If by credit card Amt Paid is:
~#TotalDueNow##RecurringCard#~

Make Checks Payable to:

Association of Florida Colleges | 113 East College Avenue, Tallahassee, FL 32301
850-222-3222 | info@myafchome.org | www.myafchome.org



Serving the Florida College System since 1949

Association of Florida Colleges - **Region IV - Spring Conference**

In Partnership with Workforce, Adult and Continuing Education (WACE)



Friday, April 28, 2017 - 8:00am to 4:00pm

Registration Form

Registration Deadline: Friday, April 14, 2017

Full Name: Amy English

Name of Institution: Florida SouthWestern State College

St. Petersburg College - EPI Center 13805 58th Street N, Clearwater 33765

Registration Fee: \$50.00 (Registration fee includes meals)

Retired members: \$40.00

My conference registration fee is enclosed. I have dietary restrictions _____

Please make checks payable to:
AFC/ST. PETERSBURG COLLEGE

Mail Checks and Registration Form to:
Brenda Starr - St. Petersburg College
EpiServices Bldg. - FPIS / Rm 263
14025 58th Street N.
Clearwater, FL 33760
In memo line: 2017- Region IV Conference

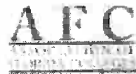
Questions: call Brenda Starr at: (727) 341-3119

HOTEL INFORMATION:
Holiday Inn Express
13625 Icot Blvd. Clearwater, FL
727 536 7275

Ask for the SPC rate of \$89.00 night
Breakfast is included with
complimentary wi-fi and parking.



Hosted by: St. Petersburg College



Serving the Florida College System since 1949

Association of Florida Colleges – Region IV- Spring Conference

In Partnership with Workforce, Adult and Continuing Education (WACE) & Institutional Planning and Professional Development (IEPPD)



Friday, April 28, 2017 – 8:00am to 4:00pm

Registration Form - Registration Deadline: Friday, April 14, 2017

Full Name: Jackie Beard

Name of Institution: Florida SouthWestern State College

St. Petersburg College - EPI Center 13805 58th Street N, Clearwater 33765

Registration Fee: \$50.00 (Registration fee includes meals)

Retired members: \$40.00

My conference registration fee is enclosed. I have dietary restrictions

Please make checks payable to: AFC/ST. PETERSBURG COLLEGE
Mail Checks and Registration Form to: Brenda Starr – St. Petersburg College EpiServices Bldg. – FPIS/Rm 263 14025 58th Street N. Clearwater, FL 33760 In memo line: 2017- Region IV Conference

HOTEL INFORMATION: Holiday Inn Express Icot 13625 Icot Blvd. Clearwater, FL 727-536-7275
Ask for the SPC rate of \$89.00
Breakfast is included
Complimentary wi-fi and parking



Hosted by: St. Petersburg College

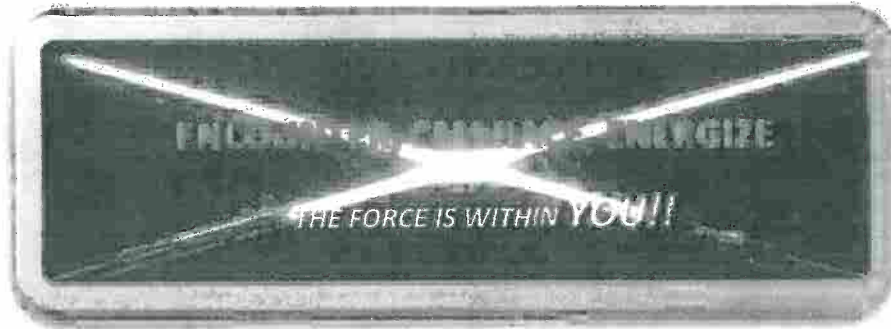
TA009615



Serving the Florida College System since 1949

Association of Florida Colleges – Region IV – Spring Conference

In Partnership with Workforce, Adult and Continuing Education (WACE) & Institutional Planning and Professional Development (IEPPD)



Friday, April 28, 2017 – 8:00am to 4:00pm

Registration Form - Registration Deadline: Friday, April 14, 2017

Full Name: Michelle Lynn Fanslow

Name of Institution: Florida SouthWestern State College

St. Petersburg College - EPI Center 13805 58th Street N, Clearwater 33765

Registration Fee: \$50.00 (Registration fee includes meals)

Retired members: \$40.00

My conference registration fee is enclosed. I have dietary restrictions _____

Please make checks payable to:
AFC/ST. PETERSBURG COLLEGE

Mail Checks and Registration Form to:
Brenda Starr – St. Petersburg College
EpiServices Bldg. – FPIS/Rm 263
14025 58th Street N.
Clearwater, FL 33760
In memo line: 2017- Region IV Conference

HOTEL INFORMATION:
Holiday Inn Express
13625 Icot Blvd. Clearwater, FL
727-536-7275

Ask for the SPC rate of \$89.00
Breakfast is included
Complimentary wi-fi and parking



Hosted by: St. Petersburg College



Door Prizes Donated to Reg IV Conference

registration paid on PCARD \$159.00
reconciled 4/19/2016

June Hollingshead

From: Matthew Holliday
Sent: Wednesday, April 13, 2016 1:47 PM
To: June Hollingshead
Subject: FW: 2016 AFC Legislative Committee Annual Retreat Form Submitted

From: afc@memberclicks-mail.net [mailto:afc@memberclicks-mail.net]
Sent: Wednesday, April 13, 2016 1:40 PM
To: Matthew Holliday
Subject: 2016 AFC Legislative Committee Annual Retreat Form Submitted



Thank you for registering to attend the 2016 AFC Legislative Committee Annual Retreat field at the Casa Monica Hotel, St. Augustine, Florida June 22-24, 2016.

Matthew Holliday

P.O. Box 2936

Ft. Myers, Florida 33902

10659930

04/13/2016 13:39:56

Payment Method: Credit Card

Event Registration Cost: \$159.00

Jackie R. Beard

From: Student Development Commission Conference <no-reply@wufoo.com>
Sent: Monday, February 20, 2017 11:45 AM
To: Jackie R. Beard
Subject: [BULK] Student Development Conference

Thank you for submitting your conference registration...don't forget to reserve your hotel room.

Student Development Conference

Name * Mr. Jackie Beard Jr.


Type of Registration * New Registration

First Name for Name Badge Jackie R. Beard Jr.

Your AFC Commission * Student Development

Title/Position * Coordinator, Campus Student Engagement

Institution * Florida SouthWestern State College

Address *  8099 College Parkway
 Fort Myers, FL, Florida 33919
 United States Minor Outlying Islands

Email * jbeard1@fsw.edu

Phone Number (952) 497-6184

First Time Attendee? * No

Will you be attending the Awards Luncheon on May 18th at 11:00am? * Yes

Shirt Size (Size Not Guaranteed after April 24th) * Men XX-Large

Dietary Restrictions? None

Pamela M. Macander

From: Katelyn V. Smalley
Sent: Wednesday, May 10, 2017 4:21 PM
To: Pamela M. Macander
Subject: FW: Student Development Conference

Thank you so much!

Katelyn Smalley
Student Services Specialist | Florida SouthWestern State College
239.732.3702

From: Student Development Commission Conference [mailto:no-reply@wufoo.com]
Sent: Thursday, May 04, 2017 8:33 PM
To: Katelyn V. Smalley
Subject: Student Development Conference

Thank you for submitting your conference registration...don't forget to reserve your hotel room.

if paying by check, please mail to:
AFC Student Development Commission
Wendi Garrett
Coordinator, Student Leadership
Gulf Coast State College
5230 W. US Hwy 98
Panama City, FL 32401

Student Development Conference

Name *	Katelyn Smalley
Type of Registration *	New Registration
First Name for Name Badge	Katelyn
Your AFC Commission *	Student Development
Title/Position *	Student Services Specialist

Institution *

Florida SouthWestern State College

Address *



7505 Grand Lely Drive

Naples, FL 34113

United States

Email *

ksmalley@fsw.edu

Phone Number

(215) 756-7979

First Time Attendee? *

Yes

Will you be attending the Awards Luncheon
on May 18th at 11:00am? *

Yes

Shirt Size (Size Not Guaranteed after April
24th) *

Women X-Small

Dietary Restrictions?

None

Payment *

Pay by Check

Conference Registration by Check *

Student Development Conference Registration-- \$129 per person

How did you hear about this conference? *

Commission Email

Pamela M. Macander


From: Trang N. Burney
Sent: Thursday, May 11, 2017 10:15 AM
To: Pamela M. Macander
Subject: FW: [BULK] Student Development Conference

From: Student Development Commission Conference [mailto:no-reply@wufoo.com]
Sent: Thursday, May 04, 2017 4:05 PM
To: Trang N. Burney
Subject: [BULK] Student Development Conference

Thank you for submitting your conference registration...don't forget to reserve your hotel room.

If paying by check, please mail to:
AFC Student Development Commission
Wendi Garrett
Coordinator, Student Leadership
Gulf Coast State College
5230 W. US Hwy 98
Panama City, FL 32401

Student Development Conference

Name *	Mrs. Trang Burney
Type of Registration *	New Registration
First Name for Name Badge	Trang Burney
Your AFC Commission *	Student Development
Title/Position *	Student Engagement Coordinator
Institution *	Florida SouthWestern State College
Address *	

7505 Grand Lely Drive
Naples, FL 34113
United States

Email * trang_burney@fsw.edu

Phone Number (240) 423-6842

First Time Attendee? * Yes

Will you be attending the Awards Luncheon on May 18th at 11:00am? * Yes

Shirt Size (Size Not Guaranteed after April 24th) * Women Small

Dietary Restrictions? Vegetarian

Payment * Pay by Check

Conference Registration by Check * Student Development Conference Registration-- \$129 per person


How did you hear about this conference? * Katelyn Smalley

Amy English

From: Student Development Commission Conference <no-reply@wufoo.com>
Sent: Monday, February 13, 2017 10:20 AM
To: Amy English
Subject: Student Development Conference

Thank you for submitting your conference registration...don't forget to reserve your hotel room.

