



# 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

**Tuesday, November 7, 2017**

1:00 – 2:00 p.m.  
Scarborough 1 & 2

Hyatt Regency Savannah  
2 W Bay Street – Lobby Level  
Savannah, Georgia

Absent: Ben Bryant, Shan Cooper, Lynn Cornett, Jay Cunningham, Randall Fox, and Tim Williams

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### I. WELCOME AND CALL TO ORDER

**Chairman Joe Yarbrough**

Chairman Joe Yarbrough called the November 7, 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 to Savannah; thanking everyone for not just their participation during their respective committees but for also being present in Savannah for the TCSG Leadership Conference.

### 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 October 5, 2017 State Board meeting. Motion was made by Mr. Michael Sullivan, was seconded by Mrs. Dinah Wayne, and passed approval by the Board unanimously. Minutes stand approved.

### III. BOARD RESOLUTION

Motion was made by Mrs. Mary Flanders that the State Board of the Technical College System of Georgia honor Ms. Skylar Huggett's accomplishments as the State GOAL Winner through a resolution commending her for academic achievement and outstanding efforts on behalf of technical education. Motion was seconded by Mr. Tommy David and was adopted unanimously. [Attachment A]



#### IV. COMMITTEE REPORTS

#### COMMITTEE CHAIRS

- Academic Affairs

**Anne Kaiser** for Lynn Cornett

##### I. Academic Standards and Programs

###### **Motion (Approval of Technical Certificates of Credit):**

Motion was made by Mrs. Anne Kaiser that the college requests listed below to offer 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. Chunk Newman and passed unanimously.

###### **Discussion:**

**Chattahoochee Technical College** - TCC program in Light Commercial Air Conditioning Specialization, LC11, 12 Credit Hours, effective June 2018

The LC11 Light Commercial Air Conditioning Specialization TCC will add another technical program option for students in and around the Cobb, Canton and Bartow County areas. Given strong job growth projections in the light commercial and residential air conditioning trades (both nationally and in the state of Georgia), this program will allow CTC to prepare workers for careers in a growing industry. Likewise, the population of the Cobb, Canton and Bartow County areas is projected to grow at a rate higher than projected growth for the state of Georgia; the light commercial air conditioning trade can be expected to grow to meet building demand in this area. Cost for this additional TCC will be negligible; current faculty, equipment, and facility resources will be used.

Enrollment Projections:

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

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

**Coastal Pines Technical College** - TCC program in Certified Construction Worker, CCW1, 9 Credit Hours, effective February 2018

The Certified Construction Worker certificate program offers training in the construction industry providing students with the knowledge and skills they need to work effectively on a construction site. Locally, manufactured home industries are struggling to hire qualified employment workers with entry-level skills. These companies have reached out to Coastal Pines in their search for qualified workers. Currently, there are no colleges in or adjacent to CPTC's service delivery area offering this entry-level program of study. The program will follow the state standard and meets all requirements for approval at its award level. The first year costs of the program include employment of an adjunct instructor, minimal equipment and



supplies with a cost of \$43,600. The program will be funded from tuition and Coastal Pines expects to have 20 graduates during the first year. By the third year of operation, the college anticipates that the program will grow in popularity with local industries due to graduate success and marketing to allow for employment of a full time instructor. Third year costs for the program will include salaries and supplies of approximately \$70,000. Expanding with full time faculty would allow for 35 students to complete the program in the third year.

**Enrollment Projections:**

Day Students Year 1: 0 Year 2: 0 Year 3: 0

Evening Students Year 1: 20 Year 2: 25 Year 3: 35

**Coastal Pines Technical College** - TCC program in Hospitality Operations Associate, HP31, 12 Credit Hours, effective January 2018

Coastal Pines Technical College would like to add the Hospitality Operations Associate TCC to prepare students in the service delivery area's coastal counties for the hospitality industry. The intent is to attract dual enrollment students considering a long-term career in hospitality and to provide them with the framework to gain entry-level employment, and also help them identify a specific long-term career pathway. Area hospitality companies have shared an interest in the program so that they too may have access to candidates who are trained to fulfill their resort-style, higher-end hospitality needs. Two similar programs that surround CPTC's service delivery area have similar programs: College of Coastal Georgia - Hospitality Management A.A.S Degree and Savannah Technical College - Hotel, Restaurant and Tourism Management Associate of Applied Science Degree and Diploma. The technical certificate of credit will follow the state standards. The program will be funded through tuition and fees generated and will support program costs for an adjunct instructor salary/fringe, supplies, and travel of \$29,260 for the first year. The third year costs will include a full-time, 10 month, instructor salary/fringe, supplies, and travel costs of \$59,500. Dual enrollment will begin with 8 students the first year and grow to 25 students by the third year enhanced by marketing and information sharing.

**Enrollment Projections:**

Day Students Year 1: 8 Year 2: 15 Year 3: 20

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

**Lanier Technical College** - TCC program in Alternative Energy Fundamentals, AE21, 24 Credit Hours, effective August 2018

This is a standalone program that the new Forsyth County Alliance Academy has requested for their service area. Alliance Academy will provide the labs, supplies, and students. Lanier Tech will provide the curriculum and instructors to teach this program. If this program proves to be successful through high enrollment, graduation, and employment rates, it will prove the case for Lanier Tech to expand its offering to other campuses or similar early college type academies.



