

# **FLORIDA GATEWAY COLLEGE**

## **Committee Structure Handbook**

**2018-2019**



**FLORIDA GATEWAY  
COLLEGE**

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# **ACTIVITIES BUDGET COMMITTEE**

Standing Committee

**Chair:** Dr. Mary Ann Begley, Director, Student Life

**Composition:**

Mr. Trey Johnson	-	SGA President
Ms. Annie Ash	-	SGA Vice President
Ms. Kaitlin Padgett	-	SGA Secretary
Mr. Fallon Kerr	-	SGA Outreach Coordinator
Ms. Janis Brothers	-	Faculty representative (elected by faculty)
TBD	-	Faculty representative (elected by faculty)

**Ex Officio:**

Dr. Jennifer Price	-	Vice President, Enrollment Management and Student Affairs
Dr. Mary Ann Begley	-	Director, Student Life
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.

**BEHAVIORAL INTERVENTION TEAM**  
Standing Committee

**Chair:** Dr. Mary Ann Begley, Director, Student Life

**Composition:**

Dr. Paula Gavin	-	Dean, Academic Affairs
Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer
Ms. Amy Dekle-Hunt	-	Coordinator, Student Activities
Ms. Nikaila Morrison	-	Coordinator, Student Engagement
Ms. Laurie Albury	-	Director, Advising Services
Deputy Baker	-	Resource Officer
Dr. Juan Guzman	-	Faculty Representative
Ms. Cheryl Machart	-	Faculty Representative

**Purpose:** The Behavioral Intervention Team is designated to facilitate the student discipline policies and procedures.

Appointment of members will take place at the beginning of each fall semester. The Chairperson reports to the President. The membership will be confirmed each fall by the President.

## CALENDAR COMMITTEE

### Standing Committee

**Chair:** Ms. Gayle Hunter –Director, Enrollment Services/Registrar (Standing Member)

**Composition:**

Dr. Brian Dopson	Vice President for Academic Affairs	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. James Givvines	Faculty	Recommended by VP for Academic Affairs
Ms. Karen McDaniel	Faculty	Recommended by VP for Academic Affairs
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:** Dr. Jennifer Price, Vice President, Enrollment Management and Student Affairs

### **Composition:**

Ms. Sylvia Calcano	-	Faculty
Mr. Joseph Shadle	-	Faulty
Mr. Thomas Brown	-	Faculty
Dr. Denise Gross	-	Faculty
*Mr. Mason Adkins	-	SGA President
*Ms. Naomi Feora	-	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:** Ms. Kelly Sistrunk, Academic Advisor

**Composition:**

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

Dr. John Craig	(2017-19)	Dr. Dawn Cross	(2018-20)
Mr. Frederick Douglas	(2017-19)	Ms. Carol McLean	(2018-19)
Ms. Tetiana Takhistova	(2018-20)	Dr. Patricia Love	(2018-20)

Career Service (Elected by Career Service Staff)

Ms. Andrea Gabriel	(2018-20)
Mr. Brian Lloyd	(2018-20)
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)
Mr. C. Lance Jones	(2018-20)
Ms. Nicole White	(2018-20)

Students (Elected by Student Government Association)

*Mr. Mason Adkins	(2018-19)
*Mr. Fallon Kerr	(2018-19)

**Ex Officio:**

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

Mr. Alexander Elman  
Mr. Todd Siff  
Mr. C. Lance Jones  
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
Vacant	Executive Director, Nursing and Health Sciences
Mr. Mike Davis	Executive Director, Informational Technology/CIO
Dr. Paula Gavin	Dean, Academic Affairs 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. Elizabeth Carroll	Faculty
Ms. Sharron Cuthbertson	Faculty
Ms. Japera Denson	Faculty
Mr. Michael Durrance	Faculty
Mr. David Hurner	Faculty
Ms. Cecelia Larramore	Faculty
Dr. Doris Lombo	Faculty
Dr. Sean McMahon	Faculty
Dr. Shane Neely-Smith	Faculty
Dr. Gabriel Pardo	Faculty
Ms. Kristeen Roberts	Faculty
*Mr. Mason Adkins	SGA Representative (President)
*Ms. Kaitlin Padgett	Student – appointed by SGA President

