

FLORIDA GATEWAY COLLEGE

Committee Structure Handbook

2017-2018



**FLORIDA GATEWAY
COLLEGE**

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ACTIVITIES BUDGET COMMITTEE

Standing Committee

Chair: Ms. Amy Dekle-Hunt, Coordinator, Student Activities

Composition:

Mr. Trey Johnson	-	SGA President
Mr. Hayden Ward	-	SGA Vice President
Ms. Adrienne Boatright	-	SGA Secretary
Ms. Tori Whilden	-	SGA Outreach Coordinator
Ms. Sandy Aguilar	-	Faculty representative (elected by faculty)
Ms. Kristen McIntosh	-	Faculty representative (elected by faculty)

Ex Officio:

Dr. Brian Dopson	-	Vice President, Academic Affairs
Ms. Amy Dekle-Hunt	-	Coordinator, Student Activities
Ms. Michelle Holloway	-	Vice President, Business Services

Purpose: To budget and approve expenditures from student fees for student activities. Such expenditures shall be for lawful purposes to benefit the student body in general. These purposes include, but are not limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the community college without regard to race, sex, or religion.

Nomination and election of faculty members and appointment of other members will take place at the beginning of each fall semester. The Chairperson reports to Vice President, Student Services. The membership will be confirmed each fall by the President.

CALENDAR COMMITTEE

Standing Committee

Chair: Ms. Gayle Hunter –Director, Enrollment Services/Registrar

Composition:

Dr. Brian Dopson	Vice President for Academic Programs	Standing member
Dr. Jennifer Price	Vice President for Enrollment Management and Student Affairs	Standing member
Ms. Michelle Holloway	Vice President for Business Services	Standing member
Ms. Sharon Best	Executive Director, Human Resources	Standing member
Ms. Becky Westberry	Director, Financial Aid	Standing member
Dr. Toni Briley	Academic Advisor, Student Services	Recommended by VP for Enrollment Management and Student Affairs
Mr. Joseph Shadle	Faculty	Recommended by VP for Academic Programs
Dr. Denise Gross	Faculty	Recommended by VP for Academic Programs
Ms. Holly Sutton	Bursar, Business Services	Recommended by VP for Business Services
Mr. Trey Johnson*	Student	Recommended by Coordinator of Student Activities via VP for Enrollment Management and Student Affairs

Time of Appointment: Appointment of standing members is ongoing. All other members are appointed each year.

Statement of Purpose: To develop and propose the annual academic calendar for the next academic year, pursuant to college and state policies, rules, statutes, and guidelines. The proposed calendar is submitted to the President for approval, then must be approved by the Board of Trustees and the Florida Department of Education.

*Committee chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representative.

CAMPUS APPEALS BOARD

Standing Committee

Chair: Ms. Gayle Hunter –Director, Enrollment Services/Registrar

Composition:

- Ms. Kristen Aguilar - Faculty
- Ms. Allyson Dees - Faculty
- Mr. George Haynes - Faculty
- Ms. Cheryl Machart - Faculty
- *Mr. Trey Johnson - SGA President
- *Mr. Chris Jordan - SGA Legislative Liaison

Time of Appointment: The chair and all members, other than students, are appointed annually each fall by the appropriate Vice President. Chairperson reports to Vice President, Enrollment Management and Student Affairs.

Purpose: To hear appeals for decisions of suspension or expulsion and to review exceptions to College academic policy and procedure.

*Committee Chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representative.

COLLEGE SENATE

Standing Committee

Chair: Mr. Ryan Touchton, Manager, Network and Security

Composition:

Instructional (3 AA Faculty & 3 AS Faculty Elected by Instructional Staff)

Dr. John Craig	(2017-19)	Ms. Ruth Berger	(2016-18)
Mr. Frederick Douglas	(2017-19)	Ms. Kim Salyers	(2017-19)
Dr. Mustapha Kane	(2016-18)	Ms. Carol McLean	(2016-18)

Career Service (Elected by Career Service Staff)

Mr. Eulalio Cruz	(2016-18)
Ms. Amie Knight	(2016-18)
Ms. Crystal Hollingsworth	(2017-19)
Ms. Donna Ray	(2017-19)