Enrollment Projections:

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

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

**Lanier Technical College** - TCC program in Central Sterile Supply Processing Technician - Advanced, CS91, 20 Credit Hours, effective May 2018

In short, this program will cost us virtually nothing to implement. We will have the equipment and facility at the new Hall County campus. The supplies are the same for surgical technology. We have a willing industry partner in Northeast Georgia Medical Center. We have a full-time surgical technology instructor who can teach the classroom portion of the Central Sterile program and the clinical portion can be overseen by both surgical technology instructors in conjunction with surgical technology clinical. This program will fill a need of Northeast GA Medical Center, one of the top ten largest employers in our service area, as well as medical centers in surrounding counties.

Enrollment Projections:

Day Students Year 1: 6 Year 2: 12 Year 3: 12

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

**Lanier Technical College** - TCC program in Logistics Management Specialist, LM21, 18 Credit Hours, effective August 2018

Based on student interest surveys and business/industry demographic data and surveys, Forsyth County Schools began working on Alliance Academy for Innovation several years ago to address high-wage, high-demand jobs in our area which our school system did not currently offer. Through a community planning process, the school has been developed based on the pathways that emerged from this process. No colleges in our service area offer this program and the closest adjacent to our service area is Gwinnett Technical College. The program will follow the state standards. First year costs are estimated to be \$3300 for adjunct costs with \$100 for supplies, funded by tuition costs. We are projecting a class of 20 to begin the program with a total of 40 by the third year.

Enrollment Projections:

Day Students Year 1: 20 Year 2: 40 Year 3: 40

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

**Southeastern Technical College** - TCC program in Heavy Duty Truck Technician, HD61, 35 Credit Hours, effective January 2018

The Heavy Duty Truck Technician Technical Certificate of Credit (TCC) is an institutionally developed program. This credential will provide students the opportunity to graduate sooner to meet the employment needs of our service delivery area. This TCC can be completed in one year and technicians can expect to earn approximately \$22.00 hourly or \$45,170.00 annually. Currently, employment reports indicate a continued growth of about 12% for this field during the next five



years. Additionally, multiple employers have contacted Southeastern Tech requesting to hire new graduates. This TCC is part of the Diesel Equipment Technology program and will be housed in a recently remodeled building on the Swainsboro campus. New equipment was purchased for this program at the time of the remodel and it also received world class funds so no new equipment will be needed. . The current faculty will teach this TCC so there will be no additional faculty costs. Enrollment is projected to be 28 the first year and grow to 48 by year three.

**Enrollment Projections:**

Day Students Year 1: 18 Year 2: 25 Year 3: 30

Evening Students Year 1: 10 Year 2: 15 Year 3: 18

**Wiregrass Georgia Technical College - TCC program in Drafter's Assistant, DA31, 11 Credit Hours, effective January 2018**

Wiregrass GA Technical College is seeking approval for Drafter's Assistant technical certificate of credit. A high school in our service delivery area have expressed interest in this program. Lowndes High School currently offers a drafting program and would like to move it to a dual enrollment drafting program. Wiregrass GA Technical College does not offer programs similar to this technical certificate. Southern Regional Technical College offers the Drafting degree and diploma as well as Advanced CAD Technician, CAD Operator, and Drafter's Assistant technical certificates of credit. This is a state standard program and WGTC will adhere to all guidelines set forth the Technical College Systems of Georgia. To implement the program, WGTC will hire an adjunct drafting instructor. The estimated cost of the instructor will be \$24,300.00 and will be funded through tuition and fees. The first year's enrollment is expected to be 15 students, growing to 25 in the third year.

**Enrollment Projections:**

Day Students Year 1: 15 Year 2: 25 Year 3: 25

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

**Wiregrass Georgia Technical College - TCC program in Dual Enrollment Manufacturing Maintenance Technician, MMM1, 24 Credit Hours, effective January 2018**

Wiregrass GA Technical College is seeking approval for the Dual Enrollment Manufacturing Maintenance Technician technical certificate of credit. Area high schools in our service delivery area have expressed interest in this program. Their students are interested in enrolling in TCCs in the Maintenance Field. Area employers, particular Manufacturing businesses, have a difficult time finding enough qualified employees in their maintenance departments. Wiregrass GA Technical College offers a degree and diploma in Industrial Systems Technology as well as the Certified Manufacturing Specialist Technical certificate of credit. Southern Regional Technical College offers the Industrial Systems Technology diploma and Manufacturing Maintenance Specialist technical certificate of credit program. This is a state standard program and WGTC will adhere to all guidelines set forth the Technical



College Systems of Georgia. Since this program will run concurrently with the Industrial Systems Technology programs, no additional funds are required. The first year's enrollment is expected to be 10 students, growing to 25 in the third year.

