



## 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
Ben Copeland	Trey Sheppard
Lynn Cornett	Shirley Smith
Jay Cunningham	Michael Sullivan
Tommy David	Phil Sutton
Mary Flanders	Baoky Vu
Randall Fox	Dinah Wayne
James Gingrey	Tim Williams

Absent: Lynn Cornett, Jay Cunningham, Mary Flanders,  
James Gingrey, Anne Kaiser, Richard Porter, Trey Sheppard, Michael Sullivan, Phil Sutton

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### I. WELCOME AND CALL TO ORDER

Chairman Joe Yarbrough

Chairman Joe Yarbrough called the May 5, 2016 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 18, 2016 State Board meeting. Motion was made by Mrs. Dinah Wayne was seconded by Mr. Buzz Law, and passed the Board unanimously. Minutes stand approved.

Chairman Yarbrough then called for committee chairs to give reports from their respective committees.

### III. COMMITTEE REPORTS

COMMITTEE CHAIRS

**I. Academic Standards and Programs**

**Motion (Approval of Diploma and Technical Certificate of Credit):**

Motion was made by Mr. Ben Copeland that the college requests listed below to offer diploma and technical certificate 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. Baoky Vu and was unanimously approved.

**Discussion:**

**Southeastern Technical College** - Diploma program in Diesel Equipment Technology, DET4, 47 Credit Hours, effective August 2016

A Diesel Technology program is needed for Southeastern's (STC) service delivery area (SDA) based on needs assessments and related surveys. This program will be located on the Swainsboro Campus in a newly remodeled building and will house a state of the art facility to train students in the diesel technology field. This program will purchase equipment using bond funds from the FFE for the new building and also from the world class lab funding that was awarded to STC for Diesel Technology. The proposed diploma program is a state standard program developed by TCSG. Anticipated enrollment for year one is 15 students with a projected enrollment of 36 students by year three. These projections are based on the large number of inquiries and prospects received by Student Affairs counselors and input from the Automotive Advisory Committee. Increases in job opportunities are expected in the agriculture, timber, and commercial truck driving industries. Qualified diesel mechanics will be needed to maintain the additional equipment needed to support the expected growth in these areas. Agriculture and timber are two of the largest industries in Southeastern's SDA and both are large users of diesel equipment. Students will be trained on the latest technology and be better equipped graduates for the workforce. The diesel technology program plans to complete the process to become NATEF certified, thus allowing graduates to sit for the NATEF industry exams. Employment of diesel service technicians and mechanics is projected to grow 8 to 14 percent from 2012 to 2022, about as fast as the average for all occupations. The median annual wage for diesel service technicians was \$43,630.00 or \$20.98 hourly in 2014. Additionally, it is projected that this program will save the college at least \$30,000 a year in labor costs for our commercial truck driving program.

**Enrollment Projections:**

Day Students Year 1: 15 Year 2: 25 Year 3: 36

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

**Wiregrass Georgia Technical College** - TCC program in Carpentry Fundamentals, CF21, 17 Credit Hours, effective August 2016.

Wiregrass Georgia Technical College is requesting the Carpentry Fundamentals technical certificate of credit at the request of an area high school. Valdosta High School located in the WGTC service area has expressed the interest in this technical certificate to use as a

program to fulfill their carpentry pathway. Students graduating from high school will also be awarded this technical certificate and have the skill set needed to enter the carpentry workforce. Per the Georgia Career Information System, this job field is expected to see a 31.8% growth in the state of Georgia between 2010 and 2020. Graduates entering this field can expect to make a starting salary of \$28,970.00 annually. WGTC currently offers the General Maintenance Mechanic and General Construction Assistant technical certificates of credit. Southern Regional Technical College offers a diploma and technical certificate in Carpentry. This technical certificate is a state standard, and WGTC will adhere to all standards and guidelines set forth by the State Board of the TCSG when implementing this program. The first year's budget is estimated to be \$60,000.00 which will include the instructor's salary and fringe benefits. This amount will be covered solely by tuition and fees. The first and third years' enrollment is estimated to be 80 students each.

#### Enrollment Projections:

Day Students Year 1: 80 Year 2: 80 Year 3: 80

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. Approval for Program Standards and Revisions

Motion was made by Mr. Ben Copeland to approve program standards and revisions for May 2016. Motion was seconded by Mr. Baoky Vu and was unanimously approved.

### State Board Standards and Revisions Summary for May 2016

Major Code	Program Name	Program Development	Award Level	Credit Hours
ES13	Engineering Technology and Applied Science	Athens	Degree	60
HP14	Historic Preservation and Restoration	Savannah	Diploma	55
HP13	Historic Preservation and Restoration	Savannah	Degree	71
HP11	Historic Preservation and Restoration Assistant	Savannah	TCC	18
NA13	Nanotechnology	Athens	Degree	62
NT51	Nanotechnology Technician	Athens	TCC	26
SAE1	Stormwater and Erosion Control Technician	Athens	TCC	18

## • Adult Education

**Ben Copeland**

Mr. Copeland began his report by stating that they had a great discussion out of the Adult

Education committee and that on behalf of the committee they were thrilled to be in Douglasville at West Georgia Technical College with COABE Program Administrator of the Year, Ms. Maren Kirchler.

Mr. Copeland reported that the Adult Education Fall Conference is being planned currently and that the CLCP retreat in March was a huge success. He reported that there were 1,128 GED awards in March 2016, the highest graduate number since the implementation of the new GED test. He also shared that the committee heard from Ms. Karen Kirchler, Vice President of Adult Education, who shared with the group the wonderful things happening in Adult Education at West Georgia Technical College.

That concluded Mr. Copeland's report.

- **External Affairs and Economic Development**

**Doug Carter**

Mr. Carter reported from his committee that QuickStart, for the month of April, had six prospects for a total of 413 potential new jobs and two announcements for 450 new jobs. He shared with the group that the Governors' Manufacturing Appreciation Luncheon went well, and thanked everyone that was able to make it to the event.

From the communications department he shared that the Cox Media native advertising campaign is slated to launch May 11, and that the April edition of Georgia Trend had a healthcare article with quotes from Commissioner Corbin and Dr. Kathy Love, president of Savannah Technical College. Lastly, the next Strategic Industries Workforce Development Grant [SIWDG] industry panel would be held on Monday, May 9 at the Kia Georgia Training Center and would focus on Precision Manufacturing.

From the legislative affairs department, Assistant Commissioner Travis Johnson, shared with the group that the CarryForward bill was signed by the Governor, and that on Monday, May 2 the Governor signed the FY17 budget at Lanier Technical College's new Hall County campus.

Lastly, Mr. Carter reported that from the department of stewardship and development that the annual internal giving campaign is well under way and beating the national average.

That concluded Mr. Carter's committee report.

- **Facilities and Real Estate**

**Chunk Newman**

- I. 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. Ben Bryant and was unanimously approved.

- A. Atlanta Technical College – \$133,408.52 with Osprey Management, LLC**

DISCUSSION: Atlanta Technical College requests approval on the execution of a construction contract for "Renovation of Buildings C & D Restrooms" on the Main Campus of Atlanta Technical College, with Osprey Management, LLC, Norcross, GA in the amount of \$133,408.52, using local funds.

**B. Savannah Technical College – \$529,936 with Bonitz of Georgia, Inc.**

DISCUSSION: Savannah Technical College requests approval on the execution of a construction contract for “Admin Annex Building Reroof” on the Main Campus of Savannah Technical College, with Bonitz of Georgia, Inc., Savannah, GA in the amount of \$529,936, using local funds.

**C. Southern Crescent Technical College - \$1,441,708.88 with Rubio and Son Interiors, Inc.**

DISCUSSION: Southern Crescent Technical College requests approval on the execution of a construction contract for “Interior Demo and Build Back of Building A” on the Flint River Campus of Southern Crescent Technical College, with Rubio and Son Interiors, Inc., Hephziban, GA in the amount of \$1,441,708.88, using local funds.

**D. West Georgia Technical College - \$229,800 with J. M. Clayton Company**

DISCUSSION: West Georgia Technical College requests approval on the execution of a construction contract for “Chiller Replacement” on the LaGrange Campus of West Georgia Technical College, with J.M. Clayton Company, Thomaston, GA in the amount of \$229,800.00, using local funds.

