District Board of Trustees Agenda

Date:
Tuesday, May 14, 2019

Time & Location:
Florida Gateway College
Lake City, FL

4:30 P.M.-Board Workshop
Wilson S. Rivers Library & Media Center
Building 200, Room 102

5:30 P.M.-Regular Meeting
Board Room, Administration Bldg. 001

FLORIDA GATEWAY COLLEGE

MISSION STATEMENT

Approved by the Board of Trustees on June 12, 2018

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the community 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

May 14, 2019
4:30 pm Workshop
Wilson S. Rivers Library & Media Center, Bldg. 200, Room 102
5:30 pm, Regular Meeting
FGC Administration Building, Board Room

I. Call to Order

II. Pledge of Allegiance {SGA Representative}

III. Introduce Visitors

IV. 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.

V. *Approval of Board Minutes dated April 9, 2019

VI. Student Government Report {SGA Representative}
A. General Information

VII. *Presentation of Consent Agenda {S. Norris}
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. *Foundation Donation
E. *Approval of Course Changes
F. *Write-Off Uncollectible Accounts FY 2018-19

VIII. Academic Affairs {B. Dopson}
A. General Information

IX. Enrollment Management & Student Affairs {J. Price}
A. General Information

X. Business Services Report {M. Holloway}
A. General Information
B. *Annual Comprehensive Safety Inspection Report
C. *Budget Amendment Number Seven (7) Capital Outlay Plan for Unexpended Plant Fund (7) Budget Fiscal Year 2018-2019

XI. President's Report {L. Barrett}
   A. General Information
   B. *Approval Naming Request

XII. Topics for future meetings

XIII. Inspect Warrant Register

XIV. Set Time for the Next Meeting
   June 4, 2019
   4:00 pm Workshop
   5:30 pm Regular Meeting
   FGC Board Room (Bldg. 001)

*Denotes Board of Trustees' action items

FLORIDA GATEWAY COLLEGE
DISTRICT BOARD OF TRUSTEES
April 9, 2019
5:00 pm, Regular Meeting
FGC Administration Building 001, Board Room

I. Call to Order

The regular meeting of the District Board of Trustees was called to order April 9, 2019, at 5:04 pm in the Board Room of Florida Gateway College by Chairperson Suzanne Norris. Trustees Chuck Brannan, Lindsey Lander and David Crawford were absent. All votes were unanimous unless stated otherwise.

II. Pledge of Allegiance

Ms. Annie Ash, Student Government Association Vice-President, led the Board in the Pledge of Allegiance.

III. Introduce Visitors

Chairperson Norris introduced visitor Barbara Lemley, citizen, as a visitor.

IV. Audience of Any Citizen

The Board Chair asked if any citizens would like to speak, Barbara Lemley came forward and read a copy of the 2nd Appeal of Trespass Warning against Stewart Lilker to the Board and also presented the Board with originals of the document.

V. Approval of Minutes

The Board approved the minutes from the previous meeting on March 12, 2019.
Approved as presented

Motion by: Ms. Kathryn McInnis **Second by: Dr. Athena Randolph**

VI. Student Government Report

Ms. Annie Ash, Student Government Association Vice President, stated that Spring Fling will be held tomorrow, April 10, 2019 and that the career closet will be launched at the same time for students who need professional clothing for job interviews. She thanked everyone who has already made donations to the closet and shared you may contact Mary Ann Begley to donate items.

Ms. Ash informed the Board that SGA has recently filled 4 out of 5 officer positions for the 2019-2020 academic year and they are still looking to fill the secretary position.

VII. Presentation of Consent Agendas

A. *Personnel Matters
B. *Routine Contracts and Agreements
C. *Surplus Property

All items approved as presented.
Motion by: Dr. Jim Surrency **Second by: Ms. Kathryn McInnis**

VIII. Academic Affairs

Dr. Brian Dopson, Vice President of Academic Programs began by informing the Board that during April 11th-22nd there will be a student art and design exhibition in the PAC where students artwork will be displayed for everyone's viewing pleasure. He also let the Board know that on April 18th there will be a reception for the art exhibit held in the PAC.

Dr. Dopson informed the Board of the spring student concert that will be held on April 18th at 3:00 p.m. on Pine Square. Karaoke and other entertainment will be available for students.

Dr. Dopson went on to say that the Future Teachers Club received the service program award from SGA and that Allyson Dees was named Advisor of the Year. Students volunteered individually in the community as well as volunteered as a group at events in the community at Literacy week and working in classrooms. Students have also fundraised to contribute money to Five Points elementary for school supplies, Niblack Elementary for graduation packages for 5th grade, Five Points for a SeaWorld fieldtrip and Gulf Coast Community College. The future teachers club has been present at almost all student activities functions on campus.

He went on to say that FGC is making great efforts to improve the online experience of students by reviewing all of the online course offerings to make them consistent with a nationally recognized standard for online courses called Quality Matters.

Dr. Dopson was happy to report that Ms. Audrey Jackson, Director of Career services had sixteen representatives from eleven community employers speak to approximately seventy students in the Business and STEM Career Experience Employer to Student Discussions. Employers discussed topics ranging from preparing for careers to interviewing with their company. The employers also shared personal employment success stories. The event was featured in the Lake City Reporter.

Dr. Dopson ended his report by informing the Board that there are 23 employers registered to attend spring career fair tomorrow, April 10, 2019. Some of the employers also attended the Career Experience Discussion and will be donating clothes to the First Impressions Career Closet.

IX. Enrollment Management & Student Affairs

Dr. Jennifer Price, Vice President of Enrollment Management and Student Affairs began by informing the Board that FGC is one week into registration for summer classes, unfortunately numbers are low for registration so far. She stated she is expecting them to even out after One Stop Enrollment that is being held on Thursday, April 11th.

Dr. Price let the Board know that the FGC experience day program was a success as 6 out of the 7 county schools attended totaling 304 students. Students received a full tour of the campus and were able to sit in mock classrooms to get the idea what it is like to be a student at the college.

She also shared that her area has reviewed and awarded 48 Board of Trustees scholarships for 2019-2020. Dr. Price's department will be traveling to the surrounding counties to surprise the recipients with their scholarships within the next few weeks.

Dr. Price finalized her report by informing the Board of discussions between Student Affairs and Academic affairs regarding retention and student engagement. The main focus will be on student activities inside the classroom that promotes social and cultural awareness that can be linked to classroom assignments.

X. Business Services Report

Michelle Holloway, Vice President for Business Services asked the Board to approve the following item:

B. *Budget Amendment Number Six (6) Restricted Current Fund (Fund 2) Fiscal Year 2018-2019

Approved as presented.
Motion by: Dr. Miguel Tepedino **Second by: Ms. Renae Allen**

C. *Budget Amendment Number Eight (8) Capital Outlay Plan for Unexpected Plant Fund (7) Budget Fiscal Year 2018-2019

Approved as presented.
Motion by: Ms. Kathryn McInnis **Second by: Dr. Athena Randolph**

Ms. Holloway gave the Board a quick update on the demolition of Buildings 8 and 9. They are currently working on building 9 and taking things slow as they are trying to recycle as much as possible. She mentioned that the student firefighters went through building 9 and used it as a training exercise prior to the demolition company coming in.

