

## COVER LETTER

**TO:** Amendment Section  
Division of Corporations

**SUBJECT:** Palm Beach Workforce Development Consortium  
Name of Corporation

**DOCUMENT NUMBER:** \_\_\_\_\_

The enclosed Statement of Change of Registered Office/Agent and fee are submitted for filing.

Please return all correspondence concerning this matter to the following:

Erica J. Scarpati

\_\_\_\_\_  
Name of Contact Person

Palm Beach Workforce Development Consortium

\_\_\_\_\_  
Firm/Company

3400 Belvedere Rd

\_\_\_\_\_  
Address

West Palm Beach, FL 33406

\_\_\_\_\_  
City/State and Zip Code

escarpati@careersourcepb.com

E-mail address: (to be used for future annual report notification) \_\_\_\_\_

For further information concerning this matter, please call:

Erica J. Scarpati

\_\_\_\_\_  
Name of Contact Person

at ( 561 )

340-1060 x2209

\_\_\_\_\_  
Area Code & Daytime Telephone Number

Enclosed is a \$35.00 check made payable to the Department of State.

**Mailing Address:**

Amendment Section  
Division of Corporations  
P.O. Box 6327  
Tallahassee, FL 32314

**Street Address:**

Amendment Section  
Division of Corporations  
The Centre of Tallahassee  
2415 N. Monroe Street, Suite 810  
Tallahassee, FL 32303

**STATEMENT OF CHANGE OF REGISTERED OFFICE OR REGISTERED AGENT OR BOTH FOR CORPORATIONS**

Pursuant to the provisions of sections 607.0502, 617.0502, 607.1508, or 617.1508, Florida Statutes, this statement of change is submitted for a corporation organized under the laws of the State of Florida \_\_\_\_\_ in order to change its registered office or registered agent, or both, in the State of Florida.

1. The name of the corporation: Palm Beach Workforce Development Consortium  
2. The principal office address: 3400 Belvedere Rd, West Palm Beach, FL 33406

3. The mailing address (if different): NA

4. Date of incorporation/qualification: 7/10/2007 Document number: \_\_\_\_\_

5. The name and street address of the current registered agent and registered office on file with the Florida Department of State: (If resigned, enter resigned)

Resigned : Mr. David Baker

Alley, Haass, Rogers, & Lindsay

P.O. Box 431 Palm Beach, FL 33480

6. The name and street address of the new registered agent (if changed) and /or registered office (if changed):

Kenneth Rehns/ Ward Damon

4420 Beacon Circle, Suite 100

P.O. Box NOT acceptable

West Palm Beach, FL 33407

The street address of its registered office and the street address of the business office of its registered agent, as changed will be identical.

Such change was authorized by resolution duly adopted by its board of directors or by an officer so authorized by the board, or the corporation has been notified in writing of the change.

Gregg L. Weiss  
2F2FE4BAC1FC4AE...  
Signature of an officer or director

Commissioner Greg Weiss, Board Chair  
Printed or typed name and title

*I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relative to the proper and complete performance of my duties, and I am familiar with and accept the obligation of my position as registered agent. Or, if this document is being filed merely to reflect a change in the registered office address, I hereby confirm that the corporation has been notified in writing of this change.*

Kenneth Rehns  
043AE80271D1460...  
Signature of Registered Agent

9/18/2024 | 10:39 AM EDT  
Date

If signing on behalf of an entity:

\_\_\_\_\_  
Typed or Printed Name

**\*\*\* FILING FEE: \$35.00 \*\*\***

MAKE CHECKS PAYABLE TO FLORIDA DEPARTMENT OF STATE  
MAIL TO: DIVISION OF CORPORATIONS, P.O. BOX 6327, TALLAHASSEE, FL 32314  
CR2E045 (04/13)

**DRAFT MINUTES CAREERSOURCE PALM BEACH COUNTY, INC.**  
**EXECUTIVE COMMITTEE MEETING**  
**Wednesday, May 29, 2024**

**I. CALL MEETING TO ORDER, WELCOME**

The meeting was audio and video recorded with a written transcript. Christopher Cothran, Board Chair welcomed attendees and called the meeting to order at 8:06 a.m. Committee members present, Christopher Cothran, and David Talley. Committee members absent, Dave Markarian, Ava Parker, Dr. Laurie George, George Elmore, and Dr. Mel Coleman.

**II. AGENDA APPROVAL**

a. Proposed Amendments: There were none.

b. Approval of Agenda: Christopher Cothran called for a vote to approve the agenda.

Motion: David Talley

Second: Christopher Cothran

The motion passed unanimously.

**III. PUBLIC COMMENTS**: There were none.

**IV. ITEMS FOR APPROVAL**

a. Minutes from April 12, 2024: Christopher Cothran asked the committee to review the minutes and after reviewing them, advise if they wished to make any corrections. Hearing none, he called for a vote to approve.

