



DISTRICT BOARD OF TRUSTEES AGENDA

**DATE & TIME:
FEBRUARY 9, 2023
5:00 PM-REGULAR MEETING**

**LOCATION:
FLORIDA GATEWAY COLLEGE
BOARD ROOM, ADMINISTRATION BLDG. 001
LAKE CITY, FL**



FLORIDA GATEWAY COLLEGE

MISSION STATEMENT

Approved by the Board of Trustees on June 16, 2022

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the diverse communities it serves through affordable, quality higher education programs and lifelong learning opportunities.

To achieve the Mission and perform the functions set forth in the Institutional Mission Statement, the College will pursue goals to: Serve, Enhance, and Grow

Goal 1 Success

Improve student persistence, retention, and learning through instructional excellence and exceptional support services.

Objectives:

1. Implement proactive advising strategies throughout all college units
2. Use innovation, technology, and best practices in instruction to provide rigorous and engaging learning experiences.
3. Expand transfer pathways by increasing program articulation agreements with higher education institutions.
4. Establish a comprehensive Career Center that helps students align educational and career goals and promotes job exploration and planning to prepare them for success in their chosen career.

Goal 2 Engagement

Promote economic development and community enrichment through business partnerships, service, and engagement

Objectives:

1. Engage students, faculty and staff in community service and service learning activities.
2. Provide client-focused, customized corporate training to enhance continuous employee growth and development
3. Culturally and intellectually enrich the community through diverse entertainment and cultural activities
4. Promote student engagement by providing opportunities to participate in student organizations, competitions, and campus life activities.

Goal 3 Academics and Lifelong Learning

Foster a culture of cradle to grave learning through formal, non-formal and informal education offerings that provide the foundation for lifelong learning.

Objectives:

1. Offer learning experiences that inspire students to obtain knowledge outside of the educational system and the motivation to continue learning throughout their lifespan.
2. Provide a general education core that gives students a broad, common foundation of knowledge, skills, and abilities to succeed within personal, social and career goals.
3. Provide instruction in a variety of delivery methods and flexible course schedules

Goal 4 Assessment, Accountability, and Improvement

Ensure college vitality and enhance college services through a culture of accountability and continuous improvement.

Objectives:

1. Institutionalize a system for planning, budgeting, and assessment to ensure decisions are data driven and lead to improvement.
2. Promote fiscal stability and efficiency of college operations through effective allocation and use of resources.
3. Evaluate the viability and relevance of current programs and perform community and regional studies to find opportunities for new program development.

Goal 5 Institutional Resource Development

Ensure institutional resources are adequate to enhance student learning, instructional quality, and support educational programs.

1. Increase revenue by aligning resource development activities, cultivate new avenues of funding, and pursue opportunities to enhance existing resources.
2. Build and maintain accessible facilities, infrastructure, and grounds that functionally and aesthetically meet institutional needs.
3. Incorporate emerging technologies that enhance student learning, support faculty/staff productivity, and ensure organizational effectiveness.
4. Provide learning/information resources that are appropriate to support instruction and enhance program quality through foundation endowments.
5. Provide comprehensive professional development opportunities that improve teaching and learning, develop leadership, and strengthen employee skills

Goal 6 Access

Develop multiple pathways for equal and equitable access to the college's programs and services by reducing barriers to enrollment and progression, and improve student academic achievement and goal attainment.

1. Develop and implement a Strategic Enrollment Management Plan that will increase enrollment.
2. Implement a marketing plan that will promote the activities of the college and increase awareness of the role it plays in the lives of the community.
3. Provide a college website and Information Technology Systems that is well organized and easy to use for seamless access to college enrollment and progression processes and information pertinent to students, faculty, staff, and community.
4. Establish an Access/Diversity Committee to review, assess and recommend potential additional opportunities to increase diversity in both our student body and for new faculty and staff.
5. Create Scheduling options to meet the needs across diverse student populations.

**FLORIDA GATEWAY COLLEGE
DISTRICT BOARD OF TRUSTEES
February 9, 2023
5:00 pm, Regular Meeting
FGC Administration Building, Board Room**

- I. Call to Order
- II. Pledge of Allegiance
- III. Audience of Any Citizen
The FGC Board of Trustees will hear any citizen who wishes to address the Board, on a one time basis, pertaining to a relevant topic. If the Board wishes to hear more about the topic, that topic will be scheduled for a future Board Meeting. Each speaker is limited to three minutes and the time dedicated to this topic will not exceed twenty minutes.
- IV. *Approval of Board Minutes
 - A. *January 12, 2023
- V. Student Government Report {SGA Representative}
 - A. General Information
- VI. *Presentation of Consent Agenda
The items on the consent agenda are routine business, state directives, and/or compliance items. All items have been reviewed by the Board attorney and have been available to the Board for its examination. Any trustee can request a topic to be removed from the consent agenda and discussed further. Typographical errors will be noted and corrected in the Board Minutes.
 - A. *Personnel Matters
 - B. *Routine Contracts and Agreements
 - C. *Approval of New Courses
 - D. *Approval of Course Changes
 - E. *Approval of Program Changes
 - F. *Revised Policy 6Hx12:6-04 Employee/Retiree Fee Scholarships
- VII. Academic Affairs {P. Gavin}
 - A. General Information
- VIII. Student Affairs and Public Information {A. Cardenas}
 - A. General Information
- IX. Enrollment and Marketing {K. Schrader}
 - A. General Information
- X. Business Services Report {M. Holloway}
 - A. General Information
 - B. *Budget Amendment Number Five (5) Restricted Current Fund (Fund 2) Fiscal Year 2022-2023