Student Development Conference

Name *	Mrs Amy English
Type of Registration *	New Registration
First Name for Name Badge	Amy
Your AFC Commission *	Student Development
Title/Position *	Academic Support Center Specialist
Institution *	Florida South Western State College
Address *	 1092 E. Cowboy Way LaBelle, FL 33935 United States
Email *	asenglish2@fsw.edu
Phone Number	(883) 674-6006
First Time Attendee? *	No
Will you be attending the Awards Luncheon? *	Yes
Shirt Size (Size Not Guaranteed after April 24th) *	Women Medium
Dietary Restrictions?	None

Payment *

Pay by Check

Conference Registration by Check *

Student Development Conference Early Registration-- \$99 per person

How did you hear about this conference? *

Previously Attended SDC



FSW SDC Conference Attendees- Trang Burney, Amy English,
Jackie Beard, Katelyn Smalley



The NETWORK

Association of Florida Colleges

STUDENT DEVELOPMENT COMMISSION

April 2017

STUDENT DEVELOPMENT
COMMISSION



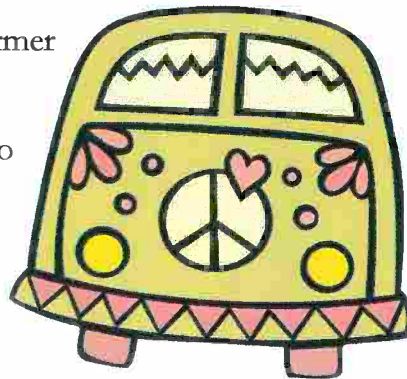
50th Annual SDC Spring Conference

May 16-18

Register now: afcsdc.org

Don't miss this groovy, energetic conference featuring:

- Full day of professional development sessions
- Opening Reception/Novelty Fair
- Celebration of 50 years with former SDC leaders
- Social Events and Icebreakers to encourage networking
- Special rate of \$99 if you register by April 17!



Service Project

Sunrise provides free counseling, advocacy and support services to survivors of Domestic Violence and Sexual violence, as well as family or friends that have been impacted by violence, through their Outreach Program.

For more information about the organization, visit the [website](#).



At the SDC Conference we are collecting the following items to donate to Sunrise:

- Backpacks
- Lunch boxes
- Reams of paper
- Pencils & Pens
- Binders
- Folders
- Erasers
- White board markers
- Tissues
- White board cleaner
- Dividers
- Composition books
- Spiral notebooks
- Markers, Crayons
- Glue and Scissors
- Construction paper
- Highlighters
- Zip-lock

2017 Executive Board

John Fey

Chair

Pasco-Hernando State College

Lori Cannon

Chair Elect

Gulf Coast State College

Deanne Abrams

Immediate Past Chair

Valencia College

Adrienne Provost

Recording Secretary

Santa Fe College

Catherine Shand

Membership Development Chair

Seminole State College

Wendi Garrett

Treasurer

Gulf Coast State College

Greg Williams

Region I Representative

Tallahassee Community College

Lindsay Collums

Region II Representative

Santa Fe College

Former Leaders Reception

As this is the 50th SDC conference, we are hosting a special event for all previous past chairs of the SDC! Join us at the Former Leaders Reception on Tues. May 16 at 4:00 p.m. to honor the work you have done over the years.

PEACE

LOVE

Conference Partners

SDC is partnering with other AFC commissions on our upcoming conference!

Equity, Diversity & Inclusion; Faculty; & Technology



Consider nominating one of your colleagues for one of our awards. Deadline to submit is April 17, 2017.

[Cameron Hall Practitioner Award](#)

[Dr. Charles R. Dassance Student Development Advancement Award](#)

[Dr. Debra J. Hay Distinguished Service Award](#)

[Faculty Connection Award](#)

[Student Leader Connection Award](#)

Chalah Harris
Region III Representative
Seminole State College

Andrea L. Lee
Region IV Representative
State College of Florida

VACANT
Region V Representative

Dr. Jan Lloyd
Public Relations Chair
Seminole State College

Dominique Phillips-Alvarez
Activities/Ways & Means Chair
Pasco-Hernando State College

Joe Sarrubbo
Council of Student Affairs Liaison
Valencia College

Mikel James
Exemplary Practice Chair
College of Central Florida

Amy English
Historian
Florida SouthWestern State College



Get Social with Us!





SDC Mtg - Amy English, Commission Historian

Association of Florida Colleges
Student Development Commission Executive Board

TENTATIVE Agenda

Thursday, September 22: 1 p.m. – 6 p.m.

PHSC Porter Campus - 2727 Mansfield Blvd, Wesley Chapel, FL 33543

Friday, September 23: 9 a.m. – 1 p.m.

- I. Welcome and Introductions
- II. Professional Development – Collaborating with Academic Affairs
- III. Approval of Meeting Minutes from the May Executive Board Meeting
- IV. Executive Board Reports and Updates
 - A. Chair: Deanne Abrams, Valencia College
 - a. 2016 SDC Conference Review
 - b. Board Positions for 2017
 - c. By Laws and Standing Rules
 - d. Commission Goals
 - e. Commission of the Year Award – Francine/Deanne
 - f. 2016 Sponsorship
 - B. Chair Elect: John Fey, Pasco-Hernando State College
 - a. 2016 Awards Recap
 - b. 2017 Conference Update
 - C. Immediate Past Chair: Marjorie McGee, College of Central Florida
 - a. 2016 Sponsorship
 - D. Treasurer: Lori Cannon, Gulf Coast State College
 - a. Treasurer's Report
 - b. 2016 Conference Report
 - E. Historian: Francine Fuentes, St. Petersburg College
 - F. Public Relations Chair: Dr. Jan Lloyd, Seminole State College
 - a. Marketing Update – Pre Conference Newsletter
 - G. Recording Secretary: Andrea Lee, State College of Florida
 - H. Membership Development Chair: Catherine Shand, Valencia College
 - I. Liaison to the Council of Student Affairs: Joe Sarrubbo, Valencia College
 - J. Exemplary Practice Awards Chair: Mikel James, College of Central Florida

- K. Activities/Ways and Means Chair: Dominique Phillips-Alvarez, Pasco Hernando State College
 - a. Service Project for 2016 Annual Conference
- L. Region I Representative: Wendi Garrett, Gulf Coast State College
- M. Region II Representative: Adrienne Provost, Santa Fe College
- N. Region III Representative: Chalah Harris, Seminole State College
- O. Region IV Representative: Christina Seado Vasquez, Florida SouthWestern College
- P. Region V Representative: Tracey Wheeler Palm Beach State College

V. Old Business

VI. New Business

VII. Adjournment

Pamela M. Macander

From: Christina M. Seado Vasquez
Sent: Wednesday, July 20, 2016 5:31 AM
To: Pamela M. Macander
Subject: Fwd: SDC Board Meeting - September
Attachments: IMAGE.gif; ATT00001.htm; September 2016 SDC Board Meeting Agenda.pdf; ATT00002.htm

Begin forwarded message:

From: John Fey <feyj@phsc.edu>
Date: July 19, 2016 at 9:42:38 PM EDT
To: <mcgeem@cf.edu>, <mikel.james@cf.edu>, <Christina.SeadoVasquez@fsw.edu>, <lcannon@gulfcoast.edu>, <wgarrett@gulfcoast.edu>, <wheelert@palmbeachstate.edu>, Dominique Phillips-Alvarez <phillid@phsc.edu>, <harrisca@seminolestate.edu>, <lloydlesleyj@seminolestate.edu>, <adrienne.provost@sfcollege.edu>, <Fuentes.francine@spcollege.edu>, <dabrams4@valenciacollege.edu>, <jsarrubbo@valenciacollege.edu>
Subject: SDC Board Meeting - September

Dear SDC Board Members

In preparation for the 2017 SDC Conference, we are excited to host the September Board meeting at the PHSC Porter Campus. We can conduct the traditional board meeting on September 22nd with optional site tours of the campus, hotel and potential locations for a social on September 23rd. Please let me know when you plan to arrive and depart so I can make arrangements accordingly.

Please find the attached tentative agenda.

Board Meeting

PHSC Porter Campus in Wesley Chapel, FL
2727 Mansfield Blvd, Wesley Chapel, FL 33543
Building A, 4th Floor Board Room (Park in A building elevator in parking garage)
Thursday, September 22, 2016
12:30 p.m. Refreshments
1:00 p.m. Start

Site visit and tours (optional)

Friday, September 23, 2016
Depart from Hotel at 9 a.m.
Includes Campus, Shops at Wiregrass and Extreme Adventures

Hotel Info

Hampton Inn
2740 Cypress Ridge Blvd, Wesley Chapel, FL 33544
(813) 973-2288

We do not have a block of rooms for the meeting. This is the closest and most likely hotel for the Conference.

Thank you,

John Fey

Asst. Director of Student Engagement
and Leadership Development

Student Leadership Retreat phsc.edu/slr

Pamela M. Macander

From: FSW DoNotReply <DoNotReply@fsw.edu>
Sent: Monday, January 30, 2017 9:45 AM
To: Pamela M. Macander
Subject: AFC sponsored Legislative Lunch and Learn



Good morning,

As many of you know, we are facing a difficult and interesting upcoming legislative session. Our college lobbyist, Matthew Holliday, will be presenting information regarding the legislative process and will highlight some of the concerns regarding the upcoming 2017 session. There are multiple bills that are being proposed at this point that will affect not only our college, but the entire Florida college system.

Please bring a lunch and join us to learn more about the legislative process and gain more information about the upcoming session and the issues that we are facing.

AFC will provide cookies for this event at the Thomas Edison Campus. For specific event information, please view the attached flyer. We hope to see you there!

Thanks and have a great day!

Amy S. English, M. Ed.

AFC Chapter President;

Academic Support Center Specialist

1092 E. Cowboy Way

LaBelle, FL 33935

(863)-674-6006



Please note: Due to Florida's broad open records law, most written communication to or from College employees is public record, available to the public and the media upon request. Therefore, this e-mail communication may be subject to public disclosure.