Enrollment Projections:

Day Students Year 1: 10 Year 2: 20 Year 3: 25

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

**Wiregrass Georgia Technical College - TCC program in Dual Enrollment**

Manufacturing Production Assistant, MMP1, 17 Credit Hours, effective January 2018

Wiregrass GA Technical College is seeking approval for the Dual Enrollment Manufacturing Production Assistant TCC technical certificate of credit. Area high schools in our service delivery area have expressed interest in this program. Their students are interested in enrolling in TCCs in the Maintenance Field. Area employers, particular Manufacturing businesses, have a difficult time finding enough qualified employees in their maintenance departments. Wiregrass GA Technical College offers a degree and diploma in Industrial Systems Technology as well as the Certified Manufacturing Specialist Technical certificate of credit. Southern Regional Technical College offers the Industrial Systems Technology diploma and Manufacturing Maintenance Specialist technical certificate of credit program. This is a state standard program and WGTC will adhere to all guidelines set forth the Technical College Systems of Georgia. Since this program will run concurrently with currently offered programs, no additional funds are required. The first year's enrollment is expected to be 10 students, growing to 25 in the third year.

Enrollment Projections:

Day Students Year 1: 10 Year 2: 20 Year 3: 25

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

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.

## **II. Program Terminations**

Motion was made by Anne Kaiser that the college requests listed below to terminate the degree and diploma programs be approved for the semester specified for each request. Motion was seconded by Mr. Michael Sullivan and passed approval unanimously.

**Discussion:**

**Central Georgia Technical College**

Diploma program in Radiologic Technology, RT24, effective November 2017.



### **Georgia Northwestern Technical College**

Diploma program in Residential Energy Efficiency Technology, REE2, effective November 2017.

### **West Georgia Technical College**

Degree program in Physical Therapist Assistant, PTA3, effective November 2017.

## **III. Approval for Program Standards and Revisions**

Motion was made by Mrs. Anne Kaiser to approve program standards and revisions for November 2017. Motion was seconded by Mrs. Dinah Wayne and unanimously passed State Board approval.

### **State Board Standards and Revisions Summary for November 2017**

| <b>Major Code</b> | <b>Program Name</b>                                   | <b>Program Development</b> | <b>Award Level</b> | <b>Credit Hours</b> |
|-------------------|---|----------------------------|--------------------|---------------------|
| MS23              | Advanced Manufacturing Systems Technology             | North Georgia              | Degree             | 60                  |
| CR21              | Court Reporter  | Central Georgia            | TCC                | 35                  |
| HI61              | Health Information Technician                         | Georgia Northwestern       | TCC                | 36                  |
| HP41              | Healthcare Professional                               | West Georgia               | TCC                | 36                  |
| LV11              | Low Voltage Cable Technician                          | Wiregrass Georgia          | TCC                | 11                  |
| LVE1              | Low Voltage Electronic Safety and Security Technician | Wiregrass Georgia          | TCC                | 20                  |
| LV21              | Low Voltage System Installer                          | Wiregrass Georgia          | TCC                | 20                  |
| TPT2              | Television Production Technology                      | Chattahoochee              | Diploma            | 51                  |

## **• Adult Education**

### **Ben Copeland**

Mr. Copeland began his report by sharing the "Free GED Classes" billboard campaign with over 60 billboards will run throughout the state during the months of December or January based on the preference of the adult education program. Next he shared that the total GED graduates through the end of September was 5% higher than the same time period last year.

Next he gave a CLCP update in which he shared that both Gwinnett and Banks Counties had meetings to begin participation in the CLCP program.

Lastly, Mr. Copeland shared that there was a meeting held between TCSG's program



administrators and VOC Rehab to better understand how the two agencies can better work together. He also shared that 2018 will be the 25<sup>th</sup> anniversary for EAGLE and it will be held on March 12-14. Mr. Copeland encouraged the entire board to mark their calendars for that special date. That concluded his report.

- **External Affairs and Economic Development**

**Doug Carter**

Mr. Carter began his report by sharing updates from QuickStart. There were seven prospects in October that could potentially create 2,184 new jobs. In addition, there were three expansion projects initiated involving 272 jobs.

Quick Start also provided information to be used in Georgia's offering to Project Rush, the well-publicized headquarters operation forecast to create 50,000 jobs wherever it ultimately locates.

October saw significant activity with the return of several prospects that have narrowed the selection of sites being considered in Georgia.

Quick Start hosted two separate visits by executives from Sentury Tire.

The Kia Georgia Training Center hosted a visit by officials from India, accompanied by Kia representatives, who toured the facility as part of their assessment of state support for the Kia manufacturing plant.

The structural steel for the Georgia Advanced Manufacturing Training Center is nearing completion.

The remodel of the Columbus Training Center is proceeding well and scheduled for completion Dec. 14.

Quick Start, West Georgia Technical College and TenCate Protective Fabrics held a training plan signing in Senoia, where Quick Start is initiating an existing industry training project. Quick Start also presented to a visiting team from the OPB.

The governor held a press conference on Oct. 30, 2017, announcing that the State of Georgia was named #1 state for doing business by *Site Selection* magazine. It was held at Georgia Power's Georgia Experience Center and hosted by Ms. Anne Kaiser and her team. Governor also devoted significant time during the Site Selection press conference to praising the state's efforts in workforce development and specifically thanked TCSG among others. He also announced new areas (automotive, aviation, construction, electrical line working, and transportation) that will be covered by the HOPE Career Grant.

