



Summer 2019 COBEC Conference  
University of North Florida, Jacksonville, Florida  
Theme: Embracing Bi-national Collaboration

**COBEC attendance Thursday, July 25, 2019**

<b>Name</b>	<b>Organization/Institution</b>	<b>Name</b>	<b>Organization/Institution</b>
Sir Colville Young,	Gov. Gen. Belize	Delaria Sanchez	Observer
Hon. Patrick Faber	Deputy Prime Minister & Min. of Ed.	Andrea Cummings	Edward Waters College Observer
Hon. Elodio Aragon	Minister of State & Homeland Security	Michael Brennen	Hillsborough Community College
Mrs. Laura Frampton Esquivel	Deputy Chief of Mission of the Belize Embassy & Permanent Member of the OAS	Ivan Nicolov	Valdosta State University
Rocio Cabrallo	Sacred Heart Junior College	Deborah Davis	Valdosta State University
Fermin Maganz	Sacred Heart Junior College	Kathaleena Monds	Albany State University
John Kemppainen	UNF/Emeritus	Erica Decuir	Albany State University
Betty Flinchum	UNF/Emertius	Edward Spears	Columbus State University
Prtichy Smith	UNF/Retired	Edward Leach	NISOD
Warren Hodge	UNF/Retired	Rita Curtis	Campbellsville University
Emilia Hodge	University of Florida	Sharon Hundley	Campbellsville University
Karen Martinez	Ecumenical Junior College	Theresa Thorkildren	University of Il Chicago
Marie Scott Young	Independence Junior College	Andy Novobliski	University of North Georgia
Mariot Simon	University of Belize	Carly Wynne Womack	University of North Georgia
Eve Aird	Galen University	Wesley Hickey	University of Texas at Tyler
Aline Harrison	Galen University	Nancy Adamson	SUNY
Marlon Brown	Corozal Junior College	Allison Martin	Bossier Parish Community College
Sharmayne Saunders	UWI	Hector Montford...	College of Coastal Georgia
Hugo Gonzalez	Centro Escolar Mexico Junior College	Brian Pope	College of Coastal Georgia
Perla Marin	Centro Escolar Mexico Junior College	James Lynch	College of Coastal Georgia
Gustavo Ellis	San Pedro Junior College	Colville Young Jr	NICHE Observer

Roberto Canche	San Pedro Junior College	Javiola Aragon	Ministry of Education
Fancisco Quiroz	San Pedro Junior College	Dian Danderson	Ministry of Education
Eleanor Gillett	Wesley Junior College	Jeanne Garbutt	Ministry of Education
Lusciola Castillo	National Library Service	Carla Mae Navarrow	Observer
<b>Alumni Attending the Professional Development Day</b>	<b>Attended Alumni Event only</b>		
Enita Barrett	Mirtha Peralta		
Junita Cadle	Sol Angel Alvarado		
Tanesha Ross	Michelle Godoy		
Melissa Bradley	Michael Godoy		
Ruth Reneau	Shemisha Gordon		
Mareen Arnold Neal	Khreem Gordon		
Rosemae Mangar	Celiste Gordon		
Emilio Pott, Sr.	Wife Gordon		
Kent Arzu	Lyn Morrison Jenkins		
John Nunez			
Vincent Nunez			
Doris Usher			

### **CONFERENCE DAY 1**

Conference Welcome and Opening: Dr. John Kemppainen

US & Belize Nationals Anthem were played by Nathasha Chapman and Courtney Gillett

Welcome Addresses were delivered by Co-Chairs Dr. Karen Martinez and Dr. Emilia Hodge

Greetings were given to the conference participants by the following dignitaries;

- Dr. Diane Yendol-Hoppey, Dean and Professor, UNF College of Education and Human Services
- Dr. Simon Rhodes, UNF Provost
- Hon. Patrick J. Faber, Deputy Prime Minister and Minister of Education, Youth, Sports and Culture
- His Excellency Sir Colville Young, Governor General of Belize
- Mrs. Laura Frampton, Deputy Chief of Mission, Embassy of Belize/Permanent Mission of Belize to the OAS

Keynote Speaker was Dr. Clint Van Negal, Professor Emeritus, UNF, who spoke on social skills, critical skills and how the brain works. He elaborated on self-control and how one could get rid of negative taught.