Professional and Administrative (Elected by Professional and Administrative Staff)

Mr. Lee Pinchouck	(2017-19)
Ms. Kelly Sistrunk	(2017-19)
Ms. Patricia Orender	(2016-18)
Mr. Ryan Touchton	(2016-18)

Students (Elected by Student Government Association)

*Mr. Hayden Ward	(2017-18)
*Ms. Tori Whilden	(2017-18)

Ex Officio:

Dr. Brian Dopson	-	Vice President, Academic Affairs
Ms. Michelle Holloway	-	Vice President, Business Services
Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer

Time of Appointment: Members are elected for revolving two-year terms. Senate constitution and bylaws provide for the immediate past president/chair to serve the next year as an Ex-Officio member.

Statement of Purpose: The primary responsibility of this committee is to provide faculty, staff and student input into College governance procedures. The Chairperson reports to the President.

*Committee Chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representatives.

DISABILITY SERVICES/ADA COMMITTEE

Standing Committee

Chair: Ms. Terry Auger, Coordinator, Disability Services

Composition:

Dr. Maureen Akey-Meyerson

Ms. Paula Hughes

Mr. Ralph Medico

TBD, Student Representative

Ex-Officio:

Ms. Sharon Best, Executive Director, Human Resources and Equity Officer

This committee is composed of representatives of vocational education, special education, state rehabilitation agencies, students with disabilities, employers, and Florida Gateway College personnel.

Time of appointment: Members are invited to serve by the Chairperson. Membership is reviewed each fall. Meetings are held quarterly. Records of meetings are kept on file by the Chairperson. Chairperson reports to Vice President, Enrollment Management and Student Affairs.

Statement of Purpose: The overall goal of this committee is to evaluate present FGC services and activities for students with disabilities and to assist in long range planning so that they can be more successful in their education and subsequently, the world of work. More specifically, this committee is to foster coordination between state agencies, exchange data, promote transition activities, assess students with disabilities needs and identify resources to meet these needs, and cooperatively monitor campus compliance of state and federal laws and regulations. The Committee will oversee programs in compliance with the Americans with Disabilities Act, and coordinate AIDS education and be a hearing committee to consider any individual concerns about AIDS among our students and staff and recommend to the President appropriate actions that may be necessary.

EDUCATIONAL AFFAIRS COMMITTEE

Standing Committee

Chair: Dr. Brian Dopson, Vice President, Academic Affairs
(non-voting except in cases of ties)

Composition:

Ms. Becky Van Hoek	Director, Institutional Effectiveness and Assessment
Dr. Pamela Carswell	Executive Director, Teacher Preparation Programs
Ms. Melody Corso	Executive Director, Nursing and Health Sciences
Mr. Mike Davis	Executive Director, Informational Technology/CIO
Dr. Paula Gavin	Dean, Academic Programs and Baccalaureate Liaison
Ms. Gayle Hunter	Director, Enrollment Services/Registrar
Mr. John Jewett	Executive Director, Technology Programs and Public Service Programs
Ms. Ann Brown	Faculty
Ms. Janis Brothers	Faculty
Ms. Melissa Davis	Faculty
Dr. Juan Guzman	Faculty
Ms. Cece Larramore	Faculty
Dr. Doris Lombo	Faculty
Dr. Sean McMahan	Faculty
Ms. Williema Mohan	Faculty
Dr. Shane Neely-Smith	Faculty
Ms. Kristeen Roberts	Faculty
Mr. Tim Robinson	Faculty
Ms. Tetiana Takhistova	Faculty
*Mr. Trey Johnson	SGA Representative (President)
*Mr. Chris Jordan	Student – appointed by SGA President

Ex Officio

Dr. Brian Dopson	Vice President, Academic Affairs
Ms. Becky Westberry	Director, Financial Aid
Ms. Laurie Albury	Director, Advising Services
Ms. Kacey Schrader	Director, Recruitment and Communication

Time of Appointment: One year. Faculty representatives elected. Student representative appointed by SGA President.

Statement of Purpose: The Educational Affairs Committee is concerned with curriculum development, course descriptions, course syllabi, coordination of programs offered, academic standards, degree and certificate requirements, library holdings and development, instructional development, review of cooperative programs with other institutions of higher education, and other instructional policy. Recommends to the Vice President, Academic Affairs.

