



# STATE BOARD GENERAL SESSION

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

## Approved Minutes

**Thursday, September 6, 2018**

10:20 a.m. – 11:30 a.m.

Gwinnett Technical College  
2875 Old Milton Parkway  
Alpharetta, GA 30009

Absent: Shan Cooper, Richard Porter, Sylvia Russell, Tim Williams,

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### **I. WELCOME AND CALL TO ORDER**

**Madam Chair Anne Kaiser**

Madam Chair Kaiser called the September 6, 2018 State Board meeting of the Technical College System of Georgia [TCSG] to order at 10:23 a.m. She welcomed the attending State Board members, the technical college presidents and the TCSG staff; thanking everyone for their participation during their respective committees. She also thanked Dr. Glen Cannon, President of Gwinnett Technical College, for hosting the TCSG State board at the Alpharetta campus.

### **II. CHAIR'S COMMENTS**

**Madam Chair Anne Kaiser**

Madam Chair's first order of business was to call for a motion to approve the minutes from the August 2, 2018 State Board meeting. Motion was made by Mr. Joe Yarbrough, was seconded by Mr. Doug Carter, and passed approval by the Board unanimously. Minutes stand approved.

### **III. COMMISSIONER'S COMMENTS**

**Commissioner Matt Arthur**

Commissioner Matt Arthur began by thanking the board for all their hard work and thanked Dr. Cannon and his team for being such gracious hosts. He updated the board on the recommendation he will be making to Office of Planning and Budget



for the Governor's consideration for the Amended FY 19 budget and FY20 Operational and Capital Outlay Budget.

The recommended budget submissions for AFY2019 and for FY2020 are consistent with the instructions received from the Governor's Office of Planning and Budget (OPB).

Commissioner Arthur recognized the TCSG Human Resource team for winning multiple Georgia Department of Administrative Services awards, including the Overall Model Performance in FY2018 human resources assessment.

Commissioner Arthur updated the board on the past month and upcoming events. TCSG hosted the State Workforce Development Board (SWDB) at the System Office. The SWDB has 43 members and we are glad they are working with TCSG now. The WorkSource Georgia Academy was in Athens August 13-15, 2018. The ribbon cutting for Lanier Technical College will be October 19, 2018 and the ground breaking for Chattahoochee Technical College will be on October 16, 2018. He encourage the board members to attend if they were able.

In closing the Commissioner recognized Beverly Smith, Assistant Commissioner for Adult Education, who is retiring at the end of September. He thanked Assistant Commissioner Smith for her dedication to TCSG and Adult Education over the last eight years.

That concluded the Commissioner's report.

#### **IV. COMMITTEE REPORTS**

#### **COMMITTEE CHAIRS**

- **Academic Affairs**

**Lynn Cornett**

- I. **Academic Standards and Programs**

**Motion (Approval of AAS Degree):**

**MOTION:** The motion was made by Dr. Lynn Cornett that the college requests listed below to offer a degree program be approved effective the semester specified for the request. Any fiscal requirements to begin this program must be approved through the standard budget approval process. The motion was seconded by Mr. Chunk Newman. The Board voted and the motion was unanimously approved.

**DISCUSSION:**



**Georgia Northwestern Technical College** - Degree program in Automation Engineering Technology, AET3, 73 Credit Hours, effective January 2019  
Georgia Northwestern Technical College would like to offer the new Automation Engineering Technology degree program as a way to equip graduates with the tools necessary to successfully enter the automation engineering field. According to the federal Bureau of Labor Statistics, employment in this field is expected to increase by two percent through 2026. The Automation Engineering Technology program will foster the skills, knowledge, and attitudes needed for job acquisition, retention, and advancement in this demanding field. No other colleges in or adjacent to our service area offer the program. As an institutionally developed program the Automation Engineering Technology program meets State Board and general program standard requirements for programs at its award level. First year costs of the program will be \$2000 for additional supplies, and new library resources. First year enrollment is expected to be 55 students, increasing to 90 by year three.

Enrollment Projections:

Day Students Year 1: 35 Year 2: 45 Year 3: 55

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

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 Steve Conway, Academic Affairs Director, Academic Affairs, at 404-679-1669.

