



STATE BOARD GENERAL SESSION

Joe Yarbrough, <i>Chairman</i>	Buzz Law
Anne Kaiser, <i>Vice Chair</i>	Chunk Newman
Ben Bryant	Richard Porter
Doug Carter	Sylvia Russell
Shan Cooper	Trey Sheppard
Ben Copeland	Shirley Smith
Lynn Cornett	Michael Sullivan
Jay Cunningham	Phil Sutton
Tommy David	Baoky Vu
Mary Flanders	Dinah Wayne
Randall Fox	Tim Williams
James Gingrey	

MINUTES

Thursday, February 2, 2017

1:00 – 2:00 p.m.

System Office
1800 Century Place, 2nd Floor
Atlanta, Georgia 30345

Absent: Jay Cunningham, Buzz Law, Sylvia Russell

I. WELCOME AND CALL TO ORDER

Chairman Joe Yarbrough

Chairman Joe Yarbrough called the February 2, 2017 State Board meeting of the Technical College System of Georgia [TCSG] to order at 1:02 p.m. He welcomed the attending State Board members, the technical college presidents and the TCSG staff; thanking everyone for their participation during their respective committees.

II. CHAIRMAN'S COMMENTS

Chairman Yarbrough

The Chairman's first order of business was to call for a motion to approve the minutes from the December 1, 2016 State Board meeting. Motion was made by Mr. Ben Copeland, was seconded by Mr. Michael Sullivan, and passed approval by the Board unanimously. Minutes stand approved.

Chairman Yarbrough then called on the Committee Chairs to give their reports.

III. COMMITTEE REPORTS

COMMITTEE CHAIRS

- **Academic Affairs**

Lynn Cornett

- I. **Academic Standards and Programs**



Motion (Approval of AS Degree):

Motion was made by Dr. Lynn Cornett that the college request listed below to offer an associate of science degree program be approved effective the semester specified for the request. Any fiscal requirements to begin this program must be approved through the standard budget approval process. This AS program request was endorsed by the Board of Regents of the University System of Georgia at their latest meeting. Motion was seconded by Mr. Ben Copeland and passed approval by the State Board unanimously.

Discussion:

Wiregrass Georgia Technical College - Degree program in A. S. - General Business, AOS3, 68 Credit Hours, effective August 2017.

Wiregrass Georgia Technical College (WGTC) is requesting the Associate of Science in General Business as a means for students to obtain their core courses and several occupational courses within the business field. Per the Department of Labor (DOL), the business, accounting, and management fields are projected to see a 22.9% growth between 2015 and 2020. DOL projects that the South Georgia region will gain 290 new positions in the management occupational area alone. Implementing an Associate of Science in General Business will not only allow students to obtain the skill set needed to acquire a position in the business/management field, but will also allow them the opportunity to transfer to a four year institution to continue their education. WGTC offers a degree and diploma program in both Accounting and Business Management and a degree program in Accounting. There are no other institutions within our service area offering this specific degree. Currently this is an institutionally developed program created by West Georgia Technical College. This program meets the state standards set forth by the Technical College System of Georgia, and upon approval by both local and state board, this program will become state standard. This AS program will articulate with Valdosta State University. Since the Associate of Science will run in conjunction with currently offered Business Education programs, no new costs will be incurred with the implementation of this program. The first year's enrollment is projected at 15 students, and we expect the third year enrollment to be 35 total.

Enrollment Projections:

Day Students Year 1: 10 Year 2: 15 Year 3: 20

Evening Students Year 1: 5 Year 2: 10 Year 3: 15

II. Motion (Approval of AAS Degree, Diplomas, and Technical Certificates of Credit):

Motion was made by Dr. Lynn Cornett that the college requests listed below to offer diploma, degree, and technical certificates of credit programs be approved effective the semester specified for each request. Any fiscal requirements to begin these programs must



be approved through the standard budget approval process. Motion was seconded by Mr. Michael Sullivan and passed State Board approval unanimously.

Discussion:

Albany Technical College - TCC program in Mechatronics Technician, MT21, 12 Credit Hours, effective August 2017.

The Mechatronics Technology program is needed to accommodate the workforce demands of the Electrical and Mechanical Technicians within the automation industry. This program will provide students the occupational foundation needed for entry level employment in the Electrical and Mechanical Engineering profession. This program will allow secondary students the option to begin their post secondary education while in high school by means of dual enrollment and joint enrollment opportunities, therefore providing more skilled workers for the workforce at an early age (18). There are no other colleges providing the program in our service delivery area or any adjacent service area. This program will follow the standards provided by TCSG. There will be a slight supply increase cost for this program due to the program's projected enrollment increase. The program projects 37 students the first year and approximately 50-60 by year three.

Enrollment Projections:

Day Students Year 1: 25 Year 2: 30 Year 3: 38

Evening Students Year 1: 12 Year 2: 14 Year 3: 14

Albany Technical College - Degree program in Mechatronics Technology, MT23, 62 Credit Hours, effective August 2017.