FGC Board of Trustees
February 9, 2023
Page 2 of 2

- C. *Budget Amendment Number Six (6) Capital Outlay Plan for Unexpended Plant Fund (7) Budget Fiscal Year 2022-2023
 - D. *Budget Amendment to move funds from Financial Aid Loan Fund (Fund 4) to (Fund 3) Auxiliary Fund Fiscal Year 2022-2023
 - E. *Request to Finalize Contract
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- XI. President's Report {L. Barrett}
 - A. General Information
 - XII. Topics for future meetings
 - XIII. Inspect Warrant Register
 - XIV. Set Time for the Next Meeting

Date: March 9, 2023

Time: 5:00 pm

Location: Gilchrist County Workforce Center

2821 E Bell Ave.

Bell, FL 32619

*Denotes Board of Trustees' action items

MINUTES
FLORIDA GATEWAY COLLEGE
DISTRICT BOARD OF TRUSTEES
January 12, 2023
5:00 pm, Regular Meeting
FGC Administration Building, Board Room

I. Call to Order

The regular meeting of the District Board of Trustees was called to order January 12, 2023 at 5:00 p.m. by Chairperson David Crawford.

Board member Mr. Chuck Brannan was absent.

All votes were unanimous unless stated otherwise.

II. Pledge of Allegiance

Board attorney Ms. Meagan Logan led the board in the Pledge of Allegiance.

III. Audience of Any Citizen

There were no citizen's that elected to speak.

IV. Approval of Minutes

Dr. Miguel Tepedino made a motion to approve the October 13, 2022 Board meeting minutes. Dr. James Surrency seconded the motion and the motion carried unanimously on a voice vote.

V. Student Government Report

SGA President, Taria Liles informed the board of all the progress of the student government association since the last meeting. Prior to finals SGA offered a de-stress day on campus for students which consisted of hand wax, relaxing back and foot massages, as well as scented oxygen. During welcome back week there were various activities offered to the students which included personalized dog tags and Chic-fil-a lunch.

Taria updated the board that the Student Government Legislative Liaison, Tavion Taylor, had to step down from his position and that Kyla Desmartin will be replacing him as the new Legislative Liaison.

VI. Presentation of Consent Agenda

- A. *Personnel Matters
- B. *Routine Contracts and Agreements
- C. *Surplus Property
- D. *Authorized List for Deferment Approval
- E. *Approval of Course Changes
- F. *Approval of Course Deletions
- G. *Approval of New Courses
- H. *Approval of Course Continuations
- I. *Approval of Annual Course Deletions

- J. *Approval of Program Changes
- K. *Approval of Program Deletions
- L. *Foundation Donation

Ms. Kathryn McInnis made a motion to approve the Consent Agenda consisting of items “A” through “L”. Ms. Renae Allen seconded the motion and the motion carried unanimously on a voice vote.

VII. Academic Affairs

Dr. Paula Gavin, Vice President of Academic Affairs, began her report by thanking the recruiting efforts of fire instructor, Mr. Tracy Higdon, there has been a significant increase in enrollment from 27 last year to 62 this year. She also thanked instructors Debbie Reid and Dr. Mary Jayne Frederick in the computer science department for the increase in enrollment in the computer science program, enrollment went up from 28 to 66.

Dr. Gavin went on to congratulate Cade Mesner as the very first recipient of the Benjamin A. Gilman international scholarship, Cade received \$4,000.00 for the study abroad program. There will be training on how to apply for these types of scholarships in the near future.

She continued to update the board of exciting news in her area such as 100% pass rates for CDL and Cosmetology graduates and of the 15 Welding students that graduated all have obtained work in their field of study. She touched on areas such as the Future Teachers club, and the Brain Bowl team. The Theatre club’s production of Frankenstein in October hosted 500 middle schoolers and received the 3rd superior rating in a row from FCSAA as well as a community service award for exposing middle school students to a live performance.

Dr. Gavin ended by letting the board know that NCLEX scores have increased to 79% and she was very excited to inform the board that the PTA program is tied for first place after placing 352 in the nation last year.

VIII. Student Affairs and Public Information

Mr. Anthony Cardenas, Vice President of Student Affairs and Public Information started his report by informing the board that since the beginning of the Spring semester the Academic advising office has met with 558 students. He gave updates on the strong academic performances in athletics and was excited to announce that women’s flag football season starts in February. He informed the board of the signing of five inter-institutional articulation agreements between FGC and Santa Fe College that occurred on January 6, 2023. There are currently 42 students living in the Granger residence hall for the Spring semester.

Mr. Cardenas updated the board on happenings in the public information office such as since the last meeting, FGC has appeared in news media 45 times. During that time twelve press releases have gone out. The office of Public Information coordinated a successful blood drive on campus in October with LifeSouth Community Blood Centers, on that day there were 15 units of blood collected. LifeSouth will return to campus on January 30th and April 3rd.

IX. Enrollment and Marketing

Ms. Kacey Schrader, Dean of Enrollment and Marketing, reported a 4.2% increase in Spring enrollment. Fall commencement was held on December 15, 130 students walked and 75 faculty participated, after graduation review 246 diplomas were mailed out. There will be a FAFSA fiesta on February 7th from 4:30 pm-7:00 pm as February is Financial Aid awareness month. The event is open to anyone, but a special invite has been sent to the parents of all seniors in our service region.

