

FLORIDA GATEWAY COLLEGE

Committee Structure Handbook

2020-2021



**FLORIDA GATEWAY
COLLEGE**

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ACCESSIBILITY COURSE SUBSTITUTION COMMITTEE

Standing Committee

Chair: Mr. Anthony Cardenas, Vice President, Enrollment Management and Student Affairs

Composition:

Ms. Terry Auger	-	Director of Accessibility Services and Test Center
Ms. Sandra Tomlinson	-	Associate Dean of Student Affairs
Dr. Paula Gavin	-	Dean of Academic Affairs
Dr. Matthew Peace	-	Associate Dean of Academic Affairs
Dr. Sean McMahan	-	Faculty Representative

Purpose: The committee will have a standing meeting the third week of the month. The committee will review and render a decision regarding course substitution requests for students registered with accessibility services.

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

ACCESSIBILITY SERVICES/ADA COMMITTEE
Standing Committee

Chair: Ms. Terry Auger, Director, Accessibility Services and Test Center

Composition:

Ms. Sandy Aguilar
Ms. Paula Redmond
Mr. C. Lance Jones
Ms. Sierra McHenry, Student Representative

Ex-Officio:

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

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

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

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

ACTIVITIES BUDGET COMMITTEE

Standing Committee

Chair: Ms. Amy Dekle-Hunt, Director, Student Life

Composition:

- | | | |
|---------------------|---|---|
| Ms. Angelica Cray | - | SGA President |
| Ms. Lindsey Thomas | - | SGA Vice President |
| Ms. Briana Williams | - | SGA Secretary |
| Ms. Sierra McHenry | - | SGA Legislative Liaison |
| Ms. Emily Howell | - | Faculty representative (elected by faculty) |
| Ms. Denise Johnson | - | Faculty representative (elected by faculty) |

Ex Officio:

- | | | |
|-----------------------|---|---|
| Mr. Anthony Cardenas | - | Vice President, Enrollment Management and Student Affairs |
| Ms. Sandra Tomlinson | - | Associate Dean, Student Affairs |
| Ms. Michelle Holloway | - | Vice President, Business Services |

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

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

ASSESSMENT COMMITTEE

Standing Committee

Chair: Ms. Christine Boatright, Associate Dean, Libraries and Institutional Effectiveness

Composition:

Ms. Amy Dekle-Hunt	-	Director, Student Life
Mr. Robert Dawson	-	Manager, Student Success Center
Ms. Kristin Casperson	-	Associate Director, Financial Aid
Dr. Brandon McIntire	-	Director, e-Learning
Ms. Patricia Morris	-	Coordinator, Library Services
Dr. Shane Neely-Smith	-	Executive Director, Nursing and Health Sciences
Ms. Misty Taylor	-	Director, Procurement and Contracts
Mr. Brian Lloyd	-	Director, Dual Enrollment and Career Services
Ms. Allyson Dees	-	Faculty Representative
Mr. David Hurner	-	Faculty Representative
Dr. Ali Messenger	-	Faculty Representative
Mr. William Noffsinger	-	Faculty Representative
Ms. Kristeen Roberts	-	Faculty Representative
Dr. Frederick Smith	-	Faculty Representative

Ex Officio:

Dr. Brian Dopson	-	Vice President, Academic Affairs
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Time of Appointment: Members are nominated by the Assessment Committee Chair and approved by the Vice President of Academic Affairs. Committee members serve for one year, although membership can be renewed each year upon agreement by the committee member and the Chair. Meetings are called quarterly, although additional meetings may be called if needed. Records of meetings are maintained by the Chair. The Chair reports to the Vice President of Academic Affairs.