The Mechatronics Technology program is needed to accommodate the workforce demands of the Electrical and Mechanical Engineering Technicians within the automation industry. This program will provide students the occupational foundation needed for entry level employment in the Electrical and Mechanical Engineering Technician profession. This program will also allow secondary students an option to begin their post-secondary education while in high school by means of dual enrollment opportunities, therefore providing more skilled workers for the workforce at an early age (18). There are no other colleges providing this program in our service delivery area or any adjacent service area. This program will follow the standards provided by TCSG. There will be a slight increase in supply cost for this program, due to the program's projected enrollment increase. The program projects 37 students the first year and approximately 50-60 by year three.

Enrollment Projections:

Day Students Year 1: 25 Year 2: 30 Year 3: 36

Evening Students Year 1: 12 Year 2: 14 Year 3: 14



Albany Technical College - Diploma program in Mechatronics Technology, MTD2, 49 Credit Hours, effective August 2017.

The Mechatronics Technology program is needed to accommodate the workforce demands of the Electrical and Mechanical Engineering Technicians within the automation industry. This program will provide students the occupational foundation needed for entry level employment in the Electrical and Mechanical Engineering Technician profession. This program will also allow secondary students an option to begin their post secondary education while in high school by means of dual enrollment opportunities. This program will follow the standards provided by TCSG. There will be a slight increase in supply cost for this program, due to the program's projected enrollment increase. The program projects the 37 students the first year and approximately 50-60 by year three.

Enrollment Projections:

Day Students Year 1: 25 Year 2: 30 Year 3: 38

Evening Students Year 1: 12 Year 2: 14 Year 3: 14

Chattahoochee Technical College - TCC program in Certified Nursing Assistant, CN11, 10 Credit Hours, effective February 2017.

The Certified Nursing Assistant TCC will allow the college to train students in a workforce development certificate that can be completed in one semester. Students will be able to enroll directly into the program with no prerequisite courses. This certificate is also appropriate for Move on When Ready students.

Enrollment Projections:

Day Students Year 1: 28 Year 2: 28 Year 3: 28

Evening Students Year 1: 0 Year 2: 0 Year 3: 0

North Georgia Technical College - Degree program in AAS in Interdisciplinary Studies, AF53, 61 Credit Hours, effective May 2017.

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows for flexibility based on each student's academic and career goals. By enrolling in the AIS, students will be required to complete 61 semester credit hours including 21 hours of general education and 40 hours distributed among one or more areas of occupational emphasis. The AIS gives the student general educational foundation knowledge in the areas of English, mathematics, science and history. The AIS provides an education foundation for roles that span multiple disciplines. The student can choose occupational specific course work in the areas of early childhood care and education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program provides focused curriculum to prepare students for strategic, high demand industries. The AIS is an excellent choice for transfer credit to be used towards the successful completion of a Baccalaureate Degree in a variety of fields.



Enrollment Projections:

Day Students Year 1: 20 Year 2: 20 Year 3: 20

Evening Students Year 1: 0 Year 2: 0 Year 3: 0

Southern Crescent Technical College - TCC program in Early College Essentials, EC21, 19 Credit Hours, effective August 2017.

This Technical Certificate of Credit will be awarded to high school students taking college-level general education courses while still in high school. Students will be tested to ensure appropriate placement scores for these classes are met. The courses will be appropriate for technical college degree programs and will also be transferrable to the area four-year institutions. This effort is expected to maximize student retention at both the high school and college level. This certificate is designed to motivate academically prepared high school students to begin college course work while in high school and it is expected to deter those who have considered dropping out. All of the courses in the curriculum are currently taught at Southern Crescent Technical College, so there are no additional costs expected in offering the Early College Essentials Technical Certificate of Credit. The College expects at least 50-70 students will pursue this certificate during its first year. Strong growth is expected quickly with 125 students possible by year three.

Enrollment Projections:

Day Students Year 1: 50 Year 2: 75 Year 3: 100

Evening Students Year 1: 20 Year 2: 25 Year 3: 25

Backup material for these requests will be available when the committee meets at the Board meeting or may be requested prior to the meeting from Joe Dan Banker, Executive Director, Academic Affairs, at 404-679-1670.

III. Program Terminations

Motion was made by Dr. Lynn Cornett that the college requests listed below to terminate degrees, diplomas, and TCC programs be approved for the semester specified for each request. Motion was seconded by Mr. Michael Sullivan and passed State Board approval unanimously.

Discussion:

Atlanta Technical College

Degree program in Health, Safety and Environmental Inspector, HSA3, effective February 2017.



Degree program in Mechanical Inspection Technician, MIT3, effective February 2017.
Degree program in Web Site Design/Development, IS53, effective February 2017.

Chattahoochee Technical College

Diploma program in Surgical Technology, ST12, effective February 2017.

North Georgia Technical College

TCC program in Emergency Medical Responder (EMR), EB71, effective February 2017.
TCC program in Marine Engine Technology, ME71, effective August 2017.

