



Florida Job Growth Grant Fund Workforce Training Grant Proposal

Proposal Instructions: The Florida Job Growth Grant Fund Proposal (this document) must be completed and signed by an authorized representative of the entity applying for the grant. Please read the proposal carefully as some questions may require a separate narrative to be completed.

Entity Information

Name of Entity: Florida Gateway College

Federal Employer Identification Number (if applicable): 288.075, F.S.

Contact Information:

Primary Contact Name: Dr. Lawrence Barrett

Title: President

Mailing Address: 149 SE College Place
Lake City, FL 32025

Phone Number: 386-754-4200

Email: president@fgc.edu

Workforce Training Grant Eligibility

Pursuant to 288.101, F.S., The Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. This includes workforce training grants to support programs offered at state colleges and state technical centers.

Eligible entities must submit proposals that:

- Support programs and associated equipment at state colleges and state technical centers.
- Provide participants with transferable and sustainable workforce skills applicable to more than a single employer.
- Are offered to the public.
- Are based on criteria established by the state colleges and state technical centers.
- Prohibit the exclusion of applicants who are unemployed or underemployed.



1. Program Requirements:

Each proposal must include the following information describing how the program satisfies the eligibility requirements listed on page 1.

- A. Provide the title and a detailed description of the proposed workforce training.

Please see attached Word Document: "Florida Gateway College - FL Job Growth Word Doc - Aviation - 2017"

- B. Describe how this proposal supports programs at state colleges or state technical centers.

Please see attached Word Document: "Florida Gateway College – FL Job Growth Word Doc – Aviation – 2017"

- C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.

Please see attached Word Document: "Florida Gateway College – FL Job Growth Word Doc – Aviation – 2017"

- D. Does this proposal support a program(s) that is offered to the public?

Yes No

- E. Describe how this proposal is based on criteria established by the state colleges and state technical centers.

Please see attached Word Document: "Florida Gateway College – FL Job Growth Word Doc – Aviation – 2017"

- F. Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?

Yes No



G. Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of jobs anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.

Please see attached Word Document: "Florida Gateway College – FL Job Growth Word Doc – Aviation – 2017"

2. Additional Information:

A. Is this an expansion of an existing training program? Yes No

If yes, please provide an explanation for how the funds from this grant will be used to enhance the existing program.

If additional space is needed, attach a word document with your entire answer.

B. Does the proposal align with Florida's Targeted Industries? (View Florida's [Targeted Industries here.](#))

Yes No

If yes, please indicate the targeted industries with which the proposal aligns.

If no, with which industries does the proposal align?

Aviation/Aerospace: Maintenance Repair and Overhaul of Aircrafts

C. Does the proposal align with an occupation(s) on the Statewide Demand Occupations List and/or the Regional Demand Occupations List? (View Florida's [Demand Occupation Lists here.](#))

Yes No

If yes, please indicate the occupation(s) with which the proposal aligns.

If no, with which occupation does the proposal align?

Aircraft Mechanics and Service Technicians



D. Indicate how the training will be delivered (e.g., classroom-based, computer-based, other).

If in-person, identify the location(s) (e.g., city, campus, etc.) where the training will be available.

If computer-based, identify the targeted location(s) (e.g. city, county, statewide) where the training will be available.

Please see attached Word Document: "Florida Gateway College – FL Job Growth Word Doc – Aviation – 2017"

E. Indicate the number of anticipated enrolled students and completers.

16 students (first year); 24 students (second year); 24 students (third year)

F. Indicate the length of program (e.g., quarters, semesters, weeks, etc.), including anticipated beginning and ending dates.

Begin Date: Jan/2019 End Date: Summer/2019

G. Describe the plan to support the sustainability of the proposal.

A majority of the costs for this program involve one-time purchases necessary for initial start-up. Continuation of the program's goals, and efforts to achieve desired outcomes will rest on industry support, local and regional commitments and student tuition and fees.

H. Identify any certifications, degrees, etc. that will result from the completion of the program. Please include the Classification of Instructional Programs (CIP) code if applicable.

Please see attached Word Document: "Florida Gateway College – FL Job Growth Word Doc – Aviation – 2017"



I. Does this project have a local match amount?

Yes No

If yes, please describe the entity providing the match and the amount.

If additional space is needed, attach a word document with your entire answer.

J. Provide any additional information or attachments to be considered for the proposal.

If additional space is needed, attach a word document with your entire answer.

3. Program Budget

Estimated Costs and Sources of Funding: Include all applicable workforce training costs and other funding sources available to support the proposal.