Several spots from the statewide marketing campaign are posted on TCSG's YouTube channel for those who haven't seen them.

- Website impact of the campaign:
  - Web traffic has doubled.
  - Popular pages: those to do with programs and campuses
  - Chat is preferred over all forms of call center interaction 2 to 1



We are also conducting a social media campaign Oct. 25 – Dec. 15 to promote dual enrollment in support of the colleges' spring recruitment drives.

All colleges have committed to participating in an exposition of technical college programs at the Georgia High School Counselor Association Annual Conference this week. Ian Bond won in Atlanta Business Chronicle's Georgia International Awards in the International Education Program category.

Also, the IT team was a finalist in Technology Association of Georgia (TAG) Excalibur Awards and team won two awards in the Georgia Digital Government Summit awards.

Assistant Commissioner Neil Bitting has attended a number of study committees held by state legislators this fall and will be attending one held by Sen. Bruce Thompson this Thursday at Chattahoochee Tech.

The system is preparing for the upcoming Session and has submitted two pieces of potential agency legislation to the Governor's Office. The system is also engaging in budget discussions.

The TCSG Foundation Golf Tournament on Oct. 27<sup>th</sup> was a great success in raising funds for the "Last Mile" fund. Gov. Deal kicked off the event and 28 teams competed. And "A Taste of TCSG" will be held this year at the Freight Depot in Atlanta on December 7<sup>th</sup>. Board members are invited to attend.

That concluded Mr. Carter's report.

- **Facilities and Real Estate**

**Ben Bryant, Vice Chair**

- I. **Approval of Real Estate Transactions**

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 execution of the following real estate transactions. Motion was seconded by Mr. Michael Sullivan and passed unanimous approval by the State Board.

- A. **Ogeechee Tech** – Acquisition of 5.208 AC from Screven County

DISCUSSION: Ogeechee Technical College requests approval on the acquisition of 5.208 acres of unimproved land located on Rocky Ford Road, Sylvania (Screven County), GA, from the Screven County Board of Commissioners, for the consideration of \$ 10.00, as the site for the TCSG-346 Truck Driving Pad for Ogeechee Technical College, subject to the approval of the State Properties Commission.

- B. **Central Georgia Tech** – Rental of 3,950 SF at 640 Georgia 128, Roberta



DISCUSSION: Central Georgia Technical College requests approval on the execution of a sublease agreement #10013 with the State Properties Commission, covering 3,950 square feet of classrooms with faculty offices located at 640 Georgia 128, Roberta, GA, for five years at the rental rate of \$10.00/annum. The Master Landlord is the Crawford County Board of Commissioners and the local funds will be used for this rental payment.

**c. Southern Crescent Tech** – Rental of 1,000 SF at 285 Indian Trail, Barnesville

DISCUSSION: Southern Crescent Technical College requests approval on the execution of a Letter of Intent (LOI) #7966, covering 1,000 square feet of classrooms with faculty offices located at 285 Indian Trail, Barnesville, GA, for three years at the rental rate of \$6,000.00/annum. The Master Landlord is the Barnesville Housing Authority and the local funds will be used for this rental payment.

**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 Mr. Michael Sullivan and passed approval unanimously.

**A. Georgia Northwestern Tech** - \$178,715.00 with D&S Doyle Electric, Inc.

DISCUSSION: Georgia Northwestern Technical College requests approval on the execution of a construction contract for "Rewiring of Machine Tool Lab" on the Floyd County Campus of Georgia Northwestern Technical College, with D and S Doyle Electric, Conyers, GA in the amount of \$178,715.00, using local funds.

**B. Georgia Northwestern Tech** - \$234,999.56 with Astra Construction Services

DISCUSSION: Georgia Northwestern Technical College requests approval on the execution of a construction contract for "Renovation of Industrial Lab" on the Walker County Campus of Georgia Northwestern Technical College, with Astra Construction Services, Woodstock, GA in the amount of \$234,999.56, using local funds.

**c. Chattahoochee Tech** - \$128,000.00 with MCI Enterprises, Inc.

Discussion: Chattahoochee Technical College requests approval on the execution of a construction contract for "50 Ton Air Cooled Chiller" on the Appalachian Campus of Chattahoochee Technical College, with MCI Enterprises, Inc., Douglasville, GA in the amount of \$128,000.00, using local funds.



### III. **Approval of New Campus** – Lanier Technical College

Motion was made by Mr. Chunk Newman to authorize a new campus of Lanier Technical College, located at 2535 Lanier Tech Drive, Gainesville, Georgia 30351, effective Spring 2019. Motion was jointly seconded by Mr. Doug Carter and Mrs. Dinah Wayne and passed unanimous State Board approval.

DISCUSSION: Lanier Technical College requests approval on the authorization of the new Hall County Campus of Lanier Technical College, located at 2535 Lanier Tech Drive, Gainesville, Georgia 30351. The new campus is funded through Project No. TCSG-327 and will replace the existing Oakwood Campus located at 2990 Landrum Education Drive, Oakwood, Georgia 30566.