## II. **Program Termination**

**MOTION:** The motion was made by Dr. Lynn Cornett that the college request listed below to terminate the diploma program be approved for the semester specified for the request. The motion was seconded by Mr. Michael Sullivan. The Board voted and the motion was unanimously approved.

### **DISCUSSION:**

#### **Gwinnett Technical College**

Diploma program in Automotive Fundamentals, AF12, effective May 2020.

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

**MOTION:** The motion was made by Dr. Lynn Cornett to approve program standards and revisions for September 2018. The motion was seconded by Mr.



Michael Sullivan. The Board voted and the motion was unanimously approved.

### **State Board Standards and Revisions Summary for September 2018**

<b>Major Code</b>	<b>Program Name</b>	<b>Program Development</b>	<b>Award Level</b>	<b>Credit Hours</b>
GC41	General Construction Assistant	Wiregrass Georgia	TCC	13
MW21	Master Welder I	Savannah	TCC	24
AET3	Automation Engineering Technology	Georgia Northwestern	Degree	73

That concluded the committee's report.

- **Adult Education**

**Ben Copeland**

- I. **Workforce Development**

The Office of Workforce Development has moved into the system office and is hard at work.

The current focus is on building relationships with local area staff, budget planning, technical assistance/monitoring, and training on WIOA possibilities

- II. **Adult Education**

The Adult Education Fall Conference will be September 18-20, 2018 at the Renaissance Waverly Hotel in Atlanta. Please let Collier know if you would like to attend.

This week, September 3-9, 2018, is Adult Education and Family Literacy Week.

- III. **Retirement**

Mr. Ben Copeland thanked Beverly Smith, Assistant Commissioner for Adult Education, for all her hard work over the years.

That concluded the report.

- **External Affairs and Economic Development**

**Doug Carter**

- I. **Quick Start**

- QuickStart reported 7 prospects in August with the potential of 1,510 new jobs and there were 5 company announcements which will bring 516 new jobs throughout the state.



- On August 22, the Innovations Crescent Board held their meeting at the GA BioScience Training Center
- Mr. Doug Carter asked everyone to mark their calendars for the 2018 Next Generation Manufacturing Conference on October 2 to be held at the Mercedes Benz Stadium

## **II. Communication Department**

- Continue to provide digital marketing strategy to Coastal Pines Tech:
  - Applications up 17% over 2017
  - Total Enrollment up 14.2 %
  - New college record in overall enrollment and dual enrollment (total enrollment)
- Lanier Tech and Atlanta Tech will launch their digital campaigns in early September
- TCSG sponsored the Corky Kell Football Classics on behalf of Dual Enrollment at the Barron Stadium in Rome, and Mercedes Benz Stadium in Atlanta. TSCG geo-fenced all venues with digital ads promoting dual enrollment
- Print Advertisements:
  - Full page ad in Commercial Drivers Manual
  - GA Contractors "Building Your Future in Engineering" issue
  - GA Trend's September issue (2018 Higher Education Directory)
- August 26- Workforce Development's Jamie Jordan was interviewed about the skill gap on 11 Alive News/the Atlanta Business Chronicle
- AJC printed story August 31 about TCSG titled "Here are the trade and technical careers in demand in metro Atlanta"

## **III. Legislative Affairs / Foundation**

- August 14- Rural Development Council met at Athens Tech and President Andrea Daniel presented. On September 18 the Council will meet at GA Southern
- President Ron Newcomb presented to the House Transportation Budget Committee
- October 16- Ribbon Cutting of the Chattahoochee Tech's new Health Science Building
- October 19- Revealing of Lanier Tech's new campus
- The Foundation Board is meeting today, September 6, 2018, at Gwinnett Technical College North Fulton Campus



- Coca-Cola donated \$100,000 to the Last Mile Fund

#### **IV. Economic Development**

- Marketing/Branding/Promoting short-term training opportunities with DOL, DOC and GDEcD and GA Association of Manufacturers and GA EMC
- Mobile Welding Labs are under construction with the first promising to be ready the first of December. Three more should be ready in January.

That concluded the committee's report.

- **Facilities and Real Estate**

**Chunk Newman**

Mr. Chunk Newman said that the committee had no motions at this time. However, he wanted to Thank Sarah Honeywill and her team for all they do to keep the committee updated on projects.