A. Workforce Training Project Costs:

Equipment	<u>\$ 640,000</u>		
Personnel	<u>\$ 240,000</u>		
Facilities	<u>\$ 450,000</u>		
Tuition	<u>\$ N/A as costs</u>		
Training Materials	<u>\$ 110,000</u>		
Other	<u>\$ 80,000</u>	Please Specify:	<u>attach'd</u>
Total Project Costs	<u><u>\$ 1,520,000</u></u>		

B. Other Workforce Training Project Funding Sources:

City/County	<u>\$ 0</u>		
Private Sources	<u>\$ 0</u>		
Other (grants, etc.)	<u>\$ 0</u>	Please Specify:	<u>_____</u>
Total Other Funding	<u><u>\$ 0</u></u>		

Total Amount Requested \$ 1,520,000

Note: The total amount requested must equal the difference between the workforce training project costs in 3.A. and the other workforce training project funding sources in 3.B.



- C. Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding, how equipment purchases will be associated with the training program, if applicable, and any other pertinent budget-related information.

Please see attached Word Document: "Florida Gateway College – FL Job Growth Word Doc – Aviation – 2017"

4. Approvals and Authority

- A. If entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g., approval of a board, commission or council)?

Contingent upon the award of grant funding, approval by the College's Board of Trustees must be obtained prior to the execution of the grant agreement.

- B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the entity and the Florida Department of Economic Opportunity:

- i. Provide the schedule of upcoming meetings for the group for a period of at least six months.

Please see attached Word Document.

- ii. State whether that group can hold special meetings, and if so, upon how many days' notice.

The Board of Trustees can hold special meetings upon notice of 14 days.

- C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.



I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity.

Name of Entity: Florida Gateway College

Name and Title of Authorized Representative: Dr. Lawrence Barrett, President

Representative Signature: *Lawrence M Barrett*

Signature Date: 09/26/17

1. Program Requirements

A. Provide the title and a detailed description of the proposed workforce training.

The proposed workforce training includes two (2), 24 college credit hour certificate programs in the following: 1) *Aviation Powerplant Mechanics*, and 2) *Aviation Airframe Mechanics*. These publicly accessible programs will be offered at Florida Gateway College, serving to fill both a local and state-wide need for Aviation Powerplant and Airframe Mechanics, with 441 annual job openings for this vocation projected for Florida alone. Staff research and exploration to support this quest has recently been conducted. Findings from this research resulted in the development of this proposed educational opportunity which will lead to greater job growth and opportunity for all Floridians.

The benefits of these workforce training programs are multifaceted in that they will serve to fulfill a myriad of economic development needs. Primary of these needs will be the creation and supply of a talented and skilled workforce, necessary to fill current as well as anticipated job opportunities while simultaneously fueling the economic growth of the state. The fulfillment of this objective will aid in supporting existing Florida employers, as well as attracting new business to the state. Florida Gateway College will train at least 60 individuals to fill anticipated job openings, with implementation of the program contingent upon funding and the subsequent Federal Aviation Administration's approval of Florida Gateway College as a Federal Aviation Regulation (FAR) PART 147 designated school.

These programs will be offered through a sequence of college credit courses which will provide coherent and rigorous content aligned with challenging academic standards and relevant technical information. The provision of these programs will provide participants with transferable and sustainable workforce skills. Additionally the Aviation Powerplant and Aviation Airframe Mechanics program(s) will provide opportunities for participants to develop technical skill proficiency based on competency-based applied learning which further contributes to academic knowledge, higher-order reasoning, problem-solving, general employability, technical and occupation-specific skills with knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

FLORIDA GATEWAY COLLEGE – FL JOB GROWTH WORD DOCUMENT
AVIATION - 2017

At the completion of the program, graduates will be able to demonstrate proficiency in the following, respectively:

Aviation Powerplant Mechanics	Aviation Airframe Mechanics
Perform basic reciprocating engine skills	Maintain wood structures
Perform basic turbine engine skills	Perform aircraft covering
Perform engine inspection	Apply aircraft finishes
Maintain engine instrument systems	Repair sheet metal structures
Maintain engine fire protection systems	Perform aircraft welding
Maintain engine electrical systems	Perform airframe assembly and rigging
Maintain lubrication systems	Perform airframe inspection
Maintain ignition systems	Maintain aircraft landing gear systems
Maintain fuel metering systems	Maintain hydraulic and pneumatic power systems
Maintain engine fuel systems	Maintain cabin atmosphere control systems
Maintain induction & engine airflow systems	Maintain aircraft instrument systems
Maintain engine cooling systems	Maintain communication and navigation systems
Maintain engine exhaust systems	Inspect and repair aircraft fuel systems
Maintain aircraft propellers	Inspect and repair aircraft electrical systems
Maintain unducted fans	Inspect and repair position and warning systems
Maintain auxiliary power units	Maintain ice and rain control systems
Demonstrate knowledge of FAA aircraft mechanic licensing requirements	Inspect and repair aircraft fire protection systems
Demonstrate the human relation skills necessary for success in supervision	Demonstrate knowledge of FAA aircraft mechanic licensing requirements.
Demonstrate knowledge of skills and attitudes the supervisor needs for effective performance	Demonstrate the human relation skills necessary for success in supervision
Demonstrate a practical approach to job management	Demonstrate knowledge of skills and attitudes the supervisor needs for effective performance
Demonstrate appropriate communication skills	Demonstrate a practical approach to job management
Demonstrate employability skills	Demonstrate appropriate communication skills
Demonstrate an understanding of computer skills	Demonstrate employability skills
	Demonstrate an understanding of computer skills