- **Governance, Compliance and Audit**

**Michael Sullivan**

**MOTION 1:**

**Motion was made by Mr. Michael Sullivan to approve the proposed mission statement of Southern Regional Technical College. Motion was seconded by Mr. Buzz Law and passed approval by the State Board unanimously.**

**Discussion:** Governing board approval of the mission statement is needed by Southern Regional Technical College in advance of SACSCOC approval of the substantive change document regarding the acquisition the Bainbridge campus. The revised statement includes the addition of service area counties to be acquired from Abraham Baldwin Agricultural College (ABAC) effective July 1<sup>st</sup>, 2018. The revised mission statement is in compliance with SACSCOC requirements for mission statements.

**Southern Regional Technical College Current Mission Statement  
(To be in effect through June 30, 2018)**

Southern Regional Technical College, a unit of the Technical College System of Georgia, is a public two-year college that provides access to learner-centered high-quality services; academic and occupational credit courses; associate degree, diploma, and technical certificate of credit programs; continuing education opportunities; business and industry training; and adult education programs. Through traditional and distance delivery methods at multiple instructional sites, the College supports workforce development serving primarily the citizens of Colquitt, Grady, Mitchell, Thomas, Tift, Turner, and Worth counties.

**Southern Regional Technical College New Mission Statement  
(To be in effect July 1, 2018)**

Southern Regional Technical College, a unit of the Technical College System of Georgia, is a public two-year college that provides access to learner-centered high-quality services; academic and occupational credit courses; associate degree, diploma, and technical certificate of credit programs; continuing education opportunities; business and industry training; and adult education programs. Through traditional and distance delivery methods



at multiple instructional sites, the College supports workforce development serving primarily the citizens of Colquitt, Decatur, Early, Grady, Miller, Mitchell, Seminole, Thomas, Tift, Turner, and Worth counties.

#### **MOTION 2:**

**Motion was made by Mr. Michael Sullivan to lay recommended revision to Policy 2.1.3 on the table. Motion was seconded by Mr. Tommy David and was unanimously approved.**

**Discussion:** The SACSCOC Board of Trustees has approved a revision of the Principles of Accreditation to be voted on at the December 2017 Annual Meeting. The revision requires two changes affecting governing boards.

The Governing Board:

1. ensures the regular review of the institution's mission.
2. defines and regularly evaluates its responsibilities and expectations.

Coastal Pines Technical College (DPTC) and Ogeechee Technical College (OCT) are preparing documentation for their decennial reaffirmation of accreditation to be submitted in March 2018. The new principles will be effective when voted on and approved by the College Delegate Assembly in December 2017.

#### **POLICY: 2.1.3. (I.C.1)**

##### **State Board Responsibilities and Authority**

**Revised:** Pending State Board Approval; September 3, 2015;  
November 3, 2011

**Last Reviewed:** September 3, 2015

**Adopted:** March 1, 2007



#### **POLICY:**

The Board shall provide overall policies for the management of public postsecondary technical and adult education to ensure that the needs of the citizenry, business, and industry are met to the highest possible degree and in the most cost-effective and efficient manner.

The Board shall establish its guiding policies, subject to change from time to time, but all of which shall be in accordance with the established objectives and the trusteeship to the public.



The policies of the Board may be amended and/or adopted by the Board acting collectively at any meeting of the Board subject to the Board's bylaws.

### **Responsibility**

The Board shall:

- 1) Provide overall policy guidance to the Commissioner, who is responsible for day-to-day operations on behalf of the Board.
- 2) Approve overall goals and objectives for public postsecondary technical and adult education.
- 3) Approve annual and long-range plans for public postsecondary technical and adult education.
- 4) Approve changes in organizational structure or functional assignments for the Commissioner and organizational level reporting immediately to the Commissioner.
- 5) Employ, dismiss, and establish the salary of the Commissioner.
- 6) Delegate to the Commissioner the authority to hire and fire Department employees and to establish salaries in conformance with State laws and regulations.
- 7) Approve all new technical education programs for public postsecondary technical education and the deletion or modification of existing programs.
- 8) Review recommendations for annual and supplemental budget requests for all public postsecondary technical and adult education and make recommendations to the Governor and the General Assembly.
  - a) Approve the preliminary operating budget for each Technical College annually.
- 9) Establish policies and review and approve those proposed and established by the Commissioner so that the Department's operations shall meet the Board's goals and objectives.
- 10) Consider and act upon the following:
  - a) All legislation proposed by the Department.
  - b) All actions required by law to be taken by the Board.