Ms. Schrader went on to inform the board that FGC will be hosting juniors and seniors from Trenton High School on January 20th and Bell High School on January 27th. FGC has entered into a pilot Career Dual Enrollment program with CHS, where senior students who have completed or are completing their CAN at the high school can take our Phlebotomy course. With their Health Careers Core that was completed at the high school, along with the Phlebotomy course, they will be able to receive their Phlebotomy certificate.

She concluded her report by giving an update on the 75th Anniversary Art and Music Festival. Currently there have been applications from 7 food vendors and 26 arts/crafts vendors. Musical artists are still being lined up for the event however, there have been 4 acts that are secured in performing at the festival including Leah Marlene, who was a top three finalist of American Idol last year.

X. Business Services

Ms. Michelle Holloway, Vice-President of Business Services requested Board consideration of the following items:

- A. General Information
- B. * Budget Amendment Number Four (4) Restricted Current Fund (Fund 2) Fiscal Year 2022-2023

Dr. Jim Surrency made a motion to approve the Budget Amendment Number Four (4) Restricted Current Fund (Fund 2) Fiscal Year 2022-2023. Ms. Kathryn McInnis seconded the motion and the motion carried unanimously.

- C. *Budget Amendment Number Five (5) Capital Outlay Plan for Unexpended Plant Fund (7) Budget Fiscal Year 2022-2023

Ms. Suzanne Norris made a motion to approve the Budget Amendment Number Five (5) Capital Outlay Plan for Unexpended Plant Fund (7) Budget Fiscal Year 2022-23. Dr. Miguel Tepedino seconded the motion and the motion carried unanimously.

- D. *CRRSA GEER II-Cybersecurity and IT Pathways Expansion Grant

Ms. Kathryn McInnis made a motion to approve the CRRSA GEER II- Cybersecurity and IT Pathways Expansion Grant. Ms. Renae Allen seconded the motion and the motion carried unanimously.

E. *Annual Comprehensive Safety Inspection Report

Ms. Suzanne Norris made a motion to approve the Annual Comprehensive Safety Inspection Report. Mr. Lindsey Lander seconded the motion and the motion carried unanimously.

XI.

President's Report

A. General Information

Dr. Barrett began his report by thanking the board members that could attend Fall graduation for coming, it was well attended. He announced the next Distinguished Alumni recipient, Cameo Lance, who will be attending both ceremonies in May. She is a graduate of Ft. White high school and is now an astrophysicist. Her two favorite classes at FGC were Physics and Theatre. On a sad note, Dr. Barrett informed the board of Mr. Morris Williams passing. Mr. Williams was a long time educator in Columbia County and the founding member of Take Stock in Children.

He also gave updates on the 5 Articulation Agreements that are now in place between FGC and Santa Fe Community College, completion of the track in Olustee, new flooring in Student Activities, the start of Flag Football on February 25, 2023. He was happy to report that there are currently 18 players signed up for softball. The wellness center is now open in building 30, it is a 4000 square foot state of the art facility that is open for students and staff.

Dr. Barrett continued on to say that the nursing simulations have been moved to the empty space in building 4 which will open up 18 beds for the dorms. He thanked the board for having faith in the FGC team to reopen the dorms. Lastly, he invited the board to the 75th Anniversary GALA that will be held on May 20th.

B. Foundation update {L. Pinchouck}

Lee Pinchouck, Executive Director of the Foundation, introduced Ms. Rebecca Golden as the new Director of Resource Development to the board, she will be assisting with fundraising and scholarships as well as other tasks such as the annual employee giving campaign. He was happy to report that 80% of faculty and staff are contributors to the Foundation.

The Foundation's annual giving day was held in November where a \$75,000.00 goal was set. Thanks to the wonderful donators \$100,000.00 was raised. As a part of giving day the Foundation held a food truck rally at their office which brought along new donors that were able to learn more about the Foundation.

C. *Acceptance of the Foundation Audit Report {L. Pinchouck}

Ms. Renae Allen made a motion to approve the Foundation Audit Report. Ms. Kathryn McInnis seconded the motion and the motion carried unanimously.

D. *Recertification of the Foundation {L. Pinchouck}

Ms. Suzanne Norris made a motion to approve the Recertification of the Foundation. Dr. Jim Surrency seconded the motion and the motion carried unanimously.

E. *Naming of Student Success Building

Ms. Kathryn McInnis made a motion to approve the Naming of the Student Success Building to the Suzanne and Guy Norris Family Success Center. Dr. Miguel Tepedino seconded the motion and the motion carried unanimously.

Item that was not included on the agenda was the naming of the STEM 2 building. The request for was for the building to be named the Grace and Al Harter Center for Innovation.

Ms. Suzanne Norris made a motion to approve the naming of STEM building 2 to the Grace and Al Harter Center for Innovation. Ms. Renae Allen seconded the motion and the motion carried unanimously.

F. * Approval of Accreditation Exploration

Ms. Suzanne Norris made a motion to approve the Accreditation Exploration. Ms. Kathryn McInnis seconded the motion and the motion carried unanimously.

- XIII. Topics for Future Meetings**
- XIV. Inspect Warrant Register**
- XV. Set Time for the Next Meeting**
 - February 9, 2023
 - 5:00 pm
 - Dixie County-TBD

The meeting adjourned at 6:04 pm

Mr. David Crawford, Chair

Dr. Lawrence Barrett, Secretary

AGENDA ITEM: V.A.

Student Government Report

- A.** General Information: A representative from the Student Government Association will report on recent and upcoming activities and events.

