



DISTRICT BOARD OF TRUSTEES AGENDA

**DATE & TIME:
JANUARY 14, 2021
5:00 PM-REGULAR MEETING**

**LOCATION:
FLORIDA GATEWAY COLLEGE
ADMINISTRATION BUILDING
BUILDING 001, BOARD ROOM**



FLORIDA GATEWAY COLLEGE

MISSION STATEMENT

Approved by the Board of Trustees on June 9, 2020

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the diverse communities it serves 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 courseschedules

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
January 14, 2021
5:00 pm, Regular Meeting
FGC Administration Building, Board Room**

- I. Call to Order
- II. Pledge of Allegiance {SGA Representative}
- 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 November 19, 2020
- V. Student Government Report {SGA Representative}
 - A. General Information
- VI. *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. *Annual Course Continuations
 - E. *Annual Course Deletions
 - F. *Approval of New Programs
 - G. *Approval of Course Changes
 - H. *Approval of Program Changes
 - I. *Foundation Donation
 - J. *FGC Academic Calendar Revision
- VII. Academic Affairs {B. Dopson}
 - A. General Information
- VIII. Enrollment Management and Student Affairs (A. Cardenas)
 - A. General Information
- IX. Business Services Report {M. Holloway}
 - A. General Information
 - B. *Budget Amendment Number Three (3) Restricted Current Fund Two (2) Budget Fiscal Year 2020-2021

FGC Board of Trustees

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- C. *Budget Amendment Number Three (3) Capital Outlay Plan for Unexpended Plant Fund (7) Budget Fiscal Year 2020-2021

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

- XI. Topics for future meetings

- XII. Inspect Warrant Register

- XIII. Set Time for the Next Meeting
 - February 11, 2021 at 5:00pm
 - Regular Meeting
 - Dixie County

*Denotes Board of Trustees' action items

**FLORIDA GATEWAY COLLEGE
DISTRICT BOARD OF TRUSTEES
November 19, 2020
5:00 pm, Regular Meeting
FGC Administration Building, Board Room**

I. Call to Order

The regular meeting of the District Board of Trustees was called to order November 19, 2020 at 5:05pm by Chairperson Dr. Miguel Tepedino.

Members present: Dr. Miguel Tepedino, Ms. Suzanne Norris, Mr. David Crawford, Mr. Lindsey Lander, Ms. Renae Allen, Ms. Kathryn McInnis, Mr. Chuck Brannan and Board Attorney, Marlin Feagle.

Members absent: Dr. Jim Surrency

All votes were unanimous unless stated otherwise.

II. Pledge of Allegiance

SGA President Angelica Cray, led the Board in the Pledge of Allegiance.

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 request for the Audience of any citizen.

IV. Approval of Board Minutes

The Board approved the minutes from the previous meeting on October 8, 2020.

Approved as presented.

Motion by: Ms. Kathryn McInnis Second by: Ms. Renae Allen

V. Student Government Report

SGA President, Angelica Cray reported on recent events- Multicultural day, Fall Festival, and the SGA food drive.

She also shared the SGA purchased 7 sets of graduation regalia for students who can't afford to purchase them. They will be able to check them out and return them after graduation.

VI. Presentation of Consent Agenda

- A. *Personnel Matters
- B. *Routine Contracts and Agreements
- C. *Surplus Property
- D. *Program Changes
- E. *Course Changes
- F. *Foundation Donation

Approved as presented.

Motion by: Ms. Suzanne Norris

Second by: Mr. David Crawford

VII. Academic Affairs

A. General Information

Patricia Orender was accepted into the very competitive 2021 National League for Nursing LEAD program under the Center for Transformational Leadership. LEAD focuses on leadership development for nurses in education and practice.

The **Holiday online Term** begins on Tuesday December 1st. Nearly every course is at capacity.

A&P: Nova Southeastern University has donated 6 cadaver dissecting tables. Arranging for transport now.

Brain Bowl completed its third virtual tournament. This is the last tournament of the semester, but the team will continue to practice over winter break. **James Givvines** leads the team with **Stefan Malizia's** assistance.

30 single-parent students are being provided with \$25 Publix gift cards to assist with Thanksgiving. This is the 5th year in a row assistance has been provided. **Sandy Aguilar** leads this program.

ACUE professional development finished up. 57 of the 58 faculty members finished the program on time.