Oconee Fall Line Technical College

TCC program in Cisco Network Specialist, CN71, effective February 2017.

Wiregrass Georgia Technical College

TCC program in Agribusiness Manager, AM21, effective May 2017.
Diploma program in Agriculture Technology, AT12, effective May 2017.
Diploma program in Applied Business Technology, ABT2 effective May 2017
Degree program in Applied Business Technology, ABT3, effective May 2017.
Diploma program in Banking and Finance, BAF2, effective May 2017
Degree program in Banking and Finance, BAF3, effective May 2017.
TCC program in Broadband Installation Specialist, BI21, effective May 2017.
TCC program in Computer Engineering Technology, CET1, effective May 2017.
TCC program in Cosmetology Instructor Training, CI21, effective May 2017.
Degree program in Crime Scene Investigation Technology, CS33, effective May 2017.
Diploma program in Electrical Construction Technology, EC12, effective May 2017.
TCC program in Geriatric Care Assistant, GC51, effective May 2017.
TCC program in Human Resource Management Specialist, HRM1, effective May 2017
Diploma program in Industrial Electrical Technology, IET2, effective May 2017.

IV. Approval for Program Standards and Revisions

Motion was made by Dr. Lynn Cornett to approve program standards and revisions for February 2017. Motion was seconded by Mrs. Dinah Wayne and passed approval by the State Board unanimously.

State Board Standards and Revisions Summary for February 2017

Major Code	Program Name	Program Development	Award Level	Credit Hours
AOS3	A. S. - General Business	Wiregrass Georgia	Degree	68



BC21	Basic CNC Technician TCC	Southeastern	TCC	22
GEC1	GaTAPP Early Childhood Education Precertification	Wiregrass Georgia	TCC	24
IIM1	Industrial Instrumentation Maintenance Assistant	Savannah	TCC	16
IG71	Industrial Maintenance Electrical Assistant	Savannah	TCC	15
IM23	Industrial Maintenance Systems Technology	Savannah	Degree	68
IM12	Industrial Maintenance Systems Technology	Savannah	Diploma	58

V. Ratification for Program Approvals

Motion was made by Dr. Lynn Cornett to ratify the program approval request below effective for the semester specified. This request was approved by Commissioner Corbin in January. The Commissioner was given state board permission to approve requests made in late December or January at the state board meeting in December. Motion was seconded by Mr. Ben Copeland and passed approval by the State Board unanimously.

Albany Technical College - Degree program in AAS in Interdisciplinary Studies, AF53, 61 Credit Hours, effective August 2017

The Associate of Applied Science in Interdisciplinary Studies program allows students who receive a diploma or certificate to take additional general education course work in order to obtain a degree. This gives students additional skills that can be used in possible business ownership and management roles. This program will follow the current TCSG Standard. With the additional MOWR students, we expect to enroll 150 students in our first year and project to grow the program to 300 students by its third year.

Enrollment Projections:

Day Students Year 1: 100 Year 2: 150 Year 3: 200

Evening Students Year 1: 50 Year 2: 75 Year 3: 100

VI. Program Termination Rescissions

Motion was made by Dr. Lynn Cornett for the following colleges to rescind the program termination requests made earlier. Motion was seconded by Mr. Michael Sullivan and unanimously passed approval by the State Board.

Albany Technical College

TCC program in Firefighter I, FF11

Southern Crescent Technical College



TCC program in Film Production – Administrative Assistant I, FIT1

- **Adult Education**

Ben Copeland

- I. **Certified Literate Community Program**

Motion: A motion was made by Mr. Ben Copeland to approve the **Lumpkin County CLCP** as a Certified Literate Community and adopt a resolution to be presented to the Lumpkin Literacy Coalition. Motion was seconded by Ms. Shirley Smith and unanimously passed State Board approval.

Mr. Copeland reminded the Board of the 2017 EAGLE Awards – March 13-15 – where the System celebrates the top Adult Education student of the year. All Board members were invited to attend the awards luncheon March 15 at 11:30 a.m.

Lastly, he shared that Ms. Billie Izard, Executive Director of the Certified Literate Community Program, would retire effective March 1, 2017. Mr. Copeland thanked Ms. Izard for her service and dedication.

That concluded the Adult Education report.

- **External Affairs and Economic Development**

Doug Carter

Mr. Carter began his report by stating that it had been a busy month for Economic Development and External Affairs. From Quick Start, there were 9 prospects for a total of 4,620 potential new jobs for December and January; and there were 12 announcements for a total of 3,610 jobs.

He stated that many communities are bringing their leadership teams to Atlanta to meet with their legislators and receive briefings from Economic Development, Georgia Power and Quick Start.

A marketing toolkit to promote the value of adult education as well as the Office of Adult Education's free classes has been developed and shared with the colleges. Materials include video commercials, audio commercials, billboard vinyls and rack cards. Each college's Adult Ed Program Administrator will work with their college's marketing staff to develop ways to use the material for their region. Beverly Smith will present the details of the toolkit during next month's board meeting.

