



DISTRICT BOARD OF TRUSTEES AGENDA

**DATE & TIME:
SEPTEMBER 12, 2024**

**5:00 PM REGULAR MEETING
LOCATION:
FLORIDA GATEWAY COLLEGE
BOARD ROOM, ADMINISTRATION BLDG. 001
LAKE CITY, FL 32025**



FLORIDA GATEWAY COLLEGE

MISSION STATEMENT

Approved by the Board of Trustees on August 8, 2024

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, foster career readiness, 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
September 12, 2024
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. *August 8, 2024
- 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. *Surplus Property
 - D. *Authorized List for Deferment Approval
- VII. Academic Affairs {K. Ciez-Volz}
 - A. General Information
- VIII. Student Affairs and Public Information {A. Cardenas}
 - A. General Information
- IX. Enrollment and Marketing {K. Mimbs}
 - A. General Information
- X. Business Services Report {M. Holloway}

FGC Board of Trustees
September 12, 2024
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- A. General Information
 - B. *Budget Amendment Number Two (2) Restricted Current Fund (Fund 2) Fiscal Year 2024-2025
 - C. *Budget Amendment Number Two (2) Capital Outlay Plan for Unexpended Plant Fund (7) Budget Fiscal Year 2024-2025
 - D. * Carryforward Spending Plan
- 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: October 10, 2024

Time: 5:00 pm / Regular Meeting
Florida Gateway College Board Room
Administration Bldg. 1

*Denotes Board of Trustees' action items

MINUTES
FLORIDA GATEWAY COLLEGE
DISTRICT BOARD OF TRUSTEES
August 8, 2024
4:30 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 August 8, 2024 at 4:33 p.m. by Chairperson David Crawford.

Board member Dr. Jim Surrency was absent. Board Member Dr. Miguel Tepedino and Mr. Chuck Brannan were tardy. Mr. Brannan arrived after the Board Reorganization and did not participate in that vote. Dr. Tepedino arrived after approval of the consent agenda so he did not participate in the vote to elect a new Chair and Vice Chair, votes to approve minutes, or approval of the consent agenda.

All votes were unanimous unless stated otherwise.

II. Pledge of Allegiance

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

III. Audience of Any Citizen

There was no response.

IV. Board Annual Reorganization

In accordance with Florida Statute 1001.61(4), this meeting required the board to organize by selecting a chair and vice chair. There was previous discussion about Mr. Lindsey Lander being elected Chairperson and Ms. Renae Allen to continuing to serve as Vice-Chairperson.

Ms. Suzanne Norris nominated Mr. Lindsey Lander as Chairperson and Ms. Renae Allen as Vice-Chairperson. Mr. John Medina made a motion to close nominations Ms. Suzanne Norris seconded the motion and the motion carried by a 5-0 vote.

Ms. Suzanne Norris made a motion to elect Mr. Lindsey Lander as Chair and Ms. Renae Allen as Vice Chair. Mr. John Medina seconded the motion and the motion carried by a 5-0 vote.

V. Approval of Minutes

Mr. David Crawford made a motion to approve the June 13, 2024 Board workshop minutes. Ms. Suzanne Norris seconded the motion and the motion carried unanimously on a voice vote.

Mr. John Medina made a motion to approve the June 13, 2024 Board meeting minutes. Ms. Renae Allen seconded the motion and the motion carried unanimously on a voice vote.

VI. Student Government Report

Zamaria Granado, SGA President updated Board members on upcoming events. Welcome Back week will be full of activities including, Maps & Munchies, promoting the Navigate App, hosting a lunch and ice cream social for students. All these activities will take place the first week of classes August 19-23. Later in August SGA will host the 14th annual Student and Employee Picnic.

