



## STATE BOARD GENERAL SESSION

Joe Yarbrough, *Chairman*  
Anne Kaiser, *Vice Chair*  
Ben Bryant  
Doug Carter  
Shan Cooper  
Ben Copeland  
Lynn Cornett  
Jay Cunningham  
Tommy David  
Mary Flanders  
Randall Fox  
James Gingrey

Buzz Law  
Chunk Newman  
Richard Porter  
Sylvia Russell  
Trey Sheppard  
Shirley Smith  
Michael Sullivan  
Phil Sutton  
Baoky Vu  
Dinah Wayne  
Tim Williams

### APPROVED MINUTES

**Thursday, May 4, 2017**

1:00 p.m. – 2:00 p.m.

TCSG System Office  
1800 Century Place, 2<sup>nd</sup> Floor  
Atlanta, Georgia 30345

Absent: Doug Carter, Shan Cooper, Mary Flanders, James Gingrey, Sylvia Russell, and Michael Sullivan

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### I. WELCOME AND CALL TO ORDER

**Chairman Joe Yarbrough**

Chairman Joe Yarbrough called the May 4, 2017 State Board meeting of the Technical College System of Georgia [TCSG] to order at 1:00 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 April 10, 2017 State Board meeting. Motion was made by Mr. Ben Copeland, was seconded by Mrs. Shirley Smith, 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**

Dr. Lynn Cornett began her report by sharing a few items that were discussed during the committee meeting. First, the number of Move on When Ready Students [MOWR] enrolled is 19,000 currently and it is thought that after the summer term the system will hit over 20,000 high school students



enrolled; this is a monumental occurrence. Secondly, the Technical Education Division is working diligently with Bainbridge State University, Southern Regional Technical College, and Abraham Baldwin Agriculture College on the merger where Southern Regional Technical College will acquire the technical education division from Bainbridge State University. Lastly, Dr. Ian Bond will take a group to Germany and Austria this summer on an apprenticeship mission.

## **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 Mrs. Dinah Wayne and passed State Board approval unanimously.

### **Discussion:**

**West Georgia Technical College** - Degree program in A.S. - Psychology, AI13, 62 Credit Hours, effective August 2017

Employment of social and human services assistants within the WGTC seven-county region is projected to grow an average of 18% by 2024, significantly higher than the national average of 11%. Douglas and Coweta Counties have the highest anticipated employment needs, at 39% and 22%, respectively. An associate degree in psychology will give students the solid foundation they need to enter the social and human services workforce upon graduation or successfully and seamlessly transfer to a four-year institution. An established articulation agreement with the University of West Georgia ensures that graduates of this requested program can articulate the A.S. - Psychology in its entirety and enroll in the BS in Psychology program at that institution. All courses in the program are currently offered on all campuses and/or online, either as requirements or electives; current faculty are adequate to support the program. With adequate existing facilities, equipment, learning resources, and faculty supporting the program, no additional funding will be necessary for its implementation. The program's first-year enrollment total for all campuses is expected to be 120-130 students, growing to 240-250 students by the third year.

### **Enrollment Projections:**

Day Students Year 1: 75 Year 2: 115 Year 3: 145

Evening Students Year 1: 45 Year 2: 70 Year 3: 95

## **II. Motion (Approval of AAS Degrees, Diplomas, and Technical Certificates of Credit):**



Motion was made by Dr. Lynn Cornett that the college requests listed below to offer degrees, diplomas, 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. Frank "Chunk" Newman and passed State Board approval unanimously.

**Discussion:**

**Coastal Pines Technical College** - Diploma program in Business Healthcare Technology, BHT2, 46 Credit Hours, effective August 2017

Coastal Pines Technical College would like to offer the Business Healthcare Technology Diploma Program in order to provide students the ability to prepare for a career in the healthcare industry. Students who are currently enrolled in the Business Technology Program have expressed a desire to have an opportunity to complete courses that relate to the healthcare office environment. The Business Technology Program Advisory Committee has recommended the addition of the Business Healthcare Technology Program to the college's offerings. No colleges in or adjacent to CPTC's service delivery area currently offer this program. The Business Healthcare Technology diploma program is a state standardized program. The first-year costs of the program include: adjunct salary costs (\$3000), salary benefits (\$1250), and supplies (\$1500) for a total of \$5740, all of which will be funded from tuition/fees generated. CPTC projects the program would begin Fall 2017 with an enrollment of eight students the first year, increasing to 14 students by the third year.