Curriculum and instruction will be inclusive of laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures as an integral part of these career and technical programs/courses. Laboratory investigations will benefit all students through the development and understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students will demonstrate ability in understanding measurement error and have the skills to aggregate, interpret, and present the resulting data.

The potential for additional educational opportunities exist through the articulation of credits from the College Credit Certificate(s) to the Associate in Science Degree in Aviation Maintenance Management. This serial skill ladder provides Floridians with lifelong learning opportunities, serving to further enhance and promote the talent pool of Florida's workforce.

B. Describe how this proposal supports programs at state colleges or state technical centers.

The proposal to launch and provide college credit certificate programs in Aviation Powerplant Mechanics and Aviation Airframe Maintenance at Florida Gateway College fully supports the mission, vision and spirit of programs offered at state colleges.

Florida's state colleges exist on the concept of a system of higher education which has open, fluid boundaries between the community and the college. Florida's state colleges also serve as the primary point of access to undergraduate education for Floridians, with 65 percent of the state's high school graduates pursuing postsecondary education and training beginning at a Florida college, and 82 percent of all freshman and sophomore minority students in public education attending one of Florida's 28 colleges. Accordingly, state colleges must be able to respond quickly and efficiently to meet the demand of employers by aligning certificate and degree programs with regional and state workforce needs.

Florida Gateway College consistently demonstrates dynamic ability, agility and responsiveness, all of which are necessary to fuel economic development for the region and the state. Exploration and development of existing, as well as potential public and private industry relationships and the associated market supply and demand of employment needs, underlie the forces behind the provision of Florida Gateway College's programs for students.

C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.

As a component of the Florida Department of Education’s Transportation, Distribution and Logistics career cluster, college credit certification in Aviation Powerplant Mechanics and Aviation Airframe Mechanics will provide participants with challenging academic standards and relevant technical knowledge and skills necessary to prepare for employment across a broad spectrum of employment opportunities.

Program content and instruction delivery will be designed to prepare students for employment or advanced training in the commercial and general aviation industry, with virtually every major aviation/aerospace company in the world having significant operations in Florida.

Curriculum will include the infusion of transferable skills training with emphasis placed on the understanding and demonstration of: management; finance; technical and product skills; underlying principles of technology; labor issues; community issues and health; safety and environmental issues. Program content will not only equip participants with skill and knowledge applicable to a broad range of employers, but also prepares them for continued education and alternative careers in the Transportation, Distribution and Logistics career cluster.

D. Does this proposal support a program(s) that is offered to the public?

Yes

E. Describe how this proposal is based on criteria established by the state colleges and state technical centers.

The mission of The Florida College System is to provide access to high-quality, affordable academic and career educational programs that maximize student learning and success, develop a globally competitive workforce and respond rapidly to diverse and state community needs.

Florida Gateway College’s mission mirrors that of the Florida College System with the mission to provide superior instruction, nurture individual development, and enrich the community through affordable, quality higher education programs and lifelong learning opportunities. As such, Florida Gateway College is committed to providing the highest quality education and training programs, serving as a mainstay for individual as well as state-wide economic development.

Criteria for the provision of college credit hour certificates in Aviation Powerplant Mechanics and Aviation Airframe Mechanics rests on the over-arching mission of the Florida College System and Florida Gateway College, as well as key performance

indicators outlined in the Florida College System’s Strategic Plan. These key performance indicators include: the expansion and maintenance of access to state colleges; the enhancement of distance learning opportunities; increased college readiness and success and preparation for careers.

Criteria for program development and provision is also established in alignment with, and as prescribed by the Florida Department of Education’s curriculum frameworks. These frameworks provide an organized plan or set of standards or learning outcomes which clearly define the content to be learned in terms of clear, definable standards. Based on these frameworks the respective college credit certificates in Aviation Powerplant Mechanics and Aviation Airframe Mechanics serve as the bedrock of a serial skill ladder, with pathways to the Associate in Science in Aviation Maintenance Management.