VII. Presentation of Consent Agenda

- A. *Personnel Matters
- B. *Routine Contracts and Agreements
- C. *Surplus Property
- D. *Approval of General Education Course List
- E. *Approval of Course Changes
- F. *Approval of New Courses
- G. *Approval of Program Changes
- H. *First Federal Card Approval
- I. *Authorized List of Deferment approval

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

VIII. Academic Affairs

Dr. Barrett introduced and welcomed Dr. Kathleen Ciez-Volz, Vice President of Academic Affairs to her first Board meeting. Dr. Ciez-Volz started her report by updating Board members on projects that the Academic Affairs team has been working on. They have updated the Faculty Handbook, Academic Pathways and working on reviewing the state directed general education courses. Three new statewide mathematics pathways will be implemented, Algebra through Calculus, Statistical Reasoning and Mathematical Thinking in Context.

Dr. Ciez-Volz moves onto say the Associate in Science Degree in Nursing program had high application numbers for Fall 2024. Of the 118 students who applied to the program 104 were qualified, 66 students were offered admission to the Fall 2024 term. The Bachelor of Science in Business Administration and the Associate in Science in Fire Science Technology will launch Fall 2024.

Lastly, the Bachelor of Science in Elementary Education program will start the semester with 12 interns. Kristin Corbin, Coordinator of Library Recourses, has been appointed to the Statewide Library Technical Services Standing Committee and Kay Hogan, Coordinator of Library Services, has been elected to the Northeast Florida Library Information Network.

IX. Student Affairs and Public Information

Mr. Anthony Cardenas, Vice President of Student Affairs and Public Information started his report by saying, the NJCAA named 8 of our FGC athletes Academic All-Americans

this summer. In addition, we also had 27 student athletes named to the Academic All-Region team.

Our women's flag football team will be honored at the Jacksonville Jaguars pre-season game against the Tampa Bay Buccaneers on August 17th for winning their National Championship.

Vice President Cardenas said that this year's summer camps have come to a successful close with 241 registered campers, surpassing last year's 207 registered campers.

Lastly, FGC's Bass Fishing team will be represented by three teams at the Bassmaster's National Championship in South Carolina from August 22-24. Granger Hall is at full capacity with 82 students registered to live there this Fall.

X. Enrollment and Marketing

Ms. Kacey Mimbs, Dean of Enrollment and Marketing started her report by updating the Board with Fall enrollment numbers. Before the drop for non-payment, we have a 7% increase in credit hours and a 6.6% increase in headcount.

Ms. Mimbs continued by updating on events in her area. Fall One Stop Enrollment was held on June 25th and August 1st. The first ever Dual Enrollment Student Orientation was held on July 30th and the one that was scheduled on August 6th was rescheduled to August 13th, due to the storm. We currently have 140 new Dual Enrollment students enrolled for Fall semester.

Lastly, the 1940's Radio Hour play was held on July 26th and 27th in the Levy Performing Arts Center. This play was performed by a group of FGC alumni and was well attended.

XI. Business Services

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

B. *Budget Amendment Number One (1) Restricted Current Fund (2) Fiscal Year 2024-2025.

Dr. Miguel Tepedino made a motion to approve Budget Amendment Number One (1) Restricted Current Fund (2) Fiscal Year 2024-2025. Mr. John Medina seconded the motion and the motion carried unanimously.

C. *Budget Amendment Number One (1) Capital Outlay Plan for Unexpected Plant Fund (7) Budget Fiscal Year 2024-2025

Ms. Suzanne Norris made a motion to approve the Budget Amendment Number One (1) Capital Outlay Plan for Unexpected Plant Fund (7) Budget Fiscal Year 2024-2025. Ms. Renae Allen seconded the motion and the motion carried unanimously

D. *Approval of 2024-2025 Salary Schedule

Mr. John Medina made a motion to approve the 2024-2025 Salary Schedule Mr. David Crawford seconded the motion and the motion carried unanimously

Trustee Norris asked if there had been research done to see if this salary schedule is comparable to other Florida College's. Vice President Holloway said we do compare our salaries to local college's.

XII. President's Report

Dr. Barrett began his report by stating this is the start of his 10th year at the college and thanked Trustee's for working hard on keeping the tuition the same throughout this time. With the unfortunate passing of our Dixie County Trustee Kathryn McInnis, we will be looking at possible new appointments in that area.

Dr. Barrett updated Trustees on the proposed state health insurance and what cost it might have to the college. Board members had a brief discussion on this issue.

