District Board of Trustees Agenda

Date & Time:
May 12, 2020
5:00 pm-Teleconference Meeting

Location:
Teleconference 1-888-585-9008
Conference ID: 729-230-271

FLORIDA GATEWAY COLLEGE

MISSION STATEMENT

Approved by the Board of Trustees on June 4, 2019

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 12, 2020
5:00 pm, Regular Meeting
Teleconference: 1-888-585-9008
Passcode: 729-230-271

I. Call to Order

II. Pledge of Allegiance

III. Audience of Any Citizen
The FGC Board of Trustees will hear any citizen who wishes to address the Board, on a one time basis, pertaining to a relevant topic. If the Board wishes to hear more about the topic, that topic will be scheduled for a future Board Meeting. Each speaker is limited to three minutes and the time dedicated to this topic will not exceed twenty minutes.

IV. *Approval of Board Minutes dated April 14, 2020

V. *Presentation of Consent Agenda
The items on the consent agenda are routine business, state directives, and/or compliance items. All items have been reviewed by the Board attorney and have been available to the Board for its examination. Any trustee can request a topic to be removed from the consent agenda and discussed further. Typographical errors will be noted and corrected in the Board Minutes.

A. *Personnel Matters
B. *Routine Contracts and Agreements
C. *Surplus Property
D. *2019-20 Equity Report Section I, II, & III
E. *Program Changes

VI. Business Services Report {M. Holloway}
A. General Information
B. *Budget Amendment Number 7 Capital Outlay Plan for Unexpended Plant 7 Budget Fiscal Year 2019-20
C. *Request of Fund Transfer

VII. President's Report {L. Barrett}
A. General Information

VIII. Other Business {M. Feagle}
A. Personnel Matters

IX. Topics for future meetings

X. Inspect Warrant Register

XI. Set Time for the Next Meeting

June 9, 2020

4:00pm Workshop	TBD
5:00pm Regular Meeting	FGC Board Room (Building 001)

*Denotes Board of Trustees' action items

MINUTES
FLORIDA GATEWAY COLLEGE
DISTRICT BOARD OF TRUSTEES
April 14, 2020
5:00 pm, Teleconference meeting
Teleconference Number: 1 888 585 9008
Conference Id# 729-230-271

I. Call to Order

The teleconference meeting of the District Board of Trustees was called to order April 14th, 2020 at 5:03 pm by Chairperson Dr. Miguel Tepedino. The meeting was held via teleconference due to the Coronavirus (COVID-19) pandemic. All trustees were present on the call. All votes were unanimous unless stated otherwise.

II. Pledge of Allegiance

Dr. Miguel Tepedino, Chairperson, led the Board in the Pledge of Allegiance.

Chairperson Tepedino requested that Attorney Marlin Feagle, update the Board on holding the Board meeting via teleconference. Mr. Feagle reported on March 20, 2020, Governor Ron DeSantis suspended any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place and states that local governments may utilize communications media technology, such as telephonic and video conferencing. He also noted no other requirements of the Sunshine Law will be waived.

III. Audience of Any Citizen

The Chairperson asked if there was anyone on the call who would like to address the Board, there was no response.

IV. Approval of Minutes

The Board approved the minutes from the previous meeting on March 10, 2020.
Approved as presented
Motion by: Ms. Renae Allen **Second by: Mr. David Crawford**

VI. Presentation of Consent Agenda

President Lawrence Barrett requested that Item G, Lab Fees, be removed due to the circumstances with the pandemic and the reluctancy of increasing fees at this time.
G. *Lab Fees
Approved as requested
Motion by: Mr. Chuck Brannan **Second by: Dr. Jim Surrency**

A. *Personnel Matters
B. *Routine Contracts and Agreements
C. *New Programs
D. *New Courses
E. *Program Changes
F. *Course Changes
Approved as presented with the removal of item G. Lab Fees.
Motion by: Dr. Jim Surrency **Second by: Ms. Suzanne Norris**

IX. Business Services

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

B. *Budget Amendment Number Eight (8) Capital Outlay Plan for the Unexpended Plant Fund (7) Budget Fiscal Year 2019-2020
Approved as presented
Motion by: Ms. Suzanne Norris Second by: Ms. Renae Allen

Ms. Holloway presented information on a new opportunity for Federal Assistance Funding through the Coronavirus Aid relief and Economic Security (CARES) Act. It was not on the agenda as it has been announced in recent days after the agendas were prepared. She requested Board approval in seeking the funding and providing the President with authority to enter into agreements for this funding.

Trustee Suzanne Norris asked what the grant entailed and what requirements and obligations would be required of the institution regarding the grant. She was also concerned as this item was not listed on the agenda. After discussion between the Board and Board Attorney, it was agreed that this topic would be tabled until the next Board meeting.

X. President's Report

B. COVID-19/Update/Plan

President Barrett began his report by assuring the Board that during the pandemic of COVID-19 that FGC's main focus is the health and safety of the students, faculty and staff. Dr. Barrett has daily communication with the Commissioner of Education and the Department of Health of Columbia County.

He shared steps taken for the closing of the campus, moving courses online, setting up of Wi-Fi access for students to utilize, and only allowing a limited number of staff on the campus. He then went on to discuss the challenges of technology-based programs and clock-out programs that require certifications and accreditations. Dr. Barrett informed the Board of the various virtual learning aspects that FGC has put into place due to the pandemic-Virtual learning labs, virtual tutoring sessions, library resources, etc. are all available for the student's convenience.