*Committee Chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representatives.

EMPLOYEE EVENTS COMMITTEE
Standing Committee

Chair: Ms. Karyn Congressi, Assistant to the President

Composition:

Ms. Cassie Morgan	-	Benefits and Employee Relations Specialist
Ms. Karyn Congressi	-	Assistant to the President
Ms. Amy Dekle-Hunt	-	Coordinator, Student Activities
Mr. Randy Frame	-	Skilled Maintenance Repairer
Ms. Debra Harrison	-	Executive Assistant
Ms. Laurie Layton	-	Computer Programmer
Ms. Anne Marie Sawyer	-	Senior Staff Assistant

Ex Officio: Mike McKee, Executive Director, Media and Public Information

Time of Appointment: Volunteers confirmed by the President. Membership is reviewed each fall semester. Meetings are called as needed. Records of meetings are kept on file by the Chairperson. The Chairperson reports to the President.

Statement of Purpose: To provide a contact group to relay information pertaining to College families' marriages, births, illnesses/hospitalizations, retirement, and deaths.

EQUAL ACCESS/EQUAL OPPORTUNITY COMMITTEE

Standing Committee

Chair: Dr. Toni Briley, Academic Advisor

Composition:

Ms. Gayle Hunter	-	Director, Enrollment Services/Registrar
Ms. Donna Rodriguez	-	Accounts Payable/Property Specialist
Dr. Charmaine Byrd	-	Faculty
Ms. Becky Westberry	-	Director, Financial Aid

Ex Officio

Dr. Lawrence Barrett	-	President
Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer

Time of Appointment: All members are volunteers confirmed by the President. Membership is reviewed each fall. Meetings are called as needed. Records of meetings are kept on file by the Chairperson.

Statement of Purpose: The purpose of the EA/EO Committee is to serve as an advising, monitoring and policy recommending body for the purpose of assuring equal access and equal opportunity for all minority and disabled individuals. The committee's responsibilities are:

To assist in the development of the Educational Equity Act Plan as required by the State of Florida Department of Education.

To assume a proactive role in identifying and recruiting qualified minority, female and disabled applicants as positions become available.

To assume a proactive role in identifying and recruiting qualified minority, female and disabled students.

To review employment selection procedures to ensure that no minority group is adversely affected.

To assume a proactive role in monitoring activities and programs and identify problems that may adversely affect minority groups and recommend corrective measures.

To establish avenues of effective communication between the College and the community so that programs and services realistically address the needs of the minority community.

FACILITIES COMMITTEE

Standing Committee

Chair: Ms. Michelle Holloway, Vice President, Business Services

Composition:

Mr. Mike Davis	-	Executive Director, Informational Technology/CIO
Vacant	-	Director, College Facilities
Mr. Mike McKee	-	Executive Director, Media and Public Information
Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer
Ms. Misty Taylor	-	Director, Procurement and Contracts
Ms. Amy Dekle-Hunt	-	Coordinator, Student Activities
Ms. Terry Auger	-	Coordinator, Disability Services
Ms. Joann Bailey	-	Library Technician II
Ms. Debra Grow	-	Senior Staff Assistant, Teacher Preparation Programs
Ms. Sylvia Calcano	-	Faculty (elected)
Mr. Joe Ganser	-	Faculty (elected)
Mr. Chris Jordan	-	SGA Representative
Ms. Tori Whilden	-	SGA Representative

Ex Officio:

Dr. Brian Dopson	-	Vice President, Academic Programs
Dr. Jennifer Price	-	Vice President, Enrollment Management and Lifelong Learning

Time of Appointment: Committee membership reviewed each fall. Appointed by President. Faculty elected.

Statement of Purpose: The purpose of the College Facilities Committee is to make recommendations for the physical environment and use of the Florida Gateway College properties, including facilities owned and leased.