**II. Approval of Bond Sale Request**

MOTION was made by Mr. Chunk Newman to authorize the Chairperson of the State Board to request to the Georgia State Financing and Investment Commission that said GSFIC issue State of Georgia General Obligation Bonds in the aggregate principal amount listed below for the purpose of financing the projects listed below. Motion was seconded by Mr. Buzz Law and was unanimously approved. [Attachment A]

DISCUSSION: The Senior Executive Director of Facilities Management requests approval of the bond sale request to the Georgia State Financing and Investment Commission that said GSFIC issue State of Georgia General Obligation Bonds in the aggregate principal amount listed below for the purpose of financing the projects listed below.

Project	Total Authorized Principal Amount	Bond Sale Request Amount
TCSG-331 FY2016 Career Academy	\$10,000,000	\$10,000,000
TCSG-336 FY2017 MRR	\$15,000,000	\$15,000,000
TCSG-326 WCL Equip_Reno Statewide	\$12,000,000	\$12,000,000
TCSG-338 Equipment for Military and Academic Training Ctr	\$9,405,000	\$9,405,000
TCSG-327 LAN Hall County Campus	\$48,270,000	\$48,270,000
TCSG-318 GNW Whitfield Murry Campus Phase 1 Bldg	\$5,000,000	\$1,000,000
TCSG-317 SCR Industrial Training and Technology Building	\$16,175,000	\$16,175,000
TCSG-334 NGA Manufacturing Expansion Habersham	\$12,545,000	\$12,545,000
TCSG-332 Career Academies Hart County	\$500,000	\$500,000
TCSG-339 CPT Roof Replacement Waycross	\$1,000,000	\$1,000,000
<b>Total</b>	<b>\$129,895,000</b>	<b>\$125,895,000</b>

- **Governance, Compliance and Audit**

Baoky Vu for Michael Sullivan

There are nine motions for State Board Consideration and Approval:

**Motion #1**

Motion was made by Mr. Baoky Vu to approve recommended revisions to **Policy I.E.2. (2.2.2.) Agency Strategic Planning**. Motion was seconded by Mr. Tommy David and pass the Board unanimously.

**POLICY: I.E.2. (2.2.2)**

**Agency Strategic Planning**

**Last Revised:** May 5, 2016 *[upon SB approval]*; June 23, 2005

**Last Reviewed:** April 18, 2016; February 22, 2016

**Adopted:** April 23, 2001



The Commissioner shall ensure that the Technical College System of Georgia (TCSG) establish and maintain a system strategic plan. The strategic plan shall be reviewed, updated as needed on an annual basis, recommended to the state board of the Technical College System of Georgia for adoption, and approved by the Board no later than June 30th each year. Finally, the approved strategic plan shall conform to the requirements of Georgia law and the relevant educational accreditation entities.

~~a comprehensive, participate planning process is conducted at least every third year to develop and maintain an agency wide strategic plan. The planning process shall enhance communication throughout the agency and enable the agency to make critical decisions based on analysis of relevant information. The planning process shall be used to manage change, focus on the future, and help to achieve long term, sustainable results.~~

~~The System strategic planning process shall be an integrated agency level and local level system that may involve:~~

- ~~• Extensive research and assessment techniques such as statistical data analyses, interviews, reviews of literature, and survey analyses;~~
- ~~• Various situational analyses and scanning techniques including SWOT (Strengths, Weakness, Opportunities, Threats), trends, market, business function, success factor, and success inhibitor analyses;~~

- Strategy development and analyses; and
- Strategic resource needs assessment

The planning process shall be used to develop long range strategic goals and objectives that provide overall guidance for the entire agency. The System strategic plans shall be designed with the realization that the technical colleges implementing the plan shall require flexibility in contribution to the achievement of the agency wide objectives. The System strategic plan shall be designed to enable each technical college to develop local strategies to contribute to each agency wide objective and, thereby, to address the statewide objectives in terms of local needs, capabilities, and interest.

In addition to an in depth planning process to develop the strategic plan every third year, the strategic plan shall be reviewed, updated as needed, recommended to the Technical College System of Georgia for adoption, and approved by the Board no later than June 30<sup>th</sup> each year. The approved strategic plan shall conform to the requirements of Georgia law and shall establish the mission, vision, values, goals, outcomes, and objectives for the agency.

#### **Related Authority:**

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

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

Georgia's State Strategic Planning Guidelines, Governor's Office of Planning and Budget  
**State Board** Policy: I.C.1. State Board Responsibilities and Authority

#### **Motion #2**

Motion was made by Mr. Baoky Vu to approve the recommended formatting revision to **Policies I.B.; III.A.; V.A. – (2.1.1.) -Policy: Statement of Equal Opportunity** for consistency as approved by the State Board November 1, 2012. There are no substantive changes. Provisions deleted will be incorporated into new procedure for publication and administration of the Statement of Equal Opportunity. Motion was seconded by Mr. Buzz Law and was unanimously approved by the State Board. *(Three numbers were previously assigned to same policy)*

**POLICY: 2.1.1.** (I.B, III.A, V.A)

#### **Statement of Equal Opportunity**

**Revised:** [May 5, 2016 upon SB approval]; September 6, 2012, February 1, 2007, June 1, 2006, January 17, 2001, February 3, 1994

**Last Reviewed:** [May 5, 2016 upon SB approval]; September 6, 2012

**Adopted:** July 7, 1988

**POLICY:**

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veteran's Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

TCSG and the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical college shall develop Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. Each is required to report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.

**RELATED AUTHORITY:**

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

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

**~~III. APPLICABILITY:~~**

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

**~~IV. DEFINITIONS: N/A~~****~~V. ATTACHMENTS:~~**

~~Attachment: 2.1.1p.a. EEOC Statement from Commissioner~~

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**~~VI. PROCEDURE:~~**

~~A. Publications, advertisements, job announcements, and job and enrollment applications shall contain a statement of equal opportunity and shall contain no indication, either, explicit or implied, of a preference for one class of persons over another.~~

~~B. Notices shall be conspicuously posted in public places at the System Office and in the technical college buildings, informing job applicants and employees that the organization is an equal opportunity organization and advising students, applicants and employees of their rights to notify~~

~~an appropriate college official, local, state, or federal agency if they believe they have been subjected to unlawful discrimination.~~

~~C. Prior to the beginning of each school year, the college is required to publish the Statement of Equal Opportunity in the local newspaper(s) in the college's service area with a statement that all vocational opportunities will be offered regardless of race, color, national origin, sex or disability. The notice must include a brief summary of program offerings and admission criteria and the name, office address, and phone number of persons designated to coordinate compliance under Title IX and Section 504.~~

~~D. Each college shall appoint individuals to act as Coordinators to ensure compliance with federal laws including but not limited to Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Title VI and Title VII of the Civil Rights Act of 1964, as amended. The names, locations and contact information for these Coordinators will be widely published in materials/information distributed by colleges.~~

~~E. The Commissioner shall develop procedures for implementing the requirements of this policy and addressing employee and student complaints of unlawful discrimination.~~

~~F. The Statement of Equal Opportunity policy and applicable procedures will be published and executed by each technical college.~~

~~G. Inquiries concerning the administration of this policy and applicable procedures may be addressed to any of the following offices or designated individuals:~~

~~TCSG Office of Human Resources~~

~~TCSG Office of Legal Services~~

~~College Title IX Coordinators~~

~~College Disabilities Coordinators~~

~~College Office of Human Resources~~

~~College Veteran's Benefits Coordinators~~

~~**IV. RECORD RETENTION:** None~~

### **MOTION #3**

Motion was made by Mr. Baoky Vu to approve recommended revisions and name change for **Policy I.C.3. (2.1.8) Naming of Buildings** for consistency with formatting as approved by the State Board on November 1, 2012. Provisions deleted will be incorporated into new procedure for publication and administration of the Naming of College Buildings, Grounds or Programs. Motion was seconded by Mr. Buzz Law and passed State Board approval unanimously.