Motion: Dave Talley

Second: Christopher Cothran

The motion passed unanimously.

b. New Board of Directors Member: Lauren Veit replaces Cynthia Gaber from Vocational Rehabilitation. This appointment ensures that the board maintains its government seats, with only one non-profit still under discussion. Christopher Cothran called for a vote to approve.

i. Lauren Veit, Area Supervisor (Palm Beach/Broward), Division of Vocational Rehabilitation

Motion: David Talley

Second: Christopher Cothran

The motion passed unanimously.

c. Grantee-Subgrantee Agreement between the Florida Department of Commerce (FloridaCommerce) and CareerSource Palm Beach County, Inc.: Julia Dattolo said the attached is an extension from FloridaCommerce through August 31, 2024. Prior to the end date, LWDBs should receive the new Grantee-Subgrantee agreement which will need Board approval, Julia Dattolo to keep the board informed. Christopher Cothran called for a vote to approve.

Motion: David Talley

Second: Christopher Cothran

The motion passed unanimously.

d. Ward Damon, Attorneys at Law – Have Ward Damon also serve as our Board Counsel: Mr. Baker, the board's legal counsel, is set to retire. Hearing this, Julia Dattolo did some research and reached out to other boards. As a result, the committee would like to recommend using Ward Damon as the board's legal counsel on an as-needed basis. We are currently under contract with Ward Damon, these additional duties would be covered under the existing contract, therefore, no additional RFP or paperwork would be required. Christopher Cothran called for a vote to approve.

Motion: David Talley

Second: Christopher Cothran

The motion passed unanimously.

e. 2024-2025 New Slate of Officers. Dave Markarian will assume the Board Chair position in October. Alyssa Freeman has agreed to serve as Chair-Elect and John-Anthony Boggess has agreed to serve as Secretary. Christopher Cothran called for a vote to approve.

- i. Board Chair – Dave Markarian
- ii. Board Chair-Elect – Alyssa Freeman
- iii. Secretary – John-Anthony Boggess

Motion: David Talley

Second: Christopher Cothran

The motion passed unanimously.

## **V. ITEMS FOR DISCUSSION**

- a. New Executive Committee Members: The committee discussed potential new members. It was decided that the new Board Chair-Elect, Alyssa Freeman and Secretary, John-Anthony Boggess be appointed to the Executive Committee.

## **VI. INFORMATIONAL**

- a. CareerSource Palm Beach County Financial & Programmatic Monitoring as of April 11, 2024, for the Program Year 2023-2024, by Taylor Hall Miller Parker, P.A. Julia Dattolo said CareerSource Palm Beach County recently underwent a financial and programmatic monitoring, achieving excellent results, indicating strong organizational health and compliance.
- b. President & CEO Update (Julia Dattolo): Congratulations to Charles Duval, he is a new board member of Leadership Palm Beach County. The Board of County Commissioners pulled the application of Andrea Augst to be on our Board of Directors due to her non-residency in Palm Beach County, this is a rule we were unaware of. However, Lauren Veit's appointment should fall under the exempt status despite similar residency issues due to her covering multiple counties and the fact that Vocational Rehabilitation is a mandatory partner. Due to the expansion plans of the Palm Beach International Airport, CareerSource PBC has potential relocation options that include moving to a new government center or finding an alternative site. Julia Dattolo is exploring options, including sub-leasing/sharing space at our West Career Center with Families First to reduce rental costs and ensure operational continuity. The Strategic Plan is being updated, once completed, it will be posted on our website allowing for a 30-day review/comment period. Our regional planning efforts alongside with Research Coast are in process. Thank you to both Melanie Rebottini and Melanie Magill for taking the lead on these two initiatives. The Annual Performance Presentation for 2022-2023 by FloridaCommerce that was scheduled to be presented at the June 20 board meeting, has been postponed until next year.
- c. Next Board of Directors Meeting is scheduled for Thursday, October 17, 2024 – Proposing to move it to Thursday, October 24, 2024: Julia Dattolo said the Economic Council of Palm Beach County's Benchmarking trip to Dallas, TX is scheduled for October 15 through October 17 (same date as our next board meeting). Julia Dattolo, along with several of our board members will be attending this event, therefore, Ms. Dattolo is proposing to move the board meeting back a week to Thursday, October 24. Christopher Cothran and David Talley approve the new date.

- VII. ADJOURNMENT:** Christopher Cothran asked committee members if there was any further business of the committee, being none, a motion was made by David Talley and second by Christopher Cothran to adjourn the meeting. The motion was unanimously approved, and the meeting was adjourned at 8:23 a.m. The next Executive Committee meeting will be held on Friday, October 4, 2024, at 8:00 a.m.

## Mary Mullen Butler

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**From:** Kris Hopkins <khopkins@seafarers.org>  
**Sent:** Tuesday, July 2, 2024 11:29 AM  
**To:** Mary Mullen Butler  
**Subject:** [External].....RE: CSPBC Board of Directors Meeting 04/18/24 @ NOON - Proposed Amendments

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Mary,

I have decided to resign from the board due to just too much going on. Do you trigger the closure with the state? I know there was some renewals due.

Thanks in advance.

