



STATE BOARD GENERAL SESSION

Anne Kaiser, *Madam Chair*
Doug Carter, *Vice Chair*
Ben Bryant
Shan Cooper
Ben Copeland
Lynn Cornett
Jay Cunningham
Tommy David
Mary Flanders
Randall Fox
Buzz Law

Chunk Newman
Richard Porter
Trey Sheppard
Shirley Smith
Phil Sutton
Baoky Vu
Dinah Wayne
Tim Williams
Joe Yarbrough

APPROVED MINUTES

Thursday, April 4, 2019

11:15 a.m.- 11:48 a.m.

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

Absent: Ben Bryant, Shan Cooper, Ben Copeland, Jay Cunningham, Richard Porter, Shirley Smith, Baoky Vu

I. WELCOME AND CALL TO ORDER

Chair Anne Kaiser

Madam Chair Kaiser called the April 4, 2019 State Board meeting of the Technical College System of Georgia [TCSG] to order at 11:17 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.

II. CHAIR'S COMMENTS

Chair Anne Kaiser

Madam Chair's first order of business was to call for a motion to approve the minutes from the March 13, 2019 State Board meeting. **A Motion was made by Mr. Joe Yarbrough and was seconded by Mr. Buzz Law. The board voted and the motion was unanimously approved. Minutes stand approved.**

III. COMMISSIONER'S COMMENTS

Commissioner Matt Arthur

Commissioner Matt Arthur began by thanking the board for all their hard work. He let them know that at their desk was a letter of resignation from Ms. Sylvia Russell. She will still be an ambassador and cheerleader for TCSG, but finds it increasingly difficult to participate in the board meetings on a regular basis.



Next, the Commissioner gave a legislative and FY2020 budget update to the board. He said TCSG has great support from the Legislature and Governor, and the budget reflects their support. He listed a few items in the budget: \$10 million for MR&R, funds for a 2% merit based increase, \$1.8 million for enrollment growth and credit hour adjustments, funds for Central Georgia Technical College to share a building with the US Air Force to expand their aviation maintenance and aircraft structural technology programs, and funds for 3 new aviation cohorts. These are just a few items that were included this year.

TCSG has many events occurring in the next few weeks and Commissioner Arthur invited the board to attend them if they were able: April 15-17, 2019 is Leadership/GOAL/Rick Perkins Award Programs, April 18, 2019 MAW, April 23, 2019 is the ribbon cutting and grand opening for the SCTC Henry County Center Building B, April 24, 2019 is the ribbon cutting for NGTC industrial technology center, April 25, 2019 is the ground breaking at the new Coastal Pines Technical College campus in Camden County.

That concluded the Commissioner's report.

IV. COMMITTEE REPORTS

COMMITTEE CHAIRS

- **Academic Affairs**

Lynn Cornett

Dr. Lynn Cornett said they had a great committee meeting. Technical Education has completed their Perkins Transition Plan with GaDOE. The next required step is to have stakeholder meetings to get input before writing the Four Year State Plan, which is due April 2020. The stakeholder meetings are to gather input from business and industry and community organizations. There will be three sessions: May 7 at Southern Regional in Tifton, May 8 at Savannah Tech, and May 31 at the System Office in Atlanta.

Skills USA went very well in March. All 22 colleges participated. There were over a 1,000 in attendance.

The 3 chapters with the most state competition medals (gold, silver, and bronze) are: Wiregrass Georgia Technical College with 59 medals, Gwinnett Technical College with 39 medals, and Lanier Technical College with 21 medals.



Ryan Fincher from Georgia Northwestern Technical College was recognized for being selected by the American Welding Society to represent the U.S. at WorldSkills in the Welding competition. After winning our Georgia Postsecondary State Welding competition in 2017, Ryan won the national SkillsUSA Welding gold medal and has now been selected to represent the U.S. at WorldSkills in Russia in August 2019. Ryan will also receive a \$40,000 scholarship.

I. Academic Standards and Programs

Motion (Approval of AAS Degrees, Diplomas, and TCCs):

MOTION: The motion was made by Dr. Lynn Cornett that the college requests listed below to offer degree, diploma and TCC 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. The motion was seconded by Mrs. Dinah Wayne. The board voted and the motion was unanimously approved.