**Enrollment Projections:**

Day Students Year 1: 4 Year 2: 6 Year 3: 8

Evening Students Year 1: 4 Year 2: 6 Year 3: 6

**Coastal Pines Technical College** - Degree program in Business Healthcare Technology, BHT3, 61 Credit Hours, effective August 2017

Coastal Pines Technical College would like to offer the Business Healthcare Technology Program in order to provide students the ability to prepare for a career in the healthcare industry. Students who are currently enrolled in the Business Technology program have expressed a desire to have an opportunity to complete courses that relate to the healthcare office environment. The Business Technology Advisory Committee has recommended the addition of the Business Healthcare Technology program to the college's program offerings. No colleges in or adjacent to CPTC's service delivery area currently offer this program. The Business Healthcare Technology degree program is a state standardized program. The first-year costs of the program include: adjunct salary costs (\$3000), salary benefits (\$1250), and supplies (\$1500) for a total of \$5750, all of which will be funded from tuition/fees generated. CPTC projects the program would begin Fall 2017 with an enrollment of eight students the first year, increasing to 14 students by the third year.



**Enrollment Projections:**

Day Students Year 1: 4 Year 2: 6 Year 3: 8

Evening Students Year 1: 4 Year 2: 5 Year 3: 6

**Coastal Pines Technical College** - TCC program in Healthcare Billing and Coding Specialist, HBC1, 30 Credit Hours, effective August 2017

Coastal Pines Technical College has requested to be approved to offer the Business Healthcare Technology Degree and Diploma program. The Healthcare Billing and Coding Specialist Technical Certificate of Credit is a certificate that is embedded within the degree and diploma program. Students and local employers have expressed interest in the program. The Business Technology Program Advisory Committee has recommended the addition of the programs in the Business Healthcare Technology grouping. The ability to provide this certificate would allow program students a certificate that enables them to obtain entry level employment as a Medical Coder and continue in the Business Healthcare Technology programs of study. No colleges in or adjacent to CPTC's service delivery area currently offer this program of study. The program is a state standardized program. The first-year costs of the program include supplies of \$500, which will be funded from tuition/fees generated. CPTC projects the program would begin Fall 2017 with an enrollment of seven students the first year, increasing to 13 students by the third year.

**Enrollment Projections:**

Day Students Year 1: 4 Year 2: 6 Year 3: 8

Evening Students Year 1: 3 Year 2: 4 Year 3: 5

**Coastal Pines Technical College** - TCC program in Healthcare Billing and Reimbursement Assistant, HBA1, 17 Credit Hours, effective August 2017

Coastal Pines Technical College has requested approval to offer the Business Healthcare Technology Degree and Diploma programs. The Healthcare Billing and Reimbursement Assistant is a certificate that is embedded within the degree and diploma programs. Students and local employers has expressed interest in the program. The Business Technology Advisory Committee has advised the addition of the Business Healthcare Technology program to the college's course offerings. The ability to provide this certificate would allow students a certificate providing the ability to obtain entry level employment in the field of Medical Billing while continuing to pursue the Business Healthcare Technology program award. No colleges in or adjacent to CPTC's service delivery area currently offer this program of study. The program is a state standardized program. The first-year costs of the program include supplies of \$500 which will be funded from tuition/fees generated. CPTC projects the program would begin Fall 2017 with an enrollment of seven students the first year, increasing 13 students by the third year.



**Enrollment Projections:**

Day Students Year 1: 4 Year 2: 6 Year 3: 8

Evening Students Year 1: 3 Year 2: 4 Year 3: 5

**Coastal Pines Technical College** - TCC program in Healthcare Office Assistant, HFA1, 26 Credit Hours, effective August 2017

Coastal Pines Technical College has requested to be approved to offer the Business Healthcare Technology Degree and Diploma programs. The Healthcare Office Assistance Technical Certificate of Credit is embedded in the Business Healthcare Technology programs. Students and local employers have expressed interest in the program. The Business Technology Program Advisory Committee has recommended the addition of the Business Healthcare Technology Program. The ability to provide this certificate would allow program students a certificate that allows for entry level employment in the healthcare field. No colleges in or adjacent to CPTC's service delivery area offers this program of study. The program is a state standardized program. The first-year costs of the program include supplies of \$500 which will be funded with tuition/fees generated. CPTC projects the program would begin Fall 2017 with an enrollment of seven students the first year, increasing to 14 students by the third year.