## **Ex Officio**

Dr. Jennifer Price	Vice President, Enrollment Management and Student 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. Cassandra Buckles	-	Associate Director, Human Resources
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. Frederick Smith	-	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:**

Ms. Laurie Albury	-	Director, Advising Services
Dr. Mary Ann Begley	-	Director, Student Life
Mr. C. Lance Jones	-	Director, College Facilities
Mr. Mike McKee	-	Executive Director, Media and Public Information
Ms. Misty Taylor	-	Director, Procurement and Contracts
Ms. Joann Bailey	-	Library Technician II
Ms. Debra Grow	-	Senior Staff Assistant, Teacher Preparation Programs
Mr. Tim Moses	-	Faculty (elected)
Ms. Melissa Davis	-	Faculty (elected)
Mr. Trey Johnson	-	SGA Representative
TBD	-	SGA Representative

### **Ex Officio:**

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

**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 Jernigan	-	Faculty (2018-20)
* Mr. Trey Johnson	-	Student appointed by SGA Pres. (2018-19)
* Mr. Fallon Kerr	-	Student appointed by SGA Pres. (2018-19)

**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 Student Affairs.

\*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 Affairs
Dr. Jennifer Price	-	Vice President, Enrollment Management and Student Affairs
Vacant	-	Executive Director, Nursing and Health Sciences
Mr. Mike Davis	-	Executive Director, Informational Technology/CIO
Dr. 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
Mr. Joseph Petersen	-	Director, Horticulture and 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
Ms. Tina Allen	-	Faculty
Dr. Michael Baker	-	Faculty
Dr. Mustapha Kane	-	Faculty
Ms. Alicia Lane	-	Faculty
Dr. Ali Messenger	-	Faculty
Dr. Shane Neely-Smith	-	Faculty
Ms. Laurie Layton	-	Reports Specialist/Staff
* Ms. Kaitlin Padgett	-	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. Naomi Feora	-	SGA Student (appointed by SGA President)
Ms. Allyson Dees	-	Faculty (elected)
Ms. Paula Grimstead	-	Faculty (elected)
Mr. Robert Dawson	-	Manager, Student Success Center
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 Affairs.

\*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
Ms. Karyn Congressi	-	Assistant to the President
Mr. Mike McKee	-	Executive Director, Media and Public Information
Mr. Lee Pinchouck	-	Executive Director, Office for Resource Development

**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. Throughout the year, it will be the responsibility of the Office of the President to ensure that employees are provided notification of policy or procedure changes.



**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, Enrollment Management and Student Affairs. 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:** To Be Determined

**Composition:**

Ms. Becky Van Hoek	-	Director, Institutional Effectiveness and Assessment
Vacant	-	Executive Director, Nursing and Health Sciences
Dr. Paula Gavin	-	Dean, Academic Affairs and Baccalaureate Liaison
Mr. Robert Dawson	-	Manager, Student Success Center
Ms. Kacey Schrader	-	Director, Recruitment and Communication
Ms. Laurie Albury	-	Director, Advising Services
Ms. Sandra Tomlinson	-	Director, Student Success
Dr. Cheryl Boice	-	Faculty
Dr. Kaila Givens	-	Faculty
Ms. Denise Johnson	-	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 Affairs. 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 Affairs	- Permanent
Dr. Jennifer Price	-	Vice President, Enrollment Management and Student Affairs	- Permanent
Ms. Karyn Congressi	-	Assistant to the President	- Permanent
Mr. C. Lance Jones	-	Director, College Facilities	- Permanent
Mr. Mike Davis	-	Executive Director, Informational Technology/CIO	- Permanent
Mr. John Jewett	-	Executive Director, Technology and Public Service Programs	- Permanent
Ms. Sandy Aguilar	-	Faculty (elected by faculty)	- Elected
Mr. Michael Spain	-	Career Service (elected by CS)	- Elected
*Mr. Fallon Kerr	-	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	-	(2018-20)
Ms. Alicia Layne	-	(2018-20)