AGENDA ITEM: VI.A.

Personnel Matters

The Personnel Matters reflect the standard and usual personnel operations of the college. The College requests approval of the attached listings of Personnel Matters that includes: Terminations, Appointments, Reappointments, Replacements, Transfers, Students, Short Term Contracts, and Adjunct Faculty.

PERSONNEL MATTERS
February 9, 2023
BOARD OF TRUSTEES MEETING

RESIGNATIONS/RETIREMENTS/TERMINATIONS:

Bryant, Donavon	Enrollment Specialist I, Enrollment Services (position to be filled)	01/05/2023
Raineri, Tina	Assistant Professor, Nursing (position to be filled)	12/15/2022

APPOINTMENTS/REAPPOINTMENTS/REPLACEMENTS/TRANSFERS:

Frame, Randy	Trades Helper, Facilities, Part-time, Temporary	01/03/2023-05/05/2023
Gabriel, Andrea	Director, Business Services, Additional Duties	01/03/2023-05/01/2023
Gagliardi, Andre	Tutor, Student Success, Part-time, Temporary	01/03/2023-05/05/2023
Givvines, James	Tutor, Student Success, Part-time, Temporary	01/03/2023-05/05/2023
Harris, Kathrine	Assistant to President, Presidents Office, Educational Adjustment	01/01/2023
Joseph, Sergio	Teaching Assistant II, Student Success, Part-time, Temporary	01/03/2023-05/05/2023
Lee, Michael	Project Manager, Olustee, Part-time, Temporary	01/01/2023-06/30/2023
Miles, Ariana	Tutor, Student Success, Part-time, Temporary	01/03/2023-05/05/2023
Nelson, Kara	Tutor, Student Success, Part-time, Temporary	01/06/2023-05/06/2023
O'Brien, Brandi	Bursar, Business Services, Full Time, Promotion	01/03/2023
O'Brien, Brandi	Bursar, Business Services, Educational Adjustment	01/01/2023
Ontiveros, Paulette	Office Assistant, Nursing, Part-time, Temporary	01/03/2023-05/05/2023
Saylor, Aya	Tutor, Student Success, Part-time, Temporary	01/03/2023-05/05/2023
Slater, Christina	Tutor, Student Success, Part-time, Temporary	01/03/2023-05/05/2023
Smith, Nicolas	Tutor, Student Success, Part-time, Temporary	01/03/2023-05/05/2023
Thomas, Meghan	Tutor, Student Success, Part-time, Temporary	01/03/2023-05/05/2023
Wiggan, Oniel	Tutor, Student Success, Part-time, Temporary	01/03/2023-05/05/2023
Wiggan, Rayan	Tutor, Student Success, Part-time, Temporary	01/03/2023-05/05/2023
Wiggan, Stephan	Tutor, Student Success, Part-time, Temporary	01/03/2023-05/05/2023
Witt, Kynsie	Tutor, Student Success, Part-time, Temporary	01/03/2023-05/05/2023

STUDENTS:

Biarrieta, Kevin	Student Assistant, Library, Part-time, Temporary	01/09/2023-05/01/2023
Desmartin, Kayla	Student Assistant, Student Life, Part-time, Temporary	01/03/2023-05/05/2023
Johnson, Emily	Student Assistant, TRIO, Part-time, Temporary	01/03/2023-05/05/2023
Schrader, Kansas	Student Assistant, Student Life, Part-time, Temporary	01/03/2023-05/05/2023
Stewart, Courtney	Student Assistant, Student Life, Part-time, Temporary	01/03/2023-05/05/2023
Thompson, Colby	Student Assistant, Student Life, Part-time, Temporary	01/03/2023-05/05/2023

ADJUNCT FACULTY/OVERLOAD CONTRACTS:

See attached pages

AGENDA ITEM: VI.B.

Routine Contracts and Agreements

These contracts, agreements, and/or change orders reflect those which have been signed by the President or the Vice President for Business Services in accordance with Florida Gateway College Procedure 6Hx12:5-01.

Routine Contracts and Agreements
Board Date: February 09, 2023

Florida Gateway College Policy and Procedure Number 6Hx12:5-01 authorizes the President or designee to sign, on behalf of the Board, contracts/agreements the value of which does not exceed \$325,000 and construction contract Change Orders the value of which each individual Change Order shall not exceed \$65,000 or which does not increase the contact Guaranteed Maximum Price. As authorized by this policy/procedure, the President or designee has signed the following contracts, agreements, memorandums and construction change orders.

1. **Second Party:** Tomberlin, Tystan - Suwannee County
Schibblehut, Lily - Union County

Narrative: Section 1007.27 and 1007.271 Florida Statutes specify that a variety of articulated acceleration mechanisms be available for secondary school students attending Florida public or non-public schools, including Home Education students. The College has entered into a Dual Enrollment Home Education Inter-Institutional Articulation Agreement with the Second Party for the 2022-2023 academic school year.

Cost: None

2. **Second Party:** School Board of Broward County

Narrative: The College has entered into a Dual Enrollment Inter-Institutional Articulation Agreement with the Second Parties for the 2022-2023 academic school year. These Agreements are intended to implement Florida Statutes, Chapter 1007.271 and State Board of Education Rule 6A- I 0.024 and will offer online Career and Workforce Development courses, in partnership with University of Florida Office of Professional and Workforce Development, to secondary school students attending Florida public or non-public schools.