XI. President's Report

A. General Information

Dr. Barrett, President of Florida Gateway College began his report by informing the Board of Graduation on May 3 with the morning ceremony being held at 10:00 am and the afternoon ceremony at 1:30 pm. We expect to be full at both ceremonies.

He also reminded the Board of the Second Chance Pell Program Commencement being held at the Columbia Correctional Institution on May 17 @ 11:00 am.

Dr. Barrett informed the Board that prior to the next Board meeting on May 14, 2019 that he would like to have a workshop beginning at 4:30 pm and the Board meeting will begin at 5:30 pm. He also suggested a workshop prior to the June 4 meeting to finalize the budget for next year. Dr. Barrett expects to have the state budget by then.

Dr. Barrett spoke about the Commit to Finish Wall ceremony that was held on Wednesday, April 3rd. There were 100 faculty and staff in attendance to observe the first three students place there "paws" on the Commit to Finish Wall. At the same ceremony the 30 in a year

initiative was announced for students who are first time full time students that complete 30 credit hours in a year will receive a $1,000.00 scholarship.

Dr. Barrett announced that he was the keynote speaker for the Phosphate regional conference held at Nutrien during Spring Break. There were 75 attendees from the Phosphate industry.

Dr. Barrett shared there was a Chamber Mixer held at the Foundation on March 14 as well as a Business breakfast sponsored by the Foundation on March 28 and April 9, 2019 at different businesses as a way to cultivate new friends of the College and the Foundation.

Dr. Barrett announced that FGC had two students honored last Thursday, April 4 in Orlando, FL for making the All Florida Academic Team. Dr. Dopson was present to represent FGC. The two students who were honored were Kelsey Longnecker and Arlyeska Montalvo.

He went on to say that the college is working on preparing the budget for next year and that there are many variables that go into the budget. A tentative budget will be presented to the Board in May.

Dr. Barrett announced that the ACCT Leadership conference will be held in San Francisco on October 16-19 this year and ACCT 2019 New Trustee Governance Leadership Institute in Washington DC from August 8-10, if any Trustee would like to attend either please inform Karyn.

President Barrett announced that Brian Sganga has been selected for this year's Distinguished Alumni for graduation. Mr. Sganga earned his Physical Therapy Assistant's degree from FGC.

He went on to say that there is a list of upcoming events placed in the Board's folder to keep them informed.

B. *Department of Commerce Grant
Approved as presented.
Motion by: Dr. Miguel Tepedino **Second by: Ms. Renae Allen**

Dr. Barrett informed the Board of some of the concerns for the grant such as federal requirements that are needed if approved. Another concern is dedication for a minimum of 8 years for a CDL driving school, in the past the CDL driving school has been a struggle. He went on to say that the State Legislature has removed the Olustee Project from being funded, as FGC was 56 out of 59 projects on the list for funding.

Dr. Barrett went on with his report to say that Trustee McInnis has been diligently looking for a place in Dixie County as the current location is not an adequate educational facility. This will be discussed at the next few meetings.

Dr. Barrett presented an idea to the Board to consider naming Building 2 after Mr. James Montgomery "Mr. Mont" for his dedication to the College for more than three decades and providing 440 scholarships to students. Dr. Barrett shared some mock up photographs of

Building 2 with Mr. Montgomery's name on the building. If the Board indicates an interest in this naming opportunity, he will bring to the Board officially in May for consideration.

Dr. Tepedino spoke highly of Mr. Montgomery and his dedication to education on the high school and college level. He firmly believes in naming the building after Mr. Montgomery. There was no objection from the Board to place this item on the agenda for the next meeting.

Dr. Barrett was excited to let the Board know of the donations received for Gulf Coast State College, he pointed out the 26' U-Haul that was packed with donations and let them know that there were 7 people from the college leaving at 5:00 am the following morning to deliver the items. He expressed his gratitude for all of the supplies that were donated by students, faculty, staff and community.

Trustee Kathryn McInnis invited the Board to the Dixie County scholarship night on May 4 with a reception at 5:30 pm for the donors. She also mentioned that an endowment of $25,000.with the monies from Suwannee Lumber. She was also excited to mention that Dixie County will be paying full tuition for certification of a student in the water management program and another for welding. She expressed how much the students enjoyed their tours of FGC and how that impacted their decisions to come here.

XII. Other Business

A. Personnel Matters

Board Attorney, Mr. Feagle provided the Board with a summary of the Evaluation of the President. Chair Norris read the comments provided by the Board in the evaluation and will meet with the President to further review the results.

B. Review of Sunshine Laws and Conflict of Interest

Mr. Feagle provided the Board with three handouts to take with them discussing Government in the Sunshine Law, public records, voting conflicts of interest, voting requirements, financial disclosure and prohibited gifts and reviewed the information with the Board.

Ms. Suzanne Norris requested Mr. Feagle to review and advise if any changes are needed by the Board in the way that meetings are conducted so that they are conducive to public discussion and compliant with current requirements. Mr. Feagle agreed to report back on this request.

XIII. Topics for future meetings

XII. Inspect Warrant Register

XIII. Set Time for the Next Meeting

The next Board meeting will be held May 14, 2019 at 5:30 pm in the FGC Board room with a workshop prior to the Board meeting at 4:30 pm.

The meeting adjourned at 6:04 pm.

Items provided to the Board at this meeting:

- Year to Date Financial Report Month Ending March 2019 FY 2019
- Florida's Government-in-the-Sunshine Law Questions and Answers
- Florida Gateway College Outline Sunshine, Public Records, Voting…
- Public Records case information
- Summary of the Board of Trustees Evaluation of the President
- Upcoming Events
- Various articles from the Lake City Reporter

Ms. Suzanne Norris, Chair

Dr. Lawrence Barrett, Secretary

AGENDA ITEM: VI.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: VII.A.

Personnel Matters

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

PERSONNEL MATTERS
MAY 14, 2019
BOARD OF TRUSTEES MEETING

RESIGNATIONS/RETIREMENTS/TERMINATIONS:

Albury, Laurie	Director, Advising Services (position to be filled)	06/30/19
McDaniel, Karen	Assistant Professor, Nursing (position to be filled)	04/08/19

APPOINTMENTS/REAPPOINTMENTS/REPLACEMENTS/TRANSFERS:

Benson, Amanda	Senior Office Assistant, Financial Aid, Full-time	04/16/19
Boulware, Winthrop	Office Assistant, Enrollment Management, Part-time, Temporary	05/06/19-08/02/19
Cuadras, Michele	Director, Student Engagement, Title Change and Transfer	04/01/19
Greene, Lynda	Office Assistant, Enrollment Management, Part-time, Temporary	05/06/19-08/02/19
Lee, J. Michael	Project Manager, Olustee Expansion, Part-time, Temporary	04/01/19-06/30/19
McKinney, Lisa	Office Assistant, Enrollment Management, Part-time, Temporary	05/06/19-08/02/19
Morrison, Nikaila	Coordinator, Campus Life, Title Change	04/01/19
Pribble, Christa	Senior Staff Assistant, Nursing and Health Sciences, Full-time	03/25/19
Smith, David	Trades Helper, Facilities, Full-time	04/02/19