You are the Key to Information Security. [Click Here to Learn More.](#)

Bring your lunch!
Enjoy some cookies
from AFC!

Open to all FSW
employees!

AFC Presents A Legislative Update with Matt Holliday

Thursday, February 2

11 a.m. - 1 p.m.

Thomas Edison Campus: AA-177

Charlotte: E-105

Collier: G-109

Hendry/Glades: A-114



Serving the Florida College System Since 1949

FLORIDA
SOUTHWESTERN
STATE COLLEGE

Florida Southwestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access, or equal opportunity should be addressed to Title IX Coordinator/Equity Officer, 8099 College Parkway, Fort Myers, Florida 33918, equity@fsw.edu, 339-489-9851 or to the Assistant Secretary for Civil Rights, United States Department of Education.



Legislative Update presented by
Matt Holliday

Pamela M. Macander

From: Amy English
Sent: Monday, May 08, 2017 9:36 AM
To: Association of Florida Colleges FSW Chapter
Subject: FW: Column: Legislature's spending cuts will hurt colleges

FYI...

The link below is an article written by the CEO of the Association of Florida Colleges, Michael Brawer, regarding the impact of the legislature's spending cuts on the Florida College System. This article was featured in the Tampa Bay Times last Friday.

When people want to know the benefits of joining the Association of Florida Colleges, they need to look no further than the legislative session. While there are plenty of discounts, networking, and professional development opportunities to benefit members, the greatest benefit is that of the lobbyists that fight for our institutions. They fight long and hard to protect our institutions at the state level. The membership fees that each of us pay greatly benefit the ability for these lobbyists to continue the good fight for not only our institution or the other twenty-seven throughout the State of Florida, but for all of the staff, faculty and students who are a part of those institutions as well. Thank you all for supporting the AFC.

Best,

Amy English

From: asenglish2@fsw.edu [mailto:asenglish2@fsw.edu]
Sent: Monday, May 08, 2017 9:27 AM
To: Amy English
Subject: Column: Legislature's spending cuts will hurt colleges

Hi,

I thought you'd like this:
<http://fw.to/4O9k4CY>

Column: Legislature's spending cuts will hurt colleges

To unsubscribe [click here](#).

Professional Development
Activities

Pamela M. Macander

From: Amy English
Sent: Monday, June 13, 2016 1:19 PM
To: Association of Florida Colleges FSW Chapter
Subject: June General Meeting

Hello everyone,

Next Tuesday we will be holding our AFC general meeting at 2:00 in room AA-177. Our guest speaker will be Angie Hartsell, Director of Adaptive Services. We will also have our Region IV director, Stephanie Campbell in attendance. She will briefly give region updates at the meeting as well. Since we have two people speaking, we have extended our meeting time to an hour and a half in order to accommodate both speakers. I hope to see you all there!

This meeting will also be available via Polycom in the following rooms:

Charlotte: E-105
Collier: G-109
Hendry/Glades: A-106

If you have any questions, please don't hesitate to reach out to me.

Thanks,

Amy S. English, M. Ed.
AFC Chapter President;
Instructional Assistant,
Writing
1092 E. Cowboy Way
LaBelle, FL 33935
(863)-674-6006





Professional Dev't Series
Angie Hartsell, Adaptive Services

Pamela M. Macander

From: Jennifer R. Young
Sent: Tuesday, June 21, 2016 8:55 AM
To: Association of Florida Colleges FSW Chapter
Subject: Reminder: AFC Meeting Today - Guest Speaker Angie Hartsell

Hello everyone,

We will be hold our AFC general meeting at 2:00 in room AA-177. Our guest speaker will be Angie Hartsell, Director of Adaptive Services. We will also have our AFC Region IV director, Stephanie Campbell in attendance. She will briefly give region updates at the meeting as well. Since we have two people speaking, we have extended our meeting time to an hour and a half in order to accommodate both speakers. I hope to see you all there!

This meeting will also be available via Polycom in the following rooms:

Charlotte: E-105
Collier: G-109
Hendry/Glades: A-106

Thanks,

Jennifer R. Young
Public Relations and Marketing Associate
Florida SouthWestern State College
8099 College Parkway, S-263A
Fort Myers, FL 33919
Office: (239) 489-9101
Campus Ext. x11101
Jennifer.Young@fsw.edu
www.fsw.edu





Visit by Reg IV Director, Stephanie Campbell



Pamela M. Macander

From: Amy English
Sent: Thursday, August 11, 2016 10:00 AM
To: Amber McCown; Amy English; Andrae Jones; Angela M. Trawick; Angela T. Hartsell; Arenthia L. Herren; Ashley B. Sunyog; Ashley E. Rollins; Ashley J. Myatt-Chisum; Barbara D. Ward; Barbara Miley; Braxton C. Rhone; Brian G. Chapman Jr.; Bruna Ugolotti; Byron Donalds; Christie A. Logan; Christina M. Seado Vasquez; Christine Davis; Christopher T. Vernon; Christy Gilfert; Corey R. Sargent; Danessa E. Stevens; Danielle G. Berhel; David Sankies; Dawn McGrady; Dayami Martinez; Deborah Johnson; Deborah McCabe; Debra Weeks; Denis G. Wright; Denise Swafford; Donald Burnette; Donald Warren; Eddie Webb; Ellen Kadel; Eric Loche; Evelyn Gierbolini; Fernando Mayoral; Frank Mraz; Gail Murphy; Garnett Salmon; George Manacheril; Gina Doeble; Helen Joan Van Glabeke; Henry Peel; Ivan A. Guerrero; Jackie R. Beard; Jana K. Sabo; Jason Mazerowski; Jeffery S. Allbritten; Jeffrey Elsberry; Jennifer J. Hug; Jennifer R. Young; Jessica L. Walker; JoAnn Lewin; John Meyer; John Teneyck; Joseph M. Kramp; Joshua T. Longwell; Joyce Gelfand; JR Sherman; Judith Pultro; Julia G. Perry; Kailee N. Witt; Kathie DiLascio; Kelli S. Dunlap; Kelly J. LeClaire; Kerri A. Demeri; Kimberly DeVito-Young; Lalanie Karunamuni; Laura L. Antczak; Laura Leslie; Laurice Garrett; Linda Johnsen; Linda Saunders; Lisa Ann R. McGarity; Lisa Hermann; Lisa Tudor; Lyman O'Neal; Marjorie Starnes-Bilotti; Mark Lupe; Martin A. McClinton; Martin Roland; Mary H. Conwell; Mary Lou Mahan; Mary Myers; Mary P. Ward; Mary Sue Gladis; Matthew Holliday; Mayo Coates; McKenzie T. Cassidy; Melanie LeMaster; Melissa Tenzel; Michael Beane; Michelle D. King; Michelle Fanslau; Monica Moore; Myra Hale Walters; Pamela M. Macander; Perry West; Randy G. Moffett; Richard Parfitt; Robert Jones; Sarah B. Corcoran; Sarah J. Paspe; Susan Jackson; Susan Marcy; Susan Potts; Taylor J. Hase; Teresa Morgenstern; Thomas Rath; Tiziana G. Marchante; Tobias Discenza; Tristan Chapman; Whitney Rhyne; William Coughlan; William Wilcox
Subject: AFC General Meeting

Good morning,

Just a reminder, our general meeting is scheduled for Tuesday, August 16 at 2:00. We are excited to have guest speakers from our FSW Library and Academic Support. Monica Moore, Director of Academic Support Programs and Bill Shuluk, Head Librarian will be presenting at our meeting. Come out and learn about how FSW provides academic support to our students.

Please join us! We look forward to seeing you all.

Meeting rooms:
Lee-AA-177
Hendry/Glades-A-106
Charlotte-O-118
Collier-G-109

Amy S. English, M. Ed.
AFC Chapter President;
Instructional Assistant,
Writing
1092 E. Cowboy Way
LaBelle, FL 33935
(863)-674-6006



Prof. Devt Series, General mtg, Monica Moore
Acad. Support Center
Aug, 2016

Pamela M. Macander

From: Amy English
Sent: Tuesday, September 20, 2016 9:21 AM
To: Association of Florida Colleges FSW Chapter
Subject: AFC General Meeting

Good morning,

Just a reminder, our general meeting is scheduled for 2:00 today. We are honored to have Dr. Dropatee Seelochan as our guest speaker. She will be speaking about the International Study Abroad program here at FSW. Come join us to learn about this exciting program at our college. See you soon!

Best Regards,

Amy S. English, M. Ed.
AFC Chapter President;
Instructional Assistant,
Writing
1092 E. Cowboy Way
LaBelle, FL 33935
(863)-674-6006





Prof. Dev't Series, General Meeting
Dro Seelochan, International Study Abroad
Sept. 2016

Pamela M. Macander

From: FSW DoNotReply <DoNotReply@fsw.edu>
Sent: Tuesday, March 14, 2017 3:20 PM
To: Pamela M. Macander
Subject: AFC Announcement



Good afternoon,

Please mark your calendars and plan to attend our meeting on Thursday, March 16, at 3:00 in AA-177. President Allbritten will be our featured speaker. The meetings typically last just short of an hour. I apologize for the late notice, but spring break got in the way of advertising a bit. I hope you all had a great break and I hope you all will join us on Thursday!

This meeting will also be presented via polycom on the other locations.

Lee: AA-177

Collier: M-120A

Charlotte: E-105

Hendry/Glades: A-106

Thanks,

Amy S. English, M. Ed.

AFC Chapter President;

Academic Support Center Specialist

1092 E. Cowboy Way

LaBelle, FL 33935

(863)-674-6006

Please note: Due to Florida's broad open records law, most written communication to or from College employees is public record, available to the public and the media upon request. Therefore, this e-mail communication may be subject to public disclosure.

Pamela M. Macander

From: Amy English
Sent: Thursday, March 16, 2017 1:00 PM
To: Association of Florida Colleges FSW Chapter
Subject: AFC Event Today

Good afternoon,

Just a reminder that President Allbritten will be speaking for our FSW chapter at 3:00 today in room AA177.
Please join us!