Cost: None

3. **Second Party:** University of Central Florida - Orlando, FL

Narrative: The College entered into an Agreement with University of Central Florida to provide an approved program of study in the field of Nursing.

Cost: None

4. **Second Party:** Notami Hospitals of Florida, Inc. dba Lake City Medical Center
- Lake City, FL
North Florida Regional Medical Center - Gainesville, FL

Narrative: The College has entered into one or more Clinical Education Agreements or Memorandums of Agreement (MOA) with each of the health related organizations and/or agencies listed above. These Agreements or MOA's allow FGC students enrolled in the Associate of Science in Nursing, Bachelor of Science in Nursing, Practical Nursing, Patient Care Assistant, Physical Therapist Assistant, Health Information Technology, Emergency Medical Services or Pharmacy Technology program to gain clinical laboratory experience at facilities operated by these organizations/agencies.

Cost: None

AGENDA ITEM: VI.C.

Approval of New Courses

The College requests Board approval to offer the following new courses, which have been approved by the FGC Educational Affairs Committee, and are being proposed to improve program offerings. Effective Date of implementation: Fall 2023

Adult Basic Education - Reasoning Through Language Arts (ABEX 0600): This new course will provide students with basic skills instruction and critical thinking skills to prepare them for the GED Preparation Program, postsecondary education and future employment.

AGENDA ITEM: VI.D.

Approval of Course Changes

The College requests Board approval of the following course changes, which have been approved by the FGC Educational Affairs Committee and are being proposed to improve program offerings and course descriptions. Effective Date of implementation: Summer and Fall 2023

GED Comprehensive Levels 5 & 6 (ABEX 0400): This proposes changing the course title to GED Comprehensive (Levels 5 & 6) – Reasoning Through Language Arts to reflect the recent changes in curriculum frameworks. Effective Date of Implementation: Fall 2023

Firefighter I (FFP 0030C): This change proposes removing the prerequisites for the course. The curriculum for the course has changed and this requirement is no longer needed. Effective Date of Implementation: Summer 2023

Business Internship (GEB 1949): This change proposes changing the credit hours from 2 to 3 credit hours. This will better align with state standards and will allow the students to engage in the business world with more practical experience. Effective Date of Implementation: Fall 2023

Children’s Literature in Elementary Education (LAE 3414): This change proposes removing the prerequisite for the course. Students can be successful in this course without taking the current prerequisite, so it isn’t necessary to require it. Effective Date of Implementation: Summer 2023

Literature Courses: This proposes changing the classification of the following Literature courses from Communications to Humanities. FGC is one of three colleges in the state that designate the courses this way, so we are updating the classification to align with the majority. Effective Date of Implementation: Fall 2023

Course Number	Course Name
AML 2010	American Literature I
AML 2020	American Literature II
ENL 2012	British Literature I
ENL 2022	British Literature II
LIT 2110	World Literature I
LIT 2120	World Literature II
LIT 2140	Contemporary World Novel

Approval of Course Changes

The College requests Board approval of the following course changes, which have been approved by the FGC Educational Affairs Committee and are being proposed to improve program offerings and course descriptions. Effective Date of implementation: Fall 2023

Course Designation Changes: This proposal will remove the multicultural designation from the following courses. This designation was added in the 1990s and the original purpose behind the designation is no longer relevant, as courses and curriculum have evolved and been updated since that time.

Course Number	Course Name
ANT 2410	Cultural Anthropology
ARH 1000	Art Appreciation and Introduction to Visual Arts
ARH 2050	Art History: Prehistory to Gothic
ARH 2051	Art History: Renaissance to Modern
EDF 2085	Introduction to Diversity for Educators
ENC 1102	Freshman Composition II
EUH 2001	Western Civilizations II
EUH 2032	Survey of The Holocaust, 1933 - 1945
HUM 2020	Introduction to Humanities
HUM 2210	World Humanities: Prehistory to the 14th Century
HUM 2230	World Humanities: The 14th to the 20th Century
HUM 2250	Contemporary World Humanities
HUM 2310	Mythology in the Arts
LIT 2120	World Literature II
LIT 2140	Contemporary World Novel
MUH 2111	Music History and Literature I
MUH 2112	Music History and Literature II
MUL 1010	Music Appreciation
SYG 1000	Introduction to Sociology

Approval of Course Changes

The College requests Board approval of the following course changes, which have been approved by the FGC Educational Affairs Committee and are being proposed to improve program offerings and course descriptions. Effective Date of implementation: Fall 2023

American Literature I (AML 2010): This proposal will update the course description to better align with the General Learning Outcomes.

American Literature II (AML 2020): This proposal will update the course description to better align with the General Learning Outcomes.

Cultural Anthropology (ANT 2410): This proposal will update the course description to better align with the General Learning Outcomes.

Printmaking (ART 1400C): This proposal will update the course description to better align with the General Learning Outcomes.

Child Development (DEP 2001): This proposal will update the course description to better align with the General Learning Outcomes.

Human Growth and Development (DEP 2004): This proposal will update the course description to better align with the General Learning Outcomes.

British Literature I (ENL 2012): This proposal will update the course description to better align with the General Learning Outcomes.

British Literature II (ANL 2022): This proposal will update the course description to better align with the General Learning Outcomes.

Western Civilizations (EUH 2000): This proposal will update the course description to better align with the General Learning Outcomes.

Introduction to Humanities (HUM 2020): This proposal will update the course description to better align with the General Learning Outcomes.

World Literature I (LIT 2110): This proposal will update the course description to better align with the General Learning Outcomes.