STUDENTS:

Liles, Terek	Student Assistant, Media and Public Information, Part-time, Temporary	03/25/19-05/03/19
Meta, Caroline	Student Assistant, Library, Part-time, Temporary	04/18/19-04/29/19
Montoya, Cheyenna	Student Assistant, Enrollment Services, Part-time, Temporary	04/15/19-04/30/19
Montoya, Cheyenna	Student Assistant, Enrollment Services, Part-time, Temporary	05/01/19-08/15/19
Newsome, Phillip	Student Assistant, Student Life, Part-time, Temporary	04/16/19-04/29/19
Walker, Terry	Student Assistant, Library, Part-time, Temporary	04/16/19-04/29/19

SHORT TERM CONTRACTS:

Bowers, Marjorie	Teach EMT and Paramedic Review for National Registry Exam	04//04/19-04/16/19

ADJUNCT FACULTY/OVERLOAD CONTRACTS:

None

AGENDA ITEM: VII.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: May 14, 2019

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:** Department of Health, Alachua County - Gainesville, FL
   Healthcore, Inc. - Lake City, FL
   Healthworks Rehabilitation of Lake City, Inc. - Lake City, FL
   John Goetze Physical Therapy - Macclenny, FL
   Madison County Memorial Hospital - Madison, FL
   Notami Hospitals of Florida, Inc. dba Lake City Medical Center - Lake City, FL

   Narrative: The College has entered into one or more Clinical Education Agreements or Memorandums of Agreement (MOA) with each of the health related organizations and/or agencies listed above. These Agreements or MOA's allow FGC students enrolled in the Associate of Science in Nursing, Bachelor of Science in Nursing, Practical Nursing, Patient Care Assistant, Physical Therapist Assistant, Health Information Technology, Emergency Medical Services or Pharmacy Technology program to gain clinical laboratory experience at facilities operated by these organizations/agencies.
   Cost: None

2. **Second Party:** Concord USA, Inc. - Atlanta, GA
   Narrative: The College entered into an Agreement with Concord USA, Inc. for Xitracs, a web-based system for managing accreditation, compliance reporting, outcomes assessment, faculty and staff qualifications, and planning.
   Cost: $5,822.00

3. **Second Party:** Dale's Excavation, Inc. - Lake City, FL
   Narrative: The College entered into an Agreement with Dale's Excavation, Inc. to provide demolition and removal services for buildings 08 and 09 on the main campus.
   Cost: $125,000.00

4. **Second Party:** Florida Department of Corrections - Tallahassee, FL
   Narrative: The College entered into a Settlement Agreement with Florida Department of Corrections to initiate payment for the Fall Term CO Basic Recruit Class (201910) from August 7, 2018 through November 8, 2018.
   Cost: None

5. **Second Party:** General Dynamics Information Technology, Inc. - Fairfax, VA
   Narrative: The College entered into a Modification Agreement with General Dynamics Information Technology, Inc. to reassign the current 1098-T reporting services agreement to MAXIMUS Federal Services, Inc.
   Cost: None

6. **Second Party:** Tams-Witmark, LLC - New York, NY
Narrative: The College entered into a Master License Agreement with Tams-Witmark, LLC for the license and orchestration package required for the College to present five (5) performances of the play *The Wizard of Oz* during the period of June 21-23, 2019.
Cost: $2,195.00

7. **Second Party:** University of Evansville - Evansville. IN
Narrative: The College entered into an Agreement with the University of Evansville for students to attend a customized British Literature program at Harlaxton College in the United Kingdom, from July 1-22, 2019.
Cost: $9,822.00 (approximate cost to College) $2,700 per student participant

AGENDA ITEM: VII.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
MAY, 2019

DECAL	DESCRIPTION	PURCHASE VALUE	PURCHASE DATE	CLASS CODE
7666	Router 2610	2,406.58	05/03/00	1
7905	Switch	2,870.54	04/04/01	1
7906	Chassis	107,227.12	04/04/01	1
7922	Switch	67,969.50	06/28/01	1
7924	Gateway Switch	1,832.60	06/28/01	1
8275	Switch	3,519.20	01/03/03	1
8490	Switch	3,179.10	10/29/03	1
8562	Projector	1,598.00	03/03/04	1
8946	Server	7,623.10	04/27/05	1
9044	Server	3,727.60	02/06/06	1
9080	Sympodium	1,799.00	04/19/06	1
9081	Sympodium	1,799.00	04/19/06	1
9141	Server	1,951.00	05/16/06	1
9183	Computer	1,449.90	06/27/06	1
9333	Color HP Printer	1,741.00	10/18/06	1
9343	Projector	1,975.00	02/28/07	1
9354	Router	12,239.50	12/13/06	1
9370	Router	3,489.00	01/10/07	1
9371	Router	3,489.00	01/10/07	1
9547	Computer	1,570.12	06/05/07	1
9608	Sympodium	1,799.00	07/17/07	1
9722	Computer	1,510.27	10/24/07	1
9866	Sympodium	1,799.00	04/09/08	1
9911	Laserjet Printer	1,720.96	04/30/08	1
9932	Server	18,267.10	06/18/08	1
9933	Server	18,267.10	06/18/08	1
9984	Computer	1,619.16	10/28/08	1
10008	Poweredge Server	5,840.88	10/27/08	1
10169	Switcher	70,796.55	03/31/09	1
10170	Switcher	43,669.95	03/31/09	1
10318	Computer	1,697.55	02/25/10	1
10381	Gate Keeper	24,150.00	05/19/10	1
10383	Bridge	167,747.26	02/19/10	1
10410	Epson Projector	1,535.00	05/19/10	1
10449	Sympodium	1,619.16	06/09/10	1
10450	Sympodium	1,619.16	06/09/10	1
10534	Sympodium	1,799.00	11/17/10	1
10541	Computer	1,461.62	01/06/11	1
10648	Computer	1,281.92	07/06/11	1
10662	Computer	1,160.96	07/12/11	1
10686	Computer	1,160.96	07/12/11	1
10722	Powerlink PL175	5,084.77	11/22/12	1
10817	Computer	1,380.40	01/18/12	1
10837	Computer	1,390.19	01/18/12	1
10853	Computer	1,390.19	01/18/12	1

FLORIDA GATEWAY COLLEGE
SURPLUS EQUIPMENT LIST
MAY, 2019

DECAL	DESCRIPTION	PURCHASE VALUE	PURCHASE DATE	CLASS CODE
10863	Computer	1,390.19	01/18/12	1
11000	Computer	1,502.57	05/24/12	1
11016	Computer	1,460.70	05/24/12	1
11041	Computer	1,460.70	05/24/12	1
11111	Ipad	699.00	06/11/12	1
11144	Smart Podium	2,029.00	06/21/12	1
11219	Laptop	617.53	01/28/13	1
11298	Dell Mini Tower	970.11	06/05/13	1
11960	Poweredge T320	617.76	12/15/15	1
11961	Poweredge T320	617.76	12/15/15	1
11962	Poweredge T320	617.76	12/15/15	1
	TOTAL	625,207.05		
1= OBSOLETE				
2=SALVAGE/USED FOR PARTS				
3=TOO COSTLY FOR REPAIRS				
4=SALVAGE NOT REPAIRABLE				
5=STOLEN (see attached report)				
6=TRADED (see attached form)				
7=TRANSFERRED TO ANOTHER AGENCY				
8= SURPLUS NOT COST EFFECTIVE TO MAINTAIN				
9= SURPLUS TO BE SOLD AND OR SOLD FOR PARTS				
10= NATIONAL RECALL				

AGENDA ITEM: VII.D

Foundation Donation

The College requests approval to accept equipment donated to The Foundation for Florida Gateway College for Florida Gateway College to be used for the new Automotive Technology Program.