Kris

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**From:** Mary Mullen Butler <MMullen@careersourcepbcc.com>  
**Sent:** Thursday, April 18, 2024 9:56 AM  
**Cc:** Julia Dattolo <JDattolo@careersourcepbcc.com>  
**Subject:** CSPBC Board of Directors Meeting 04/18/24 @ NOON - Proposed Amendments

Dear Board of Directors and Guests,

At today's Board of Directors meeting there will be two Proposed Amendments:

### VII. COMMITTEE REPORTS (Active)

- a. Executive Committee: Minutes from April 12, 2024
- b. Financial Planning Committee: Minutes from April 12, 2024

We look forward to seeing you today at noon. Thank you.

Kind regards,

### Mary Mullen Butler

Executive Administrative Assistant to the  
President & CEO

Central Career Center  
3400 Belvedere Road West Palm Beach, FL 33406

p: 561-340-1061 x2205  
w: [www.careersourcepbcc.com](http://www.careersourcepbcc.com)



## Mary Mullen Butler

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**From:** Parker, Ava L <parkera@palmbeachstate.edu>  
**Sent:** Tuesday, July 30, 2024 7:15 PM  
**To:** Julia Dattolo  
**Cc:** Ross, Abby  
**Subject:** [External].....RE: CareerSource Palm Beach County Board of Directors seat

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Julia,  
Thank you for your very thoughtful email. It certainly was a kind way of making me move in the direction that we have previously discussed. While I was preparing to take the required orientation before the deadline, I think that it is best for the organization for me to recommend Dr. Coleman Ferrell to serve on the Board. I am sure that she will do an excellent job.

You have done great things during your short time as the CEO of Career Source and I am sure that you will continue to soar. Good luck with everything. If you need my help, I am just a phone call away.

Be well.

Ava

**Ava L. Parker, J.D.**  
**President**  
4200 S. Congress Avenue, MS 21, Lake Worth, FL 33461  
Tel: (561) 868-3501 Fax: (561) 868-3504  
Email: [avaparker@palmbeachstate.edu](mailto:avaparker@palmbeachstate.edu)  
Website: [www.PalmBeachState.edu](http://www.PalmBeachState.edu)



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**From:** Julia Dattolo <JDattolo@careersourcepbc.com>  
**Sent:** Tuesday, July 30, 2024 12:46 PM  
**To:** Parker, Ava L <parkera@palmbeachstate.edu>  
**Cc:** Mary Mullen Butler <MMullen@careersourcepbc.com>  
**Subject:** CareerSource Palm Beach County Board of Directors seat

\*\*\* This email originated from outside the Palm Beach State College email system. \*\*\*  
Please exercise additional caution when clicking links or attachments within this email or responding to requests for personal data.





**PALM BEACH STATE**  
**COLLEGE**

OFFICE OF  
THE PRESIDENT

4200 Congress Avenue  
Lake Worth, FL 33461-4796

561-868-3501 OFFICE  
561-868-3504 FAX

September 9, 2024

CareerSource Palm Beach County, Inc.  
3400 Belvedere Road  
West Palm Beach, Florida 33406

ATTN: Ms. Julia Dattolo, President & Chief Executive Officer

RE: Appointment of Tunjarnika Coleman-Ferrell (Nika) to CareerSource Palm Beach County,  
Inc. Board of Directors

Dear Ms. Dattolo: *Julia*

It is my pleasure to recommend the appointment of Dr. Tunjarnika Coleman-Ferrell to serve on the CareerSource Palm Beach County, Inc. board of directors. Dr. Coleman-Ferrell will make an outstanding addition to the CareerSource's board of directors and embody its mission to provide workforce development, job training and employment services for the businesses and citizens of Palm Beach County.

Nika is extremely knowledgeable of the issues and concerns of Palm Beach County, and I feel she will be an asset to your organization. It is my belief she is qualified to serve in this important role and CareerSource will benefit greatly from her knowledge and experience.

Please feel free to contact my office if you would like to discuss this recommendation further.

Sincerely,

Ava L. Parker, J.D.  
President



## **TUNJARNIKA L. COLEMAN-FERRELL, ED.D.**

Dr. Tunjarnika L. Coleman-Ferrell serves as the Vice President of Academic Affairs at Palm Beach State College, the fourth-largest institution in the Florida College System. In this capacity, she oversees all academic disciplines across a multi-campus system, which includes associate and baccalaureate degrees, certificate programs, and workforce training initiatives.

A transformational leader dedicated to student success, Dr. Coleman-Ferrell is an advocate for students from diverse backgrounds. Her upbringing in Riviera Beach, Florida, was profoundly influenced by her mother, a U.S. Army veteran and licensed practical nurse, who instilled in her the importance of perseverance. These early lessons, combined with her commitment to empowering students, have shaped Dr. Coleman-Ferrell into a respected and visionary leader. Affectionately known as “Nika,” she lives by the mantra #MakeItHappen.