Approval of Course Changes

The College requests Board approval of the following course changes, which have been approved by the FGC Educational Affairs Committee and are being proposed to improve program offerings and course descriptions. Effective Date of implementation: Fall 2023

World Literature II (LIT 2120): This proposal will update the course description to better align with the General Learning Outcomes.

Contemporary World Novel (LIT 2140): This proposal will update the course description to better align with the General Learning Outcomes.

Music Appreciation (MUL 1010): This proposal will update the course description to better align with the General Learning Outcomes.

General Psychology I (PSY 2012): This proposal will update the course description to better align with the General Learning Outcomes.

Religious Thought in the Old Testament (REL 2210): This proposal will update the course description to better align with the General Learning Outcomes.

Religious Thought in the New Testament (REL 2246): This proposal will update the course description to better align with the General Learning Outcomes.

Human Relations (SYG 1310): This proposal will update the course description to better align with the General Learning Outcomes.

Introduction to Social Psychology (SYG 2300): This proposal will update the course description to better align with the General Learning Outcomes.

Marriage and Family (SYG 2430): This proposal will update the course description to better align with the General Learning Outcomes.

AGENDA ITEM: VI.E.

Approval of Program Changes

The College requests Board approval of the following program changes, which have been approved by the FGC Educational Affairs Committee and are being proposed to improve programs. Effective date of implementation: Spring and Fall 2023

Accounting Technology Management, C.C.C (ACGC): This proposes changing the credit hours of the program from 28 to 27 credit hours to reflect the recent changes in curriculum frameworks. Effective Date of Implementation:

Accounting Technology Operations, C.C.C. (ACTO): This proposes changing the credit hours of the program from 19 to 18 credit hours to reflect the recent changes in curriculum frameworks.

Accounting Technology Specialist, C.C.C. (ACTS): This proposes changing the credit hours of the program from 13 to 12 credit hours to reflect the recent changes in curriculum frameworks.

Agribusiness Management, A.S. (AGRB): This proposes changing the credit hours of the program from 61 to 60 credit hours to reflect the recent changes in curriculum frameworks.

Business Management, C.C.C. (SBMD): This proposes changing the credit hours of the program from 25 to 24 credit hours to reflect the recent changes in curriculum frameworks.

Computer Information Technology, A.S. (CITN): This proposes changing the General Education Social Science Core course requirement (3 credits) to AMH 2020 - United States History from 1865 (3 credits), or POS 1041 – American Government (3 credits). This will update the program to include the civic literacy competency requirements in the State Board of Education rule 6A-10.02413.

Computer Programming and Analysis, A.S. (CPVM): This proposes changing the General Education Social Science Core course requirement (3 credits) to AMH 2020 - United States History from 1865 (3 credits), or POS 1041 – American Government (3 credits). This will update the program to include the civic literacy competency requirements in the State Board of Education rule 6A-10.02413.

Cosmetology, O.C (COSM): This proposes changing the TABE score reading requirement from 576 to 563 to reflect the recent changes in the Florida Department of Education’s curriculum framework for this program.

AGENDA ITEM: VI.F.

BOARD POLICY REVISION

The College requests approval of a revision to the Florida Gateway College District Board of Trustee Policy 6Hx12:6-04, Employee/Retiree Fee Scholarships. The revised policy changes 12 credit hours to 15 credit hours per academic year available for full-time employees of the college.

FLORIDA GATEWAY COLLEGE

POLICY

TITLE: Employee/Retiree Fee Scholarships

NUMBER: 6Hx12:6-04

AUTHORITY: District Board of Trustees

PAGE: 1

RESPONSIBILITY: Executive Director of Human Resources

OTHER: State Board of Education Rule
6A-14.054

DATE: See History Below

Florida Statutes: 1001.02; 1001.03; 1004.93; 1009.26; 1009.28; 1009.285

It is the policy of the District Board of Trustees that retired employees and adjunct faculty (in the semester in which they are teaching a class(es) for the College) may have a scholarship for matriculation and all associated fees, with the exception of any lab fees, for three (3) credit hours per semester. Scholarships are applicable to credit classes only. Scholarships are not applicable to audited classes.

Full-time employees of the College who have been employed for at least twelve months may have a scholarship for matriculation, and all associated fees, with the exception of any lab fees, for ~~twelve (12)~~ fifteen (15) credit hours per academic year. Scholarships are applicable to credit classes only. Scholarships are not applicable to audited classes.

Permanent part-time employees of the College who have been employed for at least twelve months may have a scholarship for matriculation, and all associated fees, with the exception of any lab fees, for six (6) credit hours per academic year. Scholarships are applicable to credit classes only. Scholarships are not applicable to audited classes.

Dependents of full-time Florida Gateway College employees who have been employed for at least twelve months may receive a scholarship for matriculation and all fees, with the exception of any lab fees, for twenty-four (24) credit or equivalent hours per academic year. Scholarships are applicable to credit classes only. Scholarships are not applicable to audited classes.

All employee/retiree fee scholarships are subject to the requirements of sections 1004.93, 1008.30, 1009.22, 1009.23, 1009.26, 1009.27, 1009.28 and 1009.285 of the Florida Statutes and will not be approved for the increased fees levied by these provisions.

History: Adopted: 1/14/86; Effective: 1/14/86; Revised: 7/14/87, 04/9/91, 5/11/99, 05/12/09; 06/17/12; 08/12/14; [2/9/2023](#)

TITLE: Employee/Retiree Fee Scholarships

PAGE: 1 of 2

AUTHORITY: District Board of Trustees

DATE: See History Below

RESPONSIBILITY: Executive Director of Human Resources

NUMBER OF BOARD RELATED POLICY: 6Hx12:6-04

In compliance with Board Policy 6-04, the following procedures will be used to request fee scholarships.