Statement of Purpose: The Assessment Committee oversees academic and non-academic assessment processes and advocates for a culture of assessment in all areas of Florida Gateway College. Responsibilities include:

- Recommending assessment policies, procedures, and initiatives
- Evaluating assessment reports and program reviews
- Monitoring the use of assessment data and metrics to make improvements at all levels of the College
- Supporting assessment-related professional development efforts

BEHAVIORAL INTERVENTION TEAM
Standing Committee

Chair: Ms. Sandra Tomlinson, Associate Dean, Student Affairs

Composition:

Dr. Paula Gavin	-	Dean, Academic Affairs
Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer
Ms. Amy Dekle-Hunt	-	Director, Student Life
Vacant	-	Residence Life Supervisor
Ms. Kacey Schrader	-	Associate Dean, Enrollment Management
Ms. Susan Espenship	-	Faculty Representative
Mr. Joseph Shadle	-	Faculty Representative

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

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

CALENDAR COMMITTEE

Standing Committee

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

Composition:

Dr. Brian Dopson	Vice President for Academic Affairs	Standing member
Mr. Anthony Cardenas	Vice President for Enrollment Management and Student Affairs	Standing member
Ms. Michelle Holloway	Vice President for Business Services	Standing member
Ms. Sharon Best	Executive Director, Human Resources	Standing member
Mr. Travis George	Director, Financial Aid	Standing member
Mr. John Hartzog	Academic Advisor, Student Services	Recommended by VP for Enrollment Management and Student Affairs
Ms. Janet Bargar	Faculty	Recommended by VP for Academic Affairs
Mr. James Givvines	Faculty	Recommended by VP for Academic Affairs
Ms. Holly Sutton	Bursar, Business Services	Recommended by VP for Business Services
Ms. Angelica Cray*	Student	Recommended by Director of Student Life via VP for Enrollment Management and Student Affairs

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

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

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

CAMPUS APPEALS BOARD

Standing Committee

Chair: Mr. Anthony Cardenas, Vice President, Enrollment Management and Student Affairs

Composition:

- | | | |
|---------------------|---|-------------------------|
| Ms. Sylvia Calcano | - | Faculty |
| Ms. Brenda Jernigan | - | Faulty |
| Ms. Sandra Johnston | - | Faculty |
| Mr. Erik Smith | - | Faculty |
| *Ms. Lindsey Thomas | - | SGA Vice President |
| *Ms. Sierra McHenry | - | SGA Legislative Liaison |

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

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

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

COLLEGE SENATE

Standing Committee

Chair: Ms. Kelly Sistrunk, Academic Advisor

Co-Chair: TBD

Composition:

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

Dr. John Craig	(2019-21)	Ms. Christal Clark	(2020-22)
Mr. Todd Siff	(2019-21)	Ms. Japera Denson	(2019-21)
Ms. Liz Cobb	(2020-22)	Mr. Tim Mimbs	(2020-22)

Career Service

Mr. Stephen Culotti	(2020-22)
Ms. Amanda Luke	(2020-22)
Ms. C. Jeannette Blackmon	(2019-21)
Ms. Carly Loznicka	(2019-21)

Professional and Administrative

Ms. Crystal Janasiewicz	(2019-21)
Ms. Holly Sutton	(2019-21)
Ms. Lachrisha Gwinn	(2020-22)
Mr. John Hartzog	(2020-22)

Students (Elected by Student Government Association)

*Ms. Angelica Cray	(2020-21)
*Ms. Brianna Williams	(2020-21)

Ex Officio:

Mr. Anthony Cardenas	-	Vice President, Enrollment Management and Student Affairs
Ms. Michelle Holloway	-	Vice President, Business Services
Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer

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

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

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

EMPLOYEE EVENTS COMMITTEE
Standing Committee

Chair: Ms. Karyn Congressi, Assistant to the President

Composition:

Ms. Cassandra Buckles	-	Associate Director, Human Resources
Ms. Karyn Congressi	-	Assistant to the President
Mr. Stephen Culotti	-	Public Information Specialist
Ms. Amy Dekle-Hunt	-	Director, Student Life
Mr. Randy Frame	-	Skilled Maintenance Repairer
Ms. Debra Harrison	-	Executive Assistant
Ms. Laurie Layton	-	Coordinator, Research and Data Analysis