With three decades of experience in academia, student services, and administration, Dr. Coleman-Ferrell has dedicated her career to enhancing educational quality and accessibility. Her diverse roles have spanned throughout K-12, community college, and university sectors, including positions as professor, department chair, associate dean, dean of academic affairs, dean of student services, provost, and a member of the Southern Association of Colleges and Schools (SACS) visiting team. She earned her bachelor’s degree in sociology, master’s in public administration, educational specialist postgraduate degree, and doctorate in education—all from Florida Atlantic University. Her areas of expertise include strategic planning, curriculum development, resource management, grants oversight, and team building.

Dr. Coleman-Ferrell is also deeply committed to fostering community partnerships that enhance student outcomes. At Palm Beach State College, she has spearheaded collaborations with the school district, businesses, and municipalities throughout the state. As a Leadership Florida Cornerstone Class 41 member, she is an active community leader, championing equal access to education and serving as a change agent for students. Her board memberships include HCA Florida Healthcare JFK/JFK North, the Palm Beach North Chamber of Commerce, YWCA of Palm Beach County, Max Fisher Boys and Girls Club, and the Palm Beach County School District Advisory Board. Recognized by Leadership Palm Beach County and the State of Florida Chancellor’s Leadership Council, Dr. Coleman-Ferrell has also served as statewide president of the Association of Florida Colleges, representing 28 institutions. Among her many honors are the Woman of Excellence, Leadership Excellence, and Legacy awards.



# DR. TUNJARNIKA L. COLEMAN-FERRELL

Delray Beach, Florida ▪ Phone: (561) 215-3347 ▪ Email: [drtlcoleman@gmail.com](mailto:drtlcoleman@gmail.com)

## **PROFESSIONAL SUMMARY**

Results-oriented leader with distinguished career experience in a multi-campus system at the college and university levels. Accomplished executive leader and Aspen Rising Presidential Fellow with a deep commitment to student access, success, and academic excellence. Proven record of initiative and insightful leadership that fosters team building, strategic planning, fiscal accountability, and problem-solving. Ability to establish a strong, bold strategic vision for the institution and its students reflected in external partnerships. Recognized throughout career as a collaborative, transformative, and inspirational leader with a reputation for advancing the institution's mission, vision, and overall goals.

## **EDUCATION**

<b>DOCTOR OF EDUCATION (Ed.D.), ADULT AND COMMUNITY EDUCATION</b> FLORIDA ATLANTIC UNIVERSITY, BOCA RATON, FLORIDA	2001
<b>EDUCATION SPECIALIST (Ed.S.), EDUCATIONAL LEADERSHIP</b> FLORIDA ATLANTIC UNIVERSITY, BOCA RATON, FLORIDA	2000
<b>MASTER OF SCIENCE (M.S.), PUBLIC ADMINISTRATION</b> FLORIDA ATLANTIC UNIVERSITY, BOCA RATON, FLORIDA	1997
<b>BACHELOR OF ARTS (B.A.), SOCIOLOGY</b> FLORIDA ATLANTIC UNIVERSITY, BOCA RATON, FLORIDA	1995

## **DISSERTATION**

Coleman-Ferrell, T. (2001). A Predictive Model of Student Performance in Internet-Based Distance Learning Courses at the Community College. FL: University Press.

## **COMMUNITY SERVICE & PROFESSIONAL AFFILIATIONS** *(Selected)*

2024	Leadership Florida, Cornerstone Class 41
2023	Board of Directors, HCA Florida JFK & JFK North Florida Hospital
2022	Member, Forum Club of the Palm Beaches
2022	Aspen Institute's Rising Presidents Fellowship
2020	Leadership Palm Beach County, Class of 2020-2021
2020	Board Member, Palm Beach North Chamber
2020	Board of Directors, YMCA Palm Beach County
2019	Board of Directors, Palm Beach North Chamber Trustee
2019	Board of Directors, Boys and Girls Club Max Fischer Club
2018	President, Association of Florida Colleges
2018	Academic Advisory Council, Palm Beach County School District

## **ADMINISTRATIVE LEADERSHIP**

01/2021-Present

**District-Wide Vice President, Academic Affairs** (*Promotion*)  
**Chief Academic Officer** (*Full-time, paid*)  
Palm Beach State College, Lake Worth, Florida

**Institutional Profile:** Founded in 1933, Palm Beach State College (PBSC) is Florida's first public community college, 5<sup>th</sup> largest of the 28 colleges in the Florida College System. An open access, 5-campus institution, PBSC enrolls over 35,000+ students annually across Palm Beach County; 72% of students attend part-time, and 28% of students attend full-time. A Hispanic-serving institution, PBSC attracts a diverse student body representing nearly 140 countries; over 60% of PBSC students receive some form of financial aid. With 150+ programs of study, PBSC offers bachelor's degrees, associate degrees, and professional and career certificates.

**Vice President, Academic Affairs/CAO:** Collegewide oversight of a 5-campus system, 150+ degree and certificate programs, maintenance of K-12 education partnerships, managing \$50M+ Academic Affairs budget with 300+ full-time and 600+ part-time faculty and 30+ professional employees. Executive Leader for the College President's Cabinet as a direct report to the College President.