- c) Proposals for state-level advisory committees and the committees' membership. Members serve at the pleasure of the State Board and may be removed by the Board at any time based upon the Commissioner's recommendation.
- d) All proposals for membership on local boards of directors of state technical institutes and colleges. Members serve at the pleasure of the State Board and may be removed by the Board at any time based upon the Commissioner's recommendation.
- e) All contracts for construction, leases, equipment and furniture which exceed \$125,000 in total annual cost. The Board shall also act upon all change orders or amendments to construction contracts that exceed twenty percent of the original contract cost. "Construction contracts" include contracts for repair or renovation.
- f) All non-personnel contracts, including amendments, change orders and renewals thereto, which exceed \$125,000 in total annual cost. The Board shall also act upon all change orders or amendments to existing non-personnel contracts that exceed twenty percent of the original contract cost.
- g) All plans to promote the Board's activities and solicit funds.
- 11) Represent the State with other postsecondary technical and adult education agencies in Georgia, in other states, and at the national level.
- 12) Make recommendations for improving public postsecondary technical and adult education.
- 13) ~~Approve mission statements of technical colleges.~~ Regularly review the mission statements of the technical colleges and approve all changes to mission statements.
- 14) Regularly conducts a board self-evaluation.

#### **RELATED AUTHORITY**

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

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

#### **MOTION 3:**

**Motion was made by Mr. Michael Sullivan to lay recommended revision to Policy 2.3.2 on the table. Motion was seconded by Mr. Tommy David and received unanimous approval by the State Board.**

**Discussion:** The change to this policy resolves a conflict between this policy and our Positive Discipline procedure that allowed the Commissioner to hear the appeal on a termination decision she previously made. Removing the requirement for the Commissioner to approve terminations for direct reports to the Presidents allows her and her designee to apply fresh



perspective to the facts when presented on appeal, and provide an objective final decision. It is still recommended that presidents seek the advice of Legal Services or Human Resources prior to making any termination decisions.

**POLICY: 2.3.2 (I.F.2)**

**Responsibilities and Authority of Technical College Presidents**

**Revised:** Pending State Board Approval; January 18, 2005; September 7, 1996; September 7, 1995; May 4, 1995; September 1, 1994  
**Last Reviewed:** November 1, 2016  
**Adopted:** September 4, 1986



**POLICY:**

The President of each technical college shall be the Chief Executive Officer of the college and all its departments, and shall exercise supervision and direction and promote the efficient operation of the college. The president shall be responsible to the Commissioner for the operation and management of the college and for the execution of all directives of the State Board and the Commissioner.

1. ~~1~~ Presidents are authorized to select, employ and remove or dismiss college employees in accordance with Board policy and within existing budgets for personal services; except, prior approval of the Commissioner is required before any employee reporting directly to the President is made an employment offer, removed from that position, ~~dismissed from employment~~, or awarded a raise other than one approved by the State Board or General Assembly. See Request For Approval For Personnel Action Form, below.
2. ~~2~~ Presidents of technical colleges may delegate authority to employ individuals who do not report directly to the President; provided, however, that two levels of authority within the college are involved in the employment selection process.
3. ~~3~~ The president of technical colleges shall determine the salary to be paid to each employee and approve all personnel actions (employment, promotions, disciplinary actions, dismissals, etc.).
4. ~~4~~ The President shall perform such specific duties as may be included in the President's job description or otherwise communicated by the Commissioner.

On behalf of the State Board, the President shall have the authority to execute:



1. ~~(1)~~ agreements with high schools, public and private colleges and other institutions which provide additional educational options for students;
2. ~~(2)~~ agreements with employers in both the private and public sector for the clinical, on- the-job or apprenticeship components of programs offered by the college;
3. ~~(3)~~ rentals or service agreements related to custodial maintenance and upkeep of buildings and grounds;
4. ~~(4)~~ agreements negotiated for the provision of educational and training services and continuing education programs;
  
5. ~~(5)~~ agreements with architects and or contractors for the design, repair, renovation or construction of facilities or other capital improvements as specifically authorized by the Commissioner; provided, however, such obligations must comply with the System's purchasing policy and processes and the Technical College President shall not obligate the college beyond the available resources of the college unless prior approval has been obtained.

RELATED AUTHORITY:

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

O.C.G.A. § 20-4-14 – TCSG Powers and Duties State Board Policy 3.1.16.  
Purchasing

**MOTION 4:**

Motion was made by Mr. Michael Sullivan to approve local board member appointments as listed in the Board materials. Motion was seconded by Judge Dick Porter and passed State Board approval unanimously.

• **Operations, Finance, and Planning**

**Richard Porter** *for Tim Williams*

I. **Expenditure Requests**

**MOTION:** The motion was made by Judge Dick Porter for the State Board to authorize the Commissioner to purchase the designated items or execute the requested contracts for the technical colleges listed below at a cost not to exceed the amounts stated. Motion was seconded by Mr. Chunk Newman and passed State Board approval unanimously.

1. **Augusta Technical College** – 64 Lenovo computers, 115 regular/touchscreen monitors, and 12 laptops from Cpak Technology Solutions; cost \$142,062.00. **World Class Labs bond funding is available for this expenditure.**

*Discussion:* ATC has been allocated World Class Labs funding for equipment and renovations. These funds will be utilized to update/remodel existing classrooms with new technology and larger computer systems. Replacing computers and updating numerous labs under IT's direction will allow for more robust technology to be implemented into curriculum that is supporting an ever changing/expanding profession and will provide more lab space as enrollment continues to grow in this area.