Sean McMahon and the Historical Museum helped the Town of Fort White write a grant to put up historical markers showing the history of the railroad in town.

The Halloween festival and Haunted House had great attendance last month. Special thanks to **Todd Siff & the Theatre club** as well as **Lisa Co and Denise Gross & the Art club**.

Tina Allen and her speech classes presented a Veteran's Day Event at the flag pole. It was a great way for students to honor our veterans.

Two Christmas events are coming up.

Holiday Concert on December 5th and 6th. The Matt Johns Band as well as student/community singers will participate.

Winter Wonderland on December 12th. There will be Santa Claus, holiday music concerts, and other fun activities.

Guided Pathways

FGC has been working hard on developing Guided Pathways Model to ensure student success. We are guided by the 4 main pillars of guided pathways:

1. Mapping pathways to student end goals by creating clear maps for each program, like the ones I provided.

2. Helping students choose and enter a program pathway by letting students explore programs and consider possible careers, and developing complete academic plan
3. Keeping students on a path with an alert system so we can steer students toward academic or other supports.
4. Ensuring that students are learning by designing programs around a coherent set of learning outcomes.

VIII. Enrollment Management and Student Affairs

A. General Information

Registration for Spring 2021 began on October 26th. We currently have 1,908 students registered for 16,521 which is slightly down from last year at this time. We have received 942 applications versus 869 from a year ago. We have admitted 604 students versus 559 from a year ago.

Our “Holiday Term” or “H-Term” has been an early success. We currently have 240 students registered for this term.

The Rapid Credentialing Grant has had an impact on spring enrollment. We have 148 applications for our Phlebotomy versus 8 from a year ago. We have also received 22 applications versus 9 from a year ago in our Firefighter program.

Florida Gateway College will host “One Stop Enrollment Day on December 1st. FGC hosted our annual “Dual Enrollment Articulation Day” on November 17th in the PAC. We welcomed 22 guidance counselors representing all seven high schools in our district.

John Hartzog has been hired as the first E-Sports coach in the history of Florida Gateway College. John is also serves as an academic advisor in our student advising center. The FGC E-Sports team begins varsity level competition Fall of 2021.

Merlin Leal competed in the NJCAA Half-marathon National Championships Tuesday, in Fort Dodge, Iowa. Temp at running time was 27 degrees. She finished in 19th place and qualified as an All-American. Merlin is the first All-American athlete at FGC since we brought the athletic programs back.

The office of Student Activities will be hosted a “Drive-in” movie night on campus on Friday, November 13th. The featured film was “Black Panther.” We had over 60 cars in attendance.

IX: Business Services Report

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

- B. Budget Amendment Number Two (2) Restricted Current Fund Two (2) Budget Fiscal Year 2020-2021

Approved as presented.

Motion by: Mr. David Crawford Second by: Ms. Kathryn McInnis

C. Budget Amendment Number Two (2) Capital Outlay Plan for Unexpended Plant Fund (7) Budget Fiscal Year 2020-2021

Approved as presented.

Motion by: Mr. David Crawford Second by: Ms. Kathryn McInnis

D. Annual Comprehensive Safety Inspection Report

Approved as presented.

Motion by: Ms. Suzanne Norris Second by: Mr. Chuck Brannon

IX. President's Report

A. General Information

- **Fall Commencement Ceremonies** The dates and times for the Fall 2020 Commencement Ceremonies will be December 8, 10, and 11 at the following times: 5:30, 6:30 and 7:30 pm. We are finalizing the arrangements. If you plan to attend one or more ceremonies, please make sure and call Karyn this week to make arrangements.
- Haunted House and fall festival held in October had a great turnout. Special thanks to Todd Siff and his students.
- Karyn will be leaving the College. This will be her last Board meeting. We have hired Katy McCrary who comes to us from the City of Lake City where she was the Deputy City Clerk.
- The portables have moved (show short video clip)
- Renovations to the Anatomy and Physiology lab are complete. (Show video clip)
- Boy's Club Renovations
- Provide update on status of athletics/dorms
- I held a meeting on campus with several key business leaders for discussion on the CDL Program earlier this week.
- Short program was held on Tuesday to recognize our Veteran's on campus.
- Winter Wonderland on campus
- The College may bring forward a request for permission of the Board to award a Posthumous AA Degree for a young FGC student who was recently murdered.