### ***Scope of Responsibilities:***

- Serve as the chief academic policy developer, the program and accreditation officer for the multi-campus institution, and a member of the College President's Cabinet.
- Plan, evaluate, and ensure quality operations; promote continual improvement of collegewide academic programs and initiatives, including general, international, career, and technical education programs and assessments; course scheduling and oversight of 3000+ course sections and conversions.
- Direct oversight of academic deans, faculty clusters, and program leaders; provide leadership and oversight of the college's workforce development and continuing education programs and services based on local, state, federal, community, and workforce needs to benefit the college's service area; serve in an active role for community outreach and maintaining strategic alliances with local industries to develop cutting edge programs that meet the workforce needs of Palm Beach County.
- Ensure compliance with all applicable federal and state regulatory standards, Board of Trustees directives, accreditation agencies, as well as adherence to college policies and procedures.
- Collaborate with campus provosts and key stakeholders to provide senior management direction, leadership, and coordination for outcomes-based curricula and processes, program and degree planning, and articulation with state, regional, and national colleges, and universities.
- Facilitate K-12 articulation, including dual enrollment, accelerated learning mechanisms, and guided pathways for career and technical programs; responsible for the oversight of PBSC Honors College.
- Provide overall guidance, leadership, and support to the Office of Institutional Research and Effectiveness for a continuing action research agenda that examines the efficacy of guided pathways for the improvement of student engagement, success, and completion.
- Provide senior management direction, leadership, and coordination for international education initiatives, including study abroad and partnerships with institutions overseas and special academic programs, such as the Honors Institute, Career Pathways, and Cross-Cultural Institute.
- Collaborate with Campus Provosts to ensure consistency of educational goals across all campuses through strategic planning, curriculum development, resource allocation, and student support services.

### ***Accomplishments:***

- Pioneered first collegewide program prioritization efforts; performed a comprehensive review analysis of 150+ academic programs to inform college-wide decisions and resource allocation to improve efficiencies for mission and goal alignment; developed 2 new bachelor programs; expanded workforce education programs across all 5 campuses.
- Organized team to assess and review alternate scheduling opportunities for Live Online, Blended, and Weekend College models to foster accelerated learning opportunities.
- Evaluate classroom technology needs for both traditional and virtual classes while collaborating with the IT department for necessary classroom upgrades.

- Instituted the transition of Academic Affairs from Blackboard to Canvas web-based learning management system; a collaboration with the College's Innovation and E-Learning departments.
- Co-facilitated the successful adoption of the Guided Pathway framework across the College to close achievement gaps and promote student success and retention.
- Implemented Respondus LockDown Testing to safeguard academic integrity with online learning.
- Lead faculty file review for SACSCOC compliance.
- Evaluated and assessed protocol guidelines for Faculty Load Split (i.e., face-to-face versus online).
- Revise rule oversight and implementation (i.e., HB 233-Intellectual Freedom).
- Lead the Student Success Taskforce responsible for procuring and deploying over 2,000 laptops to students in need during the COVID-19 pandemic.
- Collaborate with student services leadership to cultivate a climate of partnership aimed at nurturing a 'culture of care' and a sense of belonging for students.
- Improved and streamlined Faculty Continuing Contract Process; reassessed timeline for performance appraisals, observations, continuing contract process to better synchronize faculty contract deadlines.
- Perform course fee reviews and adjustments, perform needs analysis, and use evaluative findings to determine the next steps for improvement.
- Organize General Education Catalog review and update for publication.

12/2018-12/2020

**Provost/Campus Chief Executive Officer** (*Promotion*)

**Dean of Student Services** (*Full-time, paid*)

Palm Beach State College, Palm Beach Gardens, Florida

**Provost/Campus CEO, Dean of Student Services:** Chief campus administrator responsible for the oversight and operations of 1 local campus (comprised of 22 buildings, second largest campus of 5), and student retention and completion initiatives. Provided leadership, direction, and evaluation for all programs to address students' unique needs. Led/implemented campus tactical initiatives in alignment with the College's strategic plan. Served as a member of senior management and member of the President's Cabinet as a direct report to the College President.

#### ***Scope of Responsibilities:***

- Administered leadership, strategic planning, mentorship, and development relative to the administration of the Palm Beach Gardens Campus, serving over 8,000+ students annually.
- Developed and implemented campus policies and procedures in alignment with the College's priorities, mission, vision, and goals; managed campus budget of \$7M+ annually.
- Administrative representative lead for the Palm Beach State Collective Bargaining Committee to negotiate fair and equitable faculty contracts.
- Provided vision and leadership to campus academic and student services leaders, academic associate deans, and program directors to ensure innovation in programs, curricula, and technologies.
- Served as College liaison; provided outreach opportunities to business groups, schools, and civic organizations within the surrounding community; recognized as a strong community leader capable of promoting college programs and providing educational momentum to the campus and its diverse student population.
- Oversaw student operational services and programs to include admissions, registration, advisement, financial aid, disability support, testing, career center, student activities, student learning center (tutoring), and the campus wellness center.
- Facilitated due process for students as relative to conduct hearings, appeals, and complaints; determined appropriate application of the Code of Conduct after completing thorough investigations of alleged violations, thereby contributing to campus safety and well-being.
- Collaborated with the Dean of Academic Affairs to assist in directing academic programs to ensure student learning and success.
- Evaluated the appropriate utilization of campus physical resources to create a warm and welcoming student-centered environment, focused on students' holistic needs (i.e., new location for Panther's Pantry & Closet, and relocation of Cashier's Office, etc.).