Dr. Barrett announced that all faculty and staff have been retained during this time. The DOE highly recommended that all work study students and student assistants are retained through the end of the semester. There were 3 temporary, part-time employees that were furloughed and HR is working to get those employees letters for unemployment which they have already filed for.

Dr. Barrett reported the steps being taken for the future regarding budgets, hiring, and salaries as the college expects to see significant budget cuts for next year. He also noted he has frozen all travel and the current 2019-20 budget. The College will continue to meet the budget challenges in the future by not filling positions, increasing enrollment, reducing expenses and changing some business practices.

He finished his report by informing the Board of the increase in enrollment for Summer and predicts a strong enrollment growth for the Fall. He thanked the staff and community for all of their dedication and hard work to concentrate on student success as always.

Dr. Barrett answered some questions from Trustee Allen regarding graduation and from Trustee Norris about dual-enrollment.

XI. Other Business

Board Attorney, Mr. Marlin Feagle, suggested that the annual evaluation of the President be postponed until the next Board meeting as he is still waiting on a few of the evaluations.
Approved to postpone.
Motion by: Suzanne Norris **Second by: Renae Allen**

XII. Topics for Future Meetings

XIII. Inspect Warrant Register

XIV. Set Time for the Next Meeting

The next Board meeting will be held May 12, 2020 at 5:00 pm. Location is TBA.

The meeting adjourned at 5:43 pm.
Motion to adjourn.
Motion by: Dr. Jim Surrency **Second by: Ms. Renae Allen**

_____ _____

Dr. Miguel Tepedino, Chair Dr. Lawrence Barrett, Secretary

AGENDA ITEM: V.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, and Adjunct Faculty.

PERSONNEL MATTERS
MAY 12, 2020
BOARD OF TRUSTEES MEETING

RESIGNATIONS/RETIREMENTS/TERMINATIONS:

Petersen, Joseph	Director, Horticulture and Water Resources	06/30/19

APPOINTMENTS/REAPPOINTMENTS/REPLACEMENTS/TRANSFERS:

Havens, Shelby	Assistant Professor, Nursing, Transfer	05/01/20
Westberry, Becky	Director, Financial Aid, Stipend	04/01/20-06/30/20
Westberry, Becky	Director, Financial Aid, Stipend	07/01/20-06/30/21

STUDENTS:

None

ADJUNCT FACULTY/OVERLOAD CONTRACTS:

None

AGENDA ITEM: V.B.

Routine Contracts and Agreements

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

Routine Contracts and Agreements
Board Date: May 12, 2020

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:** Madison County School District - Madison, FL
   Narrative: The College has entered into an Affiliation Agreement with Madison County School District that allows FGC students enrolled in teacher education programs and other professional programs to gain educational experience at facilities which operate in the Madison County School District.
   Cost: None

Short Term Contracts

Narrative: The College entered into one or more Agreements for short-term employment.

Second Party: Adam Strosser
Build platforms for the FGC Theatre. 01/21/20 – 01/21/20
Cost: $ 400.00

Second Party: Hunter Bland
Advisor to the FGC's Bassmasters Club. 02/13/20 – 06/30/20
Cost: $ 2,500.00

Second Party: Shaw Grigsby
Advisor to the FGC's Bassmasters Club. 02/13/20 – 06/30/20
Cost: $ 2,500.00

Second Party: Ron Ryals
Advisor to the FGC's Bassmasters Club. 02/13/20 – 06/30/20
Cost: $ 2,500.00

Second Party: JRM Transforming Education
To provide consulting services for the BS Education Program Development. 02/12/20 – 12/30/20
Cost: $ 7,500.00

AGENDA ITEM: V.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
APRIL, 2020

DECAL	DESCRIPTION	PURCHASE VALUE	PURCHASE DATE	CLASS CODE
8120	Projector	3,929.00	11/07/01	1
9693	Presenter	1,499.00	11/28/07	1
9840	Computer	1,591.32	02/27/08	1
9973	Computer	1,619.16	10/28/08	1
10006	Computer	1,619.16	10/28/08	1
10292	Computer	1,697.55	02/25/10	1
10300	Computer	1,697.55	02/25/10	1
10303	Computer	1,697.55	02/25/10	1
10320	Computer	1,697.55	02/25/10	1
10328	Computer	1,697.55	02/25/10	1
10333	Computer	1,697.55	02/25/10	1
10359	Computer	1,697.55	02/19/10	1
10624	Computer	1,160.96	06/27/11	1
10641	Computer	1,160.96	06/27/11	1
10643	Computer	1,160.96	06/27/11	1
10737	Computer	1,380.40	01/18/12	1
10738	Computer	1,380.40	01/18/12	1
10743	Computer	1,380.40	01/18/12	1
10744	Computer	1,380.40	01/18/12	1
10745	Computer	1,380.40	01/18/12	1
10746	Computer	1,380.40	01/18/12	1
10747	Computer	1,380.40	01/18/12	1
10751	Computer	1,380.40	01/18/12	1
10752	Computer	1,380.40	01/18/12	1
10753	Computer	1,380.40	01/18/12	1
10755	Computer	1,380.40	01/18/12	1
10759	Computer	1,380.40	01/18/12	1
10760	Computer	1,380.40	01/18/12	1
10761	Computer	1,380.40	01/18/12	1
10762	Computer	1,380.40	01/18/12	1
10763	Computer	1,380.40	01/18/12	1
10764	Computer	1,380.40	01/18/12	1
10767	Computer	1,380.40	01/18/12	1
10769	Computer	1,380.40	01/18/12	1
10826	Computer	1,380.40	01/18/12	1
10923	Computer	1,460.70	05/24/12	1
10975	Computer	1,502.57	05/24/12	1
10992	Computer	1,502.57	05/24/12	1
11033	Computer	1,460.70	05/24/12	1
11044	Computer	1,460.70	05/24/12	1
11060	Computer	1,460.70	05/24/12	1
11073	Computer	1,273.30	06/11/12	1
11296	Mini Tower	970.11	06/05/13	1
11325	Mini Tower	970.11	06/05/13	1
11347	Mini Tower	970.11	06/05/13	1