**POLICY: I.C.3. (2.1.8)**

**Naming of College Buildings, Grounds or Programs**

Revised: **STATE BOARD APPROVAL DATE**

Last Reviewed: **STATE BOARD APPROVAL DATE**; April 2, 2009  
Adopted: May 3, 2007



#### CURRENT POLICY STATEMENT

~~The naming of buildings, facilities, grounds, and organizational units of technical colleges for individuals, businesses, or groups who have made significant contributions to society is an honored tradition of higher education. The prerogative and privilege of such namings on the campuses of the Technical College System of Georgia are vested in the State Board.~~

#### **POLICY:**

Specific college buildings, interior spaces, grounds, or programs may be named for living or deceased individuals, businesses, or organizations that have had a significant positive impact on the college over an extended period of time; have demonstrated outstanding and distinguished service to society, the community or the college; and/or have engaged in philanthropic giving directly benefiting the college.

Namings of new or existing buildings require approval by the State Board of the Technical College System of Georgia [TCSG]. Buildings, interior spaces or programs named for their general purpose or functions are not subject to this procedure. All namings will be consistent with the best interest of the college and with the TCSG and will maximize fundraising potential of the colleges. Naming requests shall be submitted to the Board in accordance with the procedures and guidelines established by the TCSG Commissioner.

The names of technical colleges will typically reflect the name of a political subdivision, a region, or a geographical feature of Georgia. As honored tradition of higher education, specific college buildings, facilities, grounds, and organizational units of technical colleges may be named for living or deceased individuals, businesses, or organizations that have made significant contributions to society or engaged in philanthropic giving to benefit colleges. All such namings require approval by the TCSG State Board.

Requests for the naming of colleges, buildings, facilities, grounds and organizational units shall be submitted to the Board in accordance with the procedures and guidelines established by the Commissioner. College presidents are expected to maximize the fundraising potential in association with naming requests submitted to the Board.

#### **RELATED AUTHORITY:**

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

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

**[NOTE: The accompanying procedure will incorporate deleted language below in accordance with State Board Policy format.]**

## **II. APPLICABILITY:**

This policy applies to all buildings of the colleges governed by the State Board. It also applies to other facilities, grounds, and organizational units that the college wishes to dedicate in the name of individuals, businesses or groups. Buildings named for their general purpose or function are not subject to this policy.

## **III. DEFINITIONS:** N/A

## **IV. ATTACHMENTS:** N/A

## **V. PROCEDURE:**

### **A. General Considerations**

1. Generally technical colleges and off campus facilities bear the name of a political subdivision, a region, or a geographical feature of Georgia.
2. An off-campus facility shall include the name of the host technical college in its official name.
3. Official signage identifying technical colleges and off campus facilities shall include "A Unit of the Technical College System of Georgia." This section only applies to signs bought or substantially modified after May 3, 2007.
4. An individual room within a building on a Technical College campus or off campus facility may be named by the Local Board of Directors of the technical college as long as such name is in accordance with state law.

### **B. Criteria**

1. In general, individuals, businesses, and groups for whom buildings are named must have made a significant contribution to the field of education, government, science, or human betterment. The Local Board of Directors shall set a schedule allowing for buildings to be named for individuals, businesses, or groups after they make a certain level of monetary or in kind donations (including years of service to the college or technical college system) to the college.
2. To preserve the integrity of all buildings named in the Department, this honor must be reserved for individuals of recognized accomplishment and character; no building may bear the name of an individual convicted of a felony.
3. With respect to the naming of buildings on a particular campus, special consideration shall be given to:
  - a. The historical significance of the contribution of the individual or group to the college;
  - b. The association of the individual, business, or group with the building to be named;
  - c. Any financial contribution of the individual, business or group to the college; and
  - d. State, regional, national, or international recognition of the individual's, business's or group's

~~contributions and achievements.~~

~~4. A given surname may be assigned to only one building on a specific campus.~~

## **~~B. Process~~**

~~1. The college president shall charge a committee to consider and make recommendations for the naming of a building.~~

~~2. The committee shall consider all suggested namings that satisfy the criteria cited above. Any individual or group associated with the college may suggest a name for consideration by the committee.~~

~~3. The committee shall submit a report to the president, which includes a recommendation for the naming, documentation of all suggestions considered, and justification of its recommendation.~~

~~4. The president shall seek approval from the Local Board for the recommendation.~~

~~5. The president shall submit his or her recommendation, along with the committee's report and any additional supporting information deemed appropriate, to the State Board through the Commissioner.~~

~~6. No building may be named after a current employee of the technical college or the Technical College system of Georgia. A building may be named after a former employee one year after the employee has left employment with the Technical College System of Georgia unless there are special circumstances making an earlier naming appropriate. Such special circumstances will be subject to the approval of the State Board.~~

~~7. No publicity shall be given to the recommendation for naming until it is approved by the State Board.~~

## **~~C. Process of Removing Name from Building~~**

~~1. The technical college president, the Commissioner of the Technical College System of Georgia, any State or Local Board Member may raise the subject of the continued appropriateness of the name of any technical college building, facility, ground or unit of the Technical College System of Georgia to the Local Board of Directors to consider renaming.~~

~~2. After the Local Board of Directors receives such request, they shall vote on whether or not the building, facility, ground or unit should be renamed.~~

~~3. The president shall submit the Local Board's vote and recommendation, along with any minutes of discussion, to the State Board through the Commissioner.~~

~~4. No publicity shall be given to the recommendation for renaming until it is approved by the State Board.~~

## ~~VI. RECORD RETENTION:~~

~~No specific record retention policy.~~

### MOTION #4

Motion was made by Mr. Baoky Vu that **Policy: II.C.4. Acceptable Computer and Internet Use** be abolished and to direct the Commissioner to develop and issue a new procedure for administering computer and internet use by employees and students. Motion was seconded by Mr. Ben Copeland and was unanimously approved.

### MOTION #5

Motion was made by Mr. Baoky Vu and seconded by Mr. Ben Bryant to abolish **Policy: II.F. Identity Theft Prevention** and to direct the Commissioner to develop and issue a new procedure governing identity theft prevention in the day to day operations of the Technical College System of Georgia. The motion was unanimously approved by the State Board.

### MOTION #6

Motion was made by Mr. Baoky Vu and seconded by Mr. Ben Bryant that the **Policy: III.J. Reduction in Force** be revised for consistency with formatting as approved by the State Board on November 1, 2012. Verbiage from GA Statute 20-4-35 has been added for clarification. Provisions deleted in the policy will be incorporated into a new procedure for publication and administration of reduction in force regulations. The motion was approved unanimously by the State Board.

### **POLICY: III.J. (4.1.10.) Reduction in Force**

**Revised:** [May 5, 2016 upon SB approval]; September 6, 2012; August 29, 2001;  
January 1994

**Last Reviewed:** [May 5, 2016 upon SB approval] September 6, 2012

**Adopted:** September 1991



### **POLICY:**

### **§ 20-4-35. Reduction in force policy**

The State Board of the Technical College System of Georgia shall develop and implement a policy

which provides for an orderly and fair process to be used in the event any reduction in force becomes necessary. The reduction in force policy shall provide that:

- (1) Presidents of state technical institutes shall devise a plan for a reduction in force for their respective institutions;
- (2) Any reduction in force within an institution shall be limited to that institution;
- (3) The institute president shall decide the competitive area and competitive group to which any reduction in force is applicable;
- (4) All individuals within a competitive group will participate in the reduction in force process, regardless of whether they are in the classified or unclassified service, tenured or nontenured;
- (5) The State Board of the Technical College System of Georgia shall prescribe the basis for determining retention credits which shall be uniform among all state technical institutes;
- (6) Plans describing the process by which a reduction in force would be conducted within each state technical institute shall be approved by the State Board of the Technical College System of Georgia; and
- (7) Any employee of a state technical institute who believes the approved plan for that institution was not followed shall have the right to appeal to the State Board of the Technical College System of Georgia, and the decision of the board shall be final.

In accordance with the above statute (**§ 20-4-35**), it is the policy of the State Board of the Technical College System of Georgia [TCSG] that when position abolition(s) and/or reduction(s) in time status involving one or more employee(s) are necessary due to a lack of funds, mandated reductions in state spending, lack of work, the termination of a grant or other funding source, the need for enhanced workplace efficiencies, a reorganization of System Office or technical college operations, etc., such actions shall be accomplished in a manner that retains (where possible based on the scope of the reduction-in-force) the best performer(s). Retention factors include performance ratings, whether an employee is on an active step of discipline, as well as an assessment of an employee's knowledge, skills, abilities, and exhibited competencies.