XI. Topics for Future Meetings

XII. Inspect Warrant Register

XIII. Set Time for the Next Meeting

Next Meeting: January 14, 2021 at 5:00pm
Florida Gateway College Board Room (Bldg. 001)

The meeting was adjourned at 6:16pm

Items provided to the Board at this Meeting:

- Year to Date Financial Report Month Ending October 2020
- Executive Summary Month Ending October 2020
- Various newspaper articles from Lake City Reporter

Dr. Miguel Tepedino, Chair

Dr. Lawrence Barrett, Secretary

AGENDA ITEM: V.A.

Student Government Report

- A.** General Information: A representative from the Student Government Association will report on recent and upcoming activities and events.

AGENDA ITEM: VI.A.

Personnel Matters

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

PERSONNEL MATTERS
JANUARY 14, 2021
BOARD OF TRUSTEES MEETING

RESIGNATIONS/RETIREMENTS/TERMINATIONS:

Hunter, Gayle	Director, Enrollment Services/Registrar (position to be filled)	12/31/20
Moon, Terri	Employment Specialist, Human Resources (position to be filled)	12/31/20
White, David	Skilled Maintenance Repairer (position to be filled)	12/31/20

APPOINTMENTS/REAPPOINTMENTS/REPLACEMENTS/TRANSFERS:

Bright, Kimberly	Academic Advisor, Enrollment Management and Student Affairs, Full-time	01/04/21
Burdick, Gail	Research Specialist, Institutional Effectiveness, (part-time, temporary)	12/01/20-01/08/21
Clark, Christal	Assistant Professor, Criminal Justice, Educational Adjustment	10/01/20
Cohen, Jessica	Senior Staff Assistant, Academic Affairs, Full-time	11/30/20
Davis, Melissa	Assistant Professor, Nursing, Educational Adjustment	10/01/20
Denson, Japera	Assistant Professor, Health Information Technology, Educational Adjustment	10/01/20
Larramore, Cecelia	Assistant Professor, Accounting, Educational Adjustment	10/01/20
McCrary, Kathryn	Assistant to the President, Office of the President, Full-time	11/30/20
Parish, Destiney	Assistant Professor, Nursing, transfer	01/04/21

STUDENTS:

None

ADJUNCT FACULTY/OVERLOAD CONTRACTS:

See attached pages

Board Agenda Report
Academic Affairs
Fall 2020- A16, B8, and H

Instructor Name	CRN	Course Number and Section	Course Title	Credits	Part of Term	Start Date	End Date
Brady, Kristopher	10672	CJL 2101 3I1	Criminal Law	3	B8	10/06/2020	11/24/2020
Logan Andrews	10567/10568	NUR 1020C-H01-H02	Nursing Foundations	10	A16	11/4/2020	11/19/2020
Heeke, Robin	20016	AMH 2020-WI1	US History from 1865	3	H	12/1/2020	1/8/2021
Akey, Maureen	20023	BSC 2010C-WI1	General Biology I w/Lab	4	H	12/1/2020	1/8/2021
Allen, Tina	20015	SPC 2608-WI1	Public Speaking	3	H	12/1/2020	1/8/2021
Avery, Carrie	20020	HUM 2551-WI1	Philosophy and Religion	3	H	12/1/2020	1/8/2021
Baker, Michael	20013	ENC 1101-WI	Freshman Comp I	3	H	12/1/2020	1/8/2021
Chapuseaux, Samantha	20665	SPC 2608-W12	Public Speaking	3	H	12/1/2020	1/8/2021
Cobb, Elizabeth	20014	ENC 1102-WI	Freshman Comp II	3	H	12/1/2020	1/8/2021
Evans, Jennifer	20022	MAC 1105-WI	College Algebra	3	H	12/1/2020	1/8/2021
Johnson, Denise	20017	PSY 2012-WI	General Psychology	3	H	12/1/2020	1/8/2021
Kane, Mustapha	20024	GLY 1001-WI	Earth Science	3	H	12/1/2020	1/8/2021
Malizia, Stefan	20018	SYG 1000-WI1	Introduction to Sociology	3	H	12/1/2020	1/8/2021
Mora, Pedro	20021	MAT 1033-WI	Intermediate Algebra	4	H	12/1/2020	1/8/2021
Smith, Fred	20019	HUM 2020-WI	Introduction to Humanities	3	H	12/1/2020	1/8/2021