The communications staff members are already working on support for the annual EAGLE event next month (March 13-15).

Mr. Carter welcomed Mr. Neil Bitting, the new Assistant Commissioner for External Affairs and Facilities. He share that the Commissioner had given several budget presentations to both the House and Senate for the AFY17 and FY18 budget. Lastly he shared that the 2017 Legislative Session is scheduled to conclude on March 30.



That completed Mr. Carter's report.

- **Facilities and Real Estate**

Chunk Newman

I. Actions for Ratifications

MOTION was made by Mr. Chunk Newman to ratify the contracts and sublease agreements executed by the Commissioner between **Error! Reference source not found.** and **Error! Reference source not found.** for the technical colleges listed below at a cost not to exceed the amount stated. Motion was seconded by Mr. Michael Sullivan and passed State Board approval unanimously.

- A.** DISCUSSION: The State Board granted the Commissioner the authority to make all decisions, purchases and enter into necessary contracts between the **Error! Reference source not found.** and **Error! Reference source not found.**, State Board meetings. The following designated construction contracts were entered into by the Commissioner for the technical colleges listed below at a cost not to exceed the amount stated and are to be ratified at the **Error! Reference source not found.** State Board meeting.

College	Vendor	Vendor City	Amount
Georgia Piedmont Tech	JJ Morley Enterprise	Alpharetta	\$171,136.16
Savannah Tech	Waters Mechanical, Inc.	Glennville	\$135,000.00

II. Approval of Revocable License & Non Exclusive Easements

MOTION was made by Mr. Chunk Newman to authorize the staff to prepare appropriate requests to the State Properties Commission seeking its approval of, and assistance with, the granting of the following Revocable License Agreement & Non Exclusive Easements. Motion was seconded by Mr. Michael Sullivan and passed State Board approval unanimously.

A. Southern Crescent Technical College - 3.14 AC to Snapping Shoals EMC

DISCUSSION: Southern Crescent Technical College requests approval on the granting of a revocable license and a non-exclusive easement to Snapping Shoals EMC, over approximately 3.14 acres on the Henry County Campus of Southern Crescent Technical College, for the installation and maintenance of electrical distribution lines to serve the TCSG-317 Industrial Training and Technology Building.

III. Approval of Intergovernmental Agreements



Motion was made by Mr. Chunk Newman to authorize the Commissioner to execute the intergovernmental agreements listed in Board materials. Motion was seconded by Mr. Michael Sullivan and passed State Board approval unanimously.

A. Quick Start – Funding Agreement and Water and Sewer Agreement

DISCUSSION: Quick Start requests approval on the execution of a funding agreement with the Georgia State Financing and Investment Commission (GSFIC) and an associated Water and Sewer Agreement with the City of Savannah in an amount not to exceed \$1,200,000 for a 24" waterline, constructed by the GSFIC and funded, owned and maintained by the City of Savannah, to serve the new Georgia Regional Advanced Manufacturing Training Center in Chatham County.

• **Governance, Compliance and Audit**

Michael Sullivan

- I. **Motion was made by Mr. Michael Sullivan to approve abolishment of POLICY: 3.1.15 Corporate Charge Card. Motion was seconded by Mrs. Dinah Wayne and passed State Board approval unanimously.**

Discussion: The corporate charge card program has been abolished at the state level so we need to abolish this policy.

POLICY: 3.1.15. (II. A. 2. i.)

Corporate Charge Cards - POLICY TO BE ABOLISHED

Revised: May 1, 2008

Last Reviewed: May 1, 2008

Adopted: May 1, 2008



POLICY:

Corporate charge cards may be issued to eligible full-time employees upon approval by the Commissioner, College President or his/her designee and the company issuing the corporate charge card. Corporate charge cards are issued directly to the employee, and the employee pays all expenses charged to the corporate charge card. Therefore, there is no liability to the State or an agency, even if the employee defaults. Employees who are issued corporate



charge cards are authorized to use the charge cards for travel related business purposes only.

APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

DEFINITIONS:

Corporate Charge Card refers to the Georgia Corporate American Express cards available to employees of the State.

ATTACHMENTS: None

PROCEDURE:

Each entity utilizing the corporate charge card program shall have an American Express Administrator and shall develop procedures to monitor and maintain all cards. This procedure must include a process to ensure that all cards are returned to the administrator upon the termination of an employee.

RECORD RETENTION: N/A

- II. **Motion was made by Mr. Michael Sullivan to approve revisions of POLICY: 5.1.7 Warranty of Degree, Diploma, and Technical Certificate of Credit Graduates. Motion was seconded by Dr. Lynn Cornett and passed approval unanimously by the State Board.**

Discussion: TCSG warranties our graduates. This change in the policy clarifies that a warranty claim may be filed by either an employer in conjunction with a graduate or a graduate if the individual is unable to perform one or more of the competencies contained in the industry-validated Standard, including failure to pass a State of Georgia required licensing examination or national licensing examination.