FLORIDA GATEWAY COLLEGE
SURPLUS EQUIPMENT LIST
APRIL, 2020

DECAL	DESCRIPTION	PURCHASE VALUE	PURCHASE DATE	CLASS CODE
11592	HP Elite book Folio	1,706.00	06/05/14	1
11930	I-Stat System Kit	583.71	11/02/15	1
	TOTAL	$ 68,552.65		
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: V.D.

2019-2020 ANNUAL EQUITY UPDATE

The College requests approval of the 2019-2020 Annual Equity Report, sections I, II and III. Each year the College is required to submit a report documenting progress toward fulfilling goals of the Florida Education Equity Act. Because of COVID-19, the student and athletics section of the Equity Report is not due until June. The remainder of the report will be submitted for approval at the June Board meeting.

EXECUTIVE SUMMARY OF THE 2019-2020 EQUITY UPDATE REPORT: EQUITY IN EMPLOYMENT

Florida Gateway College (FGC) has completed the 2019-2020 Annual College Equity Update Report in accordance with the requirements set forth by the Florida Department of Education Division of Florida Colleges (DFC). The review includes an assessment of the college's methods and strategies established to achieve goals and timelines addressing areas of underrepresentation of minorities in its academic programs, activities and employment. The review also includes an evaluation of submitted policies and procedures for compliance with state and federal civil rights laws prohibiting discrimination on the basis of race, national origin, ethnicity, gender, marital status, age, genetic information or disability. This year, the Equity Report is divided into two sections: one focused on employment, and one focused on students. This summary includes employment equity information.

Employment Equity Accountability

College Full-Time Executive/Administrative/Managerial (EAM) Staff: The diversity of the EAM positions has remained relatively constant, primarily due to the low turnover rate for these positions. In the reporting period there were only two EAM hires: one Black woman and one Hispanic male. Continuing its EAM diversity goals from 2018-2019, the College will focus its diversity-centered recruitment efforts for EAM staff on Black men and Hispanic women, who are currently not represented in the College's EAM staff.

College Full-Time Instructional Staff: The percentage of Black female and Black male instructors fell from fall 2018 to fall 2019, as did the overall percentage of female instructors. Diversity of full-time faculty with continuing contract remained relatively consistent from fall 2018 to fall 2019, with an increase in the number of women in continuing contract instructional positions.

Strategies for Addressing Underrepresentation in Full-Time Instructional Positions: 1) Expand the use of the internet and social media advertising to recruit qualified from a broad range of geographical areas. 2) Publish position advertisements in industry and field-specific publications to bring openings to the attention of a large and qualified audience. 3) Actively recruit instructional staff from colleges and universities with large minority student populations. These strategies should help increase the diversity of the applicant pool. This will then make it possible to hire a more diverse faculty body, and over time this will impact the diversity of instructors on continuing contract.

Evaluation of Employment Practices – Evaluations of Key Personnel and Presidents: As part of the annual performance evaluation of employees, all administrative and supervisory personnel are evaluated on their efforts towards diversity in recruitment, retention and awarding of contracts. As part of the President's annual evaluation, the Board of Trustees evaluates him on his ability to apply fair processes to ensure the hiring of diverse individuals who are qualified for open positions at the College. By incorporating diversity efforts as a criterion in the annual evaluation process, the College helps create a more diverse and inclusive environment.

Florida Gateway College

College Annual Equity Update

2019-20

Template for Submission

Deadline: May 1, 2020

Submission Information
Equity Officer: **Sharon Best**
Email: **Sharon.Best@fgc.edu**
Phone: **(386) 754-4313**
Date: **04/21/2020**

Division of Florida Colleges
325 W. Gaines Street, Suite 1244
Tallahassee, Florida 32399-0400
FCSInfo@fldoe.org
850-245-0407

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General Information and Applicable Laws for Reporting

The purpose of the College Annual Equity Update is to provide updates on efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment in Florida College System (FCS) institutions. The following Florida Statutes (F.S.) and implementing State Board of Education rules in the Florida Administrative Code (F.A.C.) have specific requirements for the annual update.

- Section 1000.05, F.S., the "Florida Educational Equity Act"
- Section 1012.86, F.S., Florida College System institution employment equity accountability program
- Section 1006.71, F.S., Gender equity in intercollegiate athletics
- Implementing Rule 6A-10.041, F.A.C., Substitution for Requirements for Eligible Students with Disabilities at Florida Colleges and Postsecondary Career Centers
- Implementing Rules 6A-19.001 – 6A-19.010, F.A.C., related to educational equity

The Division of Florida Colleges (DFC) continues to provide certified data in Excel format on the areas of measurement required by statute and rule. Additionally, tables have been created and embedded in the template for setting goals and reflecting goal achievement. DFC encourages each college to devote attention to the development of effective methods and strategies for any areas of improvement identified in analyses.