As previously authorized, the State Board specifically delegates to the Commissioner the ability to initiate reductions-in-force involving System Office employees and approve, disapprove, or modify reduction-in-force plan(s) submitted by a technical college President. Further, the State Board authorizes the Commissioner to address concerns raised by an affected employee that a reduction-in-force plan was not followed in the manner approved by the Commissioner.

The routine closing of an academic program of study authorized by the State Board of the TCSG in response to low enrollment, low placement rates, low cost effectiveness, or to achieve other operational efficiencies in a technical college and which may result in a reduction in the number of employees shall not be considered a reduction-in-force for the purposes of this policy. In these instances, the affected employee(s) shall be released from employment at a time determined by the President and shall have no right to a review of this action.

A reduction in force will not be used to circumvent the State Board's Positive Discipline Policy regarding disciplinary action or the Rules of the State Personnel Board as they pertain to classified

employees.

If one or more employees in a designated competitive group are in the Classified Service as referenced in Paragraph VI.C.3., the reduction-in-force shall be administered in a manner consistent with applicable State Personnel Board Rules.

*NOTE: An employee furlough for one or more business days proposed in response to budgetary concerns is considered a temporary reduction-in-force and shall be administered in a manner consistent with these provisions. Prior to implementation, any technical college furlough proposed by a President must have the written approval of the Commissioner and encompass all full- and part-time college employees (regardless of funding source) unless one or more employees are specifically exempted by the Commissioner. Any System Office furlough shall encompass all full- and part-time employees regardless of funding source unless one or more employees are specifically exempted by the Commissioner.*

#### **RELATED AUTHORITY:**

O.C.G.A. § 20-4-11 – Powers of the Board  
O.C.G.A. § 20-4-14 – TCSG Powers and Duties  
O.C.G.A. § 20-4-35 (2015)

#### **III. APPLICABILITY:**

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

#### **IV. DEFINITIONS: n/a**

~~**At Will:** Employees considered to be employed “at will” may be discharged or may quit for any reason not specifically prohibited by law.~~

~~**Business Day:** Weekdays that administrative offices are open.~~

~~**Classified Service:** An individual who encumbers a position that held classified status (i.e., one which conferred a right of appeal as set forth in O.C.G.A. § 45-20-8 and O.C.G.A. § 45-20-9) as of June 30, 1996 provided that subsequent to June 30, 1996, the position had not been encumbered by an unclassified employee.~~

~~**Competitive Area:** The competitive area is the part of the organization to which the reduction in force is to apply. Generally, in reductions in force pertaining to a technical college, the competitive area is the entire technical college; however, limiting the scope of the competitive area may be appropriate if the affected position(s) are clearly distinguishable from those in other geographic areas and/or the interchange of employees is impractical given such factors as distance between work units.~~

~~**Competitive Group:** A competitive group is the class, function or program within the competitive area, consisting of one or more positions. All employees in a given competitive group (to include those that are “at will”, in the classified service, who work under the terms of an employment~~

contract, or are tenured) shall be included in the reduction-in-force plan.

**Furlough:** A temporary reduction in force for one or more business days.

**Immediate Supervisor:** A supervisor who establishes performance expectations, coaches, develops, and assesses the performance of a subordinate employee.

**Reduction in Force:** A position abolition, reduction in time status, or furlough affecting one or more employees initiated in response to a lack of funds, a mandated reduction in state spending, lack of work, the termination of a grant or other funding source, the need for enhanced workplace efficiencies, a reorganization of System Office or technical college operations or activities, etc.

**Reduction in Time Status:** A reduction in force impacting one or more employees which involves a reduction in hours worked each week/work period or a reduction in the number of months worked in a calendar year.

**Regular, Full Time Salaried Position:** As provided in the Categories of Employment Procedure, a position whose incumbent receives a monthly or semi-monthly salary and is expected to be employed for a continuous period of nine (9) or more calendar months. These appointments entail a work commitment of thirty (30) or more hours per week and the position is otherwise benefits eligible. The incumbent may also be eligible for membership in the Teachers Retirement System of Georgia and/or the Employee's Retirement System of Georgia based on the conditions of his/her employment to include assigned duties and hours worked each week.

**Regular, Part Time Salaried Position:** As provided in the Categories of Employment Procedure, a position whose incumbent receives a monthly or semi-monthly salary and has a work commitment of at least twenty (20) but no more than twenty nine (29) hours per week for a period of nine (9) or more calendar months. The incumbent is eligible for pro-rated leave accrual and with limited exceptions is eligible for membership in the Teachers Retirement System of Georgia.

**Reviewing Manager:** A manager charged with reviewing the performance plans and evaluations prepared by lower level supervisor(s) in his/her direct line of supervision.

## **V. ATTACHMENTS:**

Attachment: 4.4.5p.a1. Reduction in Force Assessment Matrix Guidelines

Attachment: 4.4.5p.a2. Reduction in Force Assessment Matrix Definitions

Attachment: 4.4.5p.a3. Reduction in Force Assessment Matrix — Technical College

Attachment: 4.4.5p.a4. Reduction in Force Assessment Matrix — System Office

Attachment: 4.1.5p.a5. Technical College Special Case Exception Form

Attachment: 4.4.5p.a6. System Office Special Case Exception Form

## **VI. PROCEDURES:**

### **A. Termination at Administrative Discretion:**

1. If a reduction in force is necessary, one or more "at will" employees in a competitive group

~~with less than twelve (12) months of continuous service in a regular full- or part-time salaried position may be released from employment without initiating the provisions of the Reduction in Force policy. Any such release of an employee otherwise covered by the provisions of the Positive Discipline policy 4.4.1. shall be carried out pursuant to the provisions of the Adverse Employment Actions policy.~~

- ~~2. Temporary employees and adjunct faculty are not covered by the provisions of the Reduction in Force policy 4.4.5. and may be released from employment to preclude the necessity of or in conjunction with a reduction in force pursuant to the provisions of the Adverse Employment Actions procedure 4.4.2p.~~

## **~~B. General Provisions:~~**

- ~~1. If a reduction in force plan encompasses the abolition of one or more salaried positions (or in very limited circumstances a reduction in time status) and the defined competitive group contains more incumbents than will be impacted, the accompanying processes shall be accomplished in a manner that retains the best performer(s).~~
- ~~2. Retention factors are separate and distinct steps in the reduction in force process and are outlined below in order of weight/significance:
  - ~~1. Step 1 – performance ratings/evaluations;~~
  - ~~2. Step 2 – whether an employee is on an active step of discipline consistent with the provisions of the Positive Discipline Policy 4.4.1.;~~
  - ~~3. Step 3 – an assessment of an employee’s knowledge, skills, abilities, and exhibited competencies; and,~~
  - ~~4. Step 4 – continuous, unbroken service with the Technical College System of Georgia in a regular, full-time salaried position.~~~~
- ~~3. Only if a tie is present after the assessment of performance ratings/evaluations (i.e., Step 1) will Step 2 (an active disciplinary record) be considered. This same methodology will continue through Step 4 in the process. Only in the event of a tie after a given step among two or more employees will the next step be considered.~~
- ~~4. For purposes of this policy, performance ratings/evaluations for the twenty-four (24) month period immediately prior to proposed effective date of the reduction in force shall be averaged if more than one appraisal/evaluation has been delivered during this period. A single appraisal/evaluation may be used if only one such appraisal/evaluation has been delivered. If an employee has not received an appraisal/evaluation during the twenty-four (24) month period, the employee will be provided with a presumptive rating of “Met Expectations” or “Satisfactory”.~~
- ~~5. During the Step 1 assessment, technical colleges using a multi-level numerical, descriptive, or merit approach to performance management shall convert scores to the following performance-based model and shall apply a point value as noted below:–~~

~~Does Not Meet Expectations = 0 points~~

~~Needs Improvement = ————— 1 point~~

~~Met Expectations = ————— 2 points~~

~~Exceeds Expectations = ————— 3 points~~

~~Far Exceeds Expectations = — 4 points~~

One or more appraisals/evaluations which is or whose average equals to less than a whole number (e.g., a score of 2.4) shall be rounded as follows: a score with a fraction of 0.5 or higher shall be rounded to the next higher whole number; and a score with a fraction of less than 0.5 shall be rounded to the next lower whole number.