Primary in the provision of these college credit certificate programs, will be the establishment and certification as an Aviation Maintenance Technician School (AMTS), as established by standards and criteria set for by the U.S. Department of Transportation Federal Aviation Administration (Advisory Circular No.:147-3B), which describes acceptable means, but not the only means, to meet the requirements of Title 14 of the Code of Federal Regulations (14 CFR) for this designation. Title 14 of the Code of Federal Regulations (14 CFR), Part 147 specifies requirements for the certification and operation of an AMTS, inclusive of both the curriculum requirements and the operating rules for all certified AMTS. Institutional certification criteria will serve as the foundation for program development complementary to the curriculum frameworks established by the Florida Department of Education. Institutional goals and objectives will be aimed at exceeding FAA minimum standards for facilities, curriculum and teaching levels so as to enhance program provision with learning outcomes directly linked to certification preparedness and career-readiness.

The proposal to provide college credit certificate programs in Aviation Powerplant Mechanics and Aviation Airframe Mechanics is clearly based on, and firmly aligns with, all established criteria of state colleges, permitting Florida Gateway College to meet industry and constituent needs, while further fueling Florida’s globally competitive workforce. The fluid, dynamic and responsive link between industry and Florida Gateway College serves to further cement relationships that lead to enhanced fund-raising success, expanded public awareness and increased political good will – all of which help to establish, promote and ensure the provision of quality education and economic growth for the state.

F. Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?

Yes

G. Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of jobs anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.

The nature of skills needed are continually growing and evolving in Florida, with significant growth and demand for “middle skill” jobs which require more than a high school diploma, but less than a Bachelor’s Degree. Florida’s economic growth or opportunity is closely tied to the development of workforce capabilities which enable entities to find a competent, skilled workforce to grow their firms. Alignment with the goals and needs of society is critical. Education and training is critical to growing opportunity and competitiveness for the state of Florida and is therefore an essential expenditure for economic growth.

The proposal to offer college credit certificates in Aviation Powerplant Mechanics and Aviation Airframe Mechanics at Florida Gateway College will promote economic opportunity and benefit society with increased productivity of the labor force, increased probability of students’ going to work following graduation, and the appeal for industries to locate or remain in the region/state where a trained workforce is available.

The Florida Department of Labor’s 2017-2018 Statewide Demand Occupations List reveals a projection of 441 annual openings for aircraft mechanics and services technicians within our region and immediate service area. This Enterprise Florida, Inc., targeted industry is also represented as a high skill/high wage occupation with an average hourly wage rate of \$27.27.

The Florida Department of Economic Opportunity/Bureau of Labor market statistics for Florida jobs (by occupation) reveals a 10.6% projected growth from 2016-2024 for installation, maintenance and repair occupations. Critical to the fulfillment of this demand will be the supply of a talent pool that can provide adequate and reliable repair and maintenance, which further supports this request.

The U.S. Department of Labor, Bureau of Labor Statistics supports the job outlook for aircraft and avionics equipment mechanics and technicians, providing that employment in this field is projected to grow annually, with an overall employment change from 2014-2024 of 1,600 jobs. The 2016 median rate of pay is noted at \$28.98/hour or \$60,270/year.

State and national data and statistics are supported through staff’s active and continued exploration and research regarding the supply and demand for aircraft and avionics equipment mechanics and technicians. The demand for a qualified workforce held by privately and corporately owned firms, as well as governmental agencies supports the provision of college credit certificate programs in Aviation Powerplant Mechanics and Airframe Mechanics at Florida Gateway College. The provision of these programs will in

no doubt serve to solidify bridges between educational and skill obtainment and the current, as well as predicted demands for employment.

Metrics utilized to evidence success of the proposed training will include program retention and completion, achievement of FAA licensure/certification for Powerplant and Airframe ratings, career readiness/ job exploration through Florida Gateway College's Career Center, and job placement.

The tangible economic impact that the educational opportunity will provide to the community and region will generally be evidenced by positive changes in income for graduates and employment entities. Increased wages typically correlate to increased social mobility for the individual and state, as well as decreased unemployment rates.

Social benefits affecting the common good include decreased dependency on public support, increased charitable giving, increased involvement in civic life, a greater social cohesion and appreciation for diversity, an improved ability to adapt to technology, increased potential for new business start-ups and a reduced crime rate - all of which have the potential to positively affect generations to come.

Supplemental to the tangible economic and social benefits will be the support of Florida's aviation and aerospace industries. With a first place ranking among states for aerospace manufacturing attractiveness, the provision of these programs can only serve to enhance and support current rankings while enticing industry leaders to expand current operations and/or establish new operations in the state of Florida.