Amy English

Sent via the Samsung Galaxy S7, an AT&T 4G LTE smartphone



AFC Annual Conference Service Project

Child Life Department at Arnold Palmer Hospital

Play is an important part of every child's life — it is the way they learn about the world. During times of stress, such as hospitalization or medical treatment, play, music and activity can provide a safe and familiar outlet for a child's or teen's emotions. Preparation and support for experiences will also help children and teens understand what to expect, correct any misunderstandings they may have about their experiences, and help them build healthy coping skills to promote long-term resilience.

Please drop items off in A-112 (Academic Support Center)

See Pam or Amy for information

Holiday Wish List Suggestions

General Requirements

We ask that all items be new, unwrapped and in original packaging
(If batteries are required, please provide them with the toy)

We need items that can fit inside of a king size pillow case (along with other toys)

Please only donate things that can be played with in bed (no outdoor toys /very large items please)

We ask that all toiletry type items be only travel size (no large containers please)

TOYS, GAMES, GENERAL SUPPLIES NEEDED FOR SANTA SACKS:

- Infant items such as rattles, music related items, socks, etc.
- UNO and regular cards
- Toddler Items such as board books, cause and effect toys, soft dolls, trucks and cars (nothing too large)
- Connect 4 and other board games (small travel sizes)
- Puzzles (10-100 pieces only)
- Small Lego kits
- Interactive figurines (light-up and make noise): Ninja Turtles and van, Transformers, Spiderman, Batman, Captain America, Superman, Iron Man, Toy Story
- Regular figurines: land/water animals, paw patrol, Disney characters, doll house people, trains, planes, cars, current popular action figures
- Self-contained (all-in-one) craft kits (beading kits, bracelet kits, model car or planes, weaving, etc...)
- Crayons, markers, colored pencils and activity books (coloring, word search, etc...)
- 1 oz. containers of playdough
- Jewelry sets, nail polish sets, small travel size toiletry sets for girls
- Popular and well known college or local sports memorabilia (travel cups, caps, etc...): UCF, UF, FSU, UM, Solar Bears, Orlando City Soccer
- Fun Socks or slippers (with the rubber-type grippers on the bottom for no slippage)

- \$10 Gift Cards: Target, Walmart, Starbucks, Taco Bell, Chipotle, Panera, Jimmy Johns, Subway, Dunkin' Donuts, Chick-fil-A, McDonalds, GameStop, Aeropostale, Bath and Body Works, Jeremiah's Italian Ice, Tijuana Flats, etc...
- Neck pillows for teens
- Music related items for older kids such as headphones, ear buds, and over the ear headphones (we usually get a lot of ear buds but not as many over the ear headphones), Blue Tooth Speakers, CD players/radios with small speakers, Harmonicas, Ukuleles
- Young child music toys such as small maracas, drums, castanets, etc.
- Magazine Subscriptions: American Girl Doll, ESPN Sports, People, Us Weekly, Teen Vogue, Seventeen, Motorcycle, Cosmo Girl (sent to the hospital address below so that we can place in the teen lounge)

CRAFT SUPPLIES:

- 9in X 12in blank canvas
- Neon colored acrylic paints and Crayola Window Crayons
- 4-pack Crayola crayons, 8-pack thin markers, packs of colored pencils
- Small craft sets: (beading kits, bracelet kits, model car or planes, weaving, etc..)
- ArtMinds Candle Making Paraffin Wax
- ArtMinds Soap Making Clear Glycerin Soap 2lbs
- ArtMinds Colorant Red, Blue, Yellow, Lilac, Peach, Seafoam
- ArtMinds Soap Fragrance Tropical Temptation (Lavender)



Annual Conference Community Service Project
Arnold Palmer Hospital Child Life Department



AFC HOUSEHOLD GOODS DRIVE FOR ACT

The FSW Chapter of the Association of Florida Colleges (AFC) is holding a collection drive of household appliances and goods to benefit local families working with SWFL's Abuse and Counseling & Treatment (ACT) Center to find a new home.

For more information, visit www.actabuse.com.

Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access, or equal opportunity should be addressed to Title IX Coordinator/Equity Officer, 8099 College Parkway, Fort Myers, Florida 33919, equity@fsw.edu, 239.489.9051 or to the Assistant Secretary for Civil Rights, United States Department of Education.

Help a local family in need!

Donate small and large appliances, non-perishable food, and personal hygiene items!

Drop-Off Locations:

Hendry-Glades
(Front Desk)

Lee
(S-259E)

FLORIDA
SOUTHWESTERN
STATE COLLEGE



Serving the Florida College System since 1949

Pamela M. Macander

From: Amy English
Sent: Wednesday, November 16, 2016 1:12 PM
To: Christina M. Seado Vasquez; Jackie R. Beard; Jana K. Sabo; Jennifer R. Young; Joyce Gelfand; Matthew Holliday; Mayo Coates; McKenzie T. Cassidy; Mireille Lauture; Pamela M. Macander; Sarah B. Corcoran
Subject: Christmas Service Project

Hi everyone,

It has come to my attention that the local ACT women's shelter here in LaBelle is in need of items to make this Christmas joyful for the residents. They have some fun activities coming up and are in need of donations toward this. One thing they are asking for is \$10 gift cards to give out as gifts for the residents. I would like our Chapter to donate some gift cards for this. I just wanted to see what everyone else thought about it as well. The following is the list of items they are requesting. I am going to be purchasing some of these items as well, but not with funds from AFC. If anyone would like to contribute, please let me know. I need to reach out to them as soon as possible to let them know what we will be contributing. Thanks!

This was posted by Savannah Rounds with ACT.

Hey everybody! (SORRY FOR THE LONG POST!)

I work for ACT at the women's shelter here in LaBelle. I am the children's counselor here! I have had a lot of people reach out to me about helping the shelter with stuff for Thanksgiving and Christmas and I finally have my list ready for anyone who wants to donate! I will not have a full list of what the children will want for Christmas until Dec. 2nd, as we get families in and out every week, but as soon as I get that list it will be posted! (I can pick up locally here in LaBelle)

This year we are going to do "25 days of Christmas" with the children, and basically have a little activity each day to make the holiday season just a little bit more special. The holidays can be very difficult in shelter as the kids miss being at home and getting to spend the time with their families. However, we try to make it as fun as possible and this year I am so excited!!!

We have a local church that is going to make Thanksgiving dinner for the residents and have it dropped off for them, which we are beyond thankful for! I am still looking for someone who would be able to make Christmas dinner as well. With so many clients it is very difficult for them all to use the kitchen on these holidays and we have found the most simple solution is to have the meal brought in. If anyone is interested in making Christmas dinner we house 16 people! It would have to be an organization or restaurant that makes the dinner - unfortunately it cannot be an individual person.

We have two trees being donated with the decorations, so I have that covered! Linda Martin will be donating one of the trees ♥

What I need: (keep in mind we generally can have 10-12 children)

Gingerbread houses (with gum drops, icing, etc.)

Stockings

Sugar cookie mix

Christmas decorations for shelter (things to put on windows, hang up around halls and on the kids doors, etc)

Sweaters (make your own ugly Christmas sweater competition)

Hot chocolate

Christmas movies - we have none!

Marshmallows and rice krispie cereal (to make rice krispie treat trees with kids)

Gingerbread cookie mix (to make gingerbread men)

Board games (for a board game night -- the kids really want jenga and candy land for some reason lol)

Little dollar store presents to give as prizes for activities

Even though I do not have the list of presents that the kids want from Santa this year, I do have some general ideas!

Anything Pokemon (especially cards) and anything Frozen. (they are obsessed)

Basketballs

Baseballs (bats and gloves as well)

Little craft things, like the colorful sand that you can put in the different bottles, or knitting stuff, anything hands on .hat they can use

For the mothers I am also looking for items! I am sure that anything that you would want for Christmas they would be grateful for as well 😊 This is just a general list to give a few ideas!

\$10 gift cards

Lotion

Perfume

Bath robes

Hair items

Anything else Christmas related will be put to good use! If you're not sure if we can use it or not just send me a message and I will answer ASAP! If we cannot use it I will let you know and try to find somewhere that can use it locally if you are interested 😊

Thank you to everyone who has been reaching out and asking how they can help - in the end it is all of you working together who make this season special for the kids. I can't wait to show them the Christmas calendar!!

Amy S. English, M. Ed.

AFC Chapter President;

Instructional Assistant,

Writing

1092 E. Cowboy Way

LaBelle, FL 33935

(863)-674-6006





ACT Women's Shelter
"25 Days of Christmas"



FSW Donations to Region IV Conference
Community Service Project

Pamela M. Macander

From: Amy English
Sent: Tuesday, August 02, 2016 12:06 PM
To: Christina M. Seado Vasquez; Jackie R. Beard; Jana K. Sabo; Jennifer R. Young; Joyce Gelfand; Matthew Holliday; Mayo Coates; McKenzie T. Cassidy; Mireille Lauture; Pamela M. Macander; Sarah B. Corcoran
Subject: AFC Fundraiser

Hi everyone,

I received the following email last week regarding a new AFC fundraising event:

Hi Everyone,

As a follow up to yesterday's e-mail, I realize it might have been helpful to provide you with a little more information regarding the fundraising initiative.

The Association of Florida Colleges, Foundation, Inc., at the request of the AFC retirees, proudly supports "Macy's Shop For A Cause." Macy's Shop For A Cause fundraiser is Macy's annual national shopping charity event.

Individuals can purchase special Macy's savings passes for \$5 each. The savings passes would be valid at all Macy's stores during the "Shop For A Cause" three-day event happening **August 26 - August 28**, Funds raised will be used to enhance the current professional development scholarship program. Scholarship funds awarded by the AFC Foundation, Inc., support our members and allow them to attend AFC conferences or participate in other AFC professional development opportunities. Awarding of funds will be subject to existing foundation criteria. Also, helping to enhance the AFC Scholarship fund, we will also help fund retiree scholarships to the Association of Florida Colleges' Annual Conference.

A contact person to assist with the distribution and sale of tickets is needed at each institution. Would you be willing to be that contact person? If not, I would appreciate your giving me the name of someone who will be able to serve in that capacity.