FINANCIAL AID COMMITTEE

Standing Committee

Chair: Ms. Becky Westberry, Director, Financial Aid

Composition:

Ms. Gayle Hunter	-	Director, Enrollment Services/Registrar
Ms. Kacey Schrader	-	Director, Recruitment and Communication
Ms. Laurie Albury	-	Director, Advising Services
Ms. Amy Dekle-Hunt	-	Coordinator, Student Activities
Ms. Elizabeth Cobb	-	Faculty (2017-19)
Ms. Brenda Rogers	-	Faculty (2016-18)
* Ms. Adrienne Boatright	-	Student appointed by SGA Pres. (2017-18)
* Ms. Tori Whilden	-	Student appointed by SGA Pres. (2017-18)

Time of Appointment: Ongoing. Faculty elected for two-year term in Fall semester. Students appointed for one-year term.

Statement of Purpose: To serve as an advisory board to the Financial Aid Director; help develop financial aid policies and procedures when necessary; act as a review and disbursement agent for the Florida Gateway College Foundation Scholarship program funds as directed by the Foundation and/or President; govern the activities of the Student Financial Aid Trust Fund Loan program; and hear grievances from financial aid applicants. Records of committee meetings are kept on file by the Chairperson. The Chairperson reports to the Vice President, Enrollment Management and Lifelong Learning.

*Committee Chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representatives.

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Standing Committee

Chair: Ms. Becky Van Hoek, Director, Institutional Effectiveness and Assessment

Composition:

Ms. Michelle Holloway	-	Vice President, Business Services
Dr. Brian Dopson	-	Vice President, Academic Programs
Dr. Jennifer Price	-	Vice President, Enrollment Management and Student Affairs
Ms. Melody Corso	-	Executive Director, Nursing and Health Sciences
Mr. Mike Davis	-	Executive Director, Informational Technology/CIO
Ms. Pamela Carswell	-	Executive Director, Teacher Preparation Programs
Mr. Lee Pinchouck	-	Executive Director, Office of Resource Development
Mr. Mike McKee	-	Executive Director, Media and Public Information
Vacant	-	Director, Water Resources
Mr. John Jewett	-	Executive Director, Public Service and Technology Programs
Ms. Christine Boatright	-	Director, Library
Dr. Paula Gavin	-	Dean, Academic Programs and Baccalaureate Liaison
Ms. Gayle Hunter	-	Director, Enrollment Services/Registrar
Ms. Kacey Schrader	-	Director, Recruitment and Communication
Ms. Sandra Johnston	-	Director, Grants and Grants Management
Ms. Gail Burdick	-	Coordinator, Institutional Effectiveness
Ms. Amy Dekle-Hunt	-	Coordinator, Student Activities
Mr. Ryan Touchton	-	Manager, Network and Security
Dr. Michael Baker	-	Faculty
Ms. Ann Brown	-	Faculty
Dr. Juan Guzman	-	Faculty
Ms. Alicia Layne	-	Faculty
Dr. Sean McMahon	-	Faculty
Ms. Patricia Widman	-	Faculty
Ms. Laurie Layton	-	Reports Specialist/Staff
* Ms. Adrienne Boatright	-	SGA Representative

Time of Appointment: On-going as determined by Director, Institutional Effectiveness and Assessment.

Statement of Purpose: The Committee is to initiate and oversee the activities needed to increase the effectiveness of all components of the college and move the institution toward optimal performance. Specific responsibilities of the committee include college-wide planning, program review, assessment, resource management, and accreditation compliance. The committee regularly presents the President with an evaluation of the college and the progress toward its goals.

*Committee Chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representative.

LEARNING RESOURCES COMMITTEE

Standing Committee

Chair: Ms. Christine Boatright, Director, Library

Composition:

* Ms. Adrienne Boatright	-	SGA Student (appointed by SGA President)
Mr. David Hurner	-	Faculty (elected)
Ms. Jakuana Paulk	-	Faculty (elected)
Mr. Robert Dawson	-	Manager, Student Success Lab
TBD	-	Appointed by Audio Visual Department

Time of Appointment: Committee membership reviewed each fall.

Statement of Purpose:

The mission and scope of responsibility of the Learning Resources Committee is to:

Interpret library policies to faculty, staff, and students.

Advise LRC personnel concerning opinions about services and library policies, suggest modification of rules and services where necessary.

Assist the LRC in the continuous evaluation of the collection.