THE FOUNDATION

FOR FLORIDA GATEWAY COLLEGE

Gift Acknowledgement

April 9, 2019

Mrs. Deloris Hall Wilsey
1186 SW Cates Street
Lake City, FL 32024

Dear Mrs. Wilsey,

The Foundation for Florida Gateway College accepts the donation of the following vehicle:

- **2005 Cadillac SRX, VIN # 1GYEE637750199178**

This vehicle will be transferred to Florida Gateway College and used for classroom training at the college's automotive technology center.

Thank you for supporting Florida Gateway College and its students through this generous gift.

Sincerely,

Penny S. Faris
Resource Specialist
The Foundation for Florida Gateway College, Inc.

cc: Ms. Michelle Holloway, VP, Business Services
Dr. Brian Dopson, VP, Arts & Sciences
Mr. John Jewett, Exec. Director, Technology & Public Service Programs
Ms. Donna Rodriguez, Property Specialist

No Goods or services were received by the donor as a result of this gift.

AGENDA ITEM: VII.E

Approval of Course Changes

The College requests Board approval of the following course changes, which have been approved by the FGC Educational Affairs Committee and are being proposed to improve programs. Effective Date of implementation: Fall 2019

Automotive Courses (AER 1073, AER 1082, AER 1602, AER 1596C, AER 1197, AER 1496, AER 1758, AER 2840, AER 2694, AER 2398, AER 2298, AER 1695, AER 2870): This request is to set up lab fees for new courses. Each automotive course will have a lab fee of $118.00.

Digital Media and Design Courses (DIG 2000C, DIG 2300C, DIG 2109C, DIG 2030C, DIG2113C, DIG 2203C, DIG 2302C, DIG 2500C, DIG 2580C): This request is to set up lab fees for new courses. Each digital media course will have a lab fee of $20.00.

Nursing Assessment with Clinical (NUR 3065C): This request changes the lab fee from $99.00 to $102.99. The vendor has added a student learner support fee of $3.99 for the virtual lab simulation.

Nursing in Diverse Cultures (NUR 4655): This request changes the lab fee from $180.50 to $133.50. The lab fee is reducing because the program in now online and the clinical requirements have changed.

World Humanities: Prehistory to the 11th Century (HUM 2210): This request changes the course title to World Humanities: Prehistory to the 14th Century and also changes the sequence from three courses to two, this being the first course in the sequence. There are no fees associated with this course.

World Humanities: The 11th to the 18th Century (HUM 2230): This request changes the course title to World Humanities: The 14th to the 20th Century and also changes the course sequence from three courses to two, this being the second course in the sequence. There are no fees associated with this course.

World Humanities: The 18th to the 21st Century (HUM 2250): This request changes the course title to Contemporary World Humanities will no longer be part of the three-course sequence. This change will allow the course to stand-alone and will focus on recent developments in the humanities and their impact on contemporary global culture. There are no fees associated with this course.

FGC Course Fee Changes
Effective Fall Term 2019

Course	Course Title	Current Fee	Proposed Fee
AER 1073	Parts & Service	$0	$118.00
AER 1082C	Intro to Vehicle System	$0	$118.00
AER 1602C	Electrical Systems I	$0	$118.00
AER 1596C	Brake Systems	$0	$118.00
AER 1197C	Engine Diagnostics	$0	$118.00
AER 1496C	Steering/Suspension	$0	$118.00
AER 1758C	HVAC Systems	$0	$118.00
AER 2840	Engine Control System	$0	$118.00
AER 2694	Electrical System II	$0	$118.00
AER 2398	Manual Transmission	$0	$118.00
AER 2298C	Automatic Transmission	$0	$118.00
AER 1695	Chassis Electronics	$0	$118.00
AER 2870	Alternative Fuel	$0	$118.00
DIG 2000C	Introduction to Digital Media	$0	$20.00
DIG 2030C	Fundamentals of Digital Video	$0	$20.00
DIG 2109C	Digital Imaging with Photoshop	$0	$20.00
DIG 2113C	Motion Graphics and Special Effects	$0	$20.00
DIG 2203C	Advanced Digital Video	$0	$20.00
DIG 2300C	Introduction to 2D Animation	$0	$20.00
DIG 2302C	3D Modeling and Animation 1	$0	$20.00
DIG 2500C	Fundamentals of Interactive Design	$0	$20.00
DIG 2580C	Digital Media Portfolio	$0	$20.00
NUR 3065C	Nursing Assessment with Clinical	$99.00	$102.99
NUR 4636C	Community Health	$0.00	$119.00
NUR 4655	Nursing in Diverse Cultures	$180.50	$133.50

AGENDA ITEM: VII.F

Write-Off of Uncollectible Accounts
FY 2018-2019

The College requests permission to write-off uncollectible accounts receivable. All efforts to identify and collect the receivables have been exhausted. These are accounts that have been delinquent for two years or are $20.00 and under and have been delinquent for one year.