6. If one or more additional employees must be impacted after those with the lowest point value as referenced above (i.e., a tie exists and there are more employees with the same point value than must be dismissed), then Step 2 (i.e., those on an active step of discipline) shall be next in order to be impacted.
7. If one or more additional employees must be impacted after consideration of performance ratings/evaluations and disciplinary records, then Step 3 of the process will be initiated. This involves a supervisory/managerial assessment of each remaining employee's knowledge, skills, abilities and exhibited competencies using Attachments 4.4.5p.a1. and 4.4.5p.a2.
8. The assessment guidelines and accompanying definitions provide the scoring methodology and no two employees may receive the same ranking. For example, the employee who has consistently been the best performer versus others remaining in the competitive group in the Performance Results Category should be ranked the highest and receive a "1". The next best performer should receive a "2" and so on. This same approach should be used for each of the remaining three (3) categories.
9. If one or more employees remain tied after the assessment of knowledge, skills, abilities, and exhibited competencies, Step 4 of the process will be considered. The employee(s) with the longest period(s) of continuous, unbroken service in a regular, full-time salaried position with the TCSG will be retained.
10. As referenced in Attachment 4.4.5p.a2., such service shall include all years an employee worked in a postsecondary technical school operated by a local board of education immediately prior to TCSG assuming governance (of the postsecondary technical school) and provided the individual was an active employee in a regular, full-time salaried position at the time of the transfer of the school to state governance.
11. For purposes of this calculation, a period of employment of six (6) months or more in a calendar year will be considered as one (1) year of service. A period of six (6) months or less in a calendar year will not be considered.
12. If a tie continues to exist among one or more employees after all four (4) steps are considered, a technical college President or the Commissioner for a System Office reduction-in-force shall determine a methodology for breaking the tie. The methodology could be by lot, some additional measure of performance such as the highest number of "met expectations/satisfactory" or higher rating indicators in the most recent appraisal or for all appraisals during the twenty-four (24) month period, or other approach which does not conflict with the provisions of TCSG's Statement of Equal Opportunity.
13. Exceptions to the process for identifying employee(s) to be impacted by a reduction-in-force shall be limited. No employee ranked lower in the competitive group shall be retained in preference to another employee in the competitive group who is higher in the order of the reduction-in-force unless the duties and responsibilities associated with the job to be performed cannot be accomplished satisfactorily after a reasonable training period by another employee in the competitive group who is higher in the order of retention. In this limited instance, an employee who is lower in the order of reduction-in-force may be

considered for retention in preference to other employees higher in the order of retention. If such a circumstance exists, a technical college President or, in the System Office, the Deputy Commissioner or an Assistant Commissioner, must complete a Special Case Exception Form (Attachment 4.4.5p.a5. or 4.4.5p.a6.). The completed form must accompany the reduction in force plan submitted to the Commissioner.

#### **~~C. Technical College Reduction in Force Plan(s):~~**

- ~~1. For reductions in force involving one or more technical college positions, the college President shall define the competitive area and the competitive group.~~
- ~~2. The plan shall contain the following information:~~
  - ~~a. a brief statement of the circumstances requiring the reduction in force;~~
  - ~~b. the proposed effective date;~~
  - ~~c. a definition of the competitive area;~~
  - ~~d. a definition of the competitive group;~~
  - ~~e. as applicable, the cutoff date after which performance appraisal/evaluation scores will not be considered; and,~~
  - ~~f. a list of affected employee(s).~~
- ~~3. For reduction(s) in force involving one or more position abolition(s) (or, as applicable, reduction(s) in time status) and the defined competitive group includes more incumbents than will be impacted, the plan must also include a Reduction in Force Assessment Matrix (Attachment 4.4.5p.a4.) which shall be completed following the methodology referenced in the Reduction in Force Assessment Matrix Guidelines (Attachment 4.4.5p.a1) and the Assessment Matrix Definitions (Attachment 4.4.5p.a2.).~~
- ~~4. The Director of Human Resources in the System Office shall initially review the submitted plan and accompanying documentation to include the justification for the reduction in force, as well as the defined competitive area and competitive group. The Commissioner shall subsequently approve, disapprove or, modify the submitted reduction in force plan.~~
- ~~5. The documentation for a proposed employee furlough shall be limited to: a statement discussing the need for a furlough; the number of proposed furlough days and the specific date(s), if known; methodology for how the furlough will be administered; a projected amount of monies to be saved by implementing one or more furlough days; and, a statement that the furlough will encompass all full and part-time employees (regardless of funding source) unless one or more employees are proposed to be exempted. NOTE: if one or more employees are to be exempted from the furlough (or the number of furlough days reduced for certain employees in a tiered salary approach to furlough implementation), the accompanying documentation should include justification for the exclusion/approach.—~~
- ~~6. If a reduction in force plan (including those involving an employee furlough) is approved, each affected employee shall be provided written notice of at least thirty (30) calendar days of the action to be taken unless such advance notice is impractical for budgetary reasons (e.g., in response to a reduction in funding for the identified position[s]).~~
- ~~7. A copy of an approved reduction in force plan and all submitted forms/documentation shall be made available for inspection, upon verbal or written request, to any employee included in a competitive group. These documents are considered a public record for the purpose of general disclosure under the Georgia Open Records Act.~~

- ~~8. When the reduction-in-force plan has been completed, the college President shall certify, in writing, to the Commissioner that the plan was accomplished as authorized.—~~
- ~~9. An affected employee who believes that an approved plan was not carried out in the manner authorized by the Commissioner may request that the Commissioner review the college's action(s). The request should be made in writing and must be received in the Commissioner's Office within five (5) business days after the action (i.e., a dismissal, reduction in time status, or furlough) was implemented. The employee must include his/her rationale and supporting information. The Commissioner will issue written findings within ten (10) business days after receiving the correspondence. Any such request that does not follow these guidelines will not be considered. The Commissioner's decision in this matter shall be final and not subject to further review.—~~

**~~D. System Office Reduction in Force Plan(s):~~**

- ~~1. For reductions in force involving one or more System Office positions, the composition of the plan, including the scope of the competitive area and the competitive group, shall be determined by the Director of the Office of Human Resources in conjunction with input from the Deputy Commissioner or affected Assistant Commissioner.~~
- ~~2. The plan shall contain the following information:~~
  - ~~a. a brief statement of the circumstances requiring the reduction in force;~~
  - ~~b. the proposed effective date;~~
  - ~~c. a definition of the competitive area;~~
  - ~~d. a definition of the competitive group;~~
  - ~~e. as applicable, the cutoff date after which performance appraisal/evaluation scores will not be considered; and,~~
  - ~~f. a list of the affected employee(s).~~
- ~~3. If the competitive group contains an employee who is in the Classified Service, the reduction in force shall be administered pursuant to the provisions of applicable State Personnel Board Rules.~~
- ~~4. For reduction(s) in force involving one or more position abolition(s) (or, as applicable, reduction(s) in time status) and the defined competitive group includes more incumbents than will be impacted, the plan must also include a Reduction in Force Assessment Matrix (Attachment 4.4.5p.a4.) which shall be completed following the methodology referenced in the Reduction in Force Assessment Matrix Guidelines (Attachment 4.4.5p.a1.) and the Assessment Matrix Definitions (Attachment 4.4.5p.a2.).~~
- ~~5. The Commissioner shall review the submitted plan and accompanying documentation to include justification for the reduction in force, as well as the defined competitive area and competitive group. The Commissioner shall subsequently approve, disapprove or modify the submitted reduction in force plan.~~
- ~~6. If a reduction in force plan is approved, each affected employee shall be provided written notice of a least thirty (30) calendar days of the action to be taken unless such advance notice is impractical for budgetary reasons (e.g., in response to a reduction in funding for the identified positions).~~
- ~~7. The documentation for a proposed employee furlough shall be limited to: a statement discussing the need for a furlough; the number of proposed furlough day(s) and the specific~~

date(s), if known; methodology for how the furlough will be administered; a projected amount of money to be saved by implementing one or more furlough days; and, a statement that the furlough will encompass all full and part time employees (regardless of funding source) unless one or more employees are proposed to be exempted. NOTE: if one or more employees are to be exempted from the furlough (or the number of furlough days reduced for certain employees in a tiered salary approach to furlough implementation), the accompanying documentation should include justification for the exclusion/approach.

