Association of Florida Colleges | 2025 Officer Nomination Application

INSTRUCTIONS FOR APPLICANTS

The Association of Florida Colleges (AFC) is dedicated to supporting and developing more than 40,000 leaders and professionals making a difference across the Florida College System. Through professional development opportunities, strategic networking initiatives, and the sharing of best practices and ideas among Florida's 28 colleges, AFC works to enhance the professional growth of college personnel to advance student success.

Thank you for your interest in serving as an officer for AFC. To apply, please complete the form below. You may enter your responses directly on this form. Additional pages can be added as necessary. The completed application form and the required signatures from your supervisor and college president must be submitted by **September 5, 2025, at 5:00 PM CT** to membership@myafchome.org with the subject line "Nomination Forms".

TIMELINE

- August 1 – September 5: Applications open
- September 15: Candidate profiles go live on myafc.org
- October 6 – November 5: Electronic voting period
- November 7: Official results announced
- November 14: New officers introduced at the AFC Annual Business Meeting

POSITIONS OPEN FOR ELECTION

- President-Elect
- Vice President 1 (Commissions)
- Vice President 2 (Regions and Chapters)

CANDIDATE ELIGIBILITY REQUIREMENTS

To be eligible for nomination and election as an AFC officer, candidates must meet the following requirements:

- AFC member in good standing (individual or life member or trustee at a FCS institution)
- Current employee of a Florida College System institution
- Demonstrated commitment to the mission and values of the Association of Florida Colleges and the Florida College System

I certify that I meet all eligibility requirements listed above.

Signature: Tawana Carter Date: 8/28/25

CANDIDATE INFORMATION

Full Name: Tawana Carter

College: Tallahassee State College

Current Job Title: Financial Services Manager

Position Applying For: VP for Commissions

Email Address: tawana.carter@tsc.fl.edu

Office/Mobile Phone Number:

BACKGROUND *(This information will be posted on the candidate profile page.)*

LEADERSHIP EXPERIENCE

College Leadership Experience: List positions held at your institution first, followed by other post-secondary and/or educational institutions.

April 2024 – Present: ***Financial Service Manager, Financial Services Office***

January 2025 – Present: ***TSC AFC Chapter President***

January 2023 – April 2025: ***Budget and Cost Analysis Manager, Financial Services Office***

May 2023 – August 2024 : ***Special Assignment, Florida Public Safety Institute | Florida Department of Law Enforcement (FDLE) Fiscal Agent Region 3 and 15, TSC Florida Public Safety Institute***

November 2022 – December 2022: ***Office Manager, TSC Police Department***

Professional and Community Organization Leadership: List and describe leadership roles in other professional associations, community organizations, or boards.

January 2025 *–* ***Present (Joined AFC May 2023):*** *President, TSC AFC Chapter*

December 2023 *–* ***Present:*** *Treasurer, Smith Williams Service Center Foundation, Inc.*

November 2023 - June 2024: *Member, Tallahassee Community College Administrative Effectiveness Committee*

July 2023 *–* ***June 2024:*** *Member, The Florida Government Finance Officers Association*

April 2023 *–* ***Present:*** *Member, TSC Foundation President's Circle*

April 2021 *–* ***September 2023:*** *Budget Committee Chairperson, Heroines of Jericho Prince Hall Affiliated, Court #245*

September 2020 *–* ***Present:*** *Member, FSU Alumni Association*

The National Society of Leadership and Succuss, FSU Chapter, Sigma Alpha Pi

January 2008 *–* ***December 2008:*** *Cambridge, Who's Who, Empowering Executives, Professionals & Entrepreneurs Globally*

PROFESSIONAL BIOGRAPHY

Please provide a professional biography or vitae that includes your educational background, career highlights, areas of expertise, and contributions to higher education in Florida. ***(SEE ATTACHED)***

STATEMENT OF INTEREST

Why are you seeking an officer position with AFC?

As advertised, I am writing to express my interest in the AFC officer position. With a strong background in higher education, leadership, banking, and community endeavors, I am enthusiastic about the opportunity to contribute to the organization's goals and initiatives.

Throughout my career, I have developed professional leadership skills, which I believe align with the responsibilities of the Officer position. My experience in higher education has equipped me with a unique perspective and the ability to navigate challenges effectively.

I am particularly drawn to AFC's commitment to community, legislative initiatives, and professional development, and I am eager to bring my passion and dedication to this role. I am confident that my proactive approach and ability to collaborate with diverse teams would have a positive impact.

Thank you for considering my application. I look forward to discussing my candidacy further.

ATTESTATIONS

INSTITUTIONAL SUPPORT

I certify that I have obtained support from my supervisor and college president to serve in this elected position if selected and understand that this role may require time away from regular duties for AFC business.