I look forward to hearing from you.

Sincerely,

Barbara Cohen Pippin, Chair
Retirees of AFC

I have agreed to participate in this fundraiser at our Chapter as well. Barbara sent me 50 savings passes to be sold at our college. You do not have to be a member in order to purchase the savings pass. If anyone at the other campuses would be willing to sell these, please let me know and I'll send some out via interoffice courier. I will be sending out a college wide email about this in the upcoming days once we know who the contact people will be.

Thanks,

Amy S. English, M. Ed.
AFC Chapter President;
Instructional Assistant,
Writing
1092 E. Cowboy Way
LaBelle, FL 33935
(863)-674-6006

Pamela M. Macander

From: FLORIDA SOUTHWESTERN STATE COLLEGE <DoNotReply@fsw.edu>
Sent: Thursday, August 11, 2016 10:15 AM
To: Pamela M. Macander
Subject: Macy's Shop For A Cause Event



Attention Shoppers:

The Association of Florida Colleges (AFC), Foundation, Inc. is proudly supporting “Macy’s Shop for a Cause.” This is Macy’s annual national shopping charity event.

Individuals may purchase special Macy’s savings passes for \$5 for exclusive savings. These savings passes will be valid at all Macy’s stores during the Shop for a Cause event happening August 26-August 28. All funds raised from this event will be used to enhance the current professional development scholarship program for the Association of Florida Colleges. Scholarships awarded by the AFC Foundation, Inc. support members and allow them to attend AFC conferences or participate in other AFC professional development opportunities. This fund will also help to fund retiree attendance to the AFC Annual Conference. Please support our Association of Florida Colleges Foundation.

If you are interested in purchasing a Macy’s savings pass, please contact Amy English.

**Amy S. English, M. Ed.
AFC Chapter President;
Instructional Assistant,
Writing
1092 E. Cowboy Way
LaBelle, FL 33935
(863)-674-6006**

**File attachments:
[AFC Macys fundraiser.pdf](#)**

Association of Florida Colleges
Foundation, Inc.
Certificate of Appreciation

This certificate is awarded to

Amy English

In Appreciation of Your Support of the Macy's Shop for a Cause
Fundraising Initiative




Michael Brawer, AFC, Chief Executive Officer

12/13/16

Date:

Certificate received for FSW's participation in Macy's
"Shop for a Cause" AFC Fundraiser



Raffle Tree fundraiser at Annual Conference
raised \$605.00



Chapter Donation to Annual Conference
Silent Auction

Box Office Hours:

Monday-Friday: 10:00AM-5:00PM • Saturday: 10:00AM-2:00PM • Sunday: Show days only
(239) 481-4849; 800-440-7469 • www.bbmannpah.com

Please check your tickets for the correct date, time, price and seat location.
There are NO REFUNDS and NO EXCHANGES.

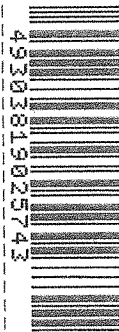
BARBARA  MANN
Performing Arts Hall

13350 FSW Parkway • Fort Myers, FL 33919

A PFM Managed Facility

NO REFUNDS

132346
CFENNELL
10/08/2016



FIFTH THIRD BANK
BROADWAY SERIES

CHICAGO THE MUSICAL

BALC RGT NN 28 COMP
TUE FEB07 2017 07:30pm \$60.00

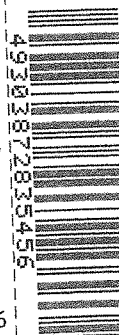
13350 FSW Parkway, Fort Myers, Florida 33919 Box Office (239) 481-4849



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FIFTH THIRD BANK
BROADWAY SERIES

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SILENT AUCTION

TO BENEFIT THE AFC FOUNDATION, INC.

ATTENTION AFC CHAPTER AND COMMISSION LEADERS

Last year's AFC Foundation, Inc. Silent Auction was a huge success and that could not have happened without you. Again, we need your help to "fill the tables" for the 2015 Silent Auction as we continue to *Burst the Balloon* on the AFC Building.

Items that sell well include artwork, gift baskets, hotel stays, vacation packages, cameras, sports memorabilia, jewelry, e-readers, ipads, ipods, computers, books, gift cards, event tickets, wine, services, decorative items, etc.. These are all examples of great ideas but I am sure that you can come up with many more great ideas. Big ticket items such as a cruise, computer, big screen television or vacation package would be great. We don't expect you to purchase the big ticket item but if you know of someone that can donate this, please let me know. Don't ever think your item is too small or too large to include. Items may be combined with other items to help create a gift basket or vacation package!!

A sample letter and donation form is available to assist you when contacting businesses by clicking here. **Items should be shipped or delivered to the following address by October 7, 2016.** If unable to ship due to size or time conflicts, items may be brought directly to the conference.

Ship to/For More Information:

Carol Quinn, Pensacola State College, 1000 College Boulevard, Pensacola, FL 32504
(850) 484-1722 • cquinn@pensacolastate.edu



AFC FOUNDATION SILENT AUCTION DONATION FORM

Please return this form no later than October 7, 2016

Name of person/college soliciting donated item: Florida South Western State College

Name of business donating item: Barbara B. Mann Performing Arts Hall

Name of donated item: Theatre Tickets

Description of item: 2 TICKETS TO "Chicago - The Musical"

Estimated Value: \$ 120.00

Other details (include references to autographs, previous owners, etc.):

MAIL, FAX OR EMAIL TO:

CAROL QUINN

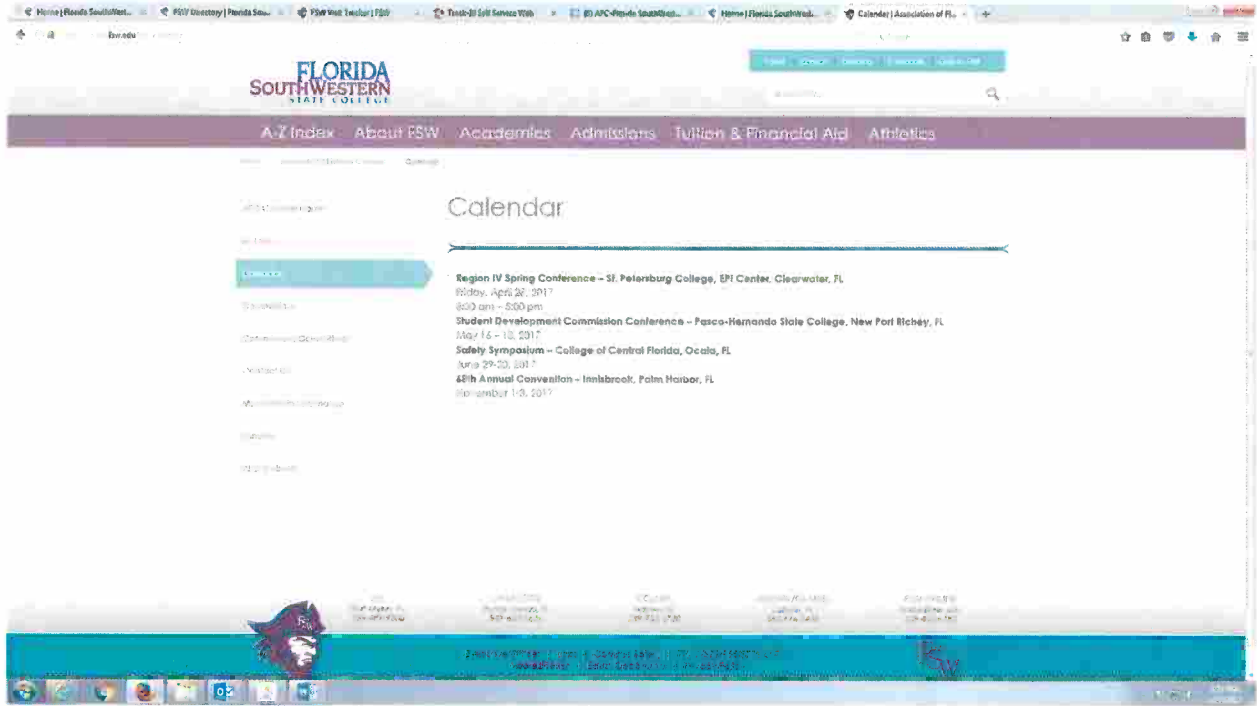
EMAIL: cquinn@pensacolastate.edu

PENSACOLA STATE COLLEGE

FAX: 850-484-1995

1000 COLLEGE BOULEVARD

PENSACOLA, FL 32504



FSW's AFC Webpage Info



Association of Florida Colleges

Association of Florida Colleges

- Home
- About Us
- Academics
- Admissions & Financial Aid
- Faculty
- Student Services
- Community Outreach
- Alumni
- Employment

Association of Florida Colleges

Message from the AFC Chapter President, Amy English

Welcome to the home page for the Florida Southwestern State College Chapter of the Association of Florida Colleges!