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

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

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

ENROLLMENT MANAGEMENT COUNCIL (EMC)

Standing Committee

Chair: Mr. Anthony Cardenas, Vice President, Enrollment Management and Student Affairs

Co-Chair: Ms. Christine Boatright, Associate Dean, Libraries and Institutional Effectiveness

Composition:

Ms. Pam Anderson	-	Senior Staff Assistant, Student Engagement
Dr. Pam Carswell	-	Executive Director, Teacher Preparation
Vacant	-	Director, Dual Enrollment and Career Services
Dr. Brian Dopson	-	Vice President, Academic Programs
Mr. John Hartzog	-	Academic Advisor
Mr. Joseph Holmes	-	Director, Business Services
Mr. Mike McKee	-	Executive Director, Public Information Office
Ms. Patricia Oreder	-	Director, ASDN and Certificate Programs
Ms. Kacey Schrader	-	Associate Dean, Enrollment Management
Ms. Rebecca Thomas	-	Academic Advisor
Mr. Travis Green	-	Executive Director, Informational Technology/CIO
Ms. Sandi Tomlinson	-	Associate Dean, Student Affairs
Dr. Juan Guzman	-	Faculty
Ms. Kristeen Roberts	-	Faculty

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

Statement of Purpose: The EMC acts in an advisory role that holistically manages the development and implementation of the SEM plan. They will monitor the plan's goals, objectives, strategies and key performance indicators key performance indicators (KPI's) to ensure effective and efficient progress is being made. In addition, as goals are met, the EMC will work with the Enrollment Marketing and Student Affairs leadership team to provide recommendations regarding new goals, objectives, strategies and KPI's that remain in line with college's strategic plan.

EQUAL ACCESS/EQUAL OPPORTUNITY
COMMITTEE
Standing Committee

Chair: Dr. Toni Briley, Academic Advisor

Composition:

Ms. Gayle Hunter	-	Director, Enrollment Services/Registrar
Ms. Donna Rodriguez	-	Accounts Payable/Property Specialist
Ms. Maureen Akey-Meyerson-		Faculty
Mr. Travis George	-	Director, Financial Aid

Ex Officio

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

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

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

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

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

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

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

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

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

FACILITIES COMMITTEE

Standing Committee

Chair: Mr. C. Lance Jones, Director, College Facilities

Composition:

Ms. Amy Dekle-Hunt	-	Director, Student Life
Mr. Mike McKee	-	Executive Director, Media and Public Information
Ms. Misty Taylor	-	Director, Procurement and Contracts
Ms. Joann Bailey	-	Library Technician II
Ms. Debra Grow	-	Senior Staff Assistant, Teacher Preparation Programs
Mr. Steve Adler	-	Faculty (elected)
Ms. Tina Allen	-	Faculty (elected)
Ms. Sierra McHenry	-	SGA Representative
Ms. Brianna Williams	-	SGA Representative

Ex Officio:

Dr. Brian Dopson	-	Vice President, Academic Affairs
Ms. Michelle Holloway	-	Vice President, Business Services
Mr. Anthony Cardenas	-	Vice President, Enrollment Management and Student Affairs

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

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

FINANCIAL AID COMMITTEE

Standing Committee

Chair: Mr. Travis George Director, Financial Aid

Composition:

Ms. Gayle Hunter	-	Director, Enrollment Services/Registrar
Ms. Kacey Schrader	-	Associate Dean, Enrollment Management
Ms. Sandi Tomlinson	-	Associate Dean, Student Affairs
Ms. Amy Dekle-Hunt	-	Director, Student Life
Dr. Michael Baker	-	Faculty (2019-21)
Ms. Jennifer Bowles	-	Faculty (2020-22)
* Ms. Lindsey Thomas	-	Student appointed by SGA Pres. (2020-21)
* Ms. Brianna Williams	-	Student appointed by SGA Pres. (2020-21)