Supervisor Name: Jennifer Peavy

Supervisor Title: Director of Financial Services

Supervisor Signature: Jennifer Peavy

Supervisor E-mail: Jennifer.Peavy@tsc.fl.edu

College President Signature:

SUBMISSION INFORMATION

Please submit your application by September 5, 2025 at 5:00 PM CT to membership@myafchome.org with the subject line "Nomination Forms".

TALLAHASSEE STATE COLLEGE

444 Appleyard Dr.
Tallahassee, FL 32304
(850) 201-6200 | tsc.fl.edu

Professional Summary

Tawana Carter
TSC AFC Chapter President

Tawana Carter is a seasoned Budget and Financial Services Manager at Tallahassee State College, bringing in more than 25 years of expertise into the banking industry. Known for her exceptional planning and problem-solving skills, Tawana excels in refining business strategies and streamlining day-to-day operations.

Tawana holds a Juris Master's degree from Florida State University College of Law and a certificate of studies from the University of Oxford in Oxford, England. She is pursuing a dual Master's and Ph.D. in Public Administration at FSU, further expanding her expertise in leadership and governance.

Prior to her role at TSC, Tawana served as the Client Experience Manager and BSA/AML Case Manager at Capital City Bank. She also spent two decades as the Director of Executive Affairs at the Florida Bankers Association, where she honed her skills in financial management and executive leadership.

Tawana L. Carter
Midway, FL
(850) 509-7260
tawanacarterfl@comcast.net
www.linkedin.com/in/Tawana-carter78559130

EDUCATION

Florida State University, Tallahassee, FL **Expected Graduation: December 2027**
Master's and Ph.D. Student, Dual Program Public Administration

Florida State University, Tallahassee, FL
Summer Law Program at the University of Oxford, Oxford England **June 2023**

Florida State University, Tallahassee, FL
Juris Master of Financial Regulations and Compliance **August 2020**
Florida State University Global Business Seminar

Flagler College Tallahassee Branch, St. Augustine, FL
Bachelor of Arts in Business Administration **May 2004**

PROFESSIONAL EXPERIENCE

Financial Services Manager, *Tallahassee State College Financial Services Office, Tallahassee, FL*
April 2024 - Present

- Oversee and train accounts receivable and payable staff, ensuring they meet performance standards.
- Identify opportunities to improve processes related to receivables and payables for efficiency and accuracy.
- Assist in budgeting processes and financial forecasting related to cash flow from receivables and payables.
- Work closely with other departments to support their needs and ensure smooth financial operations.

Budget and Cost Analysis Manger, *Tallahassee State College Financial Service Office, Tallahassee, FL*
Fiscal Agent, *Florida Public Safety Institute (FPSI), Havana, FL* **(May 2023 to August 2024)**
January 2023 - April 2025

- Develop, present, and oversee financial budgets on an annual and quarterly basis.
- Ensure all budgets and financial processes align with TSC's goals.
- Collaborate with executives, project managers, and cross-departmental leadership to set budget goals.
- Evaluate budget proposals and financial requests for viability.
- Forecast financial needs throughout the year, track results for comparative analysis.
- Prepare cost estimates and plans and provide necessary reporting, documentation, and financial assessments.
- Develop and maintain accurate record keeping.
- Identify, and analyze potential financial and budgetary risks.
- Provide financial summaries reports, and recommendations for TCC, and FPSI's FDLE Regions Committees
- Ensure all financial decisions and records adheres to regulatory state and federal compliance.

Office Manager, Tallahassee Community College Police Department, Tallahassee, FL
November 2022 - December 2022

- Perform secretarial and administrative work to support the Police Department and Chief of Police
- Analyze and monitor internal processes, open and process the Chief's mail.
- Correspond with vendors and off duty detail companies for payment processing.
- Maintain and update important departmental records.
- Oversee the Records Bureau, and maintenance of all files of the police department.
- Process police detail billing and fiscal budgets.
- Maintain a safe, secure, and pleasant work environment.
- Maintain inventory of office equipment and supplies; purchases equipment and supplies as needed.
- Process and prepare listings for Treasurer's department for regulatory auditing purposes.
- Review and approve departmental contracts.
- Perform all other related work as required.

Client Experience Manager I, Retail Banking Officer, Medallion Signature Guarantee,
Capital City Bank, Tallahassee, FL
November 2021 - September 2022

- Strategic leadership and influence direction in banking, clients experience, financial planning, and servicing various business platforms.
- Work with Regional and Executive Teams to develop both associates and client engagement structures and communication plans providing direct support to the Regional Team.
- Attend managers' and client meetings.
- Function as primary point of contact for Client Experience Team supporting sales functions and quarterly goals.
- Develop in-depth understanding of clients' needs and preferences.
- Manage responses to client's general inquiries.
- Coordinate with vendors and external support services.
- Partner with internal subject matter experts to deliver information and materials to Sales and Account Managers.
- Performs other related sales support and administrative duties and participates in special projects as assigned.
- Assist in creating, editing, or reviewing both external marketing material and internal communications for all impacted audiences related to the initiatives to ensure accuracy, consistency, and alignment with strategic direction.
- Guarantee clients transfer or sell U.S. securities in assurance with the bank's policies and procedures.