POLICY: 5.1.7. (IV.I)

Warranty of Degree, Diploma, and Technical Certificate of Credit Graduates

Revised:	Pending Approval of State Board; September 7, 2006; April 23, 2001; September 5, 1996; December, 1995
Last Reviewed:	November 2016; July 30, 2015.
Adopted:	October 5, 1989





POLICY:

As a demonstration of our confidence in the quality of our technical college programs, the Technical College System of Georgia [TCSG] warrants every graduate of our technical college programs offering a technical certificate of credit, diploma, or associate degree as follows: The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide. Any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or the graduate for tuition or instructional fees.

A Warranty claim may be filed by either an employer in conjunction with a graduate or a graduate if the individual is unable to perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination or national licensing examination.

This warranty is applicable only to graduates of a technical certificate of credit, diploma, or degree program who entered the program subsequent to the mandated standards implementation date.

The warranty shall remain in effect for two years immediately following the date of graduation and shall be honored by any technical college that offers the program from which the individual graduated.

This warranty shall be issued in writing to each graduate exiting a program on or after the mandated standards implementation date for the applicable program standard.

The Commissioner shall develop procedures for implementing this policy such that the technical college conducting the retraining under the warranty may recover the institutional costs of retraining from the technical college that conducted the original program.

The Commissioner shall resolve any disputes pertaining to this warranty policy.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

TCSG Procedure 5.1.7p. Claim Report

Procedures

Attachment: 5.1.7p.a1. Guarantee of Training to Georgia's Employers



- III. **Motion was made to approve revisions of POLICY: 5.1.9 Program Approval and Termination. Motion was made by Mr. Michael Sullivan and seconded by Ms. Shan Cooper; motion passed State Board approval unanimously.**

Discussion: This policy was revised to reflect the current program approval and termination process. The policy remains that a technical college must be approved by the State Board to offer any instructional program leading to a technical certificate of credit, a diploma, or a degree.

**POLICY: 5.1.9. (IV. R.)
Program Approval and Termination**

Revised: Pending Approval of State Board; August 12, 2004; August 6, 2001
Last Reviewed: October 14, 2016
Adopted: May 4, 1989



POLICY:

The Technical College System of Georgia [TCSG] recognizes the sensitive nature of this responsibility. It also recognizes its obligation to assist the institutions of the state to develop and to maintain programs of high quality and to avoid or reduce unnecessary duplication of programs or services both internal and external to the system.

The offering of a new program in an institution must be based upon a thorough assessment of the need for such a program. That need should be such that there is reasonable assurance that the program will be able to attract students in adequate numbers; the need is continuing and would sustain the program over a period of years; and there is ample evidence of employment opportunities within the school service area, the region, or the state.

Requests for a program to be offered by an institution for the first time must be accompanied by justification for the program. The nature and extent of such justification would differ considerably for programs developed in response to demonstrated need and those developed as pilot or innovative programs or those designed as an incentive for industrial development or to serve emerging technologies.

Board approval of new program requests based upon need shall be based upon such factors as population trends, job opportunities, availability of clinical sites, level of economic development activity, student availability, availability of similar programs, start-up and continuing operational costs, expected salary ranges, the long-term prospects of a viable



~~program, and ability to meet applicable program and institutional accreditation requirements.~~

A technical college must be approved by the State Board to offer any instructional program leading to a technical certificate of credit, a diploma, or a degree. and must specifically be approved to do so at each campus where it wishes to offer the program. Individual courses and technical certificates of credit not Title IV eligible may be offered at other off-campus locations—for example, high schools or business sites—without additional approval, and students attending courses and programs at such locations shall be reported through the campus from which the course or program is being administered.

~~No new program shall be authorized for enrollment, listed in the catalog of any institution, or publicized in any manner prior to the recommendation of the local Board of Directors and the approval by the State Board.~~

The termination of authority to offer a program must be recommended by the local Board of Directors and approved by the State Board.

The Commissioner shall develop appropriate procedures for the implementation of this policy.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

TCSG Procedure: 5.1.9p. Program Approval and Termination Procedures

- IV. Motion was made by Mr. Michael Sullivan to lay on the table State Board Policy 3.4.1 Emergency Preparedness, Health, Safety, and Security. Motion was seconded by Judge Dick Porter and passed State Board approval unanimously.**

Discussion: This policy requires all colleges to develop plans and procedures which are essential to respond to matters of natural and man-made hazards; public health; occupational and environmental safety as well as campus security. During the annual review of this policy, we discovered it was not formatted in accordance with the format approved by the Board in November of 2012. No substantive changes have been made to the Policy.

POLICY: 3.4.1. (II.D.)