8. A copy of an approved reduction in force plan and all submitted forms/documentation shall be made available for inspection, upon verbal or written request, to any employee included in the competitive group. These documents are considered a public record for the purpose of general disclosure under the Georgia Open Records Act.
9. When a reduction in force plan has been completed, the Director of the Office of Human Resources shall certify to the Commissioner, in writing, that the plan was accomplished as authorized.
10. An affected employee who believes that an approved plan was not carried out in the manner authorized by the Commissioner may request that the Commissioner review the actions of the Deputy Commissioner or, as applicable, an Assistant Commissioner. The request should be made in writing and must be received in the Commissioner's Office within five (5) business days after the action (i.e., a dismissal, reduction in time status, or furlough) was implemented. The employee must include his/her rationale and supporting information. Any such request that does not follow these guidelines will not be considered. The Commissioner shall issue written findings within ten (10) business days after receiving the correspondence. The Commissioner's decision in this matter shall be final and not subject to further review.

## **VII. RECORDS RETENTION**

All documents placed in an official personnel file shall be retained for a period of seven (7) years after an employee leaves State service. All documents associated with the development and implementation of a reduction in force plan should be retained for a period of seven (7) years.

## **MOTION #7**

Motion was made by Mr. Baoky Vu that **Policy: II.A.2fv** and **Policy IV.M; Live Work Projects** be revised for consistency with formatting as approved by the State Board on November 1, 2012. No substantive changes are being made to the Policy statement. Provisions deleted will be incorporated into a new procedure for publication and administration of Live Work Projects. Motion was seconded by Mr. Buzz Law and was unanimously approved by the State Board.

*(Note: Two numbers previously assigned to the same policy)*

**POLICY: IV. M; II.A.2fv (5.1.11)**

## **Live Work Projects**

Revised: [May 5, 2016-Pending SB approval]; December 6, 2007

Last Reviewed: May 5, 2016, July 30, 2015

Adopted: December 6, 2007



**POLICY:**

Certain occupational areas require specific skills or competency mastery that can best be obtained or demonstrated in a laboratory environment with real items or projects. A laboratory environment introduces the "customer dimension" into personal service occupations such as cosmetology and provides real-world working conditions to such industrial and technical occupations as auto mechanics, auto body repair, welding, building construction and others. Instructional Live Work Projects, when carefully managed and controlled, provide a needed dimension to laboratory learning for certain occupations as a planned and integrated component of the curriculum.

**RELATED AUTHORITY:**

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

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

Governor's Executive Order on Ethics

**II. Application:**

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

**III. Definitions:**

**IV. Attachments:**

**V. Related Authority:**

**Governor's Executive Order on Ethics**

**OCCA 20-4-14**

**VI. Procedure**

A. Technical College Local Policy/Procedure: Appropriate procedures for the implementation of this policy shall be developed by each Technical College. The procedures shall include, but are not limited to, the following items:

1. A list of programs which are eligible to perform live work;
2. A list of the type of work that may be performed;
3. Definitions of the type and scope of Live Work Projects which may be performed for profit and those for which the college will only be reimbursed for actual costs associated with the project;
4. Prioritized list of persons for whom live work may be performed (i.e. faculty, staff,

- students, general public);
- ~~5. Establishes definite parameters within which live work may be conducted (i.e. business hours, school days, etc.);~~
  - ~~6. Includes a statement that live work shall always involve student participation and that live work may not be performed solely by instructors;~~
  - ~~7. Sets forth the procedures that must be followed when live work is conducted (scheduling procedures, forms, etc.);~~
  - ~~8. Includes a statement to inform the customers that they assume the risk of the work being performed;~~
  - ~~9. Emphasizes that the students and facilities may not be used for personal gain or profit;~~
  - ~~10. Informs customers of the costs related to the services (i.e. fees and/or purchase of parts/supplies);~~
  - ~~11. States that live work projects shall not be of a production nature and do not compete with private enterprises; and~~
  - ~~12. A statement that all Live Work Projects shall comply with the Governor's Executive Order on Ethics.~~

## **B. Financial Administration**

- ~~1) Technical Colleges must normally be fully reimbursed for all direct costs associated with the delivery of Live Work Projects. The Technical Colleges may generate a reasonable profit.~~
- ~~2) The individual Technical Colleges shall determine the amount to be charged for each product or service provided.~~
- ~~3) All monies associated with Live Work Projects shall be subject to state fiscal and accounting policies but excess revenues may be carried forward to successive fiscal years.~~
- ~~4) Monies generated by Live Work Projects shall be classified as special revenue funds.~~
- ~~5) Monies generated by Live Work Projects shall be considered as a source of revenue when developing annual budgets.~~
- ~~6) Monies generated by Live Work Projects shall not be used to supplant existing state, federal, or local funding.~~
- ~~7) Live Work Projects revenues exceeding budgeted estimates shall be amended into the annual operating budget during the course of the fiscal year.~~
- ~~8) Excess monies or "profits" generated by Live Work Projects shall be used only to enhance instructional programs.~~
- ~~9) Employees of Technical Colleges shall be assigned to Live Work Projects within the scope of their~~

employment and shall not receive extra compensation except as may be warranted by normal overtime or overload policies.

#### **~~C. Liability, Defense and Indemnification~~**

~~Although Live Work Projects, as an integral part of the Department's academic curriculum, are governed by the State of Georgia's constitutional doctrine of sovereign immunity and its related statutes, each Technical College shall take all necessary steps to ensure that its Live Work Projects are managed in a way so as to minimize or eliminate the risk of harm to patrons, students and employees. Moreover, the Commissioner and the presidents of each Technical College shall take appropriate steps to legally protect the Department and the Technical Colleges from liability arising out of Live Work Projects. This may include requiring potential patrons and other recipients of instructional service project services to sign declarations of assumption of risk and waivers of liability.~~

#### **~~VII: Record Retention~~**

### **MOTION #8**

Motion was made by Mr. Baoky Vu and seconded by Mr. Buzz Law that **Policy: V.H. Academic Standards, Evaluations and Appeals** be revised for consistency with formatting as approved by the State Board on November 1, 2012. No substantive changes are being made to the Policy statement. Provisions deleted will be incorporated into a new procedure for publication and administration of Academic Standards, Evaluations and Appeals. The motion was unanimously approved by the State Board.

**POLICY: V. H. [6.5.1.]**

#### **Academic Standards, Evaluations and Appeals**

**Revised:** [May 5, 2016 upon SB approval] September 6, 2012; May 5, 2011

**Last Reviewed:** [May 5, 2016 upon SB approval] August 20, 2015

**Adopted:** May 5, 2011



#### **POLICY:**

The technical colleges shall maintain academic standards that are, to the maximum extent feasible, uniformly applied among all students. All students must be provided, absent extraordinary circumstances, a copy of the course syllabus for each class by the end of the first full week of class for every term.

A student who engages in academic misconduct as defined in the Student Code of Conduct, such as cheating, ~~or misconduct at a clinical site,~~ must face disciplinary charges under the Code of Student Conduct in addition to any loss of academic credit or standing that may result from having failed to meet a course's academic requirements.

**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: 6.7.2p1. Student Disciplinary Procedure

TCSG Procedure: 6.7.2p2. Model Student Conduct Codes

**~~I. PURPOSE:~~**

~~The technical colleges shall maintain academic standards that are, to the maximum extent feasible, uniformly applied among all students. All students must be provided, absent extraordinary circumstances, a copy of the course syllabus for each class by the end of the first full week of class for every term.~~

~~A student who engages in academic misconduct as defined in the Student Code of Conduct, such as cheating, or misconduct at a clinical site, must face disciplinary charges under the Code of Student Conduct in addition to any loss of academic credit or standing that may result from having failed to meet a course's academic requirements.~~

**~~II. 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: 6.7.2p1. Student Disciplinary Procedure~~

~~TCSG Procedure: 6.7.2p2. Model Student Conduct Codes~~

**~~III. APPLICABILITY:~~**

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

**~~IV. DEFINITIONS:~~** n/a

**~~V. ATTACHMENTS:~~** n/a

**~~VI. PROCEDURE:~~**

- ~~1. Instructors' evaluations of student work should be periodic, measure the achievement of the objectives or competencies, have clear directions, be reasonable in difficulty, and be comprehensive. Instructors shall allow students to review all graded tests and other academic evaluations within a reasonable time to allow feedback and remedial instruction. Instructors shall maintain documentation sufficient to justify the grade a student earns. This documentation shall be maintained for one academic year following the semester the grade was conferred or~~

until any grade appeal is resolved, whichever occurs last.