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

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

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

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Standing Committee

Chair: Ms. Christine Boatright, Associate Dean, Libraries and Institutional Effectiveness and Assessment

Composition:

Dr. Pamela Carswell	-	Executive Director, Teacher Preparation Programs
Ms. Amy Dekle-Hunt	-	Director, Student Life
Dr. Brian Dopson	-	Vice President, Academic Affairs
Dr. Paula Gavin	-	Dean, Academic Programs and Baccalaureate Liaison
Ms. Michelle Holloway	-	Vice President, Business Services
Ms. Gayle Hunter	-	Director, Enrollment Services/Registrar
Mr. John Jewett	-	Executive Director, Olustee and Workforce Education
Ms. Laurie Layton	-	Coordinator, Research and Data Analysis
Mr. Mike McKee	-	Executive Director, Media and Public Information
Dr. Shane Neely-Smith	-	Executive Director, Nursing and Health Sciences
Mr. Lee Pinchouck	-	Executive Director, Office of Resource Development
Mr. Anthony Cardenas	-	Vice President, Enrollment Management and Student Affairs
Ms. Kacey Schrader	-	Associate Dean, Enrollment Management
Mr. Travis Green	-	Executive Director, Informational Technology/CIO
Mr. Ryan Touchton	-	Manager, Network and Security
Ms. Samantha Chapuseaux	-	Faculty
Dr. John Craig	-	Faculty
Dr. Dawn Cross	-	Faculty
Ms. Allyson Dees	-	Faculty
Dr. Tanya Doidge	-	Faculty
Mr. Joe Ganser	-	Faculty
* Ms. Angelica Cray	-	SGA Representative

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

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

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

LEARNING RESOURCES COMMITTEE

Standing Committee

Chair: Ms. Christine Boatright, Associate Dean, Libraries and Institutional Effectiveness

Composition:

* Ms. Briana Williams	-	SGA Student (appointed by SGA President)
Dr. Denise Gross	-	Faculty (elected)
Ms. Elizabeth Rogers	-	Faculty (elected)
Mr. Robert Dawson	-	Manager, Student Success Center
TBD	-	Appointed by Audio Visual Department

Time of Appointment: Committee membership reviewed each fall.

Statement of Purpose:

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

Interpret library policies to faculty, staff, and students.

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

Assist the LRC in the continuous evaluation of the collection.

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

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

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

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

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

POLICIES AND PROCEDURES

Standing Committee

Chair: Dr. Lawrence Barrett, President

Composition:

Dr. Brian Dopson	-	Vice President, Academic Affairs
Ms. Michelle Holloway	-	Vice President, Business Services
Mr. Anthony Cardenas	-	Vice President, Enrollment Management and Student Affairs
Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer
Ms. Karyn Congressi	-	Assistant to the President
Mr. Mike McKee	-	Executive Director, Media and Public Information
Mr. Lee Pinchouck	-	Executive Director, Office for Resource Development

Time of Appointment: Indefinite

Statement of Purpose: To periodically review and update the College Policies and Procedures Manual. This committee will meet as needed in order to assess the status of the Policies and Procedures Manual. Proposed changes to current policies and procedures will be brought to the committee by the President or the respective Vice President. Throughout the year, it will be the responsibility of the Office of the President to ensure that employees are provided notification of policy or procedure changes.