Dr. Barrett brought the updated Mission Statement for approval

Ms. Suzanne Norris made a motion to approve the updated Mission Statement. Mr. David Crawford seconded the motion and the motion carried unanimously

XIV. Topics for Future Meetings

XV. Inspect Warrant Register

XVI. Set Time for the Next Meeting

September 12, 2024

Time: 5:00 pm Regular Meeting

Location Regular meeting: Florida Gateway College Board Room
Administration Bldg. 1

The meeting adjourned at 5:29 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

- A. 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

September 12, 2024

BOARD OF TRUSTEES MEETING

RESIGNATIONS/RETIREMENTS/TERMINATIONS:

Helfenberger, Janice	Assistant Professor, Nursing (position to be filled)	08/08/2024
Shadle, Joseph	Associate Professor, Economics (position to be filled)	09/12/2024

APPOINTMENTS/REAPPOINTMENTS/REPLACEMENTS/TRANSFERS:

Brannon, Nicholas	Network/Systems Technician, Information Technology, Full Time	08/01/2024
Fink, Thomas	Assistant Professor, Fire Science Program, Full Time	08/13/2024
Frazier, Theodore	Flag Football Camp Assistant, Athletics, Part-time, Temporary	07/22/2024-07/25/2024
Gavin, Paula	Assistant Professor, Mathematics, Full Time	08/13/2024
Macias-Sanchez, Orlando	Assistant Professor, Computer Science, Full Time	08/13/2024
Mayo, Henry	Assistant Professor, Commercial Vehicle Driving, Full Time	08/13/2024
Myers, Chelsey	Coordinator Child Care, Human Resources, Part-time, Temporary	07/01/2024-12/18/2024
Ontiveros, Paulette	Office Assistant, Nursing, Part-time, Temporary	08/12/2024-12/18/2024
Peace, Matthew	Assistant Professor, Mathematics, Full Time	08/13/2024
Sheridan, Amanda	Senior Staff Assistant, Public Service Programs, Full Time	07/16/2024
Walker, Brooke	Theater Camp Assistant, Athletics, Part-time, Temporary	07/22/2024-07/25/2024
Whithorn, Harmony	Tutor, Student Affairs, Part-time, Temporary	07/01/2024-12/18/2024

STUDENTS:

Williams, Ansley	Student Assistant, Advising & Career Serv, Part-time, Temporary	07/01/2024-12/18/2024
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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: September 12, 2024

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:	Bearden, Conner	- Baker, County
	Blankenship, Morgan	- Baker, County
	Hendricks, Camdyn	- Baker County
	Katsacos, Nathan	- Baker County
	Kelton, Jarvis	- Baker County
	Lyons, Avery	- Baker County
	Phan, Allan	- Baker, County
	Phan, Jasmine	- Baker, County
	Rhoden, Lily	- Baker County
	Richmond, Collin	- Baker County
	Williams, Hailey	- Baker County
	Williams, Wyatt	- Baker County
	Hilson, Jessa	- Charlton County
	Aponte, Joel	- Columbia County
	Aponte, Lauren	- Columbia County
	Boutwell, Megumi	- Columbia County
	Conklin, Raegan	- Columbia County
	Cunningham, Laynie	- Columbia County
	Davis, Elizabeth	- Columbia County
	Fair, Casey	- Columbia County
	Gollery, Lucas	- Columbia County
	Greene, Noah	- Columbia County
	Hayes, Elijah	- Columbia County
	Lavastida, Adrian	- Columbia County
	Monaco, Luca	- Columbia County
	Oldani, Hailey	- Columbia County
	Paffe, Madison	- Columbia County
	Piercey, Amy	- Columbia County
	Russell, Kaylee	- Columbia County
	Sampson, Aubree	- Columbia County
	Sampson, Lola	- Columbia County
	Smith, Adeena	- Columbia County
	Smith, Noble	- Columbia County
	Webb, Esther	- Columbia County
	Heaton, Braylyn	- Gilchrist County
	Heaton, Kendon	- Gilchrist County
	Riordan, Kathleen	- Gilchrist County
	Perez, Lincoln	- Pasco County
	Lane, Aidan	- Suwannee County

Metzger, Bethany	- Suwannee County
Tomberlin, Trystan	- Suwannee County
Dicks, Ayden	- Union County
Schaafsma, Annamae	- Union County
Sharrah, Eva	- Union County
Torres, Emmanuel	- 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 2024-2025 academic school year.