Write-Off
Fiscal Year 2018-2019

Financial Aid (Pell, FSAG) Overpayments, Scholarship Cancellations			
Student Name	**Date of Charge**	**Amt. of Charge**	**Code**
Akins, Lavonne	3/1/2016	$855.68	AEE
Baker, Jeremy	2/8/2016	$220.66	AEE
Barton, Kimberly	4/3/2017	$77.00	AEE
Bowles, Morgan	6/8/2015	$930.58	AEE
Brasfield, Tyler	10/27/2016	$443.62	AEE
Bronson, Megan	12/15/2015	$453.00	AEE
Bryan, Richard	2/22/2017	$1,913.00	AEE
Buckler, Alaina	6/21/2016	$648.10	AEE
Burkett, Caitlyn	12/2/2015	$407.04	AEE
Burnett, Crystal	12/15/2015	$698.00	AEE
Burnham, Makayla	12/15/2016	$970.00	AEE
Carmichael, Gage	5/10/2016	$593.55	AEE
Charles, Austin	12/15/2016	$532.00	AEE
Cherry, Sharhond	12/15/2015	$560.00	AEE
Church, Cynthia	12/15/2015	$928.00	AEE
Clark, Torrence	11/10/2016	$727.00	AEE
Clary, Logan	5/6/2016	$839.00	AEE
Cook, Alexis	8/10/2016	$390.00	AEE
Craft, Jessica	12/15/2016	$869.00	AEE
Crumite, Phillip	10/26/2016	$1,518.24	AEE
Danko, Christopher	12/15/2015	$485.00	AEE
Ferreiro, Marina	5/6/2016	$640.00	AEE
Ford, Melissa	3/9/2017	$727.00	AEE
Forehand, Lisa	5/6/2016	$648.00	AEE
Foster, Connie	9/15/2016	$1,049.54	AEE
Foster, James	2/5/2016	$245.67	AEE
Frost, Amanda	5/6/2016	$645.00	AEE
Gainey, Natalie	3/29/2017	$289.00	AEE
Geiger, David	5/6/2016	$344.00	AEE
Geiger, William	8/10/2016	$324.00	AEE
Gleman, Mark	11/30/2016	$892.00	AEE
Glover, Kim	12/15/2015	$865.00	AEE
Godwin, Leandra	11/30/2016	$1,400.00	AEE
Goston, Jonquil	5/6/2016	$621.45	AEE
Green, Kyle	5/7/2015	$357.37	AEE
Greene, Derek	2/9/2017	$1,160.00	AEE
Hall, Cheryl	5/10/2016	$429.00	AEE
Hanson, Robert	10/12/2016	$800.00	AEE
Harman, Virginia	5/6/2016	$611.00	AEE
Harper, Austin	12/15/2016	$590.00	AEE
Harris, Lacy	12/15/2016	$930.88	AEE

Hartsuff, Joseph	9/13/2016	$1,252.19	AEE
Henderson, Joshua	5/6/2016	$709.74	AEE
Hendrix, April	8/3/2017	$499.00	AEE
Herrera, Hannah	12/15/2015	$1,099.00	AEE
Hickey, Ryan	5/5/2017	$839.02	AEE
Hodges, Dwight	6/26/2017	$731.00	AEE
Howard, Jaclyn	12/15/2016	$654.00	AEE
Howard, Katerina	12/15/2016	$330.00	AEE
Jacobs, Kelly	12/15/2015	$608.92	AEE
Jenkins, Kim	9/28/2016	$506.14	AEE
Jennings, Tybresha	3/25/2016	$570.00	AEE
Johnson, Jenie	12/15/2016	$613.00	AEE
Keefer, Peyton	5/5/2017	$950.54	AEE
Kolvinsky, Danielle	12/15/2016	$521.00	AEE
Lambert, David	5/10/2016	$825.69	AEE
LeCounte, Jessica	5/6/2016	$338.00	AEE
Lee, Dawn	10/27/2016	$432.00	AEE
Lewis, Da'mia	2/22/2017	$1,292.00	AEE
Liston, Matthew	12/15/2016	$594.34	AEE
Mattson, Jonathan	3/29/2017	$392.00	AEE
May, Michelle	5/6/2016	$375.00	AEE
McCaskill, Marva	5/6/2016	$953.00	AEE
McIntosh, Courtney	5/6/2016	$423.00	AEE
Moreland, Daniela	5/10/2016	$956.00	AEE
Morris, Jacqueline	12/15/2016	$1,405.00	AEE
Murray, Andrew	12/2/2015	$1,433.00	AEE
Murray, Tangela	3/7/2016	$620.00	AEE
Musgrove (Hurst), Lac	12/15/2016	$593.00	AEE
Nix, Tonya	5/5/2017	$1,493.00	AEE
Padgett, April	8/11/2015	$547.92	AEE
Pennell, Lyndsie	2/22/2017	$1,291.00	AEE
Peralta, Miguel	5/6/2016	$445.50	AEE
Perkins, Joanne	12/15/2016	$994.00	AEE
Peterson, Marcus	12/14/2016	$681.12	AEE
Pettrey, Dana	5/6/2016	$273.00	AEE
Portbury, Justin	12/15/2015	$460.00	AEE
Rain, Larissa	11/1/2016	$1,024.00	AEE
Raymer, Austin	8/24/2016	$523.66	AEE
Rentz, Khalid	3/24/2016	$753.00	AEE
Richardson, Jarod	5/10/2016	$711.99	AEE
Ritch, Holly	5/10/2016	$899.00	AEE
Robinson, Ronica	8/24/2016	$295.43	AEE
Rosales, Jeana	2/22/2016	$990.00	AEE
Shallar, Rebecca	2/9/2016	$570.64	AEE
Shay, Garret	12/15/2015	$136.00	AEE
Sloan, Anthony	12/15/2015	$335.00	AEE
Soles, Tommejoe	7/11/2016	$382.04	AEE
Sollicito, Ryan	10/27/2015	$642.17	AEE
Stacy, Sophia	12/15/2016	$448.94	AEE

Stroud, Justin	11/1/2016	$410.00	AEE
Taylor, Breanna	12/15/2016	$578.19	AEE
Taylor, Kyle	5/7/2015	$628.17	AEE
Taylor, Tracy	12/15/2015	$1,299.00	AEE
Taylor, William	12/15/2016	$591.00	AEE
Tingle, Kelly	12/11/2014	$459.00	AEE
Tomkins, Lana	5/6/2016	$1,242.00	AEE
Town, Laurie	12/19/2016	$704.48	AEE
Turnsplenty, Yolanda	3/10/2016	$1,359.00	AEE
Tyre, Nathan	3/31/2016	$740.90	AEE
Vandigo, Jamie	12/2/2015	$200.00	AEE
Waldman, Sarah	5/10/2016	$1,952.81	AEE
Walker, Keith	5/5/2017	$534.00	AEE
Walker, Merecedes	12/15/2015	$516.00	AEE
Wallett, Tyler	5/10/2016	$386.00	AEE
Ward, Courtney	12/15/2016	$1,374.00	AEE
Washington, Cristophe	12/15/2016	$845.00	AEE
White, Ashley	2/2/2017	$245.28	AEE
Wimberly, Stephanie	12/15/2015	$187.00	AEE
Total FA Overpayments		**$77,292.20**	

Library Materials

Student Name	Loan Due Date	Amt. of Charge	Code
Calloway, Alicia	2/12/2016	$41.99	AEE
Eason, Bobby	7/2/2013	$12.99	TSL
Hayter, Harry	6/1/2016	$163.07	AEE
Henderson, Jessie	7/27/2016	$37.98	AEE
Johnson, Gomesha	6/4/2013	$9.57	TSL
Lay, Christopher	10/31/2013	$20.37	TSL
Palov, Joshua	2/1/2017	$44.95	AEE
Total Library Materials		**$ 330.92**	

Financial Aid Bookslips/Bookstore Rental Replacements

Student Name	Date of Charge	Amt. of Charge	Code
Alexander, Steven	5/12/2016	$74.85	AEE
Burgois, Celeste	12/15/2015	$609.29	AEE
Carlin, Codi	5/12/2016	$163.07	AEE
Craig, Samantha	9/19/2018	$703.92	AEE
Cutford, Katie	5/12/2016	$76.45	AEE
Horne, Jordan	9/8/2016	$250.86	AEE