Presentations were made by the following;

- Story of Belize/Video was presented by Fermin Magana and Betty Flinchum
- Child Safety Matters: A school-based program dedicated to eliminating child abuse in all its forms was presented by Lynn Layton & Stacy Pendarvis, Monique Burr Foundation
- GlobalJax: An overview of the goals of the nationally linked non-profit corporation promoting bi-national and international understanding was presented by Andrea Myers, GlobalJax Executive Director

#### COBEC Standing Committees

1. College Fair Committee - Mr Marlon Brown, reported that the BTOO college fair would be held on February 5, 2020 at the UB Belmopan Campus. The college fair would run from 10 am to 4 pm. Ms. Aragon was charged to communicate the planning details with institutions on the list serv.

2. CAFÉ – Dr. Sharmayne Saunders, reported that librarian training needed to be revisited. Dr. Deborah requested that library training needed to be done for public and school librarian. It was agreed to upload on the list serv a request for a facilitator to do librarian training. It was suggested for Association of Tertiary Level Institutions in Belize (ATLIB) Summer Professional Development (SPD) Committee to work with the library service to include library training for primary, secondary and tertiary institution. Mr. Fermin Magana was voted in as the new chair of CAFÉ committee to replace Dr. Sharmayne Saunders.

3. Study Abroad Committee – Dr. Nancy Adamson, reported that 10 participants attended the committee meeting. Members agreed for institution to circulate on the list serv the students/teachers who were coming to Belize. For the February 2020 COBEC conference, members wanted a presentation on licensing processes for Health Department. Mrs. Jeanne Garbutt, Program Manager Teacher Education Development Services (TEDS), notified members that professional development training needed to be approved by TEDS and that results from training needed to be shown to identify what was learnt from the session(s). Dr. Nancy explained that the study abroad committee would develop best practices for service-learning needs in Vocational and Technical areas for more support in Belize. It was also suggested for COBEC to participate in more collaborative research.

4. Action Research Committee - Dr. Emilia Hodge, reported that the four steps process for action research were preferred for Belizean Schools. It was agreed for the committee to create an electronic clearing house or system for US and Belizean institution to have a forum to published research. Action research was the focus of the committee as one of the top techniques in research. It was suggested to seek available people to do professional training. The research committee was asked to share the idea, system and apps that would be applied to research.

Academic Poster session showcased work done by COBEC partnership. The electronic poster should be sent to Dr. Deborah Davis to place on the website.

**COBEC attendance Friday July 26, 2019**

<b>Name</b>	<b>Institution</b>	<b>Name</b>	<b>Institution</b>
Rocio Carballo	Sacred Heart Junior College	Sharon Hundley	Campbellsville University
Fermin Magana	Sacred Heart Junior College	Rita Curtis	Campbellsville University
Marlon Brown	Corozal Junior College	Edward Leach	NISOD
Mariot Simon	University of Belize	Gustavo Ellis	San Pedro Junior College
Theresa Thorkildsen	University of Illinois	Francisco Quiroz	San Pedro Junior College
Hector Montford	College of Coastal Georgia	Roberto Canche	San Pedro Junior College
Warren Hodge	University of North Florida/Retired	Perla Marin	Centro Escolar Mexico Junior College
Betty Flinchum	University of North Florida/Retired	Hugo Gonzalez	Centro Escolar Mexico Junior College
John Kemppanian	University of North Florida/Retired	Carly Wynne	University of North Georgia
Dian Danderson	Ministry of Education Belize	Sharmayne Saunders	University of West Indies
Javiola Aragon	Ministry of Education Belize	Deborah Davis	Valdosta State University
Eleanor Gillett	Wesley Junior College	Lusiola Castillo	Belize National Library
Wes Hickey	UT Tyler	Nancy Adamson	SUNY-Cortland
Michael Brennan	Hillsborough Community College	Ivan Nikolov	Valdosta State University
Eric Spears	Columbus State University	Delarai Sanchez	
Andrea M Cummings	EWC	Aline Harrison	GALEN University
Andy Novobilski	University of North Georgia	Eve Aird	GALEN University

**CONFERENCE DAY 2****COBEC BUSINESS MEETING**

The session began with a presentation by Mrs. Laura Esquivel Frampton, Deputy Chief of Mission, and Embassy of Belize/Permanent Mission of Belize to the OAS.