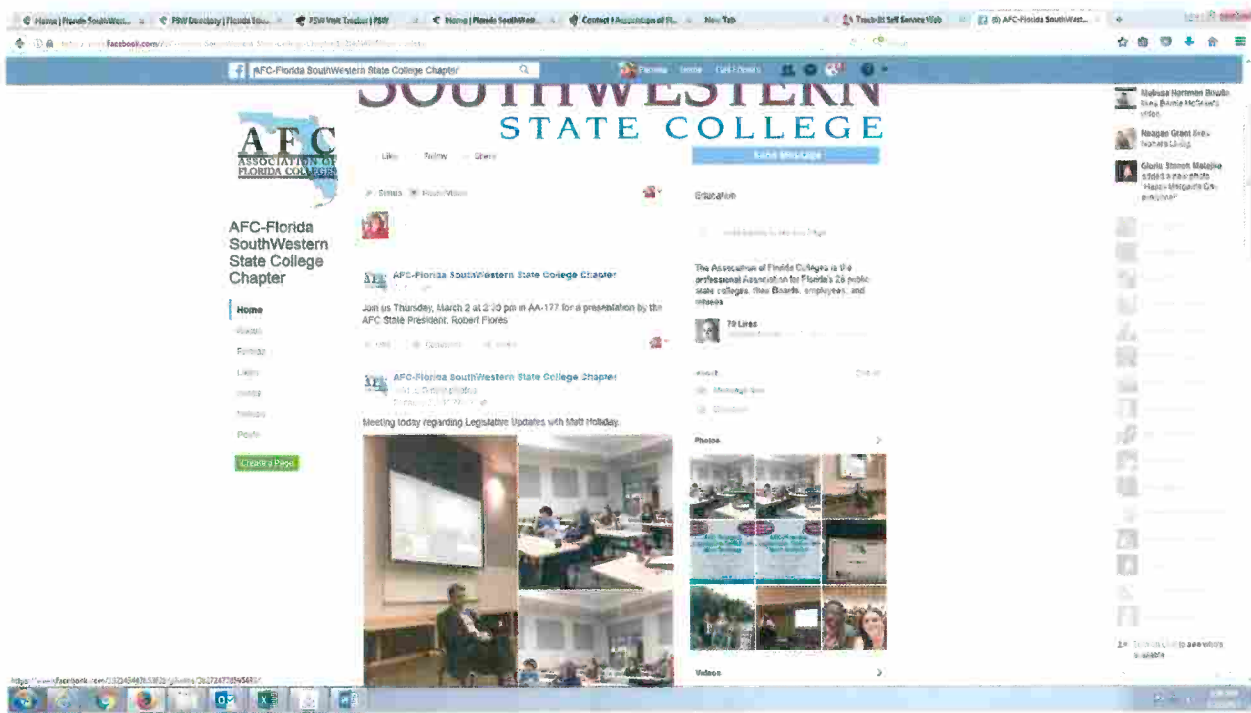
On behalf of the Association of Florida Colleges, AFC, we would like to invite you to join your colleagues and become a member of AFC. We are the professional organization for employees of the community college system.

As a member of AFC, you are joining other college employees who are committed to making a difference locally and on the state level. We work hard to protect your interests and to promote the growth and advancement of the Association of Florida College System and its employees. When you join AFC, you join an organization that for 40 years has been an advocate for community colleges and their employees. We are your voice, and our voices carry throughout the state.

Locally, we sponsor events for our faculty, students, and staff. If you are interested in professional development, networking on campus, community service, and in the political process for higher education, we are the organization for you.

The benefits of AFC membership are plentiful:

- Professional development opportunities
- Access to information on issues and programs that affect higher education, the state college system, and your



FSW's AFC Facebook Page

Pamela M. Macander

From: Jennifer R. Young
Sent: Tuesday, July 12, 2016 1:27 PM
To: Amy English; Christina M. Seado Vasquez; Sarah B. Corcoran; Jackie R. Beard; Pamela M. Macander; Joyce Gelfand; Jana K. Sabo; McKenzie T. Cassidy; Matthew Holliday; Mireille Lauture; Jennifer R. Young
Subject: FW: AFC Chapter Bylaws Revisions
Attachments: AFC Chapter Bylaws 2015-2016.docx

Hi All,

The bylaws are attached for review so that we can discuss any edits during our next E board meeting.

Thanks!

Jennifer R. Young
Public Relations and Marketing Associate
Florida SouthWestern State College
8099 College Parkway, S-263A
Fort Myers, FL 33919
Office: (239) 489-9101
Campus Ext. x11101
Jennifer.Young@fsw.edu
www.fsw.edu



From: Jennifer R. Young
Sent: Tuesday, June 14, 2016 12:42 PM
To: Amy English; Christina M. Seado Vasquez; Sarah B. Corcoran; Jackie R. Beard; Pamela M. Macander (Pamela.Macander@fsw.edu); Joyce Gelfand; Jana K. Sabo; McKenzie T. Cassidy; Matthew Holliday; Mireille Lauture; Jennifer R. Young
Subject: AFC Chapter Bylaws Revisions

Hi Everyone,

Attached are our current AFC Chapter Bylaws. We will need to send out any revisions to the membership for voting with our elections in September. Please take a good look and we can discuss any revisions the board thinks might need to be made at our next e-board meeting in July.

Thanks!

Association of Florida Colleges Chapter By-Laws



Serving the Florida College System since 1949

FLORIDA
SOUTHWESTERN
STATE COLLEGE

ARTICLE I: NAME

The name of this organization shall be known as the Florida SouthWestern State College Chapter of the Association of Florida Colleges, hereinafter referred to as the “Chapter”.

ARTICLE II: MISSION AND GOALS

As a chapter of the Association of Florida Colleges, it shall be the purpose of the Chapter to:

1. Support the Florida SouthWestern State College Vision, Values and Mission;
2. Collaborate in a collegial and professional manner among faculty, administration and staff at all levels;
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5. Enhance the “One College” philosophy bringing all employees together for a common purpose; and
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ARTICLE III: MEMBERSHIP

Section 1: Membership Classification. In accordance with Association of Florida Colleges guidelines, there are ten (10) classes of membership:

- A. **Individual Membership** is open to any full-time regular college employee;
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- F. **Adjunct Faculty Membership** is open to any person who is employed less than full-time in an instructional position;

- D. Member has two (2) or more unexcused absences or excessive excused absences from regular meetings; or
- E. Involuntary removal.

Section 6: Involuntary removal from Executive Board. Officers can be removed from the board prior to the expiration of their term, with cause, upon a two-thirds (2/3rds) vote of the quorum that is present. Voting will take place by closed ballot under the direction of the President Elect, or if not present or the subject of the vote for involuntary removal, the Past President will preside.

Section 7: Vacancies. Vacant officer positions will be filled as follows:

- A. The President will appoint a replacement to complete the remainder of the term of office. The appointment shall be ratified by the Executive Board at the next meeting upon the majority vote of the quorum present.

Section 9: Duties of Officers.

A. President – The President shall:

- 1) Preside over all meetings of the Chapter;
- 2) Communicate recommendations of the Chapter to District President and President’s Cabinet;
- 3) Act as liaison between the AFC Board of Directors and the Chapter members;
- 4) Appoint standing and ad hoc committee members;
- 5) Establish meeting agendas, with Chapter input;
- 6) Authorize expenditures for Chapter funds with the knowledge and approval of the Treasurer;
- 7) Approve all content placed on the Chapter web page.

B. President Elect – The President Elect shall:

- 1) Preside over all meetings of the Chapter in the absence of the President;
- 2) Assume the office of President after serving his/her term as President Elect;
- 3) Serve as the Elections Committee Chair; and
- 4) Perform other duties as assigned by the President.

C. Secretary– The Secretary shall:

- 1) Perform roll call and record minutes at all regular and special meetings of the Chapter;
- 2) Submit minutes to the President for review a minimum of fifteen (15) days prior to the next Chapter meeting;
- 3) Maintain records of all official approved minutes;
- 4) Provide clarification of past meeting business as needed; and
- 5) Maintain an annual calendar of AFC events and Chapter activities to post on the website.

ARTICLE V: ELECTIONS

Section 1: Officer and Commission Representative positions may be filled by any active AFC member of the Chapter.

Section 2: The President Elect shall serve as the Elections Committee Chair.

Section 3: An Elections Committee shall be formed no later than the second week in August of each year to obtain nominations. Nominations will be accepted between September 1 to September 30. Determination of qualification shall be made within five (5) business days of the close of nominations.

Section 4: If any position is unopposed, the nominee shall win by default and the position will not be included on the electronic ballot.

Section 5: Within ten (10) business days from the close of nominations, an electronic ballot shall be posted and distributed in coordination with the Office of Institutional Research. Members shall have five (5) business days to return their ballot in the prescribed manner.

Section 6: Elections committee shall certify the votes within 5 business days of the close of voting in a properly noticed meeting.

Section 7: The results of elections shall be determined by a simple majority vote of all votes cast by the membership.

Section 8: In the event of a tie, a tie breaker vote will be commenced within 72 business hours in accordance with the same procedures outlined in Article VI.

Section 9: Past President shall review the chapter bylaws with the Executive Board and make any necessary revisions in August of each year. Bylaws revisions shall be included on the ballot and voted on by the membership during annual elections.

ARTICLE VI: MEETINGS

Section 1: The Executive Board shall meet monthly eleven (11) times per year. The President may call additional meetings as necessary. All meetings will be available by video conference and are open to the public.

Section 2: A quorum must be present for votes to take place. A majority of the Executive Board shall constitute a quorum. A majority vote of the Executive Board is required to pass a

Section 5: The committee chairs are required to retain complete records of committee activities and provide reports to the Chapter at the monthly meetings.

Section 6: A listing and description of all current committees and its members will be posted on the Chapter Web site.

Section 7: All requests from the College for a member of the Chapter to participate in College committees or meetings should be made to the Chapter President. The Executive Board will appoint a Chapter member in a manner that gives representatives an equal opportunity to participate.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Section 1: Except as it conflicts with these bylaws, *Robert's Rules of Order, Newly Revised*, shall govern procedure at all chapter meetings.

Section 2: Quorum. A quorum for the Executive Board shall be seven voting members. The President will provide a tie-breaking vote if necessary.

ARTICLE IX: GENERAL GUIDELINES

Section 1: The fiscal year shall coincide with the College fiscal year, July 1 to June 30. A chapter trust account shall be maintained and funds disbursed through the Chapter President and the Treasurer, following college procedures.

Section 2: In situations where it is not possible or practical to convene a meeting of the entire Executive Board, the Chapter President, upon securing the approval of the Treasurer, or other board member if the treasurer is not available, shall have the discretionary power to spend no more than \$100 of chapter funds for any chapter-related need or activity without formal action by the Board. However, all Board members must be advised of any such expenditures at the next board or chapter meeting.

Section 3: Any chapter member desiring to serve at the state level must obtain approval from the College President before accepting the state level position. This would include but is not limited to serving on the Association Board of Directors, a commission board, region board, or any Association or commission committee.