Johnson, Ariel	1/26/2017	$790.47	AEE
Johnson, Madison	1/26/2017	$80.62	AEE
Lillie, Jordan	6/1/2016	$76.45	AEE
McClain, Latasha	12/1/2015	$196.35	AEE
Milton, Emily	6/1/2016	$76.45	AEE
Nettles, Natalie	6/1/2016	$76.45	AEE
Newbern, Connor	1/29/2016	$206.88	AEE
Phillips, Lara	12/15/2015	$431.63	AEE
Simmons, Mildred	3/25/2016	$76.45	AEE
Smith, Sharla	3/25/2016	$88.36	AEE
Vigil, Allen	6/2/2016	$76.45	AEE
Total FA Bookslips		**$3,980.15**	

CODES
DEC - DECEASED
AEE - ALL EFFORTS EXHAUSTED
TSL - TO SMALL FOR LITIGATION
EXP - EXECUTION PROOF NO ASSETS
SKP - SKIPPED - UNABLE TO LOCATE

Total Write-Offs Fiscal Year 18/19	
Dorm Charges	$ -
Financial Aid Overpayments	77,292.20
Return Checks and Return Check Charges	
Library Materials	330.92
FA Bookslips	3,980.15
Total Write-Off Amount	**$ 81,603.27**

AGENDA ITEM: VIII.A.

Academic Affair's Reports

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

AGENDA ITEM: IX.A.

Enrollment Management & Student Affairs Report

A. General Information: Dr. Jennifer Price, Vice-President of Enrollment Management and Student Affairs, 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.

Annual Comprehensive Safety Inspection Report

The College requests approval of the **Annual Comprehensive Safety Inspection Report** for fiscal year 2018-2019. The inspection is mandated by the State Requirements for Educational Facilities (SREF) and Florida Administrative Code (FAC). The report is requires by SREF to be submitted to the Florida State Fire Marshall's Office, Florida College System Risk Management Consortium, the Department of Education (DOE), and kept on file by the College upon approval by the District Board of Trustees. Each year the DOE conveys to the Commission of Education the aggregate institutional reports.

ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2018-2019

College Facility: Florida Gateway College **FIRE DISTRICT:** Lake City
SCHOOL / FACILITY: Foundation
ADDRESS: 443 East Duval Stree, Lake City, 32055

 # OF SERIOUS FIRE SAFETY VIOLATIONS 0
 # OF NON-SERIOUS FIRE SAFETY VIOLATIONS 1

FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)

Jeb W. Bynum (Municipal Fire Safety Inspector)
COLLEGE BOARD FIRESAFETY INSPECTOR NAME PRINTED

October 24, 2018
INSPECTION DATE

FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)

Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-757-7205
INSPECTOR ADDRESS & PHONE NUMBER

SIGNATURE DATE FIRE INSPECTOR CERTIFICATION NUMBER

11/2/2018
COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE

133209
FIRE INSPECTOR CERTIFICATION NUMBER

LOCATION:

Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

Florida Gateway College has met the requirements of F.S.S. 1013.12(2)(d): X YES ___ NO

Approval of Reports by Board (Including Letter) ___YES ___NO

THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.

FACILITY ADMINISTRATOR NAME PRINTED

FACILITY ADMINISTRATOR SIGNATURE

FACILITY ADMINISTRATOR TITLE

SIGNATURE DATE

CODE NUMBER	SREF 2018/2019 Fire Safety Deficiencies - Florida Gateway College - Foundation Location, Deficiency Description	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
FFPC 1, 4.5.8.1	01-Stariway: Exit light non-operational - stair well WO-50631	0	12-1-18	02/06/19	1

CODE NUMBER SREF Ch. 5	SREF 2018/2019 Casualty/Sanitation Deficiencies - Florida Gateway College - Foundation Location, Deficiency Description	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line Number
	No deficiencies noted				1

ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2018-2019

College Facility: Florida Gateway College **FIRE DISTRICT:** Dixie County
SCHOOL / FACILITY: Dixie County Center
ADDRESS: Leon & Wilson St, Cross City, FL 32628

 # OF SERIOUS FIRE SAFETY VIOLATIONS 0
 # OF NON-SERIOUS FIRE SAFETY VIOLATIONS 1

FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)	Jeb W. Bynum (Municipal Fire Safety Inspector) COLLEGE BOARD FIRESAFETY INSPECTOR NAME PRINTED	October 24, 2018 INSPECTION DATE
FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)	Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-757-7205 INSPECTOR ADDRESS & PHONE NUMBER	
SIGNATURE DATE FIRE INSPECTOR CERTIFICATION NUMBER	Jeb W Bynum 11/2/2018 COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE	133209 FIRE INSPECTOR CERTIFICATION NUMBER

LOCATION:

Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

Florida Gateway College has met the requirements of F.S.S. 1013.12(2)(d): X YES ___ NO

Approval of Reports by Board (including Letter) ___YES ___NO

THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.

FACILITY ADMINISTRATOR NAME PRINTED	FACILITY ADMINISTRATOR SIGNATURE
FACILITY ADMINISTRATOR TITLE	SIGNATURE DATE

CODE NUMBER	SREF 2018/2019 Fire Safety Deficiencies - Florida Gateway College - Dixie County Center Location, Deficiency Description	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
FFPC 1, 4.5.8.1	01-Hallway: Exit light non-operational - main hallway WO-50630	0	12-1-18	02/08/19	1
	Note: Site under limited use at time of inspection but still under lease to college				

CODE NUMBER SREF Ch. 5	SREF 2018/2019 Casualty/Sanitation Deficiencies - Dixie County Center Location, Deficiency Description	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line Number
	No deficiencies noted				1

ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2018-2019

College Facility: Florida Gateway College **FIRE DISTRICT:** Gilchrist County
SCHOOL / FACILITY: Gilchrist Center
ADDRESS: 2820 East Bell Ave., Bell, FL 32619

 # OF SERIOUS FIRE SAFETY VIOLATIONS 0
 # OF NON-SERIOUS FIRE SAFETY VIOLATIONS 0

FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)

Jeb W. Bynum (Municipal Fire Safety Inspector)
COLLEGE BOARD FIRESAFETY INSPECTOR NAME PRINTED

October 24, 2018
INSPECTION DATE

FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)

Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-757-7205
INSPECTOR ADDRESS & PHONE NUMBER

SIGNATURE DATE FIRE INSPECTOR CERTIFICATION NUMBER

Jeb W Bynum 11/2/2018
COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE

133209
FIRE INSPECTOR CERTIFICATION NUMBER

LOCATION:

Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

Florida Gateway College has met the requirements of F.S.S. 1013.12(2)(d): X YES ___ NO

Approval of Reports by Board (Including Letter) ___YES ___NO

THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.