### **Professional Staff**

Mr. John Jewett	-	(2017-19)
Ms. Misty Taylor	-	(2017-19)
Ms. Laurie Albury	-	(2018-20)
Mr. John Hartzog	-	(2018-20)
Ms. Holly Sutton	-	(2018-20)

### **Career Service Staff**

Mr. Robert Dawson	-	(2017-19)
Ms. Debra Harrison	-	(2017-19)
Mr. Randy Frame	-	(2018-20)
Mr. Stephen Culotti	-	(2018-20)

### **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 15<sup>th</sup> 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. Maureen Akey	-	Faculty Representative (2018-19)
Ms. Christal Clark	-	Faculty Representative (2018-20)
Ms. Paula Kinchen	-	Faculty Representative (2018-20)
Dr. Pedro Mora	-	Faculty Representative (2017-19)
Ms. Penny Faris	-	A representative from Foundation for FGC
Ms. Amy Dekle-Hunt	-	Coordinator, Student Activities
Ms. Naomi Feora	-	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. Joann Bailey	(2018-20)
Ms. Gloria Jordan	(2018-20)
Ms. Peggy Jones	(2018-20)
Ms. Laurie Layton	(2017-19)
Ms. Lisa Bailey	(2017-19)

### **Faculty:**

Mr. John Hawes	(2017-19)
Ms. Anna Kelley	(2018-20)

### **Professional:**

Ms. Terry Auger	(2017-19)
Dr. Toni Briley	(2018-20)

### **Ex Officio:**

Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer
Dr. Jennifer Price	-	Vice President, Enrollment Management and Student Affairs
Ms. Cassandra Buckles	-	Associate Director, Human Resources

**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
* Vacant	(2018-19)	- A student representative, appointed by the President of Student Government (time of appointment: one year)
Dr. Denise Gross	(2018-20)	- Six faculty members, three from each
Mr. Joseph Ganser	(2018-20)	- Division, elected by faculty (time of
Dr. Ali Messenger	(2018-20)	- appointment: two year rotating)
Ms. Kristen Aguilar	(2017-19)	-
Dr. Troy Appling	(2017-19)	-
Ms. M.Elizabeth Rogers	(2017-19)	-

### **Ex Officio:**

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

### **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 Affairs

**Composition:**

Mr. George Haynes, Faculty representative  
Dr. Mustapha Kane, Faculty representative  
Mr. William Noffsinger, Faculty representative  
Dr. Frederick Smith, Faculty representative  
Ms. Amy Dekle-Hunt, Student Activities representative  
Ms. Naomi Feora, A student representative, recommended by Vice President of Student Services

**Ex Officio:**

Ms. Michelle Chivers, Follett Bookstore Manager

**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
Ms. Amy Dekle-Hunt	Coordinator, Student Activities
Ms. Debra Harrison	Executive Assistant, Enrollment Management and Student Affairs
Ms. Kacey Schrader	Director, Recruitment and Communications
Mr. Ryan Touchton	Manager, Network and Security
Dr. Troy Appling	Faculty Representative
Mr. Trey Johnson	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. Cassandra Buckles, Associate Director, Human Resources

**Composition:**

Ms. Christine Boatright	Director, Library
Ms. Karyn Congressi	Assistant to the President
Ms. Amy Dekle-Hunt	Coordinator, Student Activities
Ms. Jennifer Evans	Assistant Professor, Mathematics
Ms. Paula Redmond	Assistant Professor, Cosmetology
Ms. Rebecca Van Hoek	Director, Institutional Effectiveness and Assessment

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.