30 Years

Terry A. Auger
Donna S. Lee
Randy L. Frame

20 Years

Althia M. Beck
Sean H. McMahon
Gloria L. Jordan

15 Years

Brian G. Dopson
John B. Hawes
Kelly L. Hardee
Patricia R. Orender

10 Years

Sandra D. Swinney
Debra J. Shearer
Maureen E. Akey-Meyerson
Leonard Troy Appling
Elizabeth R. Cobb
Robert E. Chapman, IV
Crystal R. Janasiewicz

Retirement

Terry A. Auger	1990-2021
Gayle P. Hunter	1991-2020
Terri L. Moon	2007-2020
Peggy V. Slocumb	2009-2021
David J. White	2004-2020

AGENDA ITEM: VI.B.

Routine Contracts and Agreements

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

Routine Contracts and Agreements
Board Date: January 14, 2021

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 contract 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:** Brinlee, Clayton - Suwannee County
Narrative: Section 1007.27 and 1007.271 Florida Statutes specify that a variety of articulated acceleration mechanisms be available for secondary school students attending Florida public or non-public schools, including Home Education students. The College has entered into a Dual Enrollment Home Education Inter-Institutional Articulation Agreement with the Second Party for the 2020-2021 academic school year.
Cost: None
- 2. Second Party:** Children's Medical Center
North Florida Regional Medical Center, Inc.
Select Rehabilitation, LLC
SF Brevard, LLC dba The Rehabilitation Center of Lake City
Shands Jacksonville Medical Center, Inc.
Narrative: The College has entered into one or more Clinical Education Agreements or Memorandums of Agreement (MOA) with each of the health-related organizations and/or agencies listed above. These Agreements or MOA's allow FGC students enrolled in the Associate of Science in Nursing, Bachelor of Science in Nursing, Practical Nursing, Patient Care Assistant, Physical Therapist Assistant, Health Information Technology, Emergency Medical Services or Pharmacy Technology program to gain clinical laboratory experience at facilities operated by these organizations/agencies.
Cost: None
- 3. Second Party:** American Health Information Management Association (AHIMA)
- Chicago, IL
Narrative: The College entered into an Agreement with American Health Information Management Association to provide a subscription to VLab Encoder for students.
Cost: \$ 1,875.00
- 4. Second Party:** Dale's Excavation, Inc. - Lake City, FL
Narrative: The College entered into an Agreement with Dale's Excavation, Inc. for the first phase of the College walkway improvements.
Cost: \$ 124,428.00
- 5. Second Party:** Emergency Medical Consultants, Inc. - Orlando, FL
Narrative: The College entered into multiple Agreements with Emergency Medical Consultants, Inc. to provide educational prep courses for students on November 8-10, 2020.
Cost: \$ 5,600.00

6. **Second Party:** Everything but the Mime, Inc. - Orlando, FL
Narrative: The College entered into an Agreement with Everything but the Mime, Inc. to provide Fun Crew's Snow Man and Snow Woman snow blowers for a Student Activities event held Saturday, December 12, 2020.
Cost: \$ 1,150.00

7. **Second Party:** Florida Outdoor Productions, LLC, dba Premiere Outdoor Movies - Clermont, FL
Narrative: The College entered into an Agreement with Florida Outdoor Productions, LLC, dba Premiere Outdoor Movies to provide a complete outdoor theater package for the College movie event on 11/13/2020.
Cost: \$ 3,500.00

8. **Second Party:** SHI (Software House International) - Piscataway, NJ
Narrative: The College entered into an Agreement with SHI for a subscription Creative Cloud, with Adobe Sign for Enterprise Education and Captivate.
Cost: \$ 18,062.40