1. Full-time and permanent part-time employees will not be allowed to take a course during their working hours if the course is offered outside of normal work hours. If the course is required by their supervisors and directly related to their assignments, the course may be taken during their working hours. If the employee is required to take such courses, these required courses shall not constitute the hours available for the employee scholarship.
2. To Qualify for Dependent Scholarship:
 - A. The employee must be a full-time employee. The employee must be the spouse or parent or legal guardian of the student.
 - B. A dependent must meet the IRS test for dependency.
3. Scholarships are limited to: Matriculation and all associated fees, with the exception of lab fees. Scholarships are applicable to credit classes only. Scholarships are also limited to a maximum of 72 credit hours per student.
4. Prior to each semester in which a scholarship is requested, the employee or retiree requesting the scholarship must complete the Fee Scholarship Application form, available from the Intranet or Human Resources Office. Scholarship recipients will be required to make a "C" grade or better. A scholarship recipient receiving a final course grade below "C" or changing to audit will be required to repay the College the full fee amount for that course. The scholarship recipient must repay the College before they can enroll in subsequent coursework.

No scholarship will be awarded for repeat classes. If proof of satisfactory completion of prior classes is not available at the time of submission, it must be submitted prior to the end of add/drop (or sign a release form for the Business Office to certify grade, or the scholarship will be cancelled.) Grades will be verified each semester by the Business Office

5. All employee/retiree fee scholarships are subject to the requirement of Sections 1004.93, 1008.30, 1009.22, 1009.23, 1009.26, 1009.27, 1009.28, and 1009.285 of the Florida Statutes and will not be approved for the increased fees levied by these provisions.
6. These scholarships are funded through Auxiliary fund profits; therefore, they will be limited to funds available.

AGENDA ITEM: VII.A.

Academic Affairs Report

- A. General Information: Dr. Paula Gavin, Vice-President of Academic Affairs, will report on recent and upcoming events.

AGENDA ITEM: VIII.A.

Student Affairs and Public Information Report

- A. General Information: Mr. Tony Cardenas, Vice-President of Student Affairs and Public Information will report on recent and upcoming events.

AGENDA ITEM: IX.A.

Enrollment & Marketing Report

- A. General Information: Ms. Kacey Schrader, Dean of Enrollment and Marketing will report on recent and upcoming events.

AGENDA ITEM: X.A.

Business Services Report

- A. General Information: Ms. Michelle Holloway, Vice-President of Business Services, will report on recent and upcoming events.

AGENDA ITEM: X.B.

**Budget Amendment Number Five (5)
Restricted Current Fund (Fund 2)
Fiscal Year 2022-23**

The College requests approval of *Budget Amendment Number Five (5) to the Restricted Current Fund (Fund 2) for Fiscal Year 2022-2023*. This amendment recognizes revised award authorizations and new grants received in the 2022-23 fiscal year.

**BOARD OF TRUSTEES BUDGET AMENDMENT REQUEST
FLORIDA GATEWAY COLLEGE**

Budget Amendment Request Number : Five

Fund Name: Restricted Current Fund

X

FISCAL YEAR: 2022-2023

Be it resolved that the District Board of Trustees, Florida Gateway College, in meeting assembled, pursuant to Chapter 1011.30, Florida Statutes, and Rule 6A-14.0716(5)(a), Florida Administrative Code, hereby approve amendments to the community college for the fiscal year as follows:
REASONS FOR BUDGET AMENDMENT: Place an "X" by the applicable reason for amendment.

Fund Name	Fund #	Amount	Explanation
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(1) CHANGE IN FUND BALANCE:

	Current Budget	Increase	Decrease	Revised Budget
Beginning Fund Balance	236,657.29	\$	\$	\$ 236,657.29
Budgeted Revenues		3,326,162.00		3,326,162.00
Budgeted Expenditures		222,948.00	(89,593.65)	312,541.65
Ending Fund Balance	\$ 236,657.29	\$ 3,103,214.00	\$ 89,593.65	\$ 3,250,277.64

Budgeted Fund Balance as % of Funds Available N/A

*The amounts listed above include, Perkins Voc. Ed., Perkins Rural Sparsley, CARES Act, GEER, Open Door, all foundation support accounts, student activities accounts and various restricted accounts.

CERTIFIED AS
APPROVED BY
BOARD:

President (as Secretary of the Board)

BOARD APPROVAL DATE:

DEPARTMENT OF EDUCATION

CERTIFIED AS APPROVED BY
DEPARTMENT OF EDUCATION:

CHANCELLOR, FLORIDA COMMUNITY COLLEGE SYSTEM

DATE:

BY: _____

AGENDA ITEM: X.C.

**Budget Amendment Number Six (6)
Capital Outlay Plan for Unexpended Plant Fund (7) Budget
Fiscal Year 2022-2023**

We are requesting approval of Fund 7 budget amendment Six (6) which has been revised so the report reflects actual revenue, revised budgeted expenditures, actual expenses, and updated projects through January 19, 2023.