Submission of the College Annual Equity Update is due to the Florida Department of Education, Division of Florida Colleges by May 1, 2020. The update should be submitted by email to FCSInfo@fldoe.org. **Colleges must submit this equity template in Word format**. PDFs of the report template will not be accepted. Colleges may attach additional documents in PDF or Word format as appendices. Note: while the report must be submitted by May 1, 2020, DFC will accept signature pages signifying district board of trustees' approval after the May 1, 2020, deadline, if the college indicates the equity report approval is scheduled for its next district board of trustees meeting.

DFC conducts reviews of annual college equity update reports pursuant to Rule 6A-19.010, F.A.C., implementing the Florida Educational Equity Act. The goals are to provide feedback for future updates, monitor efforts by the college to increase diversity in student participation and employment and meet requirements of Florida Statutes, including, but not limited to, the Florida Educational Equity Act and sections 1000.05, 1012.86 and 1006.71, F.S.

The review includes an assessment of the college's methods and strategies established to achieve goals and timelines addressing areas of underrepresentation of minorities in its academic programs, activities and employment. The review also includes an evaluation of submitted policies and procedures for compliance with state and federal civil rights laws prohibiting discrimination on the basis of race, national origin, ethnicity, gender, marital status, age, genetic information or disability. The review may include comments or recommendations in areas where the college has achieved or exceeded its goals or in areas where there is incomplete or missing information.

For the 2019-20 report, the factors DFC will identify as part of its review will be embedded after sections of the report and DFC will use these sections to provide feedback to colleges. These will be marked "Completed by Division of Florida Colleges." Example:

Review of Part I: Course Substitutions
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Did the college submit the Course Substitution Report?	Select one.		

Part I. Description of Plan Development

Did the college make any changes to the development of the college equity plan? **Make a selection: Yes** If yes, provide the following applicable updates.

A list of persons, by title and organizational location, involved in the development of the plan.

Response: Ms. Sharon Best, Executive Director of Human Resources and Equity Officer; Dr. Brian Dopson, Vice President of Academic Affairs; Mr. Anthony Cardenas, Vice President of Enrollment Management and Student Affairs; Dr. Paula Gavin, Dean of Academic Affairs and Baccalaureate Liaison; Ms. Michele Cuadras, Director of Student Engagement; Ms. Kacey Schrader, Director of Recruitment and Communication; Ms. Sandi Tomlinson, Director of College Success; and Ms. Terry Auger, Coordinator of Accessibility Services

A description of the participation of any advisory groups or persons.

Response: Click here to enter text.

Review of Part I: Description of Plan Development
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Did the college change the college equity plan?	Select one.		
If yes, applicable updates provided?	Select one.		

Part II. Policies and Procedures that Prohibit Discrimination

This section relates to processes used to ensure that certain policies and procedures are current, accurate, in compliance and available to all students, employees and applicants as required by statute.

A) Has the governing board updated the college's approved and adopted policy of nondiscrimination? **Make a selection: No** If yes, provide the following applicable updates.

Date of revision: Click here to enter text.
Description of the revision: Click here to enter text.
Web link(s) to document the revision: Click here to enter text.

B) Has the college updated the procedures used to notify staff, students, applicants for employment and admission, collective bargaining units and the general public of this policy? **Make a selection: No** If yes, provide updated information.

Response: Click here to enter text.

C) Has the college changed the person(s) designated to coordinate the college's compliance with section 1000.05, F.S.; Rule 6A-19.009-.010, F.A.C.; Title IX; Section 504; or Title II? **Make a selection: No** If yes, provide the following applicable information for each updated contact.

Name/title: Click here to enter text.
Phone number: Click here to enter text.
Address: Click here to enter text.
Email address: Click here to enter text.
Is this contact's information available in the regular notice of nondiscrimination?
Make a selection: Select one.

D) Has the college updated the grievance or complaint procedures for use by students, applicants and employees who allege discrimination? **Make a selection: Yes** If yes, provide the following applicable updates.

Date of revision: 01/14/2020
Description of the revision: The protected class "pregnancy" was added to the non-discrimination statement.
Web link(s) to document the revision: https://www.fgc.edu/wp-content/uploads/2020/01/06-10-1.doc

E) Grievance procedures should address the following, at a minimum, as required under Rule 6A-19.010(h), F.A.C. Confirm if the college is meeting these requirements.

1) Notifications of these procedures are placed in prominent and common information sources. **Make a selection: Yes**

2) Procedure(s) are designed to encourage prompt and equitable resolution of student, employee and applicant complaints, but do not prohibit individuals from seeking redress from other available sources. **Make a selection: Yes**

3) Procedures prohibit retaliation against any person filing a complaint alleging discrimination or any person alleged to have committed discrimination. **Make a selection: Yes**

If no, provide the college's plan for compliance.

Response: Click here to enter text.

F) Have there been any revisions to nondiscrimination policies or procedures pertaining to:

Title IX?	**No**
Title II?	**No**
Section 504?	**No**
Nondiscrimination policies or procedures pertaining to disability services, including Rule 6A-10.041, F.A.C., that addresses course substitution requirements?	**No**

Acquired Immune Deficiency Syndrome/Human Immunodeficiency Virus (AIDS/HIV) Infectious Disease?	**No**
Other policies or procedures related to civil rights or nondiscrimination?	**No**

If yes, address the following for any identified policies or procedures.

Name of the policy and/or procedure(s): Click here to enter text.
Date of revision: Click here to enter text.
Description of the revision: Click here to enter text.
Web link(s) to document the revision: Click here to enter text.