2. Additional Information:

A. Is this an expansion of an existing training program?

No

B. Does the proposal align with Florida's Targeted Industries?

Yes: Aviation Aerospace: Maintenance Repair and Overhaul of Aircrafts.

C. Does the proposal align with an occupation(s) on the Statewide Demand Occupations List and/or or the Regional Demand Occupations List?

Yes: Aircraft Mechanics and Service Technicians

D. Indicate how the training will be delivered (e.g., classroom-based, computer based, other).

If in person, identify the location(s) (e.g., city, campus, etc.) where the training will be available.

If computer-based, identify the targeted location(s) (e.g., city, county, statewide) where the training will be available.

Training for the Aviation Powerplant Mechanics and Aviation Airframe Mechanics College Credit Certificate program(s) will be delivered in a blended format with classroom and laboratory-based instruction occurring on Florida Gateway College's main campus located at 149 SE College Place in Lake City.

Laboratory instruction and experiences will complement textbook instruction in a true aircraft maintenance/repair setting. The setting of a well-lit and well-ventilated simulated aircraft hangar will facilitate and enhance targeted learning outcomes, while enabling "hands-on" experiences and training for students.

E. Indicate the number of anticipated enrolled students and completers.

16 students (first year); 24 students (second year); 24 students (third year)

F. Indicate the length of program (e.g., quarters, semesters, weeks, etc.), including anticipated beginning and ending dates.

Anticipated beginning and ending dates are contingent upon funding, and FAA certification as an Aviation Maintenance Technician School (AMTS), with targeted implementation dates of:

Begin Date: Spring (Jan) 2019

End Date: Summer (July) 2019

The Aviation Powerplant Mechanics and Aviation Airframe Mechanics programs are 24 hour college credit certificate programs respectively, and will be offered under the standard college semester system. Students attending full-time at 12 college credit hours per semester will be able to complete the program in as little as two semesters, electing to enter the workforce and/or continue their education with credits seamlessly articulating to the Associate in Science degree in Aviation Maintenance Management.

G. Describe the plan to support the sustainability of the proposal.

A majority of the costs for this program involve one-time purchases necessary for initial start-up. Continuation of the program's goals, and efforts to achieve desired outcomes will rest on industry support, local and regional commitments and student tuition and fees.

H. Identify any certifications, degrees, etc., with will result from the completion of the program. Please include the Classification of Instructional Program (CIP) code if applicable.

Program completion will respectively result in the award of a 24 hour College Credit Certificate in either Aviation Powerplant Mechanics (CIP 0649010410), or Aviation Airframe Mechanics (0649010409).

Future potential is feasible through a serial skill ladder/pathway for the provision and award of the Associate Science in Aviation Maintenance Management (CIP Number 1649010401).

I. Does this project have a local match amount? _____ Yes X No

3. Program Budget

A. Workforce Training Project Costs:

Equipment:	\$640,000
Personnel:	\$240,000
Facilities:	\$450,000
Training Materials:	\$110,000
Other:	\$ 80,000

Total Projected Costs: \$1,520,000

B. Other Workforce Training Project Funding Sources:

City/County:	0
Private Sources:	0
Other (grants, etc.):	0
Total Other Funding:	0

Total Amount Requested: \$1,520,000

C. Provide a detailed budget narrative, including the timing and steps necessary to obtain funding, how equipment purchases will be associated with the training program, if applicable, and any other pertinent budget-related information.

Equipment purchases are budgeted at \$640,000, which primarily represents funding necessary for the purchase of one (1) used 747 aircraft which will support scientific inquiry and the laboratory component of the program. Additional equipment purchases include tools, miscellaneous equipment and emerging technologies to support the provision of the program(s).

Personnel costs is budgeted at \$240,000 for the initial 2 year start-up of the program(s). These costs represent salary and benefits for 2 full-time faculty.

Facilities budgeted at \$450,000 represent costs associated with the expansion of on-site facilities at Florida Gateway College as well as rental space at the Gateway Airport which is located adjacent to the college's main campus.

Training materials are budgeted at \$110,000 and include that of software, staff and program development, and relevant necessary materials to enhance classroom and laboratory-based instruction.

The category of "other" at \$80,000 represents first-year (2018-2019) program costs associated with FAA certification as an Aviation Maintenance Technician School (AMTS), and subsequent curriculum development.

4. Approvals and Authority

A. If entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g., approval of board, commission or council)?

Contingent upon the award of grant funding, approval by the College's Board of Trustees must be obtained prior to the execution of the grant agreement.