***Accomplishments:***

- Guided the Academic Affairs team to evaluate scheduling challenges and implement strategies to increase enrollment and FTE headcount by 6%.
- Co-facilitated the revision and new College-wide guided pathway advising model to assist students in identifying an appropriate career pathway, course selection, and degree completion.
- Expanded distance learning offerings; increased by over 20% with occupancies on average of over 80%.
- Initiated a partnership with the City of Riviera Beach to develop and implement a Memorandum of Understanding designed to embed a certificate-bearing curriculum to members of an urban community.
- Coordinated the Sonography Lab renovation project.
- Oversaw the Center for Innovation and Health Science renovation project.
- Chaired the campus parking renovation project to accommodate additional parking.
- Led citywide discussions and initiated prospective student transit and campus drive crosswalk/roundabout to ensure student safety during commuting.
- Established and/or strengthened partnerships with 15 community partners to create exponential learning opportunities for students and leverage resources.
- Successfully transitioned all in-person courses to an online modality in response to the COVID-19 pandemic.
- Instituted and led the Laptop Taskforce to distribute laptops and hotspots to students during the COVID-19 pandemic.
- Facilitated and implemented the relocation and redesign of the new PBG Campus panther pantry and closet to support under-resourced students; installed the first lactation room for mothers of the campus community; collaborated with PBC Health District to open a COVID-19 testing site on campus.
- Mentored students and provided counsel to foster knowledge of the importance of civic engagement within the community.

07/2014-11/2018

**Dean, Academic Affairs** (*Promotion*)

(*Full-time, paid*)

Palm Beach State College, Boca Raton, Florida

**Dean, Academic Affairs:** Chief academic campus administrator. Manage campus academic affairs budget to include academic programs and coordinate the activities of administrative staff and faculty. Verified the adequacy of instruction, monitored academic integrity, and maintained a culture of compliance. Reported to the Campus Provost/CEO.

***Scope of Responsibilities:***

- Served as senior academic affairs officer for the campus; managed a \$300K+ academic affairs budget; recommended strategic policies and developed procedures and standards.
- Delivered guidance to two (2) associate deans; supervised and evaluated employee performance.
- Evaluated faculty continuing contracts and assessed faculty needs; developed goals, objectives, priorities, and recommendations.
- Designed the campus master course schedule; assisted in curriculum development and program review.
- Served as the liaison for programs and services with external agencies and community leaders.
- Monitored academic projects to ensure maximum effectiveness and compliance.
- Represented academic affairs on college-wide committees and other campus meetings.

***Accomplishments:***

- Capture Grant: Served as Palm Beach State College's principal investigator, \$3.5M (over five years); joint academic partnership with Florida Atlantic University (FAU).
- Oversaw Science Interactive Lab (SILC), Chemistry and Organic Chemistry Lab renovations.
- Instituted flipped classrooms and TAP Lab for anatomy and physiology courses.

07/2010-06/2014      **Associate Dean, Academic Affairs** (*Promotion*)  
(*Full-time, paid*)  
Palm Beach State College, Boca Raton, Florida

- Provided administrative oversight for STEM programs and associated budgets; designed curriculum, course schedules, programmatic goals, and objectives; made recommendations as needed.
- Liaison for programs and services with external agencies and community leaders; monitored various curriculum-based projects to ensure maximum effectiveness and policy compliance.
- Designed, implemented, and evaluated a new full-time faculty mentoring program.

07/2001-06/2010      **Department Chair** (*Promotion*)  
**Professor III** (*Full-time, paid*)  
Palm Beach State College, Boca Raton, Florida

- Courses Taught: Education, Strategies for College Success, Preparatory Reading, Preparatory Math, Preparatory English, English for Academic Purposes (ESL).
- Evaluated students to assess progress and mastery of learning outcomes.
- Completed faculty observations; assisted with student complaints and referrals.

## **UNIVERSITY TEACHING EXPERIENCE**

08/2000-Present      **Adjunct Faculty** (*Part-time, paid*)  
Florida Atlantic University, Boca Raton, Florida

**Institutional Profile:** Florida Atlantic University (FAU) is a 4-year, public institution located in the south region of Florida. Serving approximately 30,000+ freshmen students annually, FAU offers 170+ undergraduate and graduate degree programs.

- Undergraduate/Graduate Courses: Graduate Research, Education Technology, Education Measurement and Evaluation, Educational Statistics, Organization and Administration in Educational Leadership, Adult and Community Education, Applied Learning Theory, Applied Educational Technology, and Introduction to Education.
- Make continuous efforts to improve the quality of instruction using innovative pedagogical techniques; evaluate students to measure progress toward student learning outcomes.
- Submit required faculty reports and records; serve on committees and provide support where appropriate.