Emergency Preparedness, Health, Safety and Security

Revised: Pending Approval of State Board; January 17, 2017; December 5, 2013



Last Reviewed: January 17, 2017; October 14, 2016

Adopted: December 5, 2013

POLICY:

The Technical College System of Georgia [TCSG] and each of its associated technical colleges and work units are committed to healthy, safe and secure workplaces and/or educational settings for all employees, students, volunteers, visitors, vendors and contractors. Each technical college or work unit shall develop, review and submit, at least annually to the System Office, those plans and procedures which are essential to respond to matters of natural and man-made hazards; public health; occupational and environmental safety as well as security. These plans and procedures shall be established with the goals of mitigating risk to individuals and physical resources as well as of maintaining compliance with national, state and local regulations. The Commissioner is directed to develop procedures necessary to implement the provisions of this policy.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

- V. Motion was made to lay on the table State Board Policy 2.3.6 Accreditation Reporting Standards. Motion was made by Mr. Michael Sullivan and seconded by Ms. Shan Cooper; motion was unanimously approved by the State Board.**

DISCUSSION: We are proposing a new State Board Policy that incorporates several SACSCOC Principles of Accreditation and policy requirements that pertain to the reporting of information. The Policy will direct each college to develop and maintain an internal procedure for SACSCOC reporting that includes a requirement that all information submitted to SACSCOC be timely, complete, accurate and current.

DRAFT Policy (Pending Approval of State Board)

It is the responsibility of colleges accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to require that all documents submitted to the Commission are candid and provide all relevant information. Each college should provide SACSCOC, access to its operations, and complete and accurate information about the college's affairs, including reports of other accrediting, licensing, and auditing agencies.



To ensure that the college operates with integrity in all matters, each college is required to develop and maintain a written procedure that requires all information submitted to the Commission is timely, complete, accurate and current.

- VI. Motion was made by Mr. Michael Sullivan to approve Albany Technical College's revised mission statement. Motion was seconded by Dr. Lynn Cornett and passed approval by the State Board unanimously.**

DISCUSSION: Albany Technical College submitted a revised mission statement that received the Technical College System of Georgia's State Board approval on November 17, 2016. The revised mission statement provided below includes modified language to change previous terminology from Associate of Applied Science degrees to Associate degrees. The language was modified considering ATC's approval to offer the Associate's degree for nursing.

Current Mission Statement

Albany Technical College, a unit of the Technical College System of Georgia, located in southwest Georgia, prepares individuals to meet dynamic and evolving workforce needs, utilizing industry-driven teaching and learning approaches including traditional, online, and customized business solutions. The College awards Technical Certificates of Credit, Diplomas and Associate of Applied Science degrees to students who meet program completion criteria. Albany Technical College is a public two-year institution committed to providing higher education and life-long learning opportunities that promote self-sufficiency, economic development, and community growth and sustainability.

NEW - Proposed Mission Statement (Pending Approval of State Board)

Albany Technical College, a unit of the Technical College System of Georgia, located in southwest Georgia, prepares individuals to meet dynamic and evolving workforce needs, utilizing industry-driven teaching and learning approaches including traditional, online, and customized business solutions. The College awards Technical Certificates of Credit, Diplomas and Associate degrees to students who meet program completion criteria. Albany Technical College is a public two-year institution committed to providing higher education and life-long learning opportunities that promote self-sufficiency, economic development, and community growth and sustainability.

- VII. Motion was made to approve the recommended Local Board Member Appointments as listed in the Board materials. Motion was made by Mr. Michael Sullivan and seconded by Judge Dick Porter; motion passed approval by the State Board unanimously.**

Ms. Erin Elise Cook, Lamar County, Appointment
Southern Crescent Technical College
Expiration is June 30, 2017



Mr. Steven Walker Jordan, Jr., Jasper County, Appointment
Southern Crescent Technical College
Expiration is June 30, 2018

- **Operations, Finance, and Planning**

Tim Williams

- I. **New Expenditure Items for February**

The motion was made for the State Board to authorize the Commissioner to purchase the designated items or execute the requested contracts for the system office and technical colleges listed below at a cost not to exceed the amount stated. Motion was made by Mr. Tim Williams and seconded by Mr. Ben Bryant; motion passed approval by the State Board unanimously.

1. **TCSG/OAE** – Request to enter into a contract with Data Recognition Corporation for an unlimited license for TABE Online. TABE, or the Test of Adult Basic Education, is one of the approved student assessments that our local grantees use and the only one used in the Adult Basic Education/Adult Secondary Education program. The contract provides an unlimited license of TABE test administrations for the local providers for the period of January 1, 2017 to June 30, 2018; cost \$250,000.00. ***Funds are available for this expenditure from Georgia's federal allocation.***

Discussion: This proposed expenditure is for TCSG-OAE to enter into an agreement with Data Recognition Corp. for a statewide-unlimited license for TABE Online, which would be used by local providers of Adult Ed. This contact enables grantees to save money by not having to enter into individual contacts, which would be a limited-use license at a higher cost. The contact will expand the opportunity to all grantees to use TABE Online at no cost to them, and will enable grantees to offer TABE assessments to individuals as an in-kind service to the various partners at the WorkSource Georgia Centers. The Online testing also provides greater reliability of the assessment data.