FACILITY ADMINISTRATOR NAME PRINTED

FACILITY ADMINISTRATOR SIGNATURE

FACILITY ADMINISTRATOR TITLE

SIGNATURE DATE

CODE NUMBER	SREF 2018/2019 Fire Safety Deficiencies - Florida Gateway College - Gilchrist Center Location, Deficiency Description	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
	No deficiencies noted				1

CODE NUMBER SREF Ch. 5	SREF 2018/2019 Casualty/Sanitation Deficiencies - Florida Gateway College - Gilchrist Center Location, Deficiency Description	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line Number
	No deficiencies noted				1

ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2018-2019

College Facility: Florida Gateway College **FIRE DISTRICT:** Olustee

SCHOOL / FACILITY: Olustee Campus

ADDRESS: 25030 Hwy 90, Olustee, FL 32072

 # OF SERIOUS FIRE SAFETY VIOLATIONS 0

 # OF NON-SERIOUS FIRE SAFETY VIOLATIONS 1

FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)

Jeb W. Bynum (Municipal Fire Safety Inspector)
COLLEGE BOARD FIRESAFETY INSPECTOR NAME PRINTED

October 24, 2018
INSPECTION DATE

FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)

Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-757-7205
INSPECTOR ADDRESS & PHONE NUMBER

SIGNATURE DATE FIRE INSPECTOR CERTIFICATION NUMBER

11/2/2018
COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE

133209
FIRE INSPECTOR CERTIFICATION NUMBER

LOCATION:

Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

Florida Gateway College has met the requirements of F.S.S. 1013.12(2)(d): _X_ YES ___ NO

Approval of Reports by Board (Including Letter) ___YES ___NO

THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.

FACILITY ADMINISTRATOR NAME PRINTED

FACILITY ADMINISTRATOR SIGNATURE

FACILITY ADMINISTRATOR TITLE

SIGNATURE DATE

CODE NUMBER	SREF 2018/2019 Fire Safety Deficiencies - Florida Gateway College - Olustee Campus Location, Deficiency Description	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
	01-1150: Exit door with exit sign with lock installed - was secondary exit - change hardware or remove exit light WO-50635	0	12-1-18	02/14/19	1
	02-Building: No deficiencies noted				2
	04-Building: No deficiencies noted				3
	05-Building: No deficiencies noted				4
	06-Building: No deficiencies noted				5

CODE NUMBER SREF Ch. 5	SREF 2018/2019 Casualty/Sanitation Deficiencies - Florida Gateway College - Olustee Campus Location, Deficiency Description	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line Number
ANSI A1264.1	Bldg 2-Roof: Access to roof mounted A/C units with no hand rails on upper decking	0	12-1-18	03/12/19	1
5(2)(i)	Storage Building: Storm grate in bad repair - located on side road - temporary cover installed WO-50880 GRATE ORDERED	1	12-1-18		2
5(9)(d)3	Bldg 3-Main Hallway: Several missing and loose floor tiles - trip hazard WO-50713	0	12-1-18	03/01/19	3
5(16)(a)2 & (17)(b)	02-2128: Mechical room with no access - pad lock installed - A/C unit and electrical service requres service	0	12-1-18	12/01/18	4
	COMBINATION PROVIDED TO FACILITIES DIRECTOR				
	Note: Campus has restricted access to water tower,barn and out buildings not in use.				

ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2018-2019

College Facility: Florida Gateway College **FIRE DISTRICT:** Lake City

SCHOOL / FACILITY: Main Campus

ADDRESS: Rte 19, Box 1030, Lake City, FL 32025

 # OF SERIOUS FIRE SAFETY VIOLATIONS 0

 # OF NON-SERIOUS FIRE SAFETY VIOLATIONS 17

FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)

Jeb W. Bynum (Municipal Fire Safety Inspector)
COLLEGE BOARD FIRESAFETY INSPECTOR NAME PRINTED

October 23, 2018
INSPECTION DATE

FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)

Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-757-7205
INSPECTOR ADDRESS & PHONE NUMBER

SIGNATURE DATE FIRE INSPECTOR CERTIFICATION NUMBER

11/2/2018
COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE

133209
FIRE INSPECTOR CERTIFICATION NUMBER

LOCATION:

Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

Florida Gateway College has met the requirements of F.S.S. 1013.12(2)(d): _X_ YES ___ NO

Approval of Reports by Board (Including Letter) ___YES ___NO

THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.

FACILITY ADMINISTRATOR NAME PRINTED

FACILITY ADMINISTRATOR SIGNATURE

FACILITY ADMINISTRATOR TITLE

SIGNATURE DATE

CODE NUMBER	SREF 2018/2019 Fire Safety Deficiencies - Florida Gateway College - Main Campus Location, Deficiency Description	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
	01-Building: No deficiencies noted				1
	02-Building: No deficiencies noted				2
	03-Building: No deficiencies noted				3
	04-Building: No deficiencies noted				4
NFPA 70, Art. 11.1.8	05-Building: Open electrical junction box - art room WO-50632	0	12-1-18	02/08/19	5
FFPC 1, 14.3.3	06-Building-Control Stairs: Storage under stairs - combustible WO-50633	2	12-1-18	02/0719	6
FFPC 1, 4.5.8.1	06-Building: Fire Pump yellow tag THE PUMP HAS BEEN GREEN TAGGED	0	12-1-18	02/27/19	7
	07-Building: No deficiencies noted				8
	08-Building: No deficiencies noted				9
	09-Building: No deficiencies noted				10
	10-Building: No deficiencies noted				11
	11-Building: No deficiencies noted - not occupied				12
	12-Building: No deficiencies noted				13
	13-Building: No deficiencies noted				14
FFPC 1, 50.5.6	14-Building: Hood cleaning out of date - 7/17 - biannual required high use with fryers HOODZ	0	12-1-18		15
FFPC 1, 13.7.3.1.1.2	14-Building: FACP inspection out of date FACP TECH CONTACTED TO CORRECT INSPECTION DATE OF 09/05/18	0	12-1-18	12-01-18	16
	15-Building: No deficiencies noted				17
	16-Building: No deficiencies noted				18
FFPC 1, 4.5.8.1	17-Building - 022: Emergency light non-operational - mech room WO-50715 NOT COMPLETE DW	0	12-1-18		19
FFPC 1, 14.4.2.1	18-Building-110: Exitr corridor blocked WO-50716	0	12-1-18	03/12/19	20
	19-Building: No deficiencies noted				21
	20-Building: No deficiencies noted				22
	21-Building: No deficiencies noted				23
FFPC 1, 13.6.3.1.3.4	22-Building-040: Fire extingusher needs re-hung - mech room WO-50717	0	12-1-18	03/01/19	24
FFPC 1, 4.5.8.1	22-Building-074: Fire sprinkler riser has yellow tag - newly re-installed for dorm NON-RESIDENCE WINGS SPRINKLERS DISABLED	0	12-1-18	10/31/18	25
FFPC 1, 4.5.8.1	22-Building-B Wing: Exit light non-opertaional - Commons area WO-50718	0	12-1-18	03/01/19	26
FFPC 1, 4.5.8.1	23-Building: Exit door hard to open - old brig door - staff to oil and exercise door WO-50719	1	12-1-18	02/25/19	27
	24-Building: No deficiencies noted				28
FFPC 1, 10.18.7	25-Building-06: Fuel generator stored inside WO-50720	0	12-1-18	03/01/19	29