Review of Part II: Policies and Procedures that Prohibit Discrimination
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Have there been any updates to the college's policy of nondiscrimination adopted by the governing board?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to the procedures utilized to notify staff, students, applicants for employment and admission, collective bargaining units and the general public of this policy?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to person(s) designated to coordinate the college's compliance with section 1000.05, F.S.; Rules 6A-19.009-.010, F.A.C.; Title IX; Section 504; or Title II?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to the college's grievance or complaint procedures for use by students, applicants and employees who allege discrimination?	Select one.		
If yes, applicable updates provided?	Select one.		
Grievance procedures should address the following at a minimum as required under Rule 6A-19.010(h), F.A.C.	-	-	-

Requirement	Response	Comments	Action
Notifications of these procedures are placed in prominent and common information sources.	Select one.		
Procedure(s) are designed to encourage prompt and equitable resolution of student, employee and applicant complaints, but do not prohibit individuals from seeking redress from other available sources.	Select one.		
Procedures prohibit retaliation against any person filing a complaint alleging discrimination or any person alleged to have committed discrimination.	Select one.		
If no, is a plan for compliance provided?	Select one.		

Part III. College Employment Equity Accountability Plan

Section 1012.86, F.S., Florida College System institution employment equity accountability program, requires that each college include in its annual equity update a plan for increasing the representation of women and minorities in senior-level positions, full-time faculty positions and full-time faculty positions who have attained continuing contract status. The plan must include specific, measurable goals and objectives, specific strategies and timelines for accomplishing these goals and objectives and comparable national standards as provided by the Florida Department of Education.

A. Data, Analysis and Benchmarks

DFC provides colleges with employment data for the last three fall terms to evaluate employment trends for females and minorities in senior-level positions (also referred to as Executive/Administrative/Managerial or EAM positions), full-time instructional staff and full-time instructional staff with continuing contract status. DFC also provides colleges with student enrollment percentages by race and gender to be used as the benchmark for setting employment goals, as colleges seek to reflect their student demographics in their employment.

College Full-Time Executive/Administrative/Managerial Staff

Informed by the EMP-EAM tab, complete the following table to analyze the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in EAM positions.

	2018-19 Report Year College Student Population (%)	EAM Actuals (%) Fall 2018	EAM Actuals (%/#) Fall 2019	EAM Stated Goals (#) Fall 2019	EAM Goal Met (Yes/No)	EAM Goals for Fall 2020 (#)
Black Female	10.6	0.0	7.1 (1)	1	Yes	1
Black Male	4.6	0.0	0.0 (0)	1	No	1
Hispanic Female	4.0	0.0	0.0 (0)	0	Yes	1
Hispanic Male	1.9	0.0	7.1 (1)	0	Yes	1
Other Minorities Female	2.0	0.0	0.0 (0)	0	Yes	0
Other Minorities Male	1.7	0.0	0.0 (0)	0	Yes	0
White Female	47.2	41.7	35.7 (5)	5	Yes	5
White Male	27.9	58.3	50.0 (7)	6	No	5
Total Female	63.9	41.7	42.9 (6)	6	Yes	7
Total Male	36.1	58.3	57.1 (8)	7	No	7

Note. Numbers, rather than percentages, are used for goals given the small number of EAM positions at Florida Gateway College.

Describe and evaluate strategies for addressing underrepresentation in EAM positions.

Response: The performance evaluation of EAM staff includes a section that indicates the employee puts effort towards helping the college meet its accountability goals for employment equity. All EAM employees have been rated at least satisfactory or better in this area. To ensure representation of minority, female, and disabled individuals in positions across campus, the Equal Access/Equal Opportunity Committee reviews the College's employee selection policies and procedures to ensure that qualified applicants from underrepresented groups are recruited and treated fairly in the hiring process. Although openings for EAM positions are rare, this committee's work helps ensure that a diverse group of qualified applicants have the opportunity to be considered for these positions.

The College met the majority of its goals for EAM staff in 2018-2019, although the goal for Black men was not met. In the time period covered by this report, two EAM hires were made: a Black woman and a Hispanic man. From these two hires, it is clear that the College's efforts to increase EAM diversity are effective, but given the very low turnover for EAM positions seeing significant change in EAM diversity will take time. In the event that there are vacancies in EAM positions, recruitment efforts will focus on Black men and Hispanic women, two groups that are not currently represented in the College's EAM roles.

College Full-Time Instructional Staff

Informed by the EMP-INSTRUCTIONAL tab, complete the following table to analyze the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional positions.

	2018-19 Report Year College Student Population (%)	INST Actuals (%) Fall 2018	INST Actuals (%/#) Fall 2019	INST Stated Goals (#) Fall 2019	INST Goal Met (Yes/No)	INST Goals for Fall 2020 (#)
Black Female	10.6	8.6	4.7 (3)	6	No	6
Black Male	4.6	4.3	3.1 (2)	3	No	3
Hispanic Female	4.0	2.9	3.1 (2)	2	Yes	2
Hispanic Male	1.9	4.3	4.7 (3)	3	Yes	3
Other Minorities Female	2.0	1.4	1.6 (1)	1	Yes	1
Other Minorities Male	1.7	0	0.0 (0)	1	No	1
White Female	47.2	51.4	50.0 (32)	36	No	33
White Male	27.9	27.1	32.8 (21)	19	No	19
Total Female	63.9	64.3	59.4 (38)	45	No	42
Total Male	36.1	35.7	40.6 (26)	26	Yes	26

Describe and evaluate strategies for addressing underrepresentation in full-time instructional positions.