2. **Oconee Fall Line Technical College** – Seven-unit Mechatronics Learning System with accessories, components, and software from Technical Training Aids for current and new technology programs; cost \$211,924.00. ***Federal grant funds are available for this expenditure.***

Discussion: The 7-unit Mechatronics Learning System will be utilized in both the existing Electronics Technology Program and the soon to launch Mechatronics Program. With the rapid proliferation of automation technology, mechatronics has become one of the fastest growing technical education programs in the world. This equipment is a systems approach to teach primary skills needed in the industrial manufacturing world and includes Motor Controls, Robotics, PLC's, pneumatics and many other components. Students will see not only the individual components, programming and processes utilized but will be taught how they relate and work together to achieve world class manufacturing systems.



II. Expenditure Items for Ratification (December & January)

The motion was made by Mr. Tim Williams for the State Board to ratify all decisions, purchases, and contracts made by the Commissioner for requests submitted by the system office and technical colleges between the December 2016 and February 2017 State Board meetings. Authority was granted to the Commissioner at the December meeting for approval of such requests at a cost not to exceed the amounts stated by each technical college. Motion was seconded by Mr. Michael Sullivan and passed State Board approval unanimously.

1. **Central Georgia Technical College** – DR Imaging X-ray machine from GE Healthcare for new Health Sciences Building; cost \$148,146.00. ***Bond funds are available for this expenditure.***

Discussion: The new X-ray machine will be used for student instructional purposes in the college's new Health Sciences Building at the Warner Robins location. This equipment aligns with current curriculum/equipment used at the Macon campus and will provide students with the opportunity to work with machinery that they will encounter once they graduate and are employed.

2. **Coastal Pines Technical College** – Furniture from Krueger International for classrooms/labs, instructors' offices, instructional workroom and student center area at the new CIS/Welding Classroom Building on the Waycross campus; cost \$184,312.00. ***Bond funds are available for this expenditure.***

Discussion: Furniture is needed for the new CIS/Welding Classroom Building located on the Waycross campus. The one-story structure is 17,488 square feet and contains classrooms, labs, instructors' offices, instructional workroom and a student center area for students in the Computer Information Systems (CIS) and Welding programs.

3. **Gwinnett Technical College** – One Washer/Disinfector and 2 Sterilizer machines from Belimed Inc. for surgical technology programs; cost \$257,718.00. ***Local tuition funds are available for this expenditure.***

Discussion: This equipment has unique characteristics that will allow the college to better train their surgical technology students as well as the upcoming new program central processing students. The characteristics are also important in the sterilization of instruments used during live cadaver labs which is critical for the safety of students/faculty following direct contact with cadaver specimens. With the college's status of disaster preparedness for Gwinnett County, it would present critical patient safety should the area be utilized for live work.



4. **Oconee Fall Line Technical College** – Cisco network core equipment with high capacity switch from CDW-G for Dublin campus; cost \$165,275.00. ***Federal grant funds are available for this expenditure.***

Discussion: Cisco network core equipment with high capacity switch to service the physical core of the network is needed to replace equipment that is past end-of-life and no longer supported by Cisco. This equipment will replace the existing core so that the college's network can continue to meet the demands of the ever changing infrastructural needs of the college. The college received a grant that will cover the cost of this infrastructure upgrade.

- 5-6. **Southeastern Technical College; total cost \$1,412,234.00 – World Class Labs bond funds are available for both of these expenditures.**

- 5) 7 new Freightliner trucks w/trailers from Peach State Truck Centers for 2 campus locations; cost \$1,170,354.00.

Discussion: The college was awarded Word Class Labs funds to update their CDL program at the Vidalia & Swainsboro campus locations. These new trucks & trailers are needed to replace obsolete equipment that is 25+ years old and reduce maintenance costs for the CDL program. This new equipment will better prepare students by training them on equipment that is current in the trucking industry.

- 6) 2 new truck driving training simulators from Doran Precision Systems for 2 campus locations; cost \$241,880.00.

Discussion: Two new training simulators are needed to train students in the Diesel Technology programs at the Vidalia & Swainsboro campuses. This new equipment will help students learn to shift gears and do simulated driving before getting behind the wheel of a big Freightliner. This equipment will help reduce maintenance costs as well.

- 7-9. **West Georgia Technical College; total cost \$783,521.00 –**

- 7) Janitorial services contract with Beck Building Services for FY2018 for all campus and site locations; cost \$227,478.00. ***Local tuition funds are available for this expenditure.***

Discussion: This is a new award to the lowest bidder for janitorial services for FY2018 at all 10 campus/site locations. WGTC currently has no staff to provide these services, and this contract will result in a cleaner/more professional appearance for the college with a better work environment for the staff, faculty, and students. This agreement has a possible 4-year renewal option.