- ~~2. A student may appeal a final grade or other academic decision in accordance with their technical college policy. In the absence of a local policy, the student may appeal by raising the issue with the instructor who awarded the grade or made the academic decision. Absent extraordinary circumstances, the appeal must be filed within ten business days from the date the student learned or reasonably should have learned of the grade or other action complained of. If the consultation with the instructor does not resolve the appeal a student may appeal to the instructional dean or director by filing a written request for review. Absent extraordinary circumstances, this request for review must be filed within twenty business days from the date the student learned or reasonably should have learned of the grade or other action complained of. If the student is not satisfied with the decision of the dean or director, the student may appeal in writing to the Vice President for Academic Affairs. Absent extraordinary circumstances, this request for review must be filed within thirty business days from the date the student learned or reasonably should have learned of the grade or other action complained of.~~
- ~~3. In the absence of a local policy, a student who fails to maintain the required grade point average in a particular program may be placed on academic probation. A student who fails to improve his or her academic performance after being placed on probation may be suspended or dismissed from either the academic program or the technical college.~~
- ~~4. In appropriate circumstances, a student may be dismissed from an academic program or technical college without first being placed on academic probation.~~
- ~~5. A student who is dismissed from the technical college may appeal their suspension or dismissal in accordance with his or her technical college policy. In the absence of a local policy, the student may file a written appeal with the Vice President for Academic Affairs within ten business days from the date the student learns or reasonably should have learned of their academic suspension or dismissal. The decision of the Vice President for Academic Affairs shall be final.~~

**~~VII. RECORD RETENTION:~~** n/a

## **MOTION # 9**

Motion was made by Mr. Baoky Vu and seconded by Mr. Ben Bryant to approve all the recommended Local Board Member Appointments and Reappointments as listed in the Board materials. The motion passed State Board approval unanimously.

**May State Board Meeting 2016**

**A. Albany Technical College**

Winston Oxford, Lee County, Reappointment, expiration June 30, 2019

**B. Athens Technical College**

Barbara Cabaniss, Oglethorpe County, Reappointment, expiration June 30, 2019

Scott Hardigree\*, Hart County, Special Reappointment, expiration June 30, 2019

Dr. Mixon Robinson, Clarke County, Reappointment, expiration June 30, 2019

**C. Augusta Technical College**

Peggy Barmore, McDuffie County, Reappointment, expiration June 30, 2019

Alana Burke\*, Lincoln County, Special Reappointment, expiration June 30, 2019

Harold Wright, Richmond County, Reappointment, expiration June 30, 2019

**D. Central Georgia Technical College**

Karen Bailey, Pulaski County, Reappointment, expiration June 30, 2019

Bernard Price, Bibb/Crawford County, Reappointment, expiration June 30, 2019

**E. Chattahoochee Technical College**

Rob Garcia, III, Cobb County, **Appointment**, expiration June 30, 2019

Pam Carnes\*, Cherokee County, Special Reappointment, expiration June 30, 2019

Gerry Nechvatal, Pickens/Gilmer County, Reappointment, expiration June 30, 2019

Tyre Rakestaw, Jr.\*, Paulding County, Special Reappointment, expiration June 30, 2019

Debbie Underkoffler\*, Cobb County, Special Reappointment, expiration June 30, 2019

**F. Coastal Pines Technical College**

Dr. Greg Jacobs, Brantley County, Reappointment, expiration June 30, 2019

Daniel Johnson, Pierce County, Reappointment, expiration June 30, 2019

**G. Columbus Technical College**

Dr. James Trott, Harris County, Reappointment, expiration June 30, 2019

**H. Georgia Northwestern Technical College**

Kenna Stock, Floyd County, **Appointment**, expiration June 30, 2019

James Henry, Catoosa County, Reappointment, expiration June 30, 2019

**I. Georgia Piedmont Technical College**

Dr. Thomas Coleman, DeKalb County, Reappointment, expiration June 30, 2019

**J. Gwinnett Technical College**

Doug Jenkins, Gwinnett County, **Appointment**, expiration June 30, 2019

Al Nash, North Fulton County, Reappointment, expiration June 30, 2019

**K. Lanier Technical College**

Jimmy Hooper, Banks County, Reappointment, expiration June 30, 2019

**L. North Georgia Technical College**

Mitchel Barrett, White County, **Appointment**, expiration June 30, 2019  
Barry Roberts, Stephens County, **Appointment**, expiration June 30, 2019  
Jane Brackett, Fannin County, Reappointment, expiration June 30, 2019  
Rebecca King, Towns County, Reappointment, expiration June 30, 2019  
Dr. Jeremy Williams, Union County, Reappointment, expiration June 30, 2019

**M. Oconee Fall Line Technical College**

Ken Bibb, Washington County, Reappointment, expiration June 30, 2019  
LaTunya Goodwin, Hancock County, Reappointment, expiration June 30, 2019  
Chris Steeley, Bleckley County, Reappointment, expiration June 30, 2019  
Earnest Wade, Jr., Laurens County, Reappointment, expiration June 30, 2019

**N. Ogeechee Technical College**

Bobby Jones, Screven County, **Appointment**, expiration June 30, 2019  
Randy Mayfield, Evans County, Reappointment, expiration June 30, 2019

**O. Savannah Technical College**

Jim Williams, Chatham County, Reappointment, expiration June 30, 2019

**P. South Georgia Technical College**

Janet Siders, Sumter County, Reappointment, expiration June 30, 2019

**Q. Southeastern Technical College**

Angie Woolard, Tattnall County, **Appointment**, expiration June 30, 2019  
Carol Hansley, Toombs County, Reappointment, expiration June 30, 2019  
Alan Kent, Toombs County, Reappointment, expiration June 30, 2019

**R. Southern Crescent Technical College**

Carman Templeton, Upson County, **Appointment**, expiration June 30, 2019  
Roger McDaniel, Butts County, Reappointment, expiration June 30, 2019

**S. Southern Regional Technical College**

James Carter, Thomas County, **Appointment**, expiration June 30, 2019  
Ellen Eaton, Tift County, Reappointment, expiration June 30, 2019  
Lynn Lovett, Tift County, Reappointment, expiration June 30, 2019

**T. West Georgia Technical College**

Kevin Thieneman, Troup County, **Appointment**, expiration June 30, 2019  
Aaron Mabon, Meriwether County, Reappointment, expiration June 30, 2019

**U. Wiregrass Georgia Technical College**

Freddie Broome, Lowndes County, **Appointment**, expiration June 30, 2019  
Chase Daughtrey, Cook County, **Appointment**, expiration June 30, 2019  
Jason Manley, Lowndes County, **Appointment**, expiration June 30, 2019

Bradfield Shealy, Brooks County, **Appointment**, expiration June 30, 2019  
Andi McWhorter, Irwin County, Reappointment, expiration June 30, 2019  
Col Ronald Mitchell (Ret), Cook County, Reappointment, expiration June 30, 2019  
Jennifer Powell, Lowndes County, Reappointment, expiration June 30, 2019  
Sandy Sanders, Lanier County, Reappointment, expiration June 30, 2019  
Steve Sirmans, Atkinson County, Reappointment, expiration June 30, 2019

***\*Note\*- Presidents request those board members indicated with (\*) to seek a fourth term. They all meet the criteria for exception to serving only three term as approved in TCSG Procedure: I.C.1.d, "the use of the fourth term is necessary to meet the needs of the community, business and technical college."***

- **Operations, Finance, and Planning**

Dinah Wayne

**Expenditure Requests**

***MOTION:*** The motion was made by Mrs. Dinah Wayne 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 as listed below at a cost not to exceed the amounts stated. The motion was seconded by Ms. Shirley Smith and passed State Board approval unanimously.