That concluded the committee's report

- **Governance, Compliance and Audit**

**Michael Sullivan**

#### **I. Approval of Mission Statement Revisions**

##### **Motion Southern Crescent Technical College Mission Statement:**

**MOTION:** The motion was made by Mr. Michael Sullivan to review and approve the proposed revised mission statement for Southern Crescent Technical College. The motion was seconded by Mr. Tommy David. The Board voted and the motion was unanimously approved

**DISCUSSION:** State Board approval of college mission statements is required pursuant to the SACSCOC Principles of Accreditation Standard 4.2 a, and State Board Policy.

##### *Current Mission Statement*

Southern Crescent Technical College, a unit of the Technical College System of Georgia, is an institution of higher education that delivers relevant technical education at the associate degree, diploma, and certificate levels and workforce training programs via traditional and distance learning formats that



promote lifelong learning and impact economic development in the west central Georgia region that spans south of Atlanta and north of Macon.

### *Revised Mission Statement*

Southern Crescent Technical College, a unit of the Technical College System of Georgia, located south of Atlanta, delivers relevant technical education, adult education, and learning opportunities via various instructional modalities at the associate degree, diploma, and certificate levels to promote service, workforce development, and economic development.

## **II. Approval of Operational and Capital Plan**

**MOTION:** The motion was made by Mr. Michael Sullivan to approve Southern Crescent Technical College's five-year operational and capital plan for movement of men's and women's basketball to Division 1 within the National Junior College Athletic Association. The motion was seconded by Mr. Buzz Law. The Board voted and the motion was unanimously approved.

**DISCUSSION:** The College plans to seek reclassification of two athletic teams from a Division III level to that of Division I within the National Junior College Athletic Association (NJCAA), and has submitted this plan in support of this request as required by State Board policy, 6.8.3 *Student Athletics*. The transfer to Division I will allow the college to offer book scholarships to athletes and allow them to compete with more teams that are located closer to their service delivery area. The plan addresses projected expenditures and revenue and states all operational costs will be funded with student athletic fees. The plan also contains demonstrated support from the student governing body, community constituents, and the Local Board of Directors. The college has outlined measures to be taken to minimize any safety or security risks associated with student participation in athletics. The plan has been reviewed by TCSG.

## **III. Approval of Local Board Member Appointments/Reappointments**

**MOTION:** The motion was made by Mr. Michael Sullivan to approve local board member appointments as listed in the Board materials. The motion was seconded by Mr. Chunk Newman. The Board voted and the motion was unanimously approved.

That concluded the committee's report.



- **Operations, Finance, and Planning**

Tommy David for Tim Williams

I. **Approval of AFY2019 and FY2020 Budget Submissions**

**MOTION:** The motion was made by Mr. Tommy David for the State Board to approve the TCSG budget submissions for Amended Fiscal Year 2019 and for Fiscal Year 2020 as recommended by the Commissioner. The motion was seconded by Mr. Joe Yarbrough. The Board voted and the motion was unanimously approved.

**DISCUSSION:** As set forth by the Commissioner in the report to the Operations, Finance and Planning Committee, the recommended budget submissions for AFY2019 and for FY2020 respond to the instructions received from the Governor's Office of Planning & Budget (OPB).

II. **Expenditure Requests**

**MOTION:** The motion was made by Mr. Tommy David for the State Board to authorize the Commissioner to purchase the designated items or execute the requested contracts for the TCSG system office, Quick Start, and technical colleges listed below at a cost not to exceed the amounts stated. The motion was seconded by Mr. Michael Sullivan. The Board voted and the motion was unanimously approved.

1. **TCSG/Academic Affairs** – Renewal of services with Ex Libris (USA) Inc. for FY2019 for Ex Libris subscription and Alma/Primo implementation fees; cost \$294,990.00. **State funds are available for this expenditure.**

*Discussion:* Ex Libris services are used by TCSG college students and faculty/staff. Ex Libris, a ProQuest company, is a leading global provider of cloud-based solutions for higher education, specializing in library services. It offers SaaS solutions for the management & discovery of the full spectrum of library & scholarly materials, as well as mobile campus solutions driving student engagement and success.

Ex Libris Alma is a library services platform that manages print, electronic, and digital materials in a single interface providing libraries with the most cost-effective library management solution in the industry.