B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the entity and the Florida Department of Economic Opportunity:

- i. Provide the schedule of upcoming meetings for the group for a period of at least six months.**

October 10, 2017	5:00 P.M.	Dixie County Public Library
November 14, 2017	5:00 P.M.	FGC Board Room
January 09, 2018	5:00 P.M.	FGC Board Room
February 13, 2018	5:00 P.M.	FGC Board Room
March 06, 2018	5:00 P.M.	FGC Board Room
April 10, 2018	5:00 P.M.	FGC Board Room

- i. State whether that group can hold special meetings, and if so, upon how many days' notice"**

The Board of Trustees can hold special meetings upon notice of 14 days.

- C. Attach evidence that the undersigned has all the necessary authority to execute this proposal on behalf of the entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.**

Please see attached, Florida Gateway College Policy number 6Hx12:2-03/Duties, Powers, and Responsibilities of the President.

FLORIDA GATEWAY COLLEGE

POLICY

TITLE: Duties, Powers, and Responsibilities
of the President

NUMBER: 6Hx12:2-03

AUTHORITY: District Board of Trustees

PAGE: 1

RESPONSIBILITY: President

OTHER: Florida Statues 1001.02(1); 1001.02(9); 1001.64 DATE: See History Below

It is the policy of the District Board of Trustees that the President of Florida Gateway College is the executive officer of the College. The President is charged in the State Board of Education Rules and in the policies of the Florida Gateway College District Board of Trustees with carrying out the policies of the Board and with administering the College in the most efficient and effective manner possible. The President is responsible for the establishment of an administrative organization appropriate to the size, complexity, and objectives of the College.

The Board delegates to the President the function of taking required actions and designing the detailed internal procedures under which the College will be operated to implement Board policies and other legal requirements.

History: Adopted: 7/14/87; Effective: 7/14/87; Revised: 1/12/93, 8/8/17

FLORIDA GATEWAY COLLEGE

PROCEDURE (1 of 3)

TITLE: Duties, Powers, and Responsibilities
of the President

PAGE: 1 of 4

AUTHORITY: District Board of Trustees

DATE: See History Below

RESPONSIBILITY: President

NUMBER OF RELATED BOARD POLICY: 6Hx12:2-03

The President shall:

1. Exercise general oversight of the College to determine needs and recommend improvements.
2. Advise and counsel the Board of Trustees and recommend Board action.
3. Recommend and enforce rules of the Board of Trustees.
4. Recommend and enforce minimum standards for the operation of College programs and for student completion of instructional programs.
5. Perform duties and exercise responsibilities assigned by law, by rules of the State Board of Education, and by the District Board of Trustees.
6. Delegate authority necessary to insure that laws and rules are executed efficiently.
7. Advise and counsel the Board of Trustees and seek the advice and counsel of the Board. Recommendations, nominations, proposals, and reports to the Board from the President shall be recorded in the minutes or shall be made in writing, noted in the minutes, and filed in the public records of the Board. In the absence of such record, the recommendations, nominations, proposals, and reports shall be presumed consistent with action taken by the Board.
8. Attend, but not vote at, all meetings of the Board of Trustees except when on authorized leave or when excused for official travel.

9. Keep minutes of all official actions and proceedings of the Board of Trustees and keep such other records, including records of property held or disposed of by the Board, as may be necessary to provide complete information regarding the College.
10. Act for the Board of Trustees as custodian of all College property.

Recommend plans for contracting, receiving, purchasing, acquiring through condemnation, leasing, selling, holding, transmitting and conveying title to real and personal property.

Recommend plans for holding in trust and administering real and personal property, money, and other things of value, granted, conveyed, devised, or bequeathed for the benefit of the College.

11. Recommend to the Board of Trustees a long-term program concerned with the location and development of College buildings, transportation, personnel, instruction, student development services, and other educational features involving the interest and welfare of the students and citizens of the district over a period of years. Recommend to the Board an annual program concerned with the budget, sites to be purchased, buildings to be constructed, personnel, instruction, student development services, and all other phases of the College program developed in harmony and conformity with the long-term program.
12. Recommend to the Board of Trustees the establishment, organization, and operation of programs, classes, and services.
13. Be responsible for College personnel and;
 - a. Recommend to the Board of Trustees positions to be filled, minimum qualifications required for each position, and persons to fill the positions.
 - b. Recommend to the Board a salary schedule or schedules for paying employees.
 - c. Recommend to the Board terms of employees contracts and prepare such contracts as are approved.