Cost: None

2. **Second Party:** Baker County School District
Belmont Academy
Cambridge Prep Academy
Carter Christian Academy
Columbia County School District
Covenant Community School
Dixie County Learning Academy
Dixie County School District
Gilchrist County School District
Hart 2 Hart Christian Academy
Joy Explosion Christian Academy
Kingdom Culture Academy
Lake City Christian Academy
Melody Christian Academy
Riverside Christian School
Suwannee County School District
Union County School District
United Christian Academy

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 an Articulation Agreement with the Second Party for the 2024-2025 academic school year.

Cost: None

3. **Second Party:** Columbia County Health Department
Hamilton County Health Department

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

- 4. Second Party:** Mitch Kaufman - Pompano Beach, FL
Narrative: The College entered into a Renewal Agreement with Mitch Kaufman to provide Game Officials for Men's Basketball.
Cost: \$ 735.00
- 5. Second Party:** SmartProcure (GovSpend) - Boca Raton, FL
Narrative: The College entered into a Renewal Agreement with GovSpend for government sales and research.
Cost: \$ 3,000.00
- 6. Second Party:** Disaster Program & Operations, Inc. - Ponte Vedra Beach, FL
Narrative: The College amended the Agreement with Disaster Program & Operations, Inc to extend the Agreement until August 12, 2026.
Cost: None
- 7. Second Party:** Florida Gateway Fairgrounds - Lake City, FL
Narrative: The College entered into an Agreement with Gateway Florida Fairgrounds to rent the Rodeo Arena for Cross Country on September 27, 2024.
Cost: \$475.00
- 8. Second Party:** Alligator Lake Facility - Lake City, FL
Narrative: The College entered into an Agreement with Alligator Lake Facility to use the facility for Cross Country on October 11, 2024.
Cost: None
- 9. Second Party:** CORA Physical Therapy - Jacksonville, FL
Narrative: The College entered into a renewal Agreement with CORA Physical Therapy to provide game and athletic training room coverage for the FGC Athletics program.
Cost: \$ 18,200.00
- 10. Second Party:** Brainfuse - New York, NY
Narrative: The College entered into an Agreement with Brainfuse to provide customized online tutoring services for FGC students.
Cost: \$ 15,960.00
- 11. Second Party:** Baker & Taylor, LLC - Atlanta, GA
Narrative: The College entered into an Agreement with Baker & Taylor, LLC to utilize software and services of their subsidiary, Bridgeall Libraries Limited.
Cost: \$ 6,000.00

AGENDA ITEM: VI.C.

Surplus Property

The College requests Board approval to remove the attached list of equipment from the inventory and dispose of the property in accordance with Section 274.06, Florida Statutes.