Ex Libris Primo provides students/researchers with fast access to scholarly materials and intuitive ways to explore new content. Primo seamlessly integrates with a wide range of library & academic systems for end-to-end, efficient workflows.





2. **TCSG/GVTC** – Annual agreement between Blackboard Inc. and TCSG for FY19 for Blackboard Learn LMS, ALLY, and Collaborate on behalf of the technical colleges; cost \$1,334,158.00. **State funds are available for this expenditure.**

*Discussion:* The agreement between Blackboard Inc. and TCSG is on behalf of the TCSG colleges for Blackboard (Bb) Learn LMS, ALLY, and Collaborate software/service for FY19. Bb Learn is the software used to deliver web-enabled training; Bb ALLY software is a course content accessibility application that integrates in Bb LMS; and Bb Collaborate is the web conferencing software used to deliver web-enabled training thru GVTC to the technical colleges. Blackboard will provide license, hosting and support services. This is year one of a 5 year renewable annual contract.

3. **TCSG/Quick Start** – 2 customized Pump and Valve Principles Trainers from Southern Educational Systems for new Georgia Advanced Manufacturing Training Center; cost \$135,024.00. **Bond funds are available for this expenditure.**

*Discussion:* Quick Start has been tasked with attracting Advanced Manufacturing Technology clients to the State of Georgia. The customized pump & valve trainer will modernize our current training curriculum to meet our clients' technology by providing current & advanced training capacity with respect to advanced pump/valve systems. This training system will complement similar advanced technology training systems currently planned for the new Georgia Advanced Manufacturing Training Center located in Savannah.

4. **Albany Technical College** – Managed Services Agreement with Xerox Corp for FY19 to provide the lease of document/publishing equipment and 2 Xerox production operators for Campus Print Center; cost \$338,917.00. **Local & federal funds are available for this expenditure.**

*Discussion:* This new lease is for a renewal of services that runs in conjunction with Xerox copier equipment for the Campus Print Center and the fleet of copiers across various departments on campus. ATC established a Print Center 20 years ago to help reduce operating costs in equipment rentals. The Print Center reduces outside printing costs by 60% and frees faculty/staff from hours in front of copiers. The new lease of this equipment will also benefit students in the Printing-Graphics & Visual Communications programs that include "Xerox Certified School to Career" course curriculum. These students gain a thorough understanding of the complete workflow involved in designing a print piece, setting up production, and seeing the final printed piece. This is the first year of a 48 month renewable annual lease.



5. **Georgia Northwestern Technical College** – 13 Aviation NIDA Model 130-ST Trainers from Learning Labs, Inc. for Aviation Maintenance Program; cost \$189,996.00. **Federal grant funds are available for this expenditure.**

*Discussion:* These trainers are needed to update Aviation student training labs to the latest technology and help instructors with training students to the level of successfully passing all 9 FAA Mechanic Certification examinations. Industry partners such as Delta Airlines have encouraged GNTC to increase training in aircraft electricity, electronics, Avionics, aircraft wiring, troubleshooting, and composite structures training – NIDA trainers provide lesson plans, curriculum, experiments, and overall training in those areas and more.

6. **Lanier Technical College** – Renewal of services with Georgia Communications Cooperative Inc. for FY19 for monthly connectivity of Ethernet/WAN point-to-point for all campus locations; cost \$160,800.00. **Local funds are available for this expenditure.**

*Discussion:* The college seeks a renewal of their contract with Georgia Communications Cooperative, Inc. for the monthly connectivity of Ethernet/WAN point-to-point for FY19 for all campus locations. This contract is necessary to connect the new Gainesville Campus to all other campuses and will provide the campuses with greater speeds as well as help student productivity. This is the second year of a 5 year renewable annual contract.

7. **Ogeechee Technical College** – Furniture from OFS, Inc. for new Plant Operations & Workforce Training Center at main campus; cost \$220,568.00. **Bond funds are available for this expenditure.**

*Discussion:* The college was fortunate to receive funding for their new Plant Operations & Workforce Training Center which is near completion. By using OFS for a large portion of the furnishings, the college gains flexibility in the utilization of the spaces. The new building will provide needed academic space for 2 strategic industry initiatives in the area of Manufacturing Engineering & Logistics Management. In addition to instructional spaces, the building will provide a permanent, dedicated location for central receiving, and building/fleet operations.