- d. Recommend to the Board the transfer of employees. During emergencies, transfer employees as necessary and report the transfers to the Board at its next regular meetings.
 - e. Recommend to the Board the suspension of employees. During emergencies, suspend employees until the next meeting of the Board. Notify the Board immediately of such suspension and notify suspended employees of the charges and the date of hearing.
 - f. Direct the work of and provide leadership for the improvement of employees.
 - g. Designate an administrator to act for the President during the temporary absence or incapacity of the President and during emergencies.
14. Recommend to the Board of Trustees rules to account for students, including admission, classification, attendance, control, discipline, academic progress, suspension, expulsion, and graduation.
15. Provide for the development and improvement of the instructional programs.
16. Be responsible for the College plant:
- a. Recommend to the Board of Trustees a physical facilities acquisition and utilization program.
 - b. Recommend to the Board physical facilities alterations, repairs, plans, specifications, furnishings, and equipment.
 - c. Provide for the maintenance of the plant and grounds, assuring safety and sanitation.
 - d. Recommend to the Board adequate insurance coverage of College property.
 - e. Recommend to the Board the condemnation and removal of buildings when appropriate.
17. Be responsible for administration of financial matters and:

a. Determine the funds necessary to operate the College.

Procedure 6Hx12:2-03
Continued
Page 4 of 4

- b. Propose to the District Board of Trustees an annual budget. After action by the Board, submit the budget to the Division of Florida Colleges.
 - c. Recommend to the Board the borrowing of money when necessary.
 - d. Maintain accurate records of all financial transactions as prescribed by the Division of Florida Colleges.
 - e. Submit financial reports to the Division of Florida Colleges as required, with copies to the Board.
 - f. Bond employees as provided by law and Board rules.
 - g. Recommend to the Board the terms, conditions, and specifications for contracts for supplies, materials, audits, and other services. See that materials, supplies, and services are provided according to contract.
18. Submit reports to the Division of Florida Colleges as required.
19. Enforce laws, rules of the State Board of Education, and rules of the Board of Trustees.
20. Attend meeting of Presidents called or scheduled by the Division of Florida Colleges and participate in professional and general development activities.
21. Leave with the Board of Trustees and make available to a successor a complete inventory of College property, together with all official records and such other records as may be needed in supervising instruction and administering the College.
22. Have or designate custody of the College seal and authenticate true copies of decisions, acts, and documents when required by law, rules of the State Board of Education, or rules of the Board of Trustees.
23. Cause complete and accurate records of absences of College personnel to be kept. Records shall include exact date(s) and the nature of the cause of absences.

FLORIDA GATEWAY COLLEGE

PROCEDURE (2 of 3)

TITLE: Coordination and Administration of
Federal Projects

PAGE: 1

AUTHORITY: District Board of Trustees

DATE: See History Below

RESPONSIBILITY: President

OTHER: St. Bd. of Education Rules
6A-14.0261; 6A-14.0262
Florida Statute 1001.64(12); 1001.65

NUMBER OF RELATED BOARD POLICY: 6Hx12:2-03

In accordance with Policy 6Hx12:2-03, the fiscal records of federal projects shall be maintained by the business office and a monthly accounting of expenditures and encumbrances shall be given to the project administrator, appointed by the President.

All federal project proposals to be submitted shall be routed to the following persons in the following sequence.

1. Project Administrator
2. Appropriate Vice President
3. Vice President for Business Services
4. President

Once a project is awarded, only the District Board of Trustees may reject the proposal.

History: Adopted: 12/10/74; Effective: 12/10/74; Revised: 10/9/79, 7/14/87, 7/13/93;
10/26/2012

FLORIDA GATEWAY COLLEGE

PROCEDURE (3 of 3)

TITLE: Fraud Reporting

PAGE 1 of 5

AUTHORITY: District Board of Trustees

RESPONSIBILITY: President

NUMBER OF RELATED BOARD POLICY: 6Hx12:2-03

I. PURPOSE :

This procedure addresses the responsibility of employees and management for the detecting and reporting of fraud and/or suspected fraud.

II. PROCEDURE:

A. DEFINITIONS

1. For the purposes of this policy, fraud shall include but not be limited to:

- Theft or misappropriation of College assets.
- Submitting false claims for payments or reimbursement.
- Submitting false timesheets and/or failure to submit leave requests for time not worked.
- Accepting or offering a bribe or accepting gifts or other favors under circumstances that indicate that the gift or favor was intended to influence an employee's decision making.
- Accepting a commission from a third party.
- Black-mail or extortion.
- 'Off Books' accounting or making false or fictitious entries.
- Knowingly creating and/or distributing false or misleading financial reports.
- Paying of excessive prices or fees where justification thereof is not documented.
- Violation of the College's procedures with the aim of personal gain or to the detriment of the College.