FISCAL YEAR 2022-2023
 CAPITAL OUTLAY PLAN FOR UNEXPENDED PLANT FUND (FUND 7)
 As of January 19th, 2023

DO NOT PRINT A. Recapitulation by Source	Deferred Maintenance	Local Funds	License Tag Fees	Capital Improvement Fee	PECO Funds	Total Funds
Beginning Fund Balance	-	886,429.37	67,547.94	677,375.30	5,257,694.87	6,889,047.48
Plus: Revenues	8,277,383.00	695.00	55.00	330,697.52	0.00	8,608,830.52
Less: Expenditures	-	443,516.59	0.00	291,507.52	690,156.42	1,425,180.53
Ending Fund Balance	8,277,383.00	443,607.78	67,602.94	716,565.30	4,567,538.45	14,072,697.47

FUND	B. Budgeted Expenditure	Local Funds	License Tag Fees	Capital Improvement Fee	PECO Funds	Total
72117	721450 Def. Maint. Roof/Window Replacement	1,765,000.00				1,765,000.00
72118	721451 Def. Maint. Door Access/Security	1,000,000.00				1,000,000.00
72119	721452 Def. Maint. Cameras/Call Boxes	1,850,000.00				1,850,000.00
72120	721453 Def. Maint. Fire Alarms	700,000.00				700,000.00
72121	721454 Def. Maint. Roadways/Parking Lots	775,499.00				775,499.00
72122	721455 Def. Maint. AHU Replacement	945,000.00				945,000.00
72115	721448 STEM 22-23 Final appropriation	1,122,716.00				1,122,716.00
72116	721449 Olustee 22-23 Final appropriation	119,168.00				119,168.00
72125	721225 Olustee Campus Public Safety Project				302,932.97	302,932.97
72114	721140 Building 8 & 9				4,264,605.48	4,264,605.48
70920	709200 Local Funds Capital Outlay	443,607.78				443,607.78
72000	720000 CO & DS		67,602.94			67,602.94
	Roadways & walkways					
	Life-Safety Corrections					
73005	730050 Capital Improvement Fee			645,317.90		645,317.90
	Performance Contract Payments					
73007	730070 Capital Improvement Fee - PSAV			71,247.40		71,247.40
	Renovations/Remodeling of Facilities					
	Equipment for PSAV programs					
	Technology Enhancements					
	Total	8,277,383.00	443,607.78	67,602.94	716,565.30	4,567,538.45
	CERTIFIED AS					
	APPROVED BY					
	BOARD:					

 President (as Secretary of the Board) _____
 Date

AGENDA ITEM: X.D.

**Budget Amendment to move funds from
Financial Aid Loan Fund (Fund 4) to (Fund 3) Auxiliary Fund
Fiscal Year 2022-2023**

The College requests approval *to move funds from Fund Four (4) Financial Aid Loan Fund to Fund Three (3) Auxiliary Fund, in order to offset start-up costs associated with the childcare drop in center.*



**Banner Form FGAJVCM
Journal Voucher Mass Entry
JE 16**

Entered By: _____ Document #: _____
Date Entered: _____ Transaction Date: _____

Index	Fund	Orgn	Account	Program	Description	Bank Code	Debit	Credit	
410000	41000	410000	69230	811000	NON MAND TRANF TO 3		\$42,360.00		
360000			49230		Non Mand Trnsfrs In from Auxiliary			\$42,360.00	
						BA			
						BA			
						BA			
						BA			
						BA			
						BA			
						BA			
						BA			
						BA			
						BA			
						BA			
						BA			
						BA			
Total Journal Entry								\$42,360.00	\$42,360.00
Hash Total								\$84,720.00	

Explanation: To move funds from the Financial Aid loan fund to offset the startup costs of the Childcare Center.

Prepared By: Michelle Holloway
Michelle Holloway (Jan 20, 2023 13:03 EST)

Date: **01/20/23**

Reviewed By:

Date:

Business Office
Reviewed By:

Date:

Reviewed for
Accuracy by:

Date:

Additional
Comments: _____

AGENDA ITEM: X.E

Request to Finalize Contract

The College requests Board approval to enter into a contract for custodial services with HES Facilities, LLC. dba HES Facilities Management.

AGENDA ITEM: XI.A.

President's Report

- A. General Information: Dr. Lawrence Barrett will report on recent and upcoming activities and events.



**FLORIDA GATEWAY
COLLEGE**

Board of Trustees

Mr. David Crawford, Board Chair

Ms. Renae Allen, Vice Chair

Mr. Robert C. Brannan, III

Mr. Lindsey Lander

Ms. Kathryn McInnis

Ms. Suzanne Norris

Dr. James Surrency

Dr. Miguel Tepedino

Model Standards of Good Practice for Trustee Boards

In Support Of Effective Community College Governance, The Board Believes:

- That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
- That it must clearly define and articulate its role;
- That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO;
- That it always strives to differentiate between external and internal processes in the exercise of its authority;
- That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
- That its trustee members come to each meeting prepared and ready to debate issues fully and openly;
- That its trustee members vote their conscience and support the decision or policy made;
- That its behavior, and that of its members, exemplify ethical behavior and conduct that is above reproach;
- That it endeavors to remain always accountable to the community;
- That it honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made.

Adopted by the ACCT Board of Directors, October 2000.

** The term "board" refers to a community college board of trustees or appropriate governing authority.*

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Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Florida Gateway College.

Florida Gateway College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. The Disability Services Office can provide further information and assistance by calling the coordinator of disability services, at (386) 754-4215. Located in Building 017, Room 021, 149 SE College Place, Lake City, Florida 32025.

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Cassie Buckles, Executive Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at cassandra.buckles@fgc.edu or (386) 754-4313.