1. **Office of Adult Education (OAE)** – Request to extend the contract with UGA to assist OAE in the program review process, in ongoing instructor and staff professional development, conducting targeted research studies, and development and maintenance of the professional development website, to be provided for OAE system office on-site and field staff, at a cost not to exceed \$300,000.00. ***Funds are available for this expenditure from Georgia's federal allocation.***

***Discussion:*** This proposed expenditure is for TCSG-OAE to enter into an interagency agreement with the University of Georgia (UGA) in an effort to assist OAE in the program improvement process, in ongoing professional development and targeted research studies.

The UGA School of Education has an Adult Education Department whose mission statement reads as follows: "The mission of the Technical College System of Georgia mirrors the three-fold mission of the University of Georgia: to teach, to research, and to serve. What makes the department's mission unique is the central idea of adult education that conscious, systematic, purposeful learning should be a lifelong process for everyone." TCSG and the UGA, Department of Adult Education serves the same population. Both entities have faced some of the same challenges in efforts to provide optimal services for Georgia's adult learner population. The collaboration of the two departments is a needed combination of research (UGA) and application (TCSG); therefore, we propose that the Office of Adult Education extend a one-year contract with UGA for the services noted below:

- Collaborating with OAE staff on the Fall Conference to include the identification of potential presenters, working with OAE staff to develop a complete conference plan, provision of pre-service and on-site support for presenters, and conducting an evaluation of the conference resulting in a formal report.
  - Conducting and Preparing Reports for five On-site Program Reviews for FY17
  - Conducting Research Studies
  - Maintaining and continuously enhancing OAE's Professional Information Website
2. **System Office/Tech Ed** – Request to pay the Board of Regents for the GALILEO renewal fees for the time period July 01, 2016–June 30, 2017; cost \$858,766.00. ***State funds are available for this expenditure.***

*Discussion:* This expenditure is to pay for resource and database fees on the GALILEO (Georgia Library Learning Online) system. GALILEO, an initiative of the Board of Regents of the University System of Georgia, is a worldwide web-based virtual library available to the technical colleges. GALILEO provides access to multiple information resources, including secured access to licensed products. Participating institutions may access over 100 databases indexing thousands of periodicals and scholarly journals. Over 2,000 journal titles are provided in full text. Other resources include encyclopedias, business directories, government publications, and electronic books.

**3-4. Gwinnett Technical College; total expenditure \$469,360.00 –**

- 3) Core network infrastructure equipment and connections to edge switching from Adcap Network Systems for Alpharetta-North Fulton campus; cost \$295,360.00. ***Bond funds are available for this expenditure***

*Discussion:* This equipment is needed to facilitate all voice and data access including phones, servers, computers, wireless infrastructure, security cameras, access control, and power needs for the Alpharetta-North Fulton campus as the underlying network backbone. Equipment includes a Nexus 9508 chassis, supervisor card, 3 line cards, 10gig long range SFPs, and all necessary fiber connects to data center and edge switching.

- 4) Two Robotic Education Cells from Lincoln Electric for welding programs; cost \$174,000.00. ***Bond funds are available for this expenditure.***

*Discussion:* With the shift of the welding industry from traditional welding techniques to more high tech processes, robotic welding is in high demand. There is a void of skilled labor that can program, operate and troubleshoot welding robots in the manufacturing environment. Lincoln Electron equipment was selected because of the welding project based lesson programs included in the educational package that will assist the instructor in lesson planning. The welding program curriculum will be amended to add robotic training (as well as traditional) to students' possible certificates. Each cell includes robotic welding package (Fanuc robot), project based lessons, welding fixture, and fume extractor/extraction nozzle.

5. **Lanier Technical College** – 12 Technical Training Systems from Southern Educational Consulting for new Mechatronics Technology & Building Automation Technology programs at Barrow County campus; cost \$451,373.00. ***Bond funds are available for this expenditure.***

*Discussion:* The Barrow County campus is located on the same campus as the Sims Academy of Innovation & Technology which introduces high school students to many careers offered at Lanier Tech. Barrow County schools offers a career pathway in mechatronics and many of these high school students are expected to feed into Lanier's new Mechatronics Technology program starting this fall. Purchasing self-contained training systems for our Building Automation Technology program will eliminate the need for electrical and plumbing modifications to the building. Purchased training systems will be faster/more cost effective than making the required modifications.

Mrs. Dinah Wayne thanked Commissioner Corbin for joining the committee meeting. Mrs. Wayne shared that Richard Young gave a Strategic Plan update with highlights including outcome measures being updated, although the content of the plan will not change, and the plan will be voted on at the June meeting. Lastly, Mrs. Wayne stated that Mrs. Linda Osborne-Smith shared with the committee that campus safety remains a top priority, and that the quarterly report will be shared at the June meeting.

That concluded Mrs. Wayne's committee report.

• **Executive Committee**

**Chairman Joe Yarbrough**

Chairman Yarbrough shared with the State Board that there was not an Executive Committee Meeting that took place on the morning of May 5.

He introduced Dr. Angela Hines Brown, the 2016 State Rick Perkins Winner, from West Georgia Technical College. Dr. Brown is an early childhood care and education instructor, and had the honor of being names the state Rick Perkins Winner at last month's GOAL/Rick Perkins Awards banquet at the Grand Hyatt.

He also introduced Mr. Karen Kirchler, Vice President of Adult Education at West Georgia Technical College [WGTC], and the 2016 COABE Program Administrator of the Year. Chairman Yarbrough shared with the group that Ms. Kirchler would be presenting during the Committee of the Whole meeting on her adult education program at WGTC, as well she would be the moderator of a panel of adult education instructors, students, and parents during the meeting.

That concluded the Chairman's remarks.

**IV. COMMISSIONER'S COMMENTS**

**Commissioner Gretchen Corbin**

Commissioner Corbin began by welcoming the Board to Douglasville, and thanked President Steve Daniel for hosting the State Board at his Douglas County campus. She remarked what a great day it had been so far and that she looked forward to hearing from Ms. Kirchler and touring the dental hygiene building.

She thanked both Dr. Angela Hines Brown and Ms. Karen Kirchler for being two great members of the WGTC faculty and staff. She thanked them for their service to the students of this state and for going above the call of duty in their teaching.

She once again thanked the State Board for their participation in the April State Board meeting that was held in conjunction with Leadership Summit, GOAL/Rick Perkins, and State judging that took place at the Grand Hyatt in April. She remarked what a great week it was for the TCSG and how honored she was to be a part of the GOAL/Rick Perkins celebration. She shared with the group that was not present at the awards ceremony that Ms. Ashley Rodgers was the 2016 GOAL winner. Ms. Rogers was awarded a new 2016 Kia Optima by Kia Motors Manufacturing Georgia [KMMG] and was handed her keys by Mr. Randy Jackson, KMMG's Chief Administrative Officer. Commissioner Corbin stated what a phenomenal partner Mr. Jackson has been to the TCSG and what an honor it was to have him be present for the week-long festivities. Mr. Jackson and Ms. Corinne Hodges, KMMG's Public Relations department head, joined the TCSG family for the Leadership Summit as well as both of them judged the GOAL/Ricker Perkins nine regional finalist on one day of the conference and then at the GOAL/Rick Perkins awards banquet. After the GOAL/Rick Perkins banquet both Mr. Jackson and Ms. Hodges joined the Georgia QuickStart team for the 2016 Governor's Awards Luncheon for the Georgia Manufacturers of the Year awards. Commissioner Corbin stated that it had been a busy month at the TCSG, but that she had never been more proud to be a part of the team.

That concluded the Commissioner's report.

**V. OTHER BUSINESS**

**Chairman Yarbrough**

Chairman Yarbrough requested a motion to adjourn the General Session of the State Board. Motion was made by Mrs. Dinah Wayne and was seconded by Mr. Chunk Newman. Motion passed unanimously and the meeting was adjourned at 1:57 pm.

**ADJOURN**

**Chairman Yarbrough**

**ATTACHMENT A: RESOLUTION OF THE STATE BOARD OF THE TECHNICAL COLLEGE SYSTEM OF GEORGIA  
2016 GENERAL OBLIGATION BOND SALE RECEIPT**

Respectfully submitted:

Haley Allison

*Technical College System of Georgia*