- 8) 225 Lenovo desktop computers and monitors from Technology Integration Group for all campus locations; cost \$174,882.00. ***Obsolete equipment funds are available for this expenditure.***

Discussion: New computers and monitors are needed to replace obsolete equipment in computer labs that are 12+ years old. These new computers will provide students with modern faster equipment for a better learning experience.

- 9) MPS 5-station Flexible Manufacturing Systems Trainers, and Vibration Analysis/Metering Trainer from Southern Educational Consulting for Precision Manufacturing & Maintenance Programs at 2 campus locations; cost \$381,161.00. ***World Class Labs funds are available for this expenditure.***

Discussion: Trainers are needed for use in the Precision & Maintenance Programs on the Carroll & Coweta campus locations to train students in the most current manufacturing/maintenance processes. The MPS trainer will allow for in depth training in areas of hydraulics, pneumatics, motor controls, and programmable logic controls and will enable a robust development of troubleshooting skills associated with modern manufacturing facilities. The Vibration Analysis/metering equipment will be used to introduce students to vibration analysis and will enable students to identify, troubleshoot, and resolve vibration problems within mechanical/motor control systems. The components and technology used in both of these trainers is most relevant to the service delivery area of WGTC.

10. **Wiregrass Georgia Technical College** – Four used trucks with trailers from Four Star Freightliner for the Commercial Truck Driving Program at two campus locations; cost \$336,000.00. ***World Class Labs bond funds are available for this expenditure.***

Discussion: The purchase of 4 used 2015 freightliner trucks with trailers is needed for class instruction in the Commercial Truck Driving Program at the Valdosta and Douglas campus locations. The cost of purchasing a used model is significantly less than a new model and these vehicles will meet the requirements for the commercial truck driving program based on functionality and current mileage. With this equipment, students will be able to complete training on the road and become familiar with truck instruments/controls to give them essential skills to transition from training to a career in the commercial truck driving industry.

• **Executive Committee**

Chairman Joe Yarbrough

Chairman Yarbrough explained that the Executive Committee met and discussed the Governor's proposed AFY17 and FY18 budget recommendation, as well as the Commissioner's month in review



that included several presentations to the General Assembly. He also remarked that the group discussed the increased enrollment at the twelve colleges as well as the Move On When Ready [MOWR] enrollment numbers that were just released for Fall 2016 – the numbers showed more than 14,000 high school students enrolled in courses at TCSG colleges.

That concluded the Chairman's report.

IV. COMMISSIONER'S COMMENTS

Commissioner Gretchen Corbin

Commissioner Corbin began her report by thanking the State Board members for their time that day. She welcomed and introduced the new System Office staff members:

- Neil Bitting, Assistant Commissioner for External Affairs and Facilities
- Jennifer Ziifle, Campus Safety Manager
- Collier Collier, Events Director

She thanked Dr. Craig Wentworth for his State of the College presentation and for being at the Board meeting. She wanted to also thank Dr. Anthony Parker, Dr. Tina Anderson, and Dr. Wentworth for coordinating relief efforts in south Georgia in the wake of the devastating tornadoes in both Cook and Dougherty Counties. Together, the three presidents organized a system-wide drive to collect critically needed items for storm victims.

She congratulated the twelve colleges that had increased their enrollment for the Fall 2016 semester:

South Georgia Technical College, Gwinnett Technical College, North Georgia Technical College, Coastal Pines Technical College, West Georgia Technical College, Georgia Piedmont Technical College, Wiregrass Georgia Technical College, Chattahoochee Technical College, Georgia Northwestern Technical College, Southern Regional Technical College, Atlanta Technical College, and Athens Technical College.

Lastly she remarked how thrilling it was to have the new Georgia Cyber Innovation and Training Center in the Governor's proposed FY18 budget. The Training Center will be a joint effort led by the Georgia Technology Authority and Augusta Tech and Quick Start look forward to partnering in this new endeavor with Augusta University and the University System of Georgia. The Georgia Cyber Innovation and Training Center is to be built near the U.S. Army's Cyber Command headquarters in Augusta and will include a "cyber range," where cyber warfare training and technology development unfolds.

That concluded the Commissioner's report.

VI. OTHER BUSINESS

Chairman Yarbrough



Chairman Yarbrough echoed the Commissioner's welcome and introduction of the three newest System Office staff members: Neil Bitting, Jennifer Ziifle, and Collier Collier.

He reminded the Board of the following upcoming events:

- SkillsUSA Breakfast – March 24 from 7-9am – GA Int'l Convention Ctr. – All board members are invited to the opening breakfast.
- 2017 EAGLE Awards Luncheon – March 15 at 11:30am – at the Atlanta Evergreen Conference Center at Stone Mountain.
- Next meeting is Thursday, March 2, 2017 at the System Office.

That concluded the Chairman's comments. Motion was made by Mr. Michael Sullivan to adjourn the December State Board Meeting of the Technical College System of Georgia at 1:32pm. Motion was seconded by Dr. Lynn Cornett and passed State Board approval unanimously. Meeting stood adjourned.

VI. ADJOURN

Chairman Yarbrough