Response: The College continues to use recruitment strategies that offer equal opportunities for qualified minorities to pursue employment. The College has expanded the use of internet and social media advertising to recruit qualified instructors, which reaches a broader range of potential applicants. The College also advertises in industry-relevant publications in order to reach a wide audience of qualified applicants. These strategies increase the overall applicant pool, which improves the number of individuals from underrepresented populations within the applicant pool. Additionally, the College actively recruits instructional staff from colleges and universities with large minority student populations. These strategies should help increase the diversity of the applicant pool.

The percentage of Black female and Black male instructors fell from fall 2018 to fall 2019. The College did not meet its goals for Black faculty (male and female), other minority-male faculty, and White female faculty. The number of women in instructional positions fell in fall 2019 as compared to fall 2018. The College will continue its current faculty recruitment initiatives in the upcoming year.

College Full-Time Instructional Staff with Continuing Contract

Informed by the EMP-CONTINUING CONTRACT tab, complete the following table to analyze the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional staff with continuing contract positions.

	2018-19 Report Year College Student Population (%)	INST-CONT Actuals (%) Fall 2018	INST-CONT Actuals (%/#) Fall 2019	INST-CONT Stated Goals (#) Fall 2019	INST-CONT Goal Met (Yes/No)	INST-CONT Goals for Fall 2020 (#)
Black Female	10.6	0.0	0.0 (0)	1	No	1

	2018-19 Report Year College Student Population (%)	INST-CONT Actuals (%) Fall 2018	INST-CONT Actuals (%/#) Fall 2019	INST-CONT Stated Goals (#) Fall 2019	INST-CONT Goal Met (Yes/No)	INST-CONT Goals for Fall 2020 (#)
Black Male	4.6	5.0	3.7 (1)	1	Yes	1
Hispanic Female	4.0	10.0	7.4 (2)	2	Yes	2
Hispanic Male	1.9	10.0	7.4 (2)	2	Yes	2
Other Minorities Female	2.0	0.0	3.7 (1)	0	Yes	1
Other Minorities Male	1.7	0.0	0.0 (0)	0	Yes	0
White Female	47.2	35.0	44.4 (12)	7	Yes	13
White Male	27.9	40.0	33.8 (9)	8	Yes	9
Total Female	63.9	45.0	55.6 (15)	10	Yes	17
Total Male	36.1	55.0	44.4 (12)	11	Yes	12

Describe and evaluate strategies for addressing underrepresentation in full-time instructional positions with continued contract.

Response: The previously-mentioned strategies for increasing faculty diversity will, over time, build a diverse pipeline of faculty who will eventually be eligible for continuing contracts. With the exception of Black female instructors the College met its diversity goals for instructors on continuing contract, with an increase in the number of female instructors on continuing contract. It will take several years of diversity-centered recruitment initiatives for open faculty positions to improve the diversity of continuing contract faculty. However, the fact that the College met its goals for most groups suggests that the College is successful in retaining female and minority faculty.

New Barriers (Optional)
Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities in any employment category?

Response: The College's rural service area continues to be a barrier for recruiting and retaining faculty. Applicant pools for many faculty positions tend to be small, which by default limits the number of diverse applicants within the pool. In the Department of Nursing and Health Sciences, a field with a high number of minority and female employees, the College struggles to recruit faculty because there is a shortage of healthcare workers in the community. Because of this, those in the workforce are compensated highly for their work, and it is difficult for the College to match these salaries. Women and minorities are also underrepresented nationwide in STEM positions, which makes it difficult for the College to recruit diverse STEM faculty.

Review of Part III (A): Attainment of Annual Goals
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Does the report include an analysis and assessment of annual and long-range goals for increasing women and minorities in:	-	-	-
EAM positions?	Select one.		
Full-time instructional positions?	Select one.		
Full-time with continuing contract instructional positions?	Select one.		
Does the report identify any new barriers affecting the recruitment and retention of females and/or minorities?	Select one.		

B. Evaluations of Employment Practices – Evaluations of Key Personnel and Presidents

1) Provide a summary of the results of the evaluation of department chairpersons, deans, provosts and vice presidents in achieving employment accountability goals. The summary should also briefly describe the remedial steps to be taken when staff evaluations yield unsatisfactory progress toward meeting intended goals.

Response: Executive, administrative, and managerial personnel are formally evaluated each year. The evaluations include a section titled "Employment Equity Accountability," which evaluates the employee's efforts to meet the College's accountability goals. Policies and equity goals are discussed during the evaluation review to ensure that administrative and supervisory personnel are aware of expectations regarding achievement of the employment accountability goals as prescribed by §1012.86 of Florida Statutes. All personnel were evaluated satisfactorily as to their support of the college's goal to increase diversity in recruitment, retention and awarding of continuing contracts. In the event that an employee should receive a less than satisfactory review in this matter, a course of action would be developed as deemed appropriate by the individual's respective Vice President or the President. In the case of a Vice President's evaluation of employment equity accountability the course of action is developed by the President.

2) Provide a summary of the college's board of trustees' annual evaluation of the performance of the president in achieving the annual and long-term goals and objectives of the employment equity plan.

Response: The Board of Trustees evaluates the President on an annual basis. The President is evaluated on how well he is achieving his goals and objectives in support of the college's mission, including accomplishment of personnel and human resources goals addressing the hiring of diverse individuals whose abilities are well suited to their positions. The College's President, Dr. Lawrence Barrett, has consistently received above satisfactory ratings from the board in all areas including Executive/Administrative/Managerial and faculty positions and promotions.

3) What is the date of the president's most recent evaluation?