**Enrollment Projections:**

Day Students Year 1: 4 Year 2: 6 Year 3: 8

Evening Students Year 1: 3 Year 2: 4 Year 3: 5

**Southern Crescent Technical College** - TCC program in Cisco Certified Entry Network Technician, CC41, 12 Credit Hours, effective August 2017

The Cisco Certified Entry Network Technician TCC is related to the Networking Specialist program. This TCC will be awarded when the students have completed the 12 semester hours required to complete the TCC. Students are encouraged to complete the AAS or diploma Networking Specialist program.

**Enrollment Projections:**

Day Students Year 1: 12 Year 2: 18 Year 3: 24

Evening Students Year 1: 12 Year 2: 18 Year 3: 24

**Southern Crescent Technical College** - Degree program in Health Care Management, HC23, 60 Credit Hours, effective August 2017

Federal Department of Labor statistics show that employment of medical service managers, or health care managers, is projected to grow by 17% by 2024. This is much faster than the average for other occupations. During that same period, the growth within our service area will be greater than this national figure. Employment needs in the South Metro Atlanta area, which includes our service area, will account for a large majority of this need. Widespread use of electronic health records will continue to create demand for managers with



knowledge of the healthcare service environment including informatics systems. Medical and Health Service Managers will be needed to organize, manage and integrate these records. Graduates of degree programs combining health care and management courses will have the best job prospects. This is a TCSG Standard program and will adhere to all standards and competencies set forth.

**Enrollment Projections:**

Day Students Year 1: 125 Year 2: 175 Year 3: 250

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

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. Approval for Program Standards and Revisions**

Motion was made by Dr. Lynn Cornett to approve program standards and revisions for May 2017. Motion was seconded by Mr. Tommy David and was unanimously agreed and voted upon by the State Board.

**State Board Standards and Revisions Summary for May 2017**

Major Code	Program Name	Program Development	Award Level	Credit Hours
AI13	A.S. – Psychology	West Georgia	Degree	62
AD53	Associate Degree in Nursing Bridge	Oconee Fall Line	Degree	60
AF13	Associate of Science in Nursing Bridge Pathway	Southeastern	Degree	60
FNT1	HIT Certificate Program	Gwinnett	TCC	25
NA73	Nursing	Southeastern	Degree	67
RA13	Sports and Fitness Management	South Georgia	Degree	60
RA12	Sports and Fitness Management	South Georgia	Diploma	53
BA43	A.S. – Business Administration	Augusta	Degree	64

That concluded Chairwoman Cornett's report.

**• Adult Education**

**Ben Copeland**

Mr. Copeland began his report by sharing that Serena Walker gave an overview of the Request for Application competition review process and on May 19th the Adult Education Grant awards will be announced. He stated that Creech gave an update on the Instructional Services activities which included reported on the adult education programs performance covering overall educational gains



for students, local program GED graduates and enrollment.

Next, Mr. Copeland shared that from the GED Testing Program, Latanya Overby gave an update on the GED® Testing Program that included the following: the number of GED graduates continues to run ahead of the previous year by 4% and that a new billboard design and commercial without audio is being provided to the colleges in the upcoming weeks for business partners to post in their break rooms and for high schools to share with their students.

That concluded Mr. Copeland's report.

- **External Affairs and Economic Development**

***Trey Sheppard for Doug Carter***

Vice Chairman Trey Sheppard began the report by sharing the Quick Start numbers for the month: there were four prospects for a total of 4,678 potential new jobs for the month of April. Mr. Sheppard shared that the Governor's Manufacturer Appreciation Week Awards Luncheon set a new record for the highest attendance – over 1,500 individuals were there to celebrate.

Mr. Sheppard welcomed Mark D'Alessio, new communications manager, who will oversee content and social media management.

Lastly, it was shared that the TCSG Foundation's 1<sup>st</sup> Annual Golf Tournament to benefit the TCSG Last Mile Fund would be held September 15 at Stone Mountain.