Residency Appeals Committee
Standing Committee

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

Composition:

Ms. Kacey Schrader - Associate Dean, Enrollment Management
Mr. Travis George - Director, Financial Aid

Ex Officio:

Mr. Anthony Cardenas - Vice President, Enrollment Management and Student Affairs

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

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

Retention Committee
Standing Committee

Chair: Mr. Anthony Cardenas, Vice President, Enrollment Services and Student Affairs

Co-Chair: Ms. Sandra Tomlinson, Associate Dean, Student Affairs

Composition:

Ms. Christine Boatright	-	Associate Dean, Libraries and Institutional Effectiveness
Dr. Shane Neely-Smith	-	Executive Director, Nursing and Health Sciences
Dr. Paula Gavin	-	Dean, Academic Affairs and Baccalaureate Liaison
Mr. Robert Dawson	-	Manager, Student Success Center
Ms. Kacey Schrader	-	Associate Dean, Enrollment Management
Vacant	-	Director, Dual Enrollment and Career Services
Ms. M. Elizabeth Carroll	-	Faculty
Dr. Ali Messenger	-	Faculty
Dr. Gabriel Pardo	-	Faculty
Mr. Todd Siff	-	Faculty

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

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

SAFETY COMMITTEE

Standing Committee

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

Composition:

Ms. Sharon Best	-	Director, Human Resources and Equity Officer	- Permanent
Ms. Karyn Congressi	-	Assistant to the President	- Permanent
Dr. Brian Dopson	-	Vice President, Academic Affairs	- Permanent
Mr. John Jewett	-	Executive Director, Olustee and Workforce Education	- Permanent
Mr. C. Lance Jones	-	Director, College Facilities	- Permanent
Mr. Anthony Cardenas	-	Vice President, Enrollment Management and Student Affairs	- Permanent
Mr. Travis Green	-	Executive Director, Informational Technology/CIO	- Permanent
Mr. Fred Douglas	-	Faculty (elected by faculty)	- Appointed
Ms. Lisa Bailey	-	Career Service	- Appointed
*Ms. Lindsey Thomas	-	Student (appointed by SGA Pres)	

Time of Appointment: Fall term of each academic year.

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

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

SALARY AND BENEFITS COMMITTEE/INSURANCE

Ad Hoc Committee

Chair: To Be Determined At First Meeting

Composition:

Faculty

Ms. Cecelia Larramore	-	(2019-21)
Ms. Destiney Parrish	-	(2019-21)
Dr. Michael Baker	-	(2020-22)
Ms. Kristeen Roberts	-	(2020-22)

Professional Staff

Ms. Rebecca Golden	-	(2019-21)
Mr. Joseph Holmes	-	(2019-21)
Mr. Ryan Touchton	-	(2019-21)
Mr. Brandon McIntire	-	(2020-22)
Ms. Misty Taylor	-	(2020-22)

Career Service Staff

Ms. Gloria Jordan	-	(2019-21)
Ms. Angela Glantz	-	(2019-21)
Mr. Eulalio Cruz	-	(2020-22)
Ms. Elena Voyles	-	(2020-22)

Ex Officio

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

Time of Appointment: Appointments made each fall or annual elections from within the appropriate groups. Terms are two years, staggered.

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

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

SCHOLARSHIP ADVISORY COMMITTEE

Standing Committee

Chair: Vacant – Director, Dual Enrollment and Career Services

Composition:

- Dr. Paula Gavin - Dean, Academic Affairs and Baccalaureate Liaison
- Dr. Cheryl Boice - Faculty Representative (2019-21)
- Ms. Samantha Rojas - Faculty Representative (2020-22)
- Ms. Yuracy Salazar - Faculty Representative (2020-22)
- Dr. Pedro Mora - Faculty Representative (2019-21)
- Ms. Penny Faris - A representative from Foundation for FGC
- Ms. Amy Dekle-Hunt - Director, Student Life
- Ms. Sierra McHenry - Student Representative

Ex Officio Member

- Mr. Anthony Cardenas - Vice President, Enrollment Management and Student Affairs

Time of Appointment: The faculty are elected every two years in the fall. Contact Director of Student Life for student representative. Chairperson reports to Vice President, Enrollment Management and Student Affairs.