**FLORIDA GATEWAY COLLEGE
SURPLUS EQUIPMENT LIST
August 2024
Board Meeting Date: September 12, 2024**

	A	B	C	D	E
1					
2	DECAL	DESCRIPTION	PURCHASE VALUE	PURCHASE DATE	CLASS CODE
3	12034	OptiPlex 7440 AIO w/ keyboard	1,200.13	10/06/16	1
4	11634	Samsung 48" TV	529.74	11/04/14	1
5	11545	SAMSUNG 55 INCH LED PRO	1,989.27	09/13/13	1
6	9898	Smart Technologies ID350 Symposium Interactive Display	1,799.00	04/09/08	1
7	12029	OptiPlex 7440 AIO w/ keyboard	1,200.13	10/06/16	1
8	12072	OptiPlex 7440 AIO w/ keyboard	891.94	02/16/17	1
9	10978	OptiPlex 990 Small Form Factor	1,502.57	05/24/12	1
10	12556	Optiplex 3050 AIO	680.36	04/05/19	1
11	12421	Optiplex 7450 AIO	1,210.39	10/08/18	1
12	13243	APPLE Imac 21.5 in WITH RETINA DISPLAY	1,579.00	04/29/21	1
13	12143	iMAC 21.5 inch	1,519.00	05/15/17	1
14	12127	iMAC 21.5 inch	1,519.00	05/15/17	1
15	12537	Optiplex 7450 AIO	1,105.81	04/05/19	1
16	12158	OptiPlex 7450 AIO	1,074.34	05/15/17	1
17	12675	Dell Optiplex 3070	1,145.92	08/23/19	1
18	12873	Optiplex 7470 AIO MLK	1,195.00	01/30/20	1
19	13972	Apple 24 Inch Imac Sliver	1,399.00	09/25/22	1
20	13970	Apple 24 Inch Imac Sliver	1,399.00	09/25/22	1
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37		TOTAL	22,939.60		
38					
39					
40	1= OBSOLETE				
41	2=SALVAGE/USED FOR PARTS				
42	3=TOO COSTLY FOR REPAIRS				
43	4=SALVAGE NOT REPAIRABLE				
44	5=STOLEN (see attached report)				
45	6=TRADED (see attached form)				
46	7=TRANSFERRED TO ANOTHER AGENCY				
47	8= SURPLUS NOT COST EFFECTIVE TO MAINTAIN				
48	9= SURPLUS TO BE SOLD AND OR SOLD FOR PARTS				
49	10= NATIONAL RECALL				
50	11= OTHER				
51					

AGENDA ITEM: VI.D.

AUTHORIZED LIST FOR DEFERMENT APPROVAL

In accordance with Florida State Board of Education Rule 6A-14.054(11), and Florida Gateway College District Board of Trustees Policy/Procedure 6Hx12:05-13, when the College has written promise of payment from business, industry, government unit, non-profit organization, or civic organization, fees and charges for books and supplies may be deferred up to sixty (60) days, but not beyond ten (10) days before the end of the term as determined by the board of trustees. The College requests Board approval to add the following to those previously approved for deferment:

- County of Hamilton

**BUSINESS, INDUSTRY, GOVERNMENT UNIT,
NONPROFIT ORGANIZATION OR CIVIC ORGANIZATION
PROMISE OF PAYMENT FOR DEFERMENT LIST**

County of Hamilton

Revised 08/28/2024

AGENDA ITEM: VII.A.

Academic Affairs Report

- A. General Information: Dr. Kathleen Ciez-Volz, Vice President 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 Mimbs, 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 Two (2)
Restricted Current Fund (Fund 2)
Fiscal Year 2024-25**

The College requests approval of *Budget Amendment Number Two (2) to the Restricted Current Fund (Fund 2) for Fiscal Year 2024-2025*. This amendment recognizes revised award authorizations and new grants received in the 2024-25 fiscal year.

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

Budget Amendment Request Number : Two

X

FISCAL YEAR: 2024-2025

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	714,646.41	\$		\$		\$	714,646.41
Actual Revenues	103,158.88		97,862.10				201,020.98
Actual Expenditures	156,490.25		486,711.35		0.00		643,201.60
Ending Fund Balance	\$ 661,315.04	\$	(388,849.25)	\$	-	\$	272,465.79

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 Two (2)
Capital Outlay Plan for Unexpended Plant Fund (7) Budget
Fiscal Year 2024-2025**

We are requesting approval of Fund 7 budget amendment Two (2) which has been revised so the report reflects actual revenue, revised budgeted expenditures, actual expenses, and updated projects through August 28, 2024.