**1.0 CALL TO ORDER**

**1.1** The meeting was called to order at 9:30 am by Dr. Emilia Hodge, US co-chair. Dr. Karen Martinez, BZ co-chair, gave the welcome greetings to the delegates.

**2.0 ACCEPTANCE OF AGENDA**

**2.1** It was agreed to insert under Any Other Business: library training, teacher's bilateral conference information and feedback on the story of COBEC. The report from Ingrid Alvarado on fundraising was moved up after the acceptance of the agenda.

**2.2** A motion to accept the agenda with addition and correction was made by Dr. Andy Novobilski and seconded by Dr. Ivan Nikolov. All members accepted the agenda.

**3.0 ACCEPTANCE OF THE MINUTES**

**3.1** A motion to accept the minutes was made by Dr. Deborah Davis and seconded by Dr. Larry Daniels. All members unanimously agreed.

**4.0 Report from Ingrid Alvarado on fundraising,** Ingrid Alvarado's shared the project (see attached). It would start in March and finish in November 2019. The document was reviewed and endorsed by the committee.

A discussion ensued and members expressed that the document provided a road map and the next step was to put together a development plan over a one calendar year to get to the financial goals. It was then proposed to hire someone thereafter to develop the work. Ingrid was committed to raise the 100 thousand dollars despite the many challenges.

Members thanked Dr. Andy Novobilski and the committee and Mrs. Alvarado for all the work that was placed into the document.

## **5.0 TREASURERS' REPORT**

**5.1 BZE TREASURER/COBEC SECRETARY,** Mrs. Marie Young, reported for the period December 31, 2018 to June 30, 2019. The expenses were for purchasing, reimbursement for conference, travelling and bank charges. The closing balance showed the income at \$7,899.47BZ.

**5.1.1**The BZE treasurer's report was accepted as read by Dr. Sharmayne Saunders and seconded by Mr. Fermin Magana. All were in favour of the report.

**5.1.2** The treasurer presented the entity account requirement document from Holy Redeemer Credit Union for which the consortium had requested as well as the benefits and limitations for moving from scotia bank to credit union. It was suggested to seek further clarify on whether or not the association would need all the requirements to open an account since the consortium was a non-governmental organization. Secondly, the matter would be tabled at the ATLIB meeting in September to seek support with auditing cost for the consortium. And lastly, the matter would be finalize at the February conference on whether or not to move to the credit union.

**5.2 US TREASURER,** Dr. Ivan Nikolov, reported that the US treasury was in good standings. All 28 members paid membership fees. The expenses for this period were librarian training and IRS filling charges. The closing balance was US\$ 19,184.23.

**5.2.1** Concern were raised with charges for wire transfer, the complex payment system, the financial institution where the consortium's account was hosted and the charges for the checking account. Membership payments would be solicited in Mid-August.

**5.2.2**The US treasurer's report was accepted as read by Dr. Deborah Davis and seconded by Dr. Andy Novobilski. All were in favour of the report.

## **6.0 STATUS OF INDIVIDUAL MEMBERSHIP**

**6.1** The committee comprised of Dr. Eve Aird, Dr. Nancy Adamson, Dr. Betty Flinchum, Dr. Sharmayne Saunders and Mrs. Jane Bennett were task with working on Individual membership status. The recommendations were as followed;

1. The status of Individual Membership, should identify with the goals of COBEC. Active members have a record of professional excellence, may be a retired COBEC representative or former employee of a COBEC institution or have otherwise made significant contributions to COBEC while representing their member institutions.
2. Individual Membership may be nominated by an active COBEC representative in writing

to the COBEC co-chairs. Approval is dependent upon a review by an ad hoc committee and a favorable vote by the membership at a biannual COBEC conference.