That concluded Mr. Sheppard's report.

- **Facilities and Real Estate**

***Frank "Chunk" Newman***

- I. **Approval of Real Property Acquisitions**

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 acquisition of the following real properties. Motion was seconded by Mr. Jay Cunningham and passed State Board approval unanimously.

- A. **Central Georgia Technical College – 40.655 acres from Board of Regents of the University System of Georgia**

DISCUSSION: Central Georgia Technical College requests approval on the acquisition of 40.655 acres of improved land located on South 1001 Armed Forces Boulevard, Warner Robin (Houston County), GA, from the Board of Regents of the University System of Georgia, for the consideration of \$10.00, as the site for the Georgia





Veterans Career Transition Resource Center (VECTR), subject to the approval of the State Properties Commission.

## **II. Approval of Construction Contracts**

MOTION was made by Mr. Chunk Newman to authorize the Commissioner to execute the construction contract listed below at cost not to exceed the amount stated for each request. Motion was seconded by Dr. Lynn Cornett and passed State Board approval unanimously.

### **A. Athens Technical College - \$269,485.00 with Atlantic Building Specialties, Inc.**

DISCUSSION: Athens Technical College requests approval on the execution of a construction contract for “Auditorium Lighting and Audio visual Upgrades” on the Main Campus of Athens Technical College, with Atlantic Building Specialties, Inc., Marietta, GA in the amount of \$269,485.00, using local funds.

### **B. Athens Technical College - \$273,741.00 with North Ridge Roofing, Inc.**

DISCUSSION: Athens Technical College requests approval on the execution of a construction contract for “Building 100 reroof” on the Elbert County Campus of Athens Technical College, with North Ridge Roofing, Inc., Woodstock, GA in the amount of \$273,741.00, using local funds.

### **C. Georgia Piedmont Technical College - \$272,812.28 with JOC Construction**

DISCUSSION: Georgia Piedmont Technical College requests approval on the execution of a construction contract for “EMS Program renovation” on the Newton Center of Georgia Piedmont Technical College, with JOC Construction, Athens, GA in the amount of \$272,812.28, using local funds.

### **D. Southern Regional Technical College - \$297,516.58 with J.J. Morley Enterprises, Inc.**

DISCUSSION: Southern Regional Technical College requests approval on the execution of a construction contract for “Chiller Replacement” on the Veterans Parkway Campus of Southern Regional Technical College, with J.J. Morley Enterprises, Inc., Alpharetta, GA in the amount of \$297,516.58, using local funds.

### **E. West Georgia Technical College - \$236,688.69 with Rubio and Son Interiors, Inc.**

DISCUSSION: West Georgia Technical College requests approval on the execution of a construction contract for “Chiller and Boiler Replacement” on the Carroll Campus of West Georgia Technical College, with Rubio and Son Interiors, Inc., Dacula, GA in the amount of \$236,688.69, using local funds.





**F. Columbus Technical College** - \$2,000,000 with Albion Scaccia Enterprises, LLC.

DISCUSSION: Columbus Technical College requests approval on the execution of a design-build construction contract for “Quick Start Pratt + Whitney Training Center” on campus of Columbus Technical College with Albion Scaccia Enterprises, LLC, Atlanta, GA in the amount of \$2,000,000.00, using One Georgia funds.

That concluded the Chairman’s report.

• **Governance, Compliance and Audit**

**Tommy David for Michael Sullivan**

- I. Motion was made by Mr. Tommy David to approve local board member appointments as listed in the Board materials. Motion was seconded by Mr. Buzz Law and passed State Board approval unanimously.

• **Operations, Finance, and Planning**

**Tim Williams**

I. **Expenditure Requests**

***Motion:*** The motion was made by Mr. Tim Williams 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 seconded by Mr. Tommy David and passed State Board approval unanimously.

1. **TCSG/GVTC** – Request to pay year five of a 5-year renewal of services with Blackboard Inc. This agreement includes the Learning Management System License, hosting, and support; cost for year five is \$1,469,353.00. ***State funds are available for this expenditure.***

***Discussion:*** This five-year expenditure was originally set up to pay licensing, hosting, and XEI customization for their ANGEL Learning Management System. However, Blackboard Inc. has phased out support to their ANGEL platform effective October 2016 and is now offering, at no additional cost to TCSG, their upgraded platform called Blackboard Learn. TCSG has migrated to Blackboard Learn which is the software used to deliver the web-enabled training through the Georgia Virtual Technical Connection (GVTC, a unit of TCSG). The Learn platform is also hosted by Blackboard Inc. which saves the technical colleges the expense of purchasing the computer hardware and providing staff to support both the hardware and software.