FLORIDA GATEWAY COLLEGE
FISCAL YEAR 2024-2025
CAPITAL OUTLAY PLAN FOR UNEXPENDED PLANT FUND (FUND 7)
As of August 28th, 2024

A. Recapitulation by Source	Deferred Maintenance	Local Funds	License Tag Fees	Capital Improvement Fee	PECO Funds	Total Funds
Beginning Fund Balance	4,977,448.48	1,129,287.42	231,476.77	435,678.31	3,889,086.77	10,662,977.75
Plus: Revenues	-	0.00	0.00	216,898.37	0.00	216,898.37
Less: Expenditures	223,618.42	118,859.24	0.00	0.00	25,574.87	368,052.53
Ending Fund Balance	4,753,830.06	1,010,428.18	231,476.77	652,576.68	3,863,511.90	10,511,823.59

B. Budgeted Expenditure	Deferred Maintenance	Local Funds	License Tag Fees	Capital Improvement Fee	PECO Funds	Total
721450 Def. Maint. Roof/Window Replacement	194,307.47					194,307.47
721451 Def. Maint. Door Access/Security	0.00					0.00
721452 Def. Maint. Cameras/Call Boxes	1,135,369.35					1,135,369.35
721453 Def. Maint. Fire Alarms	680,185.00					680,185.00
721454 Def. Maint. Roadways/Parking Lots	736,485.50					736,485.50
721455 Def. Maint. AHU Replacement	867,952.00					867,952.00
721448 STEM 22-23 Final appropriation	1,107,217.31					1,107,217.31
721449 Olustee 22-23 Final appropriation	32,313.43					32,313.43
721225 Olustee Campus Public Safety Project	0.00				0.00	0.00
721140 Building 8 & 9					3,863,511.90	3,863,511.90
709200 Local Funds Capital Outlay		1,010,803.18				1,010,803.18
720000 CO & DS			231,476.77			231,476.77
Roadways & walkways						
Life-Safety Corrections						
730050 Capital Improvement Fee				522,135.99		522,135.99
Performance Contract Payments						
730070 Capital Improvement Fee - PSAV				130,440.69		130,440.69
Renovations/Remodeling of Facilities						
Equipment for PSAV programs						
Technology Enhancements						
Total	4,753,830.06	1,010,803.18	231,476.77	652,576.68	3,863,511.90	10,512,198.59

CERTIFIED AS
APPROVED BY
BOARD:

President (as Secretary of the Board)

Date

AGENDA ITEM: X.D.

Carryforward Spending Plan

The College requests Board approval of the 2023-24 Florida College System Carryforward Spending Plan, pursuant to 1013.841, Florida Statutes.

Florida Gateway College

Certified Fund Balance

Fiscal Year 2023-24

Account Title	GL	Fund Balance Unrestricted
Reserve for Performance Based Incentive Funds	30200	\$ -
Reserved for Academic Improvement Trust Funds	30300	\$ -
Reserved for Other Required Purposes	30400	\$ -
Reserved for Staff & Program Development	30500	\$ -
Reserved for Student Activities Funds	30600	\$ -
Reserved for Matching Grants	30700	\$ -
Fund Balance - Board Designated	30900	\$ -
Fund Balance - College	31100	\$ 6,804,699.24
Total Unallocated Fund Balances		\$ 6,804,699.24
Funds Available		\$ 22,628,165.83
College's Reserve Requirement %		5%
Reserve Requirement		\$ 1,131,408.29
Amount Requiring Spending Plan		\$ 5,673,291

				Project Timeline			
Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Carryforward Amount Budgeted for Expenditure During FY 2024-25	Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	Comments/Explanations
1.	(g) Commitment to contingency reserve related to state declared emergency	Reserve for State declared emergency	5,000,000	N/A	N/A	N/A	Reserve funds are needed to bring the College to a functioning level after a state declared emergency.
2.	(e) Operating expenditures	To create and build new programs for study	673,291	N/A	N/A	N/A	Funds are needed to explore new programs, apply for approval of new programs, build the curriculum and purchase startup
3.	Select Category						
4.	Select Category						
5.	[Create your own category]						
Total as of July 1, 2024: *			\$ 5,673,291				
Amount Requiring Spending Plan			\$ 5,673,291				

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. Lindsey Lander, Board Chair

Ms. Renae Allen, Vice Chair

Mr. Robert C. Brannan, III

Mr. David Crawford

Mr. John Medina

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 (SACSCOC) to award baccalaureate and associate degrees. Florida Gateway College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Florida Gateway College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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.