3. Membership dues will be waived and conference registration fees will be reduced by one-half for Emeritus members.

4. Individual members may attend and participate in COBEC meetings but will not have voting privileges or hold any elected or appointed office.

**6.2** Members requested that consideration be given for an alumina association to join COBEC. Other suggestions were: whether or not the individual members could join committees, that three (3) significant contribution criteria be inserted for individual member, membership fees should not be tied to conference fees, how individual members joins and what section of the conference they could attend. The committee would take all those suggestions and present their findings at the February 2020 meeting.

## **7.0 EMERITUS NOMINATION**

None

## **8.0 COBEC AWARD**

Mrs. Marie Scott-Young was given an award for her 6 years of service to the consortium as Secretary/treasurer of Belize.

## **9.0 MEMBERSHIP APPLICATIONS**

**9.1** Campbellsville University, supported by Sacred Heart Junior College and University of North Florida, was accepted as full member of COBEC.

**9.2** Mr. Leach, NISOD, applied for membership and was supported by Independence Junior College and the University of North Georgia. Dr. Andy Novobilski made a motion that NISOD be accepted as an associate member under the condition that the membership fees be waived for free services rendered to ATLIB. The membership fees waiver was subjected to a three (3) years review. It was seconded by Dr. Sharmayne Saunders and all members were in favor.

**9.3** Andrea Cummings from Edward Waters College was an observer at the conference.

## **10.0 ANY OTHER BUSINESS**

### **10.1 Library training**

Dr. Deborah Davis extended a formal request for institutions to seek grant for Librarian to travel to the US for library training because Librarian and skills sets were needed for COBEC schools.

### **10.2 Teacher's bilateral conference information**

An announcement was made for COBEC members to attend the Biannual Teachers conference in May 2020 in Belize.

### **10.3 Feedback on the story of COBEC**

Mr. Fermin requested for more interviews from members to be included in the COBEC story. He announced that Mr Hector from Coastal Georgia was available to take video of interviews.

### **10.4 List Serv**

Dr. Emilia Hodge volunteered to update the list serv

**11.0 VENUE FOR NEXT COBEC CONFERENCE**

- February 2020: University of Belize, Belmopan Campus 5<sup>th</sup> February College Fair and 6<sup>th</sup> and 7<sup>th</sup> February COBEC conference.
- SUMMER 2020: University of Texas Tyler July 2020

**12.0 ADJOURNMENT**

The Co-Chairs extended thanks to the University of North Florida, especial Dr. John Kemppainen and Dr. Betty Flinchum and the staff for hosting a memorable and fruitful conference.

At 12:22 pm a motion was made to adjourn the Business Meeting by Co-chair Dr. Emilia Hodge and seconded by Mr. Fermin Magana. All members agreed.

Recorded by,  
Marie Scott Young  
Recording Secretary

**ATTACHMENT**



## **Summary of Recommendations from COBEC assessment of financial feasibility**

### **Organizational Readiness and Capacity Recommendations**

- Hire one or two people to run COBEC and raise money for the work. These leaders can plan and execute events, cultivate prospects, make solicitations, and steward donors.
- Create internal systems to be able to accept large philanthropic contributions.

### **Volunteer Leadership Recommendations**

- Utilize volunteers where they can make an impact on the Consortium's fundraising efforts without giving them tedious fundraising tasks.
- Engage all members more than twice per year.

### **Development Information Systems Recommendations**

- The new Development Director should develop and use a moves management system to track donor engagement.
- COBEC should consider investing in E-Tapestry or a similar donor management system in 2020.

### **Communications Recommendations**

- Plan for both initial communications materials as well as ongoing communications materials for fundraising.

### **Budget Recommendations**

- Set a budget in year one (2020) of at least \$75,000.

### **Policy Recommendations**

- Develop a policy for a portion of capital gifts being dedicated to endowment.
- Create policies for fundraising on these issues:
  - Gift Acceptance
  - Gift Agreement
  - Gift Counting
  - Recognition
  - Pledges
  - Endowment