Anti-Money Money Laundering/Bank Secrecy Act Case Analyst II, *Capital City Bank, Tallahassee, FL*
July 2021 - November 2021

- Perform in-depth suspicious activity reviews for all accounts and loans of customers.
- Assist in the identification, risk assessment, and on-going monitoring of higher risk accounts to detect suspicious activity.
- To assist and facilitate research and investigation of potential cases of BSA/AML interest/escalations.
- Ensuring that assigned processing were perform according to the standards set forth by the Bank in addition to government and industry regulations.
- Working knowledge of client databases and transactional monitoring processes
- Collaborating with colleagues to investigate and detect money laundering activities.
- Perform other duties as assigned.
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Director of Executive Affairs, *Florida Bankers Association, Tallahassee, FL*
January 2007 - May 2020

- Manage events for Florida Governors, The White House, U.S. Congressional Members and Federal Regulators for bank members to be inform about legislation that impact Florida's banking industry.
- Negotiate contracts and services with hotels for Federal Government Relations events.
- Conduct in-depth research, compile data, and prepare schedules for consideration by the Chief Executive Officer
- Present documents to high-level executives and governing committees for membership purposes
- Read and analyze incoming reports and memos to determine their importance and place distribution to high-level executives.
- Motivate and strategize with high-level executives to help them achieve their goals.
- Develop and maintain strong relationships with Board of Directors and members to retain membership.
- Streamline manual membership database entries and delegation as needed!
- Assist with training in interns and new employees to demonstrate a collaborator attitude.
- Supervised the receptionist position, prepared internal schedules, and delegated other duties as needed.
- Produce accurate and timely information under limited timeframes, balance multiple tasks, maintain purposeful behavior and performance expectations.

Deputy Controller, *Florida Bankers Association, Tallahassee, FL*
June 2005 - January 2007

- Supervised the accounting assistant and collaborated directly with the external auditors then reported findings to the CEO, COO and CFO.
- Reviewed bank statements and bank reconciliations for general and subsidiary accounts, negotiated contracts for vetted vendors.
- Streamlined direct office services such as supplies, departmental finances, records, budget preparation, personnel issues, and housekeeping operations.
- Strategized with more than twenty staff members to help them achieve their budgetary goals.
- Set up departmentalized events in database for more than forty events throughout the year.

Accounting Assistant, *Florida Bankers Association, Tallahassee, FL*
June 2003 - June 2005

- Produced financial reports and bank reconciliations and conducted internal audits.
- Prepared bank deposits for all general and subsidiary accounts
- Managed the Florida Branch Deposit Report for 320 Florida banks, which generated revenue.
- Maintained membership database for more than four hundred members by updating contact information for billing purposes.

Receptionist, *Florida Bankers Association, Tallahassee, FL*
June 2000 - June 2003

- Typed documents such as correspondence, drafts, memos, and emails for twenty-five staff members.
- Prepared weekly reports for management helped identify problems and develop solutions with action plans.
- Opened, sorted, and distributed incoming messages and correspondence for company executives.
- Purchased and maintained office supply inventories that resulted in cost savings of $15,000 per year.
- Assisted departments with events by establishing organization goals and performance metrics.
- Assisted with applicable human resource rules, regulations, policies, and procedure functions.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced skill and ability to perform basic accounting principles and arithmetical calculations.
- Proficiency in utilization of computer not limited to using Word, Excel, and PowerPoint
- Experience in mining and analyzing data for decision-making and reporting purposes.
- Experience in developing, communication and implementing operational policies and procedures.
- Experience in safety planning and restructuring company policies and procedures.

AFFILIATION

• President, Association TSC Chapter Association of Florda Colleges	January 2025
• Treasurer, Smith Williams Service Center Foundation, Inc.	December 2023
• Tallahassee Community College Administrative Effectiveness Committee	November 2023
• The Florida Government Finance Officers Association	July 2023
• The Association of Florida Colleges Certified College	May 2023
• Tallahassee Community College Foundation, Inc., President's Club	April 2023
• Budget Committee Chairperson, Heroines of Jericho Prince Hall Affiliated, Court #245	April 2021
• FSU Alumni Association	September 2020
• The National Society of Leadership and Success, FSU Chapter, Sigma Alpha Pi	September 2020
• Cambridge, Who's Who, Empowering Executives, Professionals, & Entrepreneurs Globally	January 2008