Advise the LRC concerning the allocation of book and non-book funds

Assist in the formulation of surveys necessary for LRC statistical information and evaluation.

Review cooperative agreements to provide Library Services and make recommendations for improvement.

Meetings are called as needed by the Chairperson of the committee in consultation with the director of the LRC. The Committee must meet at least twice during the academic year; once during fall term, and once during spring term. The Chairperson reports to the Vice President, Academic Programs.

*Committee Chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representatives.

POLICIES AND PROCEDURES

Standing Committee

Chair: Dr. Lawrence Barrett, President

Composition:

Dr. Brian Dopson	-	Vice President, Academic Affairs
Ms. Michelle Holloway	-	Vice President, Business Services
Dr. Jennifer Price	-	Vice President, Enrollment Management and Student Affairs
Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer

Time of Appointment: Indefinite

Statement of Purpose: To periodically review and update the College Policies and Procedures Manual. This committee will meet as needed in order to assess the status of the Policies and Procedures Manual. Proposed changes to current policies and procedures will be brought to the committee by the President or the respective Vice President. Any policy or procedure approved by the committee that substantially revises the policy or procedure will be reviewed by the College Senate and other advisory committees. Throughout the year, it will be the responsibility of the Office of the President to ensure the manual remains current and manual custodians are provided notification of policy or procedure changes and given instructions to update their policy manual.

Residency Appeals Committee
Standing Committee

Chair: Ms. Gayle Hunter, Director, Enrollment Services/Registrar

Composition:

Ms. Kacey Schrader - Director, Recruitment and Communication
Ms. Becky Westberry - Director, Financial Aid

Ex Officio:

Dr. Jennifer Price - Vice President, Enrollment Management and Student Affairs

Time of Appointment: The Residency Appeals Committee is appointed by, and reports to, the Vice President, Student Services. Membership is reviewed each fall. Records of meetings are kept electronically on file by the Chairperson.

Purpose: Pursuant to Florida Statutes, the Residency Appeals Committee will consider and render final determinations of student appeals in regards to residency determinations for tuition purposes as well as student eligibility for state financial aid awards in accordance with the FGC appeal process.

Retention Committee Standing Committee

Chair: Mr. Tim Moses, Faculty

Composition:

Ms. Becky Van Hoek	-	Director, Institutional Effectiveness and Assessment
Ms. Melody Corso	-	Executive Director, Nursing and Health Sciences
Dr. Paula Gavin	-	Dean, Academic Affairs and Baccalaureate Liaison
Mr. Robert Dawson	-	Manager, Student Success Learning Lab
Ms. Kacey Schrader	-	Director, Recruitment and Communication
Ms. Laurie Albury	-	Director, Advising Services
Ms. Sandra Tomlinson	-	Director, Student Success
Ms. Allyson Dees	-	Faculty
Dr. Cheryl Boice	-	Faculty
Ms. Alicia Layne	-	Faculty
Mr. Martin VanBourgondien	-	Faculty

Time of Appointment: Ongoing. The composition, except for faculty members, are appointed by, and reports to, the Vice President for Academic Programs. Four faculty members, two from each Division, are elected by faculty.

Purpose: To propose, plan and coordinate new initiatives and engage faculty and staff in creating and participating in recruitment and retention of students, and produce a written plan to follow.

SAFETY COMMITTEE

Standing Committee

Chair: Ms. Michelle Holloway - Vice President, Business Services

Composition:

Ms. Sharon Best	-	Director, Human Resources and Equity Officer	- Permanent
Dr. Brian Dopson	-	Vice President, Academic Programs	- Permanent
Dr. Jennifer Price	-	Vice President, Enrollment Management	- Permanent
Ms. Karyn Congressi	-	Assistant to the President	- Permanent
Vacant	-	Director, College Facilities	- Permanent
Mr. Mike Davis	-	Executive Director, Informational Technology	- Permanent
Mr. John Jewett	-	Executive Director, Public Service and Technology Programs	- Permanent
Vacant	-	Director, Campus Security	- Permanent
Mr. Tim Moses	-	Faculty (elected by faculty)	- Elected
Mr. Frank Corso	-	Career Service (elected by CS)	- Elected
*Ms. Tori Whilden	-	Student (appointed by SGA Pres)	

Time of Appointment: Fall term of each academic year.