Short Term Contracts

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

Second Party: Hunter Bland Advisor to the FGC's Bassmasters Club	10/26/20 – 5/3/21
Cost: \$ 2,500.00	
Second Party: Shaw Grigsby Advisor to the FGC's Bassmasters Club	10/26/20 – 5/3/21
Cost: \$ 2,500.00	
Second Party: Ron Ryals Advisor to the FGC's Bassmasters Club	10/26/20 – 5/3/21
Cost: \$ 2,500.00	
Second Party: Jonathan Benefield Musician to play a at the College's Holiday Concert	12/5/20 – 12/15/20
Cost: \$ 800.00	
Second Party: Kenneth Chinn Musician to play a at the College's Holiday Concert	12/5/20 – 12/15/20
Cost: \$ 599.00	
Second Party: Matt Johns Musician to play a at the College's Holiday Concert	12/5/20 – 12/15/20
Cost: \$ 950.00	
Second Party: Carl Manna Musician to play a at the College's Holiday Concert	12/5/20 – 12/15/20
Cost: \$ 800.00	

AGENDA ITEM: VI.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
DECEMBER, 2020**

	A	B	C	D	E
1					
2	DECAL	DESCRIPTION	PURCHASE VALUE	PURCHASE DATE	CLASS CODE
3					
4	10886	Infant - Noelle Newborn Hal	52,664.86	09/11/11	6
5	11279	Human Patient Sim	42,695.77	05/20/13	6
6	11280	Human Patient Sim	42,695.77	05/20/13	6
7	11281	Human Patient Sim	42,695.77	05/20/13	6
8	11428	Noelle Birthing Simulator	3,595.50	08/14/13	6
9	11688	Sim Man 3G	84,995.00	02/04/15	6
10	11689	Sim Man 3G	84,995.00	02/04/15	6
11	11690	Sim Man 3G	84,995.00	02/04/15	6
12					
13					
14					
15		TOTAL	\$ 439,332.67		
16					
17					
18					
19					
20		NOTE: These items will be used as a trade-in for			
21		new manikins purchased from Laerdal.			
22					
23					
24		1= OBSOLETE			
25		2=SALVAGE/USED FOR PARTS			
26		3=TOO COSTLY FOR REPAIRS			
27		4=SALVAGE NOT REPAIRABLE			
28		5=STOLEN (see attached report)			
29		6=TRADED (see attached form)			
30		7=TRANSFERRED TO ANOTHER AGENCY			
31		8= SURPLUS NOT COST EFFECTIVE TO MAINTAIN			
32		9= SURPLUS TO BE SOLD AND OR SOLD FOR PARTS			
33		10= NATIONAL RECALL			
34					
35					
36					
37					

AGENDA ITEM: VI.D.

ANNUAL COURSE CONTINUATIONS

State Board Rule 6A-10.0331 requires each Florida College System institution to review courses that have not been taught for five years. Any such classes which the institution wishes to continue must be reviewed in the same manner that the institution reviews courses which are proposed for addition to the catalog and the statewide course numbering system. A course may be continued in the catalog if the institution plans to offer it during the next five years.

The courses which have not been taught for five years, but which are expected to be offered during the next five years are shown below. The College requests Board approval for the continuation of these courses. Continuation of the courses below have been approved by the Florida Gateway College Educational Affairs Committee. Effective Date of implementation: Fall 2021

Course	Title	Last Term Taught
ART 2103C	Intermediate Crafts	201610
HIM 2254	Intermediate CPT Coding	201520
HSC 2149	Pharmacology for Healthcare Professionals	201520
MUH 2112	Music History and Literature II	201520
MUT 2127	Music Theory IV	201520
MVP 2221	Percussion	201610
MVP 2321	Percussion	201520
NUR 1142	Pharmacology	201530
NUR 1214L	Clinical Skills	201530
NUR 1520C	Mental Health	201530
OST 2611	Medical Transcription I	201520
SPC 1017	Oral Communications	201520
SPC 1061	Introduction to Academic and Professional Speaking	201610
SPC 2601	Public Speaking II	201520

AGENDA ITEM: VI.E.

ANNUAL COURSE DELETIONS

State Board Rule 6A-10.0331 requires each Florida College System institution to ensure that classes which have not been taught for five years and are not expected to be offered during the next five years are deleted from the college catalog. Upon approval of the Educational Affairs Committee and the Board of Trustees, the Office of the Statewide Course Numbering System will be notified to delete these courses. This annual certification of courses to be deleted is submitted to the Board of Trustees.