ARTICLE X: AMENDMENTS

Pamela M. Macander

From: Jennifer R. Young
Sent: Monday, October 03, 2016 11:29 AM
To: Amy English; Pamela M. Macander; Jana K. Sabo; Joyce Gelfand; Jackie R. Beard; Matthew Holliday; Mayo Coates; McKenzie T. Cassidy; Mireille Lauture; Sarah B. Corcoran; Christina M. Seado Vasquez; Jennifer R. Young
Subject: RE: AFC Bylaw Revisions-Response Required
Attachments: AFC By-Laws_FSW 2016 Edits.docx

Hi All,

The new bylaw edits are attached. Once again, please review carefully and let me know if there's anything else that needs to be edited. Once we have full board approval, they can be sent out for membership voting.

Thanks!

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Fort Myers, FL 33919
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Campus Ext. x11101
jennifer.Young@fsw.edu
www.fsw.edu



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Sent: Thursday, September 15, 2016 4:18 PM
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Cc: Amy English
Subject: FW: AFC Bylaw Revisions-Response Required

FYI...I know that many of you have already responded. Please note the highlighted section. The Bylaws need to be agreed upon and approved as soon as possible. Please take a moment to look over the changes and respond to Jennifer.

Thanks,
Amy

From: Jennifer R. Young

Sent: Tuesday, September 13, 2016 3:59 PM

To: Amy English; Christina M. Seado Vasquez; Jackie R. Beard; Jana K. Sabo; Joyce Gelfand; Matthew Holliday; Mayo Coates; McKenzie T. Cassidy; Mireille Lauture; Pamela M. Macander; Sarah B. Corcoran

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For those who were not able to attend, the revisions include changing board terms from one year to two years, and moving to follow the July 1-June 30 fiscal year for board terms instead of the January-December calendar year. I also noticed a couple of other dates that will need to change if we move forward with these revisions that I noted in the attached document and have asked for suggestions.

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Association of Florida Colleges Chapter By-Laws



Serving the Florida College System since 1949

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SOUTHWESTERN
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- 1) Chair chapter membership committee and oversee all committee responsibilities
- 2) Update member benefits information as needed
- 3) Present AFC membership information at New Employee Orientations
- 4) Maintain Chapter membership roster

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Pamela M. Macander

From: Amy English
Sent: Thursday, October 20, 2016 3:54 PM
To: Christina M. Seado Vasquez; Jackie R. Beard; Jana K. Sabo; Jennifer R. Young; Joyce Gelfand; Matthew Holliday; Mayo Coates; McKenzie T. Cassidy; Mireille Lauture; Pamela M. Macander; Sarah B. Corcoran
Subject: AFC Bylaws and Regulations
Importance: High

Good afternoon,

I wanted to just remind everyone that we voted to change our bylaws and make all officer positions two year commitments beginning in July rather than January. With that change, all officer positions will be held by the current person until July of 2017. I realize that this is a change that no one bargained for when they accepted the challenge of serving as an officer for AFC. If you are unable to continue your commitment as an officer through June, please let me know as soon as possible.

With that being said, I want to also remind you all that it is written in the bylaws that officers may not have more than two unexcused absences for the executive board meetings. I do understand that everyone is busy with their respective positions with the college and cannot always find the time to attend these meetings. I also understand that things come up at the last minute that prevent people from attending the meetings. However, from here on we will be adhering to the bylaws and holding those who miss too many meetings accountable.

I appreciate everyone's service this past year and hope to serve with you all for the remainder of my term. We simply cannot have a successful chapter without everyone's help. I understand that everyone has multiple priorities to fulfill and this may be low on the list, but it does have to be a priority in order for us to have a successful executive board.

Thanks and have a great day!

Regards,

Amy S. English, M. Ed.
AFC Chapter President;
Instructional Assistant,
Writing
1092 E. Cowboy Way
LaBelle, FL 33935
(863)-674-6006



Florida SouthWestern State College
Chapter of the Association of Florida Colleges
Executive Board Meeting Minutes

June 14, 2016

- I. Call to Order
Amy English called meeting to order at 11:34am.
- II. Approval of Minutes
Approved by Pamela Macander; Seconded by Jackie Beard
- III. Treasurer's Report
 - a. Travel Fund: \$185.50
 - b. General Fund: \$931.13
- IV. Membership Updates
 - a. No new members
 - b. Social Event Ideas
 - i. Ice cream social – member only event – send invitations that are made up of topping packets (i.e. nuts, candy, sprinkles)
 - ii. Member Appreciation Event – cupcake champagne flutes
- V. Update events
 - a. Campus Safety Symposium – Danessa is going, Jana still undecided.
- VI. Speaker Suggestions
 - a. Dro Seelochan (Study Abroad)
 - b. Monica Moore/Bill Shuluk (Student Support)
 - c. Mark Bukowski (Code of Conduct)
- VII. Open Forum
 - a. Amy English will be out for next 3 weeks
 - b. Pam requested member list from Adrian, updated with current members
 - c. Amy will reach out to Valencia and Seminole regarding Orlando shooting

- d. Fundraising efforts need clear direction
- e. Make proposal to the President for collecting a percentage of proceeds from sporting event. (Chippola is already successfully doing this)

VIII. Executive Board Meeting adjourned at 12:08pm.

Minutes submitted by: Sarah Corcoran

Florida SouthWestern State College
Chapter of the Association of Florida Colleges
Executive Board Meeting Minutes

July 12, 2016

- I. Call to Order
Amy English called meeting to order at 11:32am.

- II. Approval of Minutes
Approved by Mackenzie Cassidy; Seconded by Pamela Macander

- III. Treasurer's Report
 - a. Travel Fund: \$8,346.62
 - b. General Fund: \$931.13

- IV. Membership Updates
 - a. No new members – couple renewals
 - b. Need room reservation for general meeting U-102/AA-177

- V. Update events
 - a. Campus Safety Symposium – Jackie Beard attended – discussed Campus safety in regards to Adaptive Services and the process for criminal record disclosure in regards to Admissions.
 - b. Annual Conference is November 1 thru November 3rd.
 - i. Social Karaoke with a twist (fundraising)
 - ii. Registration is open now
 - iii. Draft of Agenda is available online
 - c. Minute-to-win-it games @ Baseball/Basketball games
 - i. Small prize giveaway
 - ii. Alumni games?

- VI. Speaker Suggestions
 - a. Monica Moore/Bill Shuluk (Student Support) – July Meeting will present on Academic Support and Library Services
 - b. Dro Seelochan – Amy will contact about speaking at the August Meeting

c. Mark Bukowski (Code of Conduct)

VII. Open Forum

- a. Christina Seado Vasquez will draft email for elections and form elections committee.
- b. By-Laws need to be reviewed and discussed at next meeting
- c. Certified College Professional course opportunity. Need to gauge interest and look at possible scholarship to assist members who wish to complete the certification. One year commitment.

VIII. Executive Board Meeting adjourned at 12:09pm.

Minutes submitted by: Sarah Corcoran

Pamela M. Macander

Subject: Canceled: E-Board Meeting

Start: Tue 8/9/2016 11:30 AM

End: Tue 8/9/2016 12:30 PM

Show Time As: Free

Recurrence: Monthly

Recurrence Pattern: the second Tuesday of every 1 month(s) from 11:30 AM to 12:30 PM

Meeting Status: Not yet responded

Organizer: Amy English

Required Attendees: Christina M. Seado Vasquez; Jackie R. Beard; Jana K. Sabo; Jennifer R. Young; Mayo Coates; Matthew Holliday; McKenzie T. Cassidy; Mireille Lauture; Pamela M. Macander; Sarah B. Corcoran

Importance: High



AFC Executive Board Agenda A... July2016EBoard...

Hendry/Glades: A-114

Charlotte: E-105
Collier: M-1120A
Lee: U-202B

Florida SouthWestern State College

Chapter of the Association of Florida Colleges

Executive Board Meeting Minutes

September 13, 2016

- I. Call to Order
Amy English called meeting to order at 11:35am.
Members in attendance: Amy English, Pamela Macander, Christina Seado Vasquez, Sarah Corcoran, Jackie Beard, Jennifer Young, and Mayo Coates.
- II. Approval of Minutes
Approved by Christina Seado Vasquez; Seconded by Pamela Macander
- III. Treasurer's Report
 - a. Travel Fund: \$8,100.00
 - b. General Fund: \$896.00
- IV. Membership Updates
 - a. Ice cream social has been postponed until October (possible location AA-177 at LEE) Pam will check with FSI on cost of ice cream through them (think it was \$162 last year). Maybe Mackenzie can make a flyer (Halloween themed social instead?)
 - b. Health Fair is 10/18 for Lee, 10/19 for Collier, and 10/20 for Charlotte. We can set up a table at each location. We need a few volunteers to man the table at each location.
- V. Approval of By-Laws
 - a. Article IV, section 3 – change to align with fiscal year instead of calendar year.
 - b. Discussed length of terms (1 vs. 2 year) – Everyone felt one year was not enough time to make an impact.
 - c. Section 1/9 – change Public Relations Representative to Historian and Publications Chair to reflect the duties more accurately. Add responsibility of working with IT to update and maintain current information on the chapter website.

- d. Clarify Treasurer's process for the disbursement of Chapter funds.
- e. Article V, Section 3 – Change election time to align with the fiscal year.
- f. Article V, Section 9 – Change by-law revision to align with fiscal year.
- g. Article X, Section 2 – Remove coordination with institutional research for voting.

VI. Update on events

- a. Annual Conference is November 1 thru November 3rd.
 - i. Need donation for Burst the Balloon, maybe do a 50/25/25 raffle. 50% to winner, 25% to Burst the Balloon and 25% to the Chapter.
 - ii. Contact the Foundation or Student Engagement to obtain FSW swag donations.
 - iii. Need 3 – 4 small door prizes.
- b. Service Project – Collect toys for Arnold Palmer (collection locations could be Jen Young for Lee, Mayo for Collier, Joyce for Charlotte, and Amy for Hendry)
- c. Look at setting up a Canvas page for AFC

VII. Speaker Suggestions

- a. Haitian/American club (maybe check with Matt Holliday)

VIII. Open Forum

- a. Cancel December meeting, look at a larger AFC kick off in January.
- b. Jennifer will send out revised By-Laws, everyone on the E-board must approve the changes before it can be voted on by members
- c. Certified College Professional course opportunity. Need to gauge interest and look at possible scholarship to assist members who wish to complete the certification. One year commitment.