Statement of Purpose: To review all areas of safety throughout the campus and provide suggestions for improvement. The committee will also review, at least bi-annually, the College Drug Awareness and Prevention Program. The review is to (a) determine the program effectiveness and implement changes as needed (b) ensure that the sanctions we have developed are consistently enforced. The committee will meet on a regular basis in order to address safety issues in a timely manner. Chairperson reports to the President.

*Committee Chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representative.

SALARY AND BENEFITS COMMITTEE/INSURANCE

Ad Hoc Committee

Chair: To Be Determined At First Meeting

Composition:

Faculty

Dr. Michael Baker	-	(2017-19)
Dr. Charmaine Byrd	-	(2017-19)
Mr. James Givvines	-	(2016-18)
Ms. Anna Kelley	-	(2016-18)

Professional Staff

Mr. John Jewett	-	(2017-19)
Ms. Misty Taylor	-	(2017-19)
Ms. Melody Corso	-	(2016-18)
Mr. W. Jonathan Peace	-	(2016-18)
Ms. Sandra Tomlinson	-	(2016-18)

Career Service Staff

Mr. Robert Dawson	-	(2017-19)
Ms. Deborah Harrison	-	(2017-19)
Mr. Brian Lloyd	-	(2016-18)
Ms. Erin Sheehan	-	(2016-18)

Ex Officio

Ms. Michelle Holloway-	Vice President, Business Services
Ms. Sharon Best	- Executive Director, Human Resources and Equity Officer

Time of Appointment: Annual elections from within the appropriate groups. Terms are two years, staggered.

Statement of Purpose: Represents the faculty and staff to the President in discussions of salary and benefit enhancement to include insurance issues. Chairperson reports to the President.

Target Date for Recommendation: April 15th of each year.

SCHOLARSHIP ADVISORY COMMITTEE
Standing Committee

Chair: Ms. Laurie Albury – Director, Advising Services

Composition:

Dr. Paula Gavin	-	Dean, Academic Affairs and Baccalaureate Liaison
Ms. Kaila Givens	-	Faculty Representative (2016-18)
Ms. Susan Scott	-	Faculty Representative (2016-18)
Mr. Sherman Brown	-	Faculty Representative (2017-19)
Dr. Pedro Mora	-	Faculty Representative (2017-19)
Ms. Penny Faris	-	A representative from Foundation for FGC
Ms. Amy Dekle-Hunt	-	Coordinator, Student Activities
Mr. Chris Jordan	-	Student Representative

Ex Officio Member

Dr. Jennifer Price	-	Vice President, Enrollment Management and Student Affairs
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Time of Appointment: The faculty are elected every two years in the fall. Contact Coordinator of Student Activities for student representative. Chairperson reports to Vice President, Enrollment Management and Student Affairs.

Purpose: To review nominations of FGC students for scholarships for various state and national organizations.

SICK LEAVE POOL COMMITTEE

Standing Committee

Chair: TBD
Secretary: TBD

Composition:

Career Service:

Ms. Alicia Cabrera-Thomas	(2016-18)
Ms. Debra Harrison	(2016-18)
Ms. Donna Lee	(2015-17)
Ms. Laurie Layton	(2017-19)
Mr. Carl Smith	(2017-19)

Faculty:

Mr. John Hawes	(2017-19)
Dr. Sharron Cuthbertson	(2016-18)

Professional:

Ms. Terry Auger	(2017-19)
Mr. Ryan Touchton	(2016-18)

Ex Officio:

Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer
Dr. Jennifer Price	-	Vice President, Enrollment Management and Student Affairs
Ms. Cassandra Morgan	-	Benefits and Employee Relations Specialist

Time of Appointment: The committee members are elected by the members of the Sick Leave Pool at the beginning of the fall term for staggered two-year terms.

Statement of Purpose: The purpose of the committee is to monitor the Sick Leave Pool Program and serve in an advisory capacity to the Executive Director, Human Resources and the President.