Mr. Tommy David reminded the board to always be an advocate for the Technical College System of Georgia.

That concluded the committee's report.

- **Executive Committee**

**Madam Chair Anne Kaiser**

Madam Chair Anne Kaiser thanked the committees for their reports.



She said that the Executive Committee had a great discussion this morning. The committee received short update about Workforce Development officially moving into the system office and from what we hear very hard at work. We have another item of business which we will share after Executive Session.

That concluded the committee's report.

## **V. EXECUTIVE SESSION**

**Madam Chair Anne Kaiser**

Upon recommendation by the Executive Committee, the Board approved a motion to move the State Board meeting into an Executive Session to discuss personnel issues at 10:55 am. An affidavit supporting the closing of the meeting is attached (Attachment A) hereto and made a part of these minutes. **A motion was made by Mr. Joe Yarbrough to enter into Executive Session. The motion was seconded by Mr. Ben Copeland and was unanimously agreed upon.**

**A motion was made by Mr. Joe Yarbrough to end the Executive Session. The motion was seconded by Mr. Tommy David and was unanimously agreed upon.** The Board reconvened at 11:22 am.

## **VI. OTHER BUSINESS**

**Madam Chair Anne Kaiser**

Madam Chair welcomed the group back into the general session. She called on Mr. Ben Copeland to make a motion.

### **I. Approve the President of Georgia Piedmont Technical College**

**MOTION:** The motion was made by Mr. Ben Copeland for the State Board of the Technical College System of Georgia to approve the Commissioner's recommendation to appoint Dr. Tavaréz Holston, as the new president of Georgia Piedmont Technical College effective September 10, 2018. The motion was seconded by Mr. Boaky Vu. The Board voted and the motion was unanimously approved.

She congratulated President Holston on his appointment and said that the Board looked forward to working with him and his team. She reminded the Board that the next meeting of the State Board would take place Thursday October 4, 2018 at the TCSG System Office.



## **ADJOURN**

**Madam Chair Anne Kaiser**

That concluded Madam Chair's comments. **Motion was made by Mr. Trey Shepard to adjourn the September 6, 2018 State Board Meeting of the Technical College System of Georgia at 11:30 a.m. Motion was seconded by Mr. Joe Yarbrough and passed State Board approval unanimously. Meeting stood adjourned.**



## Attachment A

### Attachment A

STATE OF GEORGIA  
COUNTY OF DEKALB  
AFFIDAVIT SUPPORTING CLOSING OF PUBLIC MEETING

The Georgia Open Meetings Act, O.C.G.A. § 50-14-1 et seq., requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception that permits the closing of the meeting. If such a meeting is to be closed, the law requires that the presiding person execute a sworn affidavit stating that the subject matter of the meeting or the closed portion thereof was devoted to matters within the statutory exceptions and identifying those specific exceptions relied upon. O.C.G.A. § 50-14-4(b). A copy of this affidavit must be filed with the minutes of the meeting in question.

Comes now Anne Kaiser, the presiding officer identified below, and, before an official duly authorized to administer oaths, makes this affidavit in satisfaction of the statutory requirements outlined above.

I am the presiding officer of the State Board of the Technical College System of Georgia.

I am over the age of 18 and in all aspects competent to make this sworn statement. I acknowledge that I am giving this statement under oath and penalty of perjury and that I have read the contents of this affidavit prior to signing it.

On September 6, 2018, this Board which is subject to the Open Meetings Act, met. A majority of the quorum of the members present voted to close the meeting or a portion thereof for the following indicated reason(s). I hereby certify that during the closed portion of the meeting only those subjects indicated below were discussed. I also certify that I have reviewed the exceptions provided under the Open Meetings Act that may permit the closing of a meeting and that, to the best of my knowledge, the reasons set forth below meet the requirements for closing this public meeting.

The legal authority for the closure of this meeting was Section 50-14-3(6)(12) of the Official Code of Georgia.

During the closed portion of the meeting, members of the State Board of the Technical College System of Georgia discussed or deliberated only upon a personnel matter.

FURTHER AFFIANT SAYETH NOT.

Sworn to and subscribed before me this 6 day of Sept 2018.

A handwritten signature in blue ink that reads "Anne Kaiser".

Anne Kaiser  
Chair & Presiding Officer