Response: 04/9/2019; next evaluation will be at the Board of Trustees meeting on May 12, 2020

Review of Part III (B): Evaluations of Employment Practices
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Does the report include a summary of the results of the evaluation of department chairpersons, deans, provosts and vice presidents in achieving employment accountability goals?	Select one.		
Does the summary describe the remedial steps to be taken when staff evaluations yield unsatisfactory progress toward meeting intended goals?	Select one.		
Does the report include a summary of the results of the annual evaluation of the college president in achieving the annual and long-term goals and objectives?	Select one.		
Does the report include the date of the most recent presidential evaluation?	Select one.		

C. Additional Requirements
The college should complete the following related to additional processes required by section 1012.86, F.S.

1) The college maintains diversity and balance in the gender and ethnic composition of the selection committee for each vacancy. **Make a selection: Yes**
Include a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees.

Response: College Policy/Procedure 6Hx12:6-20 (https://www.fgc.edu/resources/policies-and-procedures/) requires that "all positions externally advertised will be processed through the use of a selection committee. The committee composition will be balanced in gender and ethnicity and be comprised of no fewer than three members. The supervisor will submit a list of selection committee members to Human Resources for Presidential approval."

2) Briefly describe the process used to grant continuing contracts.

Response: Per the Florida Gateway College District Board of Trustees Policy 6Hx12:3-03, continuing contracts are offered to full-time instructional personnel in accordance with Florida Statues and SBE Rules. Requirements for a continuing contract are: 1) The continuing contract will be effective at the beginning of the annual College contractual periods. 2) Each faculty member must complete at least five (5) years of satisfactory service. 3) Each employee issued a continuing contract is entitled to continue in a faculty position at the College without the necessity for annual nomination or reappointment until the employee resigns except as otherwise provided in the State Board rule. The process used to grant continuing contracts follows: All full-time faculty members hired on a continuing contract track are required to submit a portfolio in the term following their fourth year of continuous service. Portfolio planning begins in the first year of employment with submission possible in year five. The portfolio contents are planned in collaboration with supervisors and the Vice President of Academic Affairs using the Faculty Evaluation and Professional Development Plan (FEPDP). The portfolio is to include elements from the faculty portfolio checklist document. All portfolios for continuing contract will follow an approval process outlined in the Portfolio submission document. Full time faculty on a tenure track line will be hired as assistant professors. Upon the awarding of continuing contract faculty will be titled *Associate Professor*. Faculty who are titled associate professor may apply for the title of *Professor* upon completion of five years of additional effective service.

3) Briefly describe the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status.

Response: The Dean of Academic Affairs meets with new faculty in their first full term of instruction to review the requirements set forth for the continuing contract. The appropriate supervisor will evaluate the faculty member every year using the standard evaluation instrument, and will provide feedback and support as the faculty member develops, implements, and assesses their progress. The appropriate supervisor will also review with associate professor level faculty the requirements for professor level status.

Additionally, each year during the College's Professional Development Week the Associate Dean of Academic Affairs meets with faculty on annual contracts to provide information about the requirements for becoming a continuing contract faculty member. Two different sessions are held. One is for faculty in their first and second year at the College and focuses on the evaluation and promotion process, including the annual faculty evaluation and how best to provide commentary and evidence in this document. The other session is for faculty in their third through fifth years at the College, and the focus of this session is improving evidence and commentary in the evaluation document and shoring up gaps identified in previous years' evaluations.

Faculty members on annual contract are evaluated each year utilizing a comprehensive process. Student evaluations of the instructor are conducted in all class sections. Results are tabulated and strengths and weaknesses noted. The appropriate supervisor visits at least one full class session and notes effective methodologies and those needing improvement. The faculty evaluation form includes self-evaluation on the part of the instructor, which is juxtaposed with the supervisor's evaluation. There are also sections for outlining professional development plans, goals attained during the year, setting new goals for the next year, and documenting service to the college/community. Five years of satisfactory evaluations must be documented before the academic vice president can recommend continuing contract, and five

years of effective service must be documented before an associate professor moves to the level of professor.

4) Briefly describe the college's budgetary incentive plan to support and ensure the attainment of employment equity accountability goals. Include how resources will be allocated to support the implementation of strategies and the achievement of goals in a timely manner.

Response: Florida Gateway College staff conducts budget workshops with the District Board of Trustees annually. One of the primary initiatives of the Board and the College is to budget effectively to enable the College to attain a diverse, effective, equitable staff. To achieve this, funds are budgeted each year to conduct widespread advertisement and recruitment, including conducting and attending job fairs and regional and national search efforts to attain diversity in the College's employment. Funds are also budgeted to provide leadership and developmental training for current employees to prepare them for advancement. Administrators are measured against the goals of the employment accountability efforts through the evaluative process to further ensure the goals of equity in the College's workforce. Staff and Program Development (SPD) funds are used to develop and promote the skills of all faculty and increase the number of women and minorities on continuing contracts.

5) Salary Information: In the following table, include the salary ranges in which new hires were employed compared to the salary ranges for employees with comparable experience and qualifications as required in section 1012.86(2)(b)(5), F.S. Add additional rows if needed.

Note: Salary information is requested only for new hires. New hire information can be found in your Fall Staff Survey IPEDS report. Race and gender information are not required; however, the college may choose to include additional information for purposes of diversity analysis.