2. **Central Georgia Technical College** – Two new tractor trailers from Peach State Freightliner for CDL Program; cost \$238,448.00. **World Class Labs bond funding is available for this expenditure.**

*Discussion:* Two new tractor trailers are needed for the college's Commercial Truck Driving Program. With the Governor's transportation initiative, CGTC's CDL program has grown; and these vehicles are needed to replace old, obsolete equipment. This equipment will allow students to be trained on the current truck models that are being used by local companies.

3. **Lanier Technical College** – One International Lonestar tractor with sleeper from Rush Trucks for CDL Program; cost \$126,262.00. **World Class Labs bond funding is available for this expenditure.**

*Discussion:* This new tractor is for instructional use in LTC's Commercial Truck Driving Program starting fall 2017. Purchasing a 2016 model will allow the college to buy a new Class 8 heavy duty truck with sleeper at a price comparable to a 2017 basic model. The sleeper compartment will allow students to get experience navigating a vehicle with a longer wheelbase in addition to training on the shorter wheelbase used model also purchased for the program.

4. **North Georgia Technical College** – Smart Factory Mechatronics and Industrial Maintenance Training/Learning Systems from Technical Training Aids for Advanced Manufacturing Technology Degree; cost \$496,964.00. **World Class Labs bond funding is available for this expenditure.**

*Discussion:* Today's manufacturing industry is highly automated and technologically advanced, and the current industrial trend is for computers and automation to work together seamlessly. In order to prepare Industrial Systems Technology students for today's workforce and to give them a competitive edge when seeking employment, NGTC will include an Advanced Manufacturing Technology Degree in 2018 utilizing these training systems. These systems support student-learning outcomes and provide hands-on



experience in the courses of IDSY 1190 Fluid Power Systems, AUMF 1150 Intro to Robotics, and AUMF 2060 Work Cell Design.

5. **Oconee Fall Line Technical College** – Purchase of Cisco Wireless Local Area (WLAN) networking equipment from CDW-G for Dublin Campus; cost \$140,370.00. **Federal grant funds are available for this expenditure.**

*Discussion:* The WLAN infrastructure on the Dublin campus is over ten years old and equipment has reached end of life and can no longer be supported. As the wireless access points stop working, they cannot be replaced due to the age of the entire network. Currently, two of the four buildings on campus have no wireless network, and the other two buildings have only a limited access. This purchase will replace the entire WLAN system so wireless access is available in all buildings on the Dublin campus. This purchase is being funded by a PBI Formula Grant for FY18.

6. **Savannah Technical College** – New annual contract with Sack Company Maintenance for HVAC services across all campus locations; cost \$162,940.00. **Local funds are available for this expenditure.**

*Discussion:* STC is requesting approval of an annual agency contract with Sack Company Maintenance for HVAC maintenance services across all campus locations. Having a contract with firm fixed pricing in preventive maintenance, repair labor, emergency response repairs and parts will help keep costs under control and aid Facilities staff to better maintain all HVAC systems college-wide within a budget. This contract will also benefit the college in helping to extend the life expectancy of the HVAC systems and will allow the college to work with one single supplier versus multiple sources. This is the first year of a 4-year optional renewable contract.

7. **Wiregrass Georgia Technical College** – Mechatronics Training Systems from Southern Educational Consulting for Mechatronics programs at the Valdosta campus; cost \$564,911.00. **World Class Labs funding is available for this expenditure.**

*Discussion:* This equipment is needed in the college's Mechatronics Program to provide a portable, multiple disciplinary training system for introducing the concepts associated with Precision Manufacturing, Engineering, and Mechatronics that can be implemented at both secondary and post-secondary institutions. The related curriculum & online content cover the requirements for most STEM programs. Equipment includes a complete MPS210 system (including 10 Station Automation Cell with additional 5 Distribution Stations & 5 Conveyor Stations), PLCs & Mechatronics fundamentals, controls, and ABB Robot.



8. **West Georgia Technical College** – 200 Lenovo computer workstations with monitors and desktop memory from Cpak Technology Solutions; cost \$265,600.00. **World Class Labs bond funding is available for this expenditure.**

*Discussion:* WGTC has been allocated World Class Labs funding for computer equipment and renovations across all campus locations. These funds will be utilized to replace obsolete lab computers with new technology and larger computer systems for programs of study specified in the World Class Labs submission, and will provide these students with a better learning experience.

- **Executive Committee**

**Chairman Yarbrough**

Chairman Yarbrough remarked that there was no Executive Committee meeting this month due to the fact that the State Board meeting was offsite.

He asked me, Ben Copeland, chair of the Nominating Committee, to bring forth the recommendation for the next Chair and Vice Chair.

Motion was made by Mr. Ben Copeland that the Board approve the nominating committee's recommendation to elect Anne Kaiser as the new Chair of the State Board of the Technical College System of Georgia, and Doug Carter as the new Vice Chair of the State Board of the Technical College System of Georgia. Both will be effective January 1, 2018 through December 31, 2019. Motion was seconded by Mr. Tommy David and received a resounding, unanimous approval by the entire State Board.

Chairman Yarbrough thanked Mr. Ben Copeland, Mr. Trey Sheppard, and Mrs. Shirley Smith for their additional work on this Nominating Committee.