IX. Executive Board Meeting adjourned at 12:32pm.

Minutes submitted by: Sarah Corcoran

Florida SouthWestern State College
Chapter of the Association of Florida Colleges
Executive Board Meeting Minutes

October 11, 2016

- I. Call to Order
Amy English called meeting to order at 11:35am.
Members in attendance: Amy English, Matt Holliday, Pamela Macander, Christina Seado Vasquez, Sarah Corcoran, McKenzie Cassidy and Jennifer Young.
- II. Approval of Minutes
Approved by Christina Seado Vasquez; Seconded by McKenzie Cassidy.
- III. Treasurer's Report
 - a. Travel Fund: \$6,884 – Arenthia and Jackie's travel to AFC conference paid.
 - b. General Fund: \$884.03
- IV. Membership Updates
 - a. Health Fair is 10/18 for Lee, 10/19 for Collier, and 10/20 for Charlotte. We can set up a table at each location. We need a few volunteers to man the table at each location.
 - b. Make list of open positions available to fill for the next 6 months
- V. Approval of By-Laws
 - a. All members present have already approved changes. Amy will email other members about lack of attendance and response.
- VI. Upcoming events
 - a. Service Project – Collect kids books (Send to Pam)
 - b. Silent Auction items – spa basket, tickets to a show, hotel stay?
 - c. Put together a "scratch off" tree to raffle at the conference as a chapter fundraiser. Each board member will need to purchase on \$5 scratch off or donate \$5. Tickets will be sold at the conference \$5 for 1 ticket, \$20 for 5 tickets. Keep a record of serial numbers and inventory of tickets. (Send tickets/money to Pam by 10/28.)

- d. Leadership/Legislative Days – 2/8-2/9 in Tallahassee. Registration is \$129.00, link is not yet available. Amy, Matt, and Christina will attend.

VII. Upcoming Meetings

- a. Amy will check with Vince as possible speaker.
- b. Region IV is 4/28 at St. Petersburg College, EPI Center
- c. Student Development Conference is 5/16 – 5/18 at Pasco-Hernando State College.

VIII. Open Forum

- a. Cancel December meeting, look at a larger AFC kick off in January.
- b. Make a survey for members to approve by-laws and add open positions on the same survey.

IX. Executive Board Meeting adjourned at 12:34pm.

Minutes submitted by: Sarah Corcoran

Florida SouthWestern State College
Chapter of the Association of Florida Colleges
Executive Board Meeting Minutes

November 8, 2016

- I. Call to Order
Amy English called meeting to order at 11:33am.
Members in attendance: Amy English, Pamela Macander, Christina Seado Vasquez, Sarah Corcoran, Joyce Gelfand, Jana Sabo, and Jennifer Young.

- II. Approval of Minutes
Approved by Christina Seado Vasquez; Seconded by Jennifer Young.

- III. Treasurer's Report
 - a. Travel Fund: \$6,884.66
 - b. General Fund: \$1,485.92

- IV. Conference Updates
 - a. We made \$605 on the Lottery ticket tree that was raffled off at the conference.
 - b. We won the Silver award for our membership increase but we can do better with an adjunct member drive.
 - c. Pamela Macander won the Unsung Hero award!

- V. Upcoming events
 - a. Service Projects
 - i. Book drive for childrens hospital
 - ii. Ronald McDonald House
 - iii. Childrens Advocacy Center (Teen Gifts)

 - b. Fundraising for Spring
 - i. Silent Auction - Use online based site i.e. Bidding Owl that charges a small fee of 5% of proceeds.
 - ii. Used book sale

iii. Employee appreciation day (maybe sell Worlds' Finest Chocolates)

c. Leadership/Legislative Days – 2/8-2/9 in Tallahassee. Registration is \$129.00.

VI. Upcoming Meetings

- a. Give away door prizes at the general meetings to boost attendance.
- b. Invite AFC Executives to speak
- c. Possibly start a “lunch & learn” series with Matt Holliday.

VII. Open Forum

- a. Amy brought up the possibility of forming Activity, Fundraising and Membership committees with at least one representative from each campus/center.
- b. Elections for 17-18 school year will be held in May 2017.

VIII. Executive Board Meeting adjourned at 12:15pm.

Minutes submitted by: Sarah Corcoran

Pamela M. Macander

From: Amy English
Sent: Wednesday, November 30, 2016 3:16 PM
To: Christina M. Seado Vasquez; Jackie R. Beard; Jana K. Sabo; Jennifer R. Young; Joyce Gelfand; Matthew Holliday; Mayo Coates; McKenzie T. Cassidy; Mireille Lauture; Pamela M. Macander; Sarah B. Corcoran
Subject: E-Board Meeting December

Hello all,

I'm thinking about canceling the E-board meeting scheduled for December. I don't think we have anything pressing to discuss or decide on. I'm going to send out a survey in the next few days to find out what days, times and topics our members are interested in for general meetings next year. Pam and I are planning on attending legislative days and the leadership conference in January. Jana, if you are also interested in attending, the information is now listed on the AFC website. I'm putting together the items we collected for the ACT women's shelter and I will contact them by the end of the week to pick everything up. Thanks to everyone who helped with that. We will pick up again in January. Let me know what days and times are best for you to attend the e-board meetings. Thanks everyone!

Regards,

Amy S. English, M. Ed.
AFC Chapter President;
Instructional Assistant,
Writing
1092 E. Cowboy Way
LaBelle, FL 33935
(863)-674-6006



Florida SouthWestern State College
Chapter of the Association of Florida Colleges

Executive Board Meeting Minutes

January 12, 2017

- I. Call to Order
Amy English called meeting to order at 2:07 pm.
Members in attendance: Amy English, Pamela Macander, Jackie Beard, Joyce Gelfand, Jana Sabo, and Jennifer Young.

- II. Approval of Minutes
Approved by Pamela Macander; Seconded by Jackie Beard.

- III. Treasurer's Report
 - a. Travel Fund: \$4,268.35
 - b. General Fund: \$1,385.92

- IV. Upcoming Conferences
 - a. Amy English and Pamela Macander will be attending AFC Legislative Days and Leadership Conference January 24th – 27th

- V. FSW Chapter 2017 Goals
 - a. Membership Goals: Increase total membership by 50%
 - b. Service Goals: E-board spoke about contacting hospital for book drive possibilities.
 - c. Fundraising Goals: E-board spoke about meeting with the Foundation and the legal department to determine what fundraising activities would be supported and how we can begin a scholarships fund.

- VI. Meetings for 2017
 - a. According to survey results, Thursday afternoons are the best days to hold general meetings.
 - b. Our schedule includes: Vince (February), Bob Flores (March), Dr. Allbritten (March), Leadership Activity (April), TBD (May). Some other considerations for speakers include: Rich Parfitt, Francine Fuentes, Michael Brawer, and Suncoast Credit Union.

VII. Open Forum

- a. The board discussed open positions.
- b. Amy brought up having another AFC sponsored baseball night event.
Amy will contact Mike Hill for more information.

VIII. Executive Board Meeting adjourned at 2:34 pm.

Minutes submitted by: Amy English

Florida SouthWestern State College
Chapter of the Association of Florida Colleges
Executive Board Meeting Minutes

February 9, 2017

I. Call to Order

Amy English called meeting to order at 2:15pm. Those in attendance were Pam Macander, Jackie Beard, Sarah Corcoran, Amy English, Jennifer Young, Jana Sabo, and Ivan Guerrero.

II. Approval of Minutes

Approved by Pam Macander; Seconded by Jackie Beard

III. Treasurer's Report

- a. Travel Fund: \$4,654.53
- b. General Fund: \$1,385.92

IV. Upcoming Conferences

- a. Region IV and Workforce, Adult and Continuing Education Commission Joint Spring Conference, April 28th – Clearwater, St. Pete State College. \$50 registration fee, \$89/night hotel, one day conference.
- b. Student Development, Faculty, and Technology Commissions are teaming up for their annual Spring Conference, May 16-18 in Wesley Chapel at Pasco Hernando State College. Registration is \$99, hotel is \$124/night.

V. Membership

- a. Contact Adam Millis regarding a table at the Health and Wellness Fair
- b. Push Adjunct memberships

VI. E-Board Openings

- a. Historian/Publications Chair
- b. Lee Campus Representative – Ivan Guerrero has agreed to take this role.
- c. Collier Campus Representative

- d. Charlotte Campus Representative
- e. President-Elect

VII. Executive Board Meeting adjourned at 2:27 pm.

Minutes submitted by: Sarah Corcoran

Association of Florida Colleges
Florida SouthWestern State College Chapter
2017 Chapter Goals

Membership:

Our goal is to increase membership by 50%

We are planning multiple membership events: speaking at new hire orientation; attending faculty meetings; reaching out to deans and department heads; setting up AFC tables at health and wellness fairs and sporting events. We will also be targeting specific departments who have minimal numbers for AFC membership.

Community Outreach:

Our goal is to increase our community outreach efforts. We will participate in a minimum of three community events this year.

Campus Outreach:

Our goal is to become more involved in campus activities across all four locations. We will hold at least three social events at each campus and have guest speakers and workshops for member participation once a month.

Student Outreach:

Our goal is to start an AFC funded scholarship for our students. This scholarship award will be awarded to the dependent student of an active AFC member and will be at least \$150 per academic year.

Fundraising:

Our goal is to raise a minimum of \$750.00 this year in order to adequately fund the scholarship.

Participation:

Our goal is to increase participation in the association by offering interesting guest speakers for meetings, holding fun social events, increasing our community involvement, and by serving our students with the scholarship.

Members have stated their interest for certain topics and service learning opportunities. Our goal is to begin the year with explaining AFC and to follow up on those interesting areas that were stated in the survey sent out in January.