08/2008-07/2015      **Professor** (*Part-time; paid*)  
South University, EDMC Online, Pittsburgh, PA

**Institutional Profile:** South University (SU) is a 4-year private online higher education institution located in Palm Beach County, Florida. Serving approximately 11,000+ students annually, SU offers both graduate and undergraduate degree programs.

- Undergraduate Course: Strategies for College Success (distance learning).
- Regularly assessed teaching methods and used data to continually improve instructional strategies.
- Evaluated and measured student learning outcomes; provided timely feedback.
- Maintained accurate and complete course records.

## **K-12 INSTRUCTIONAL EXPERIENCE**

08/1996 – 07/1997      Broward County Public Schools (*Full-time, paid*)  
08/1995 – 07/1996      Palm Beach County Public Schools (*Full-time, paid*)

- Teacher, Business Education and Technology, Grades 6-8
- Teacher on Assignment, Grades 9-12 (Summer)

## **FUNDRAISING ACCOMPLISHMENTS**

US Representative Lois Frankel, Cybersecurity Grant (Co-Facilitator, 2023), \$1M; federal funding obtained to train faculty and students in artificial intelligence and equipment in support of technology needed to revolutionize the business and industry sectors.

Open Door Round 2: Florida Department of Education (Facilitator, 2023), \$500K+; aimed to support students completing short-term and technical education programs to obtain workforce certificates and employment in high-demand industries (i.e., Emergency Medical Technicians, 911 Telecommunication Operators, etc.).

Perkins - Strengthening Career & Technical Education: Florida Department of Education (Facilitator, 2022-2023), \$1M; supports a range of educational needs of students and workforce program initiatives and services.

Dr. Barbara Carey-Shuler Equity Institute (Facilitator, 2019), \$1M; private donor funding aimed to expand student access to college through outreach initiatives and increase opportunities for student success through strategic programming and support services.

Jobs Growth Grant: Department of Economic Opportunity (Principal Investigator, 2019) \$2.06M; funding to expand engineering program offerings and multidisciplinary approach to boost the number of highly trained middle-skilled workers to meet the needs of aviation, manufacturing, clean technologies, and homeland security/defense industries.

Jobs Scholar: Department of Labor (Facilitator, 2019), \$1.1M; opportunity for eligible youth to enroll in career technical training programs to learn in-demand job skills.

Capture Grant (Principal Investigator, 2014), \$3.5M; aimed to enhance the quality of advising, instruction and educational opportunities for students matriculating from an earned A.A. or A.S. degree at Palm Beach State College to a bachelor's program at Florida Atlantic University (FAU) in computer-related fields.

Transition to Teaching Grant (Co-investigator, 2014), \$4M; collaborative partnership with the Palm Beach County School District to offer alternative teacher certification preparation courses and workshops for professionals making a career transition into K-12 classroom instruction.

## **ACCREDITATION EXPERIENCE**

### **Southern Association of Colleges and Schools (SACSCOC)**

2016    Visiting Team Member - Evaluation of Georgia Military College for Substantive Change  
2015    Visiting Team Member - Evaluation of El Paso Community College for Substantive Change  
2012    Visiting Team Member - Evaluation of Lone Star College System for Reaccreditation



## **AWARDS, HONORS & PROFESSIONAL DEVELOPMENT** *(Selected)*

- 2021 Woman of the Year Awardee, Palm Beach North Chamber
- 2019 Woman of Excellence Awardee
- 2012 President-Elect, Association of Florida Colleges (2012-2017)
- 2006 Provost Leadership Awardee, Palm Beach State College
- 2005 Professor of the Year Awardee, Palm Beach State College

## **PRESENTATIONS & CONFERENCES** *(Selected)*

- 2020 Leadership Forward, 7 Habits of Highly Effective Leaders
- 2016 Black, Brown College Bound, Hillsborough Community College, “Stop, You’ve Been Arrested”
- 2016 Association of Florida Colleges, Region V, Miami, Florida
- 2014 Presenter-Professionalism in the Workplace
- 2013 Association of Florida Colleges State Convention, Orlando, Florida
- 2012 Presenter- Leadership by Design: Project Based Leading
- 2009 Nova Southeastern University - Wayne Huizenga College, Fort Lauderdale, Florida  
Leadership Panel Expert/Presenter
- 2008 F.A.C.E.- Faculty Adjuncts Committed to Excellence Retreat, Boca Raton, Florida  
Planned, coordinated and designed Retreat
- 2006 Global Diversity in the Classroom Conference, Boca Raton, Florida  
Presenter, Global Education for Pre-Service Teachers
- 2005 NAME: National Association for Multicultural Education, Atlanta, Georgia
- 2004 Gear Up and Fast Break Awards Ceremony, Lake Worth, Florida, Keynote Speaker
- 2004 National Council on Black American Affairs Conference, Ft. Lauderdale, Florida  
Presenter, “Mentoring Students for College Success”
- 2004 Teacher Education Day-FAU/PBCC Partnership- Boca Raton, Florida
- 2003 New Innovations International Caribbean Education Conference, Grenada  
Presenter, Teacher Education and Technology
- 2003 Presenter - “Strategies for College Success in Education”
- 2003 Society for Applied Learning and Technology Conference, Orlando, Florida  
Presenter, “Distance Learning and the Millennium Employee”
- 2003 Florida African American Student Conference, Jacksonville, Florida  
Presenter, “Journey to College Success”
- 2002 LEAP- Leadership Enhancement Retreat, Duck Key, Florida
- 2001 Presenter- “Intercultural Communication: An Interactive Look”