2. **Athens Technical College** – Janitorial services contract with GCA Education Services for FY2018 cleaning services/supplies for 13 buildings at main campus; cost \$326,667.00. ***Local funds are available for this expenditure.***



*Discussion:* This is a new award to the lowest bidder for janitorial services & supplies for FY2018 at all 13 buildings at the college's main campus. ATC 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.

3. **West Georgia Technical College** – Six used Freightliner day cabs & four 2012 Peterbilt Sleeper Tractors from Jordan Truck Sales for Commercial Truck Driving Program at 3 campus locations; cost \$340,000.00. ***World Class Labs funds are available for this expenditure.***

*Discussion:* The college was awarded World Class Labs funds to update and improve their CDL program at the Carroll, Coweta, and LaGrange 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 shared with the State Board that the Executive Committee had discussed making a change to the meeting times on board days in an effort to make the meetings most efficient. The Executive Committee brought forth the following revisions:

7:30 – 8:25am <i>(Beginning 30 minutes earlier)</i>	Executive Committee
8:30 – 9:25am <i>(Beginning 30 minutes earlier)</i>	<u>Committee Meetings</u> Academic Affairs External Affairs and Economic Development Operations, Finance, and Planning
9:30 – 10:15am <i>(Beginning 30 minutes earlier &amp; shortened to 45 minutes)</i>	<u>Committee Meetings</u> Adult Education Facilities and Real Estate Governance, Compliance and Audit
10:20 – 11:15am <i>(Shortened to 55 minutes)</i>	Committee of the Whole
11:15am – 12:15pm	General Session
12:15pm	Lunch (optional)

Motion was made by Dr. Lynn Cornett to approve the changed proposed by the Executive Committee to revise the scheduled times on set board meeting days. Motion was seconded by Mr. Tommy David and passed State Board approval unanimously.

Chairman Yarbrough shared that after hearing no questions or comments that the motion stood approved and would take effect at the September State Board meeting.

That concluded the Executive Committee report.

**IV. COMMISSIONER’S COMMENTS**

**Commissioner Gretchen Corbin**

Commissioner Corbin began her remarks by thanking the State Board Members, College Presidents, College Staff and Faculty, System-wide staff and guests for being present at the annual Georgia Occupational Award of Leadership [GOAL] and Rick Perkins Awards in April to celebrate the top student and instructor from the system. She also thanked the College Presidents and Vice



Presidents of Economic Development for making the Governor's Manufacturing Appreciation Luncheon a priority in their communities and for getting their local companies to the event. The luncheon was a huge success and the Commissioner thanked Jackie Rohosky, Pam Griffin, and Rodger Brown for their tireless work behind the scenes.

The Commissioner shared that she was asked by Senator Perdue to participate in an Appalachia Initiative Roundtable to discuss issues such as workforce, infrastructure, job creation, and healthcare that effect the Appalachian Region. The Commissioner shared that that she would participate in the roundtable in Washington, DC in the upcoming month with Dr. Laura Meadows, Executive Director of the Carl Vinson Institute of Government at the University of Georgia, as well as two local business owners in the Appalachian Region.

That concluded the Commissioner's report.

## **VI. OTHER BUSINESS**

**Chairman Yarbrough**

Chairman Yarbrough reminded the State Board of the upcoming board meeting dates:

- The June State Board meeting will be May 31-June 1 at Augusta Technical College. Please mark your calendars for that. We are sure to have a great trip lead by President Terry Elam.
- After the June meeting, we will not meet in July, and our August meeting will be at Chattahoochee Technical College's North Metro Campus on August 3.

That concluded the Chairman's comments. Motion was made by Mr. Trey Sheppard to adjourn the May State Board Meeting of the Technical College System of Georgia at 1:27 p.m. Motion was seconded by Mr. Buzz Law and passed State Board approval unanimously. Meeting stood adjourned.

## **VI. ADJOURN**

**Chairman Yarbrough**