- Using College equipment or work-time for any outside private business activity.
 - Unauthorized destruction, theft, tampering or removal of records, furniture, fixtures or equipment.
 - Willful negligence intended to cause damage to the material interest of the College.
 - A dishonorable or irresponsible or deliberate act against the interests of the College.
2. Employee in this context. The word employee refers to any faculty member, staff member or student who receives compensation, either full time or part-time, from the College. The term also includes any volunteer who provides services to the College through an official arrangement or a College organization.
- B. Responsibility for the Detection and Prevention of Fraud
1. Responsibility of Employees. It is the responsibility of all employees to conduct their College business in such a way as to prevent fraud occurring in the workplace. Employees must also be alert to the possibilities for fraud and be on guard for any indications that improper or dishonest activity is taking place.
2. Responsibility of Management
- a. It is the responsibility of the administration to be familiar with the types of improprieties that might occur in their area and be alert for any indication that improper activity, misappropriation or dishonest activity is or was in existence in his or her area and put in place controls to avoid such occurrences.
- b. Administrators are required to support and work with other involved departments and law enforcement agencies in the detection, reporting and investigation of dishonest or fraudulent activity including the prosecution of offenders. If a fraud is detected in an area, the administrator or manager is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
3. Reporting Fraud

- a. It is the responsibility of all College employees to report suspicions of fraud without delay according to the procedure laid out below. Persons who cover up, obstruct, or fail to report, will be considered to be an accessory after the fact and may be subject to disciplinary action and/or discharge. Persons who threaten retaliation against a person reporting a suspected fraud shall be subject to disciplinary action up to and including termination of employment.
- b. Great care must be taken in dealing with suspected dishonest or fraudulent activities to avoid:
 - i. Incorrect accusations
 - ii. Alerting suspected individuals to an investigation underway
 - iii. Treating employees unfairly
 - iv. Making statements that could lead to claims of false accusations or other charges.

Individuals who knowingly make false accusations may be subject to disciplinary action.

- c. The incident, facts, suspicions or allegations should not be discussed with anyone inside or outside the College unless specifically directed to do so by the College officer investigating the incident.
- d. Fraud can be detected at any level within the College and the following general principles should apply in the reporting of suspected fraud.
 - i. A person who suspects that a fraudulent practice may be operating should, in the first instance, report the matter to his/her immediate supervisor. Should it be inappropriate to make such a report to an immediate supervisor, the report should be made to a higher level, directly to the Vice President of Business Services or the President.
 - ii. Once a report of suspected fraud is made to a supervisor/manager that person should report the suspicion to their immediate supervisor, to the Vice President of Business Services, or to the President. An immediate supervisor on receipt of a report of a suspected fraud should then report the matter to the Appropriate Vice President in the case of an academic employee and the Vice President of Business Services for all other employees.

- iii. No investigation of the suspected fraud should take place until the Appropriate Vice President and the Executive Director of Human Resources have been informed.

4. Procedures for the Investigation of Alleged Fraud

- a. The Appropriate Vice President will (except in any case involving the Office) have the responsibility for coordinating the College's response and will seek expert legal advice from the College's legal counsel or other advice if required.
- b. The Appropriate Vice President will notify the appropriate staff who will, if appropriate, conduct an initial investigation to gather factual information and reach a preliminary determination as to whether further action is required. The findings, conclusions and recommendations will be reported to the appropriate Vice President or President.
- c. Where initial investigation provides reasonable grounds for suspecting an employee of fraud or a dishonest activity, the relevant Vice President or the President will decide if any actions are necessary to prevent further loss. This may require, in consultation with the President, the suspension with or without pay of the member or members of staff and/or the decision as to whether further investigation is required.
- d. Each case will be considered individually in accordance with the expert advice obtained with a view to minimizing the losses (both monetary and otherwise) to the College. Having reached a decision as to what further action is necessary and how such actions should be undertaken, the appropriate Vice President will communicate with the affected employee and the employee's supervisor.
- e. Results of fraud investigations will be considered and the internal control structure assessed so that a similar recurrence of the same or similar fraud can be prevented or at least promptly detected by the relevant Vice President and staff in the future. Documentation regarding the findings, conclusions and recommendations, following consultation with the relevant department(s) will be maintained.

- f. Investigations will be conducted in a confidential manner to protect all parties to the investigation.

5. Accounting for Loss, Restitution and Recovery

- a. The department incurring the loss from a dishonest or fraudulent act will normally suffer the loss until monies can be recovered through insurance or restitution.
- b. If the suspected incident involves the Office of the Vice President for Business Services, the President shall undertake the role and functions specified for the Vice President for Business Services.

6. Disciplinary Action

- a. The Human Resources Office will be consulted for any employee disciplinary actions resulting from fraudulent activity.
- b. Documentation related to such employee discipline will be maintained in the employee's personnel file.