The courses which have not been taught for five years and are not expected to be offered during the next five years are shown below. The College requests Board approval of the deletion of these courses. Deletion has been approved by the Florida Gateway College Educational Affairs Committee and is awaiting Board approval: Fall 2021

Course	Title	Last Term Taught
GCO 2632	Golf Course Organization & Administration	201520
GCO 2931	Golf Course Industry Seminar	201520
LDE 2000C	Basic Landscape Design	201520
NSP 1052	Pharmacology Review	201530
NSP 1710C	Nursing Process I Review	201520
NUR 2243C	Nursing Process II Review	201610
ORH 2011L	Horticulture Lab	201520
ORH 2835	Landscape Estimating and Contracting	201520
ORH 2941L	Landscape Technology Internship	201530
PRN 0007C	Basic Nursing Review	201520

AGENDA ITEM: VI.F.

Approval of New Programs

The College requests Board approval to offer the following new programs, which has been approved by the FGC Educational Affairs Committee and is being proposed to improve programs.

Effective Date of implementation: Fall 2021

Accounting Technology Operations (ACTO): This certificate is fully embedded in the Accounting Technology Management certificate and will give students a shorter option for obtaining an accounting credential.

Accounting Technology Specialist (ACTS): This certificate is fully embedded in the Accounting Technology Management certificate and will give students a shorter option for obtaining an accounting credential.

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AGENDA ITEM: VI.G.

Approval of Course Changes

The College requests Board approval of the following course changes, which have been approved by the FGC Educational Affairs Committee and are being proposed to improve programs. Effective Date of implementation: Fall 2021

Child Growth and Development: Infant and Preschool (CHD 1220): This change proposes only allowing students that have a major of Early Elementary Education, A.S. (EECE) or Child Care Professional (CCPC) to register for the course.

CPT Coding (HIM 2253): This change proposes adding Anatomy and Physiology I with Lab (BSC 2085 and BSC 2085L) and Anatomy and Physiology II with Lab (BSC 2086 and BSC 2086L) to the list of prerequisite courses.

ICD-10-CM Coding (HIM 2282): This change proposes adding Anatomy and Physiology I with Lab (BSC 2085 and BSC 2085L) and Anatomy and Physiology II with Lab (BSC 2086 and BSC 2086L) to the list of prerequisite courses.

ICD-10-PCS Coding (HIM 2723): This change proposes adding Anatomy and Physiology I with Lab (BSC 2085 and BSC 2085L) and Anatomy and Physiology II with Lab (BSC 2086 and BSC 2086L) to the list of prerequisite courses.

AGENDA ITEM: VI.H.

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 2021

Accounting Technology (ACGC): This change will add Personal Finance (FIN 2104) as an option and would allow students only seeking the Accounting certificate an applied pathway, without needing college level mathematics. This also changes the program name to Accounting Technology Management, to distinguish it from the two accounting certificates that are being added.

Health Information Technology (HIMT): This change proposes adding Anatomy and Physiology I with Lab (BSC 2085 and BSC 2085L) and Anatomy and Physiology II with Lab (BSC 2086 and BSC 2086L) to the list of prerequisite courses for the program. This will align the courses in the program so that they all have the same prerequisites.

AGENDA ITEM: VI.I.

Donation

The College requests approval to accept two block portable classrooms donated to Florida Gateway College from the Dixie County School Board. Property subject to review and approval by college counsel.

**Academic Calendar Changes
2020-2021**

The Board of Trustees approved the revised 2020-2021 academic calendar in March 2020 and approved revisions to the fall term dates in August 2020. The college requests approval of changes to the calendar spring term dates summarized below.

Changes to spring 2021 dates:

The common entry period under State Board Rule 6A-10.019 is January 2 through January 11, so an exception to the common entry period will be requested.

- Spring fees due: Add January 27, 2021
- Spring state employee fee waiver registration: Change end date from January 15 to January 25, 2021
- Classes begin: Change from January 11 to January 19, 2021
- Add/drop (full term courses): Change from January 11-15 to January 19-25, 2021
- Add/drop end date for express sessions that start 1/19/21: Change from January 13 to January 21, 2021
- Incomplete grade deadline from fall classes: Change from February 1 to February 9, 2021
- Spring Break: Remove spring break 2021

2020-2021 Academic Calendar (Revised 12/17/20)

Web registration, web drop, and web payment are open until midnight on the last date indicated, unless another time is shown. College offices close at 4:30 p.m. fall and spring and 5:00 p.m. summer. Unless a different time is shown or the college closes early, all other deadlines, except class dates, are 4:30 p.m. on the last date indicated.