CODE NUMBER	SREF 2018/2019 Fire Safety Deficiencies - Florida Gateway College - Main Campus Location, Deficiency Description	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
FFPC 1, 4.5.8.1	27-Building: Fire alarm control panel in trouble x1 JOHNSON CONTROLS	0	12-1-18	11/20/18	31
	28-Building: No deficiencies noted				32
	29-Building: No deficiencies noted				33
NFPA 70, Art. 11.1.8	30-Building-15: Electrical outlet cover missing WO-50721	0	12-1-18	02/27/19	34
	31-Building: No deficiencies noted				35
	32-Building: No deficiencies noted				36
	33-Building: No deficiencies noted				37
	34-Building: No deficiencies noted				38
	36-Building: No deficiencies noted				39
	37-Building: No deficiencies noted				40
FFPC 1, 4.5.8.1	45-Building : Fire alarm FACP in trouble x1 JOHNSON CONTROLS	0	12-1-18	11/20/18	41
	48-Building: No deficiencies noted				42
	55-Building: No deficiencies noted				43
	56-Building: No deficiencies noted				44
	57-Building: No deficiencies noted				45
	58-Building: No Deficiencies noted				46
	59-Building: No deficiencies noted				47
	60-Building: No deficiencies noted				48
	62-Building: No deficiencies noted				49
	63-Portable: No deficiencies noted				50
	64-Building: No deficiencies noted				51
	65-Building: No deficiencies noted				52
	101-Building: No deficiencies noted				53
FFPC 1, 13.7.3.1.1.2	103-Building: Fire alarm control panel out of date - vendor contacted by staff FACP TECH REPLACED TAG WITH CORRECT DATE	0	12-1-18	11/20/18	54
	104-Building: No deficiencies noted				55
	105-Building: No deficiencies noted				56
	106-Building: No deficiencies noted				57
	108-Building: No deficiencies noted				58
FFPC 1, 4.5.8.1	200-Building-Studio: Storage blocking fire roll down door leading into tv studio WO-50722	0	12-1-18	02/25/19	59
					60

CODE NUMBER SREF Ch. 5	SREF 2018/2019 Casualty/Sanitation Deficiencies - Florida Gateway College - Main Campus Location, Deficiency Description	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected
5(3)(c)	18-Building: Sidewalk has trip hazards - between 18 & 102 UNDER CONTRACT-WAPITI CROSS RANCH	0	12-1-18	
5(1)(e)8j	26-Building: "Emergency Fuel Pump Shut-off" sign faded WO-50733	1	12-1-18	03/12/19
5(6)	45-Building: Red Shed/storage - building and stair platform in bad repair - restrict access until repairs are made WO-50734	1	12-1-18	02/25/19
5(3)(c)	59-Building: Asphalt cracked and present trip hazards - near planters and between bldg 7 & 59 ONGOING RESURFACING PROJECT	0	12-1-18	
5(3)(c)	103-Building: Sidewalk has trp hazards - next to the airport - several locations UNDER CONTRACT-WAPITI CROSS RANCH	0	12-1-18	
5 (13)(x)3	26-Building-001: Caustic soda not stored properly - powder on container and containment pallet WO-50735	0	12-1-18	02/25/19
	Note: Stage rigging inspection and bleacher inspections not presented GIL ENGINEERING SERVICES TO PERFORM INSPECTIONS			

AGENDA ITEM: X.C

Budget Amendment Number Seven (7)
Capital Outlay Plan for Unexpended Plant Fund (7) Budget
Fiscal Year 2018-2019

We are requesting approval of Fund 7 budget amendment Seven (7) which has been revised so the report reflects actual revenue, revised budgeted expenditures, actual expenses, and updated projects through April 22, 2019.

FLORIDA GATEWAY COLLEGE
FISCAL YEAR 2018-2019
CAPITAL OUTLAY PLAN FOR UNEXPENDED PLANT FUND (FUND 7)
As of April 22, 2019

A. Recapitulation by Source	Local Funds	License Tag Fees	Capital Improvement Fee	PECO Funds	*Total Funds*
Beginning Fund Balance	0.00	514,558.87	1,548,207.96	4,688,402.23	**6,751,169.06**
Plus: Revenues	0.00	980.00	423,521.04	533,322.00	**957,823.04**
Less: Expenditures	0.00	36,900.00	631,143.63	1,480,984.96	**2,149,028.59**
Ending Fund Balance	**0.00**	**478,638.87**	**1,340,585.37**	**3,740,739.27**	**5,559,963.51**

B. Budgeted Expenditure	Local Funds	License Tag Fees	Capital Improvement Fee	PECO Funds	Total
721445 16-17 Maintenance, Repair & Renovation					0.00
721446 17-18 Maintenance, Repair & Renovation				236,533.22	236,533.22
721447 18-19 Maintenance, Repair & Renovation				533,322.00	533,322.00
721140 Building 8 & 9				2,921,538.43	2,921,538.43
721225 Olustee Campus Public Safety Project				49,345.62	49,345.62
720000 CO & DS		478,283.87			478,283.87
Conference Center Restrooms					
Life-Safety Corrections					
730050 Capital Improvement Fee			1,323,951.74		1,323,951.74
Performance Contract Payments					
730070 Capital Improvement Fee - PSAV			16,633.63		16,633.63
Renovations/Remodeling of Facilities					
Equipment for PSAV programs					
Technology Enhancements					
Total	**0.00**	**478,283.87**	**1,340,585.37**	**3,740,739.27**	**5,559,608.51**

CERTIFIED AS
APPROVED BY
BOARD:

President (as Secretary of the Board)

Date

AGENDA ITEM: XI.A.

President's Report

A. Dr. Lawrence Barrett will report on recent and upcoming activities and events.

AGENDA ITEM: XI.B.

Approval Naming Request

The College requests formal approval to name the following Building in recognition for his generous donations:

Donor(s)	Area Name	Location
James Montgomery "Mr. Mont"	James Montgomery "Mr. Mont" Building	Building 2 Florida Gateway College Main Campus

FLORIDA GATEWAY COLLEGE

Board Of Trustees

Ms. Suzanne Norris, Board Chair

Dr. Miguel Tepedino, Vice Chair
Mr. Robert C. Brannan, III
Ms. Kathryn McInnis
Dr. James Surrency
Ms. Renae Allen
Mr. David Crawford
Dr. Athena Randolph
Mr. Lindsey Lander

Model Standards of Good Practice for Trustee Boards

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

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

Adopted by the ACCT Board of Directors, October 2000.
** The term "board" refers to a community college board of trustees or appropriate governing authority.*

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

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

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, religion, national origin, gender, age, disability, marital status, genetic information, or any other legally protected status in accordance with the law. The Equity Officer is Sharon Best, executive director of human resources, Building 001, Room 116,149 SE College Place, Lake City, FL 32025, and may be reached at (386) 754-4313.