	Job Classification	# of New Hires*	New Hires* Salary Range	# of Existing Employee(s) with Comparable Experience	Existing Employee* Salary Range
Row 1	Admin	2	72,000-103,000	30	49,875-234,000
Row 2	Professional	1	50,000	21	41,600-64,978
Row 3	Instruction 164	8	40,000-63,000	49	37,492-69,310
Row 4	Instruction 224	2	55,120-62,500	9	57,473-92,906
Row 5	Career Service 102	1	19,229	1	30,985
Row 6	Career Service 104	1	21,200	2	22,709
Row 7	Career Service 105	1	23,373	0	N/A

	Job Classification	# of New Hires*	New Hires* Salary Range	# of Existing Employee(s) with Comparable Experience	Existing Employee* Salary Range
Row 8	Career Service 106	2	22,260-23,373	6	25,537-37,187
Row 9	Career Service 108	1	26,799	8	26,799-40,056
Row 10	Career Service 109	1	27,057	15	27,057-45,942
Row 11	Career Service 111	1	34,144	2	34,243
Row 12	Career Service 115	1	40,000	0	N/A
Row 13	Career Service 116	1	48,880	4	41,599-53,205

**IPEDS definition of New Hires: Includes full-time permanent new hires on the payroll of the institution between November 1, 2018, and October 31, 2019, either for the first time (new to the institution) or after a break in service and who are still on the payroll of the institution as November 1, 2018.*

Review of Part III(C): Additional Requirements
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Does the report include a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees?	Select one.		
Does the report include a description of the process used to grant continuing contracts?	Select one.		
Does the report include a description of the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status?	Select one.		
Has the college developed a budgetary incentive plan to support and ensure attainment of the goals developed pursuant to section 1012.86, F.S.?	Select one.		
Did the college include a summary of the incentive plan?	Select one.		

Requirement	Response	Comments	Action
Did the summary include strategic resource allocation?	Select one.		
Does the report include a comparison of the salary ranges of new hires to salary ranges for employees with comparable experience and qualifications?	Select one.		

AGENDA ITEM: V.E.

Approval of Program Changes

The College requests Board approval of the following program changes, which have been approved by the FGC Educational Affairs Committee and are being proposed to improve programs. Effective date of implementation: Fall 2020

Registered Nursing, A.S. (NRVA/AS): This program change reflects prior Board approved course changes that will now require BSC 2086 and BSC 2086L as a prerequisite to the program, and make HUN 1201 a corequisite course for the program. The change is intended to strengthen prior knowledge of students on basic Anatomy and Physiology principles, and to eliminate Human Nutrition as a barrier to application to the program. The move to make HUN 1201 a corequisite will enhance students' integration of Human Nutrition principles while they're taking the Nursing courses where those principles apply.

AGENDA ITEM: VI.A.

Business Services Report

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

AGENDA ITEM: VI.B.

Budget Amendment Number Seven (7)
Capital Outlay Plan for Unexpended Plant Fund (7) Budget
Fiscal Year 2019-2020

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 23, 2020.

FLORIDA GATEWAY COLLEGE
FISCAL YEAR 2019-2020
CAPITAL OUTLAY PLAN FOR UNEXPENDED PLANT FUND (FUND 7)
As of April 23, 2020

A.	**Recapitulation by Source**	**Local Funds**	**License Tag Fees**	**Capital Improvement Fee**	**PECO Funds**	***Total Funds***
	Beginning Fund Balance	0.00	576,270.99	1,340,464.34	3,237,853.89	**5,154,589.22**
	Plus: Revenues	1,000,000.00	2,875.00	406,969.95	0.00	**1,409,844.95**
	Less: Expenditures	220,991.39	117,932.90	621,428.04	334,475.90	**1,294,828.23**
	Ending Fund Balance	**779,008.61**	**461,213.09**	**1,126,006.25**	**2,903,377.99**	**5,269,605.94**

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				0.00	0.00
	721447 18-19 Maintenance, Repair & Renovation				321,061.28	321,061.28
	721140 Building 8 & 9				2,582,316.71	2,582,316.71
	709100 Relocation of firing range	779,008.61				779,008.61
	720000 CO & DS		461,213.09			461,213.09
	Conference Center Restrooms					
	Life-Safety Corrections					
	730050 Capital Improvement Fee			1,087,668.01		1,087,668.01
	Performance Contract Payments					
	730070 Capital Improvement Fee - PSAV			38,338.24		38,338.24
	Renovations/Remodeling of Facilities					
	Equipment for PSAV programs					
	Technology Enhancements					
	Total	**779,008.61**	**461,213.09**	**1,126,006.25**	**2,903,377.99**	**5,269,605.94**

CERTIFIED AS APPROVED BY BOARD:

President (as Secretary of the Board) **Date**

AGENDA ITEM: VI.C.

Request of Fund Transfer

We request approval of an internal transfer of up to $200,000 from the Bookstore index 310000 to the Summer Scholarship index 510600 to cover the Summer 2020 Scholarship.

AGENDA ITEM: VII.A.

President's Report

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

AGENDA ITEM: VIII.A

Other Business

Personnel Matters- Board Acceptance of the Annual Evaluation of the President

Mr. Feagle, Board Attorney will report the completion of the annual evaluation of the President and ask the Board to accept the evaluation results. The Board Chair shall meet with the President within 30 days to review evaluation and provide the President with any recommendations.

FLORIDA GATEWAY COLLEGE

Board of Trustees

Dr. Miguel Tepedino, Board Chair

Mr. David Crawford, Vice Chair

Ms. Renae Allen

Mr. Robert C. Brannan, III

Ms. Lindsey Lander

Ms. Kathryn McInnis

Ms. Suzanne Norris

Dr. James Surrency

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.