May 18 – Aug. 14	Fall registration begins
May 18 – Aug. 14	Fall Nelnet payment plan is available
May 28	Fall international applicants admission application deadline
June 11	Fall international transfer applicants admission application deadline
July 9	Fall financial aid deadline; Fall admission priority processing date
August 6 August 12 August 19 August 26	Fall fees due (Fees are due if registered on or before a due date.) *All class registrations not secured with full payment or financial aid will result in students having their class schedule cancelled in its entirety. All students registering for classes after the last due date must secure classes with full payment or financial aid on the day of registration.
Aug. 14-21	State employee fee waiver registration
August 17	Classes begin *Start dates for express sessions may vary. Check your class schedule for start dates
August 17-21	Add/Drop (for classes starting 8/17/20)
August 19	Add/Drop ends for express session classes starting 8/17/20
August 21	State employee fee waiver registration ends Add/Drop ends (for full term classes) Add/Drop end date varies for classes that are not full term, including those that started 8/17/20 and those starting later in the term. (See express session details for all registration, add/drop and withdrawal dates.)
September 7	Labor Day Holiday
September 8	Last day to submit grade changes for “I” grades received in previous summer term. Unresolved “I” grades will change to “F”.
October 1	Spring international applicants admission application deadline
October 15	Spring international transfer applicants admission application deadline
October 16	Fall commencement ceremony participating deadline (includes having name in program). Fall graduation application required. Summer graduates will be included.
Oct. 26 – Jan. 8	Spring registration begins
Oct. 26 – Jan. 8	Spring Nelnet payment plan is available
October 29	Last day for withdrawal (Completed forms must be received in Enrollment Services before 4:30 p.m.) (Withdrawal deadlines vary for classes that do not span the full term. See express session details for all registration, add/drop and withdrawal dates.)
November 11	Veterans Day Holiday
November 13	Spring financial aid deadline; Spring admission priority processing date
November 24	Term ends. Fall graduation application deadline.
November 25-27	Thanksgiving Holiday
December 1	Grades due (12 noon)
December 8, 10, 11	Fall Commencement Ceremony
December 16 January 6 January 13 January 20 January 27	Spring fees due (Fees are due if registered on or before a due date.) *All class registrations not secured with full payment or financial aid will result in students having their class schedule cancelled in its entirety. All students registering for classes after the last due date must secure classes with full payment or financial aid on the day of registration.
December 21-31	Winter Break
January 1	Winter Break – New Year’s Day Holiday
Jan. 6-25	Spring state employee fee waiver registration
January 19	Classes begin *Start dates for express sessions may vary. Check your class schedule for start dates

January 19-25	Add/Drop (for classes starting 1/19/21)
January 21	Add/Drop ends for express session classes starting 1/19/21
January 25	State employee fee waiver registration ends Add/Drop ends (for full term classes) Add/Drop end date varies for classes that are not full term, including those that started 1/19/21 and those starting later in the term. (See express session details for all registration, add/drop and withdrawal dates.)
January 18	Martin Luther King, Jr. Holiday
February 9	Last day to submit grade changes for "T" grades received in previous fall term. Unresolved "T" grades will change to "F".
February 11	Summer international applicants admission application deadline
February 15	President's Day Holiday
February 25	Summer international transfer applicants admission application deadline
March 11	Spring commencement ceremony participating deadline (includes having name in program). Spring or summer graduation application required.
April 5 – May 7	Summer registration begins
April 5 – May 7	Summer Nelnet plan is available
April 7	Last day for withdrawal (Completed forms must be received in Enrollment Services before 4:30 p.m.) (Withdrawal deadlines vary for classes that do not span the full term. See express session details for all registration, add/drop and withdrawal dates.)
April 9	Summer financial aid deadline; Summer admission priority processing date
April 29 May 6 May 12 May 19	Summer fees due (Fees are due if registered on or before a due date.) *All class registrations not secured with full payment or financial aid will result in students having their class schedule cancelled in its entirety. All students registering for classes after the last due date must secure classes with full payment or financial aid on the day of registration.
May 3	Spring term ends. Spring graduation application deadline.
May 4	Spring grades due (12 noon)
May 6-12	Summer state employee fee waiver registration
May 6	Spring/Summer Commencement Ceremony
May 10	Summer classes begin *Start dates for express sessions may vary. Check your class schedule for start dates
May 10	Summer work schedule begins
May 10-12	Add/Drop (for classes starting 5/10/21) (See express session details for all registration, add/drop and withdrawal dates.)
May 12	Summer add/drop ends (for classes starting 5/10/21) Add/Drop end date varies for classes starting later in the term. (See express session details for all registration, add/drop and withdrawal dates.)
May 17	Fall registration begins
May 31	Memorial Day Holiday
June 1	Last day to submit grade changes for "T" grades received in previous spring term. Unresolved "T" grades will change to "F".
July 5	Independence Day Holiday
July 15	Last day for withdrawal (Completed forms must be received in Enrollment Services before 4:30 p.m.) (Withdrawal deadlines vary for classes that do not span the full term. See express session details for all registration, add/drop and withdrawal dates.)
August 9	Summer term ends Grades due (midnight) Summer graduation application deadline
August 12	Summer work schedule ends
September 13	Last day to submit grade changes for "T" grades received in previous summer term. Unresolved "T" grades will change to "F".