TECHNOLOGY COMMITTEE

Standing Committee

Chair: Mr. Mike Davis, Executive Director, Informational Technology/CIO
Co-Chair: Mr. Ryan Touchton, Manager, Network and Security
Secretary: Ms. Deena Davis, Senior Staff Assistant, Informational Technology

Composition:

Ms. Pam Carswell	-	Executive Director, Teacher Preparation Programs
Ms. Terry Auger	-	Coordinator, Disability Services
* Mr. Hayden Ward (2017-18)	-	A student representative, appointed by the President of Student Government (time of appointment: one year)
Ms. Lisa Bagnall (2016-18)	-	Six faculty members, three from each Division, elected by faculty (time of appointment: two year rotating)
Dr. Ali Messenger (2016-18)	-	
Ms. Kristen Aguilar (2017-19)	-	
Dr. Troy Appling (2017-19)	-	
Ms. M.Elizabeth Rogers (2017-19)	-	
Mr. Joe Petersen (2017-19)	-	

Ex Officio:

Mr. Robert Charles, Network Analyst and Maintenance Specialist
Mr. Derriel Cribbs, Network Analyst and Maintenance Specialist

Statement of Purpose:

To explore and recommend the technologies that will enable the College to best serve students.

*Committee Chair: When a meeting is called, please notify Coordinator, Student Activities to send the student representative.

Textbook Committee **Standing Committee**

Chair: Dr. Brian Dopson, Vice President, Academic Programs

Composition:

Mr. Thomas Brown, Faculty representative

Ms. Christal Clark, Faculty representative

Ms. Amy Dekle-Hunt, Student Activities representative

Mr. David Hurner, Faculty representative

Dr. Frederick Smith, Faculty representative

Ms. Adrienne Boatright, A student representative, recommended by Vice President of Student Services

Ex Officio:

Ms. Audrey Hulen, Manager, Bookstore

Time of Appointment: The Textbook Committee is appointed by, and reports to the Academic Vice-Presidents. Membership is reviewed each fall. Meetings are called as needed, but not less than three times per year. Records of meetings are kept electronically on file by the Chairperson.

Purpose: The purpose of the Textbook Committee is to review textbooks used in courses taught in each discipline to ensure that the adoption of textbooks conforms to current State guidelines as prescribed by the State Board of Education. There may be an exception where the selection of a textbook will be mandated by external requirements (i.e. specific textbooks for required state programs).

WEB/PUBLICATIONS COMMITTEE

Standing Committee

Co-Chair: Mr. Rob Chapman, Coordinator, Enrollment Marketing

Co-Chair: Dr. Jennifer Price, Vice President, Enrollment Management and Student Affairs

Composition:

Ms. Becky Van Hoek	Director, Institutional Effectiveness and Assessment
Ms. Christine Boatright	Director, Library
Ms. Karyn Congressi	Assistant to the President
Vacant	Student Activities Specialist
Ms. Debra Harrison	Executive Assistant, Occupational Programs
Ms. Kacey Schrader	Director, Recruitment and Communications
Mr. Ryan Touchton	Manager, Network and Security
Dr. Troy Appling	Faculty Representative
Mr. Hayden Ward	SGA Legislative Liaison

Ex Officio: Mr. Mike McKee, Executive Director, Media and Public Information

Time of Appointment: The Web Committee is appointed by, and reports to the President. Chairperson reports to the President.

WELLNESS COMMITTEE
Standing Committee

Chair: Ms. Cassie Morgan, Benefits and Employee Relations Specialist

Composition:

Ms. Christine Boatright	Director, Library
Dr. Chad Caswell	Associate Professor, PTA Program
Ms. Karyn Congressi	Assistant to the President
Ms. Amy Dekle-Hunt	Coordinator, Student Activities
Dr. Gabriel Pardo	Professor, Anatomy and Physiology
Ms. Rebecca Van Hoek	Coordinator, Planning and Accreditation

Ex Officio: Ms. Sharon Best, Executive Director, Human Resources and Equity Officer

Time of Appointment: The Wellness Committee is appointed by the President. Membership is reviewed each fall semester. Records of meetings are kept on file by the Chairperson. The Chairperson reports to the President.

Purpose: To propose, plan and coordinate new initiatives and engage faculty and staff in creating and participating in wellness activities.