**V. COMMISSIONER'S COMMENTS**

**Commissioner Gretchen Corbin**

Commissioner Corbin began her remarks by thanking the State Board members for their presence in Savannah for the Leadership Conference.

Her first and most exciting announcement was when she shared that the State of Georgia was named the No. 1 State in that nation in which to do business for the fifth consecutive year by Site Selection. She remarked that the announcement took place on October 30 at Georgia Power's Georgia Experience Center and now only featured the announcement of Georgia's latest ranking but a large portion of the announcement included TCSG adding five new HOPE Career Grant programs [Construction, Aviation, Electrical Line Work, Logistics and Automotive Technology]. She shared that because of the Governor's vision for technical education, TCSG is proud to now have 17 areas of study that are tuition free, and that she believed this was going to continue to mean big things for business and industry in Georgia. She thanked Kathryn Hornsby, Scott Rule, and Joe Dan Banker for making sure all the information was in place and for doing the behind the scenes work to make sure this announcement was possible.



She continued and stated that because of the new marketing campaign, that media is seeking out TCSG for interviews and articles and that the Communications Office has been extremely busy the past two months with all of the requests. She remarked that she herself had done numerous interviews and radio spots, which came as a result of the new heightened image of TCSG.

That concluded the Commissioner's comments.

## **VI. OTHER BUSINESS**

### **Chairman Yarbrough**

Chairman Yarbrough once again thanked Skyler Huggett for her time and the talents that she's given to the System this year at the GOAL student.

He shared that the Dashboard had been updated for November. Of particular note over last month's Dashboard, the charts have been updated to start the data reporting for Fiscal and Academic Year 2018. This month's Program Highlight revolves around the measurable results of the TCSG Marketing Campaign. The focus is on Website and Call Center Activity.

Other Business:

- December 6 – annual State Board Holiday Dinner at the Ritz in Buckhead
- December 7 board meeting at the System Office

The 2018 Meeting Dates were announced:

|                       |  |
|-----------------------|--|
| Wednesday, January 31 | TCSG System Office   |
| Thurs-Fri, March 1-2  | Coastal Pines Tech   Brunswick                                     |
| Wednesday, April 4    | TCSG System Office   |
| Thursday, April 26    | Grand Hyatt Atlanta<br>to coincide with TCSG GOAL/RPA              |
| Thursday, June 7      | TCSG System Office   |
| Thursday, August 2    | TCSG System Office   |
| Thursday, September 6 | Gwinnett Tech   Alpharetta   |
| Thursday, October 4   | TCSG System Office   |
| Tuesday, October 30   | Hyatt Regency – Savannah<br>to coincide with TCSG Leadership Conf. |
| Thursday, December 6  | TCSG System Office   |

**VII. ADJOURN****Chairman Yarbrough**

That concluded the Chairman's comments. Motion was made by Mr. Buzz Law to adjourn the November State Board Meeting of the Technical College System of Georgia at 1:50 p.m. Motion was seconded by Mr. Tommy David and passed State Board approval unanimously. Meeting stood adjourned.

**ATTACHMENT A:****TECHNICAL COLLEGE SYSTEM OF GEORGIA*****A RESOLUTION***

The State Board of the Technical College System of Georgia  
wishes to recognize and commend

***Skylar Huggett***

- WHEREAS,** the Georgia Occupational Award of Leadership (GOAL) program has honored and rewarded Georgia's outstanding technical education students for 46 years; and,
- WHEREAS,** the 2017 State GOAL Winner is competitively selected from the 23 participating collegiate GOAL winners, each representing their technical college, community, and thousands of other Georgians benefiting from postsecondary technical education; and,
- WHEREAS,** Skylar Huggett is the 2017 State GOAL Winner; and,
- WHEREAS,** Ms. Huggett, by attending Savannah Technical College, is obtaining the necessary skills, resources, and confidence to become successful in Georgia's strategic workforce; and,
- WHEREAS,** Ms. Huggett, upon completion of the welding and joining program, has pursued a rewarding career in the welding profession at Thunderbolt Marine that allows her to



utilize her life skills and the knowledge she has gained through technical education; and,

**WHEREAS,** in pursuing her education, Ms. Huggett has brought honor to herself, her family, her technical college, and the Technical College System of Georgia by being selected as the system's *2017 Student of the Year*; and,

**WHEREAS,** as the State GOAL Winner, Ms. Huggett is a spokesperson for technical education in Georgia and will make public promotional appearances for said purpose;

**NOW, THEREFORE, BE IT RESOLVED** that the State Board of the Technical College System of Georgia recognizes and commends

*Skylar Huggett*

for her academic achievements and strides in promoting technical education in Georgia.

*Adopted this 7<sup>th</sup> day of September 2017.*

A handwritten signature in black ink, appearing to read "J. Yarbrough".

*Joe W. Yarbrough, Chair*

A handwritten signature in black ink, appearing to read "Gretchen Corbin".

*Gretchen Corbin, Commissioner*

**STATE BOARD OF THE TECHNICAL COLLEGE SYSTEM OF GEORGIA**