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

SICK LEAVE POOL COMMITTEE

Standing Committee

Chair: TBD
Secretary: TBD

Composition:

Career Service:

Ms. Althia Beck	(2020-22)
Ms. Kristen Corbin	(2020-22)
Mr. Anthony Free	(2020-22)
Ms. Jeanne Anderson	(2019-21)
Mr. Eulalio Cruz	(2019-21)

Faculty:

Mr. John Hawes	(2019-21)
Ms. Emily Howell	(2020-22)

Professional:

Ms. Patricia Morris	(2019-21)
Ms. Karyn Congressi	(2020-22)

Ex Officio:

Ms. Sharon Best	-	Executive Director, Human Resources and Equity Officer
Mr. Anthony Cardenas	-	Vice President, Enrollment Management and Student Affairs
Ms. Cassandra Buckles	-	Associate Director, Human Resources

Time of Appointment: The committee members are appointed at the beginning of the fall term for staggered two-year terms.

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

TECHNOLOGY COMMITTEE

Standing Committee

Chair: Mr. Travis Green, Executive Director, Informational Technology/CIO

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

Secretary: Ms. Lisa Bailey, Senior Staff Assistant, Informational Technology

Composition:

- | | | |
|----------------------------------|---|--|
| Dr. Pam Carswell | - | Executive Director, Teacher Preparation Programs |
| Ms. Terry Auger | - | Director, Accessibility Services and Test Center |
| * Ms. Brianna Williams (2020-21) | - | A student representative, appointed by the President of Student Government (time of appointment: one year) |
| Ms. Melissa Davis (2020-22) | - | Six faculty members, three from each Division, elected by faculty (time of appointment: two year rotating) |
| Ms. Japera Denson (2020-22) | - | |
| Dr. Denise Gross (2020-22) | - | |
| Mr. M. Sean Durrance (2019-21) | - | |
| Mr. David Hurner (2019-21) | - | |
| Dr. Mustapha Kane (2019-21) | - | |

Ex Officio:

Mr. Robert Charles, Network Analyst and Maintenance Technician

Mr. Derriel Cribbs, Network Analyst and Maintenance Technician

Statement of Purpose:

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

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

Textbook Committee **Standing Committee**

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

Composition:

Dr. Cheryl Boice, Faculty representative

Mr. Tom Brown, Faculty representative

Dr. Mustapha Kane, Faculty representative

Ms. Carol McLean, Faculty representative

Ms. Amy Dekle-Hunt, Student Life representative

Ms. Briana Williams, A student representative, recommended by Vice President of Student Services

Ex Officio:

Mr. Jacob Bogue, Follett Bookstore Manager

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

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

WEB/PUBLICATIONS COMMITTEE

Standing Committee

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

Co-Chair: Mr. Anthony Cardenas, Vice President, Enrollment Management and Student Affairs

Composition:

Ms. Christine Boatright	Associate Dean, Libraries and Institutional Effectiveness
Ms. Karyn Congressi	Assistant to the President
Ms. Amy Dekle-Hunt	Director, Student Life
Ms. Debra Harrison	Executive Assistant, Enrollment Management and Student Affairs
Ms. Kacey Schrader	Associate Dean, Enrollment Services
Mr. Ryan Touchton	Manager, Network and Security
Ms. Lisa Co	Faculty Representative
Ms. Sierra McHenry	SGA Legislative Liaison

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

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

WELLNESS COMMITTEE

Standing Committee

Chair: Ms. Cassandra Buckles, Associate Director, Human Resources

Composition:

Ms. Christine Boatright	Associate Dean, Libraries and Institutional Effectiveness
Ms. Karyn Congressi	Assistant to the President
Ms. Amy Dekle-Hunt	Director, Student Life
Ms. Jennifer Evans	Faculty Representative
Ms. Janice Helfenberger	Faculty Representative

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

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

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