AGENDA ITEM: VII.A.

Academic Affairs Report

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

AGENDA ITEM: VIII.A.

Enrollment Management & Student Affairs Report

- A. General Information: Mr. Tony Cardenas, Vice-President of Enrollment Management and Student Affairs will report on recent and upcoming events.

AGENDA ITEM: IX.A.

Business Services Report

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

AGENDA ITEM: IX.B.

**Budget Amendment Number Three (3)
Restricted Current Fund (Fund 2)
Fiscal Year 2020-21**

The College requests approval of *Budget Amendment Number Three (3) to the Restricted Current Fund (Fund 2) for Fiscal Year 2020-2021*. This amendment recognizes revised award authorizations and new grants received in the 2020-21 fiscal year.

AGENDA ITEM: IX.C.

**Budget Amendment Number Three (3)
Capital Outlay Plan for Unexpended Plant Fund (7) Budget
Fiscal Year 2020-2021**

We are requesting approval of Fund 7 budget amendment Three (3) which has been revised so the report reflects actual revenue, revised budgeted expenditures, actual expenses, and updated projects through December 1, 2020.

FLORIDA GATEWAY COLLEGE
FISCAL YEAR 2020-2021
CAPITAL OUTLAY PLAN FOR UNEXPENDED PLANT FUND (FUND 7)
As of December 1, 2020

A. Recapitulation by Source	Local Funds	License Tag Fees	Capital Improvement Fee	PECO Funds	Total Funds
Beginning Fund Balance	670,862.88	555,411.40	1,142,957.22	2,863,641.15	5,232,872.65
Plus: Revenues	1,270.00	1,080.00	293,454.05	6,148,625.00	6,444,429.05
Less: Expenditures	97,956.83	9,084.24	316,493.46	250,856.00	674,390.53
Ending Fund Balance	<u>574,176.05</u>	<u>547,407.16</u>	<u>1,119,917.81</u>	<u>8,761,410.15</u>	<u>11,002,911.17</u>

B. Budgeted Expenditure	Local Funds	License Tag Fees	Capital Improvement Fee	PECO Funds	Total
721447 18-19 Maintenance, Repair & Renovation				148,246.24	148,246.24
721140 Building 8 & 9				8,613,163.91	8,613,163.91
709100 Relocation of firing range	574,176.05				574,176.05
720000 CO & DS		547,407.16			547,407.16
Roadways & walkways					
Life-Safety Corrections					
730050 Capital Improvement Fee			1,069,875.92		1,069,875.92
Performance Contract Payments					
730070 Capital Improvement Fee - PSAV			50,041.89		50,041.89
Renovations/Remodeling of Facilities					
Equipment for PSAV programs					
Technology Enhancements					
Total	<u>574,176.05</u>	<u>547,407.16</u>	<u>1,119,917.81</u>	<u>8,761,410.15</u>	<u>11,002,911.17</u>

CERTIFIED AS
APPROVED BY
BOARD:

President (as Secretary of the Board)

Date

AGENDA ITEM: X.A.

President's Report

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



**FLORIDA GATEWAY
COLLEGE**

Board of Trustees

Dr. Miguel Tepedino, Board Chair

Mr. David Crawford, Vice Chair

Ms. Renae Allen

Mr. Robert C. Brannan, III

Mr. 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.