## **NATIONAL CONFERENCES PARTICIPATION**

- 2011 SACS: Southern Association of Colleges and Schools Annual Meeting, Orlando, Florida
- 2004 11th Annual Syllabus Conference and Exhibition at UC Berkeley, San Francisco, California
- 2004 National Association for the Education of Young Children, New York City, New York
- 2002 Council for Exceptional Student Education, New Orleans, Louisiana
- 2001 Summer Institute for Intercultural Communication, Portland, Oregon
- 2000 Florida Educational Technology Conference, Orlando, Florida
- 1999 League for Innovation and Technology, Miami, Florida

## **ARTICLES & PUBLICATIONS**

Coleman-Ferrell, T. (pending). Teaching on the Frontline: 12 Steps to Becoming a Master Teacher.

Baxtley, T. & Waldon, K. (2015). Equity Pedagogy. NY: Pearson. (Co-Author).

Coleman-Ferrell, T. (2010). Distance learning and Achievement. Applied Journal of Distance Learning.

Coleman-Ferrell, T. (2009). Student Achievement and the Digital Divide. American Journal for Distance Education.

Diaz, C. (2005). Touch the Future...Teach. Allyn and Bacon. (Contributing Editor).

Coleman-Ferrell, T. & Richmond, S. (Producer, Writer, Co-Host). (2004-2005) Foundations of Education [Television Documentary series]. Boynton Beach: ITV-Teacher Education Network Channel

Coleman-Ferrell, T. & Bryan, V. (2002). Distance Learning and the Millennium Employee. Society for Applied Learning and Technology. Journal of Instruction and Applied Technology.

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CAREERSOURCE PALM BEACH COUNTY & PBWD CONSORTIUM - BOARD OF DIRECTORS & COMMITTEE MEETING SCHEDULE									
JANUARY 2025 - DECEMBER 2025									
CONSORTIUM									YOUTH AND
		BOARD OF			EXECUTIVE			FINANCIAL	YOUNG ADULT
		DIRECTORS			COMMITTEE			PLANNING	OUTREACH
								COMMITTEE	COMMITTEE
TBD		NOON			8:00 AM			8:45 AM	9:00 AM
									JANUARY 16 <sup>TH</sup>
FEBRUARY 5 <sup>th</sup> @ TBD		FEBRUARY 20 <sup>TH</sup>			FEBRUARY 7 <sup>TH</sup>			FEBRUARY 7 <sup>TH</sup>	
		APRIL 24 <sup>TH</sup>			APRIL 11 <sup>TH</sup>			APRIL 11 <sup>TH</sup>	APRIL 17 <sup>TH</sup>
JUNE 25 <sup>TH</sup> @ TBD		JUNE 26 <sup>th</sup>			JUNE 13 <sup>TH</sup>			JUNE 13 <sup>TH</sup>	

**DRAFT**

CAREERSOURCE PALM BEACH COUNTY & PBWD CONSORTIUM - BOARD OF DIRECTORS & COMMITTEE MEETING SCHEDULE									
JANUARY 2025 - DECEMBER 2025									
CONSORTIUM		BOARD OF DIRECTORS		EXECUTIVE COMMITTEE		FINANCIAL PLANNING COMMITTEE		YOUTH AND YOUNG ADULT OUTREACH COMMITTEE	
9:00 AM		NOON		8:00 AM		8:45 AM		9:00 AM	
		AUGUST 21 <sup>ST</sup>		AUGUST 8 <sup>TH</sup>		AUGUST 8 <sup>TH</sup>			
SEPTEMBER 23 <sup>RD</sup> @ TBD								SEPTEMBER 18 <sup>TH</sup>	
		OCTOBER 23 <sup>RD</sup>		OCTOBER 10 <sup>TH</sup>		OCTOBER 10 <sup>TH</sup>			



## **PALM BEACH WORKFORCE DEVELOPMENT CONSORTIUM**

<b>Holiday</b>
NEW YEAR'S DAY
MARTIN LUTHER KING, JR. DAY
MEMORIAL DAY
JUNTEENTH
INDEPENDENCE DAY
LABOR DAY
VETERAN'S DAY
THANKSGIVING DAY
DAY AFTER THANKSGIVING
CHRISTMAS EVE
CHRISTMAS DAY
NEW YEAR'S EVE

In addition to the above days, we would grant any additional days given by the Governor to the workforce staff.