Discussion:

Augusta Technical College - Degree program in Accounting Cybersecurity, AC23, 60 Credit Hours, effective August 2019

The Accounting Cybersecurity AAS program is a sequence of courses designed to provide students with the technical knowledge and skills necessary to process, maintain, analyze, and report accounting data and to successfully prevent and/or mitigate cybersecurity issues that put sensitive accounting data at risk. These graduates will be better prepared to identify key risk areas all throughout the lifecycle of accounting information, to assist with designing and developing accounting information cybersecurity risk management programs, and with assessing the readiness of those programs. This program is an institutionally developed program that meets State Board and general program standard requirements for programs at its award level. The program is not currently offered by a non-TCSG institution in or around our service area and currently no TCSG colleges that touch our service area offer the program. The College conducted a needs assessment for an Accounting Cybersecurity program in response to projected rapid local, state-wide, and national growth in the job market. Ninety percent of the respondents to the needs assessment survey indicated that the College should start an Accounting Cybersecurity program. They also conveyed their support of



the program by indicating their willingness to serve as a practicum site and by offering to provide a representative for the advisory committee. The College expects to enroll 40 students the first year and reach an enrollment of 120 students by year three. Program costs for the program in the first year will be approximately \$91,400 with costs of approximately \$274,200 in year three.

Enrollment Projections:

Day Students Year 1: 40 Year 2: 80 Year 3: 120

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

Georgia Piedmont Technical College - Degree program in Residential Building Design Technology, RBD3, 60 Credit Hours, effective August 2020

Residential Building Design Technology is needed in Georgia Piedmont Technical College's service area because professionals from industry have informed us for several years in a row that the Drafting Technology program no longer serves their business practice needs. They highly recommend that we teach students to be more specialized and competent as design technicians, rather than as drafters. Graduates working in industry have told us that their education isn't specialized enough for their current jobs. Students tell us that drafting is a dead-end career; they want to become residential architects. Based on this feedback from industry, graduates, and students, we developed this new degree program that resolves these issues by focusing specifically and solely on residential structures under a more professional than blue-collar curriculum, allowing students to eventually become residential building designers themselves. This program is the first of its kind in the nation to focus on residential building design (architecture) at the two-year level, so there are none comparable in or around our service area. Gwinnett Tech and Atlanta Area Tech offer Drafting Technology. Residential Building Design Technology is an institutionally-developed Associate's degree program created at Georgia Piedmont Technical College, which meets state requirements and standards at the Associate's level. It was developed with the guidance of and under the purview of the Technical College System of Georgia. RBDT will replace Architectural Drafting using existing labs, hardware, and faculty, so the costs for the first year of the program will remain equal, with no increases, using existing funds. Industry partners, who will eventually benefit from this program, have agreed to market the program to our service area at their expense. The college expects approximately 8 students in the program in the first year, reaching full-capacity for the facility at 28 by the start of the third year.



Enrollment Projections:

Day Students Year 1: 8 Year 2: 15 Year 3: 28

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

Southern Crescent Technical College - Diploma program in Cybersecurity, CY12, 46 Credit Hours, effective January 2020

The Cyber Security Program will provide students with a hands on approach in developing the required skills on protecting personal, government and corporate data against vulnerable attacks and disrupting normal business processes. With hackers becoming more innovative, and cybersecurity threats growing at rampant speeds coupled with having more devices than people, all areas of business are requiring experts in the field to keep them secure. The advisory board has recognized this need and requested that we implement the new Cyber Security Degree, Diploma and Certificate. These programs follow the state standards and have already been developed and implemented at the technical college level. We estimate low first year startup costs to be around \$8,000. These funds are all related to training and software. A full time instructor and program coordinator will be required to manage this program and estimated salary for new staff is \$60,000 plus benefits. We are expecting approximately 6 to 10 students the first year and growth up to 18 to 25 students by the third year.

Enrollment Projections:

Day Students Year 1: 6 Year 2: 12 Year 3: 18

Evening Students Year 1: 3 Year 2: 6 Year 3: 9

Southern Crescent Technical College - Degree program in Cybersecurity, CY13, 60 Credit Hours, effective January 2020

The Cybersecurity Program will provide students with a hands on approach in developing the required skills on protecting personal, government and corporate data against vulnerable attacks and disrupting normal business processes. With hackers becoming more innovative, and cybersecurity threats growing at rampant speeds coupled with having more devices than people, all areas of business are requiring experts in the field to keep them secure. The advisory board has recognized this need and requested that we implement the new Cybersecurity Degree, Diploma and Certificate. These programs follow the state standards and have already been developed and implemented at the technical college level. We estimate low first year



startup costs to be around \$8,000. These funds are all related to training and software. A full time instructor and program coordinator will be required to manage this program and estimated salary for new staff is \$60,000 plus benefits. We are expecting approximately 6 to 12 students the first year and continued growth up to 18 to 30 students by the third year.

Enrollment Projections:

Day Students Year 1: 6 Year 2: 12 Year 3: 18

Evening Students Year 1: 6 Year 2: 9 Year 3: 12

Southern Crescent Technical College - TCC program in Cybersecurity, IS81, 26 Credit Hours, effective January 2020

The Cybersecurity Program will provide students with a hands on approach in developing the required skills on protecting personal, government and corporate data against vulnerable attacks and disrupting normal business processes. With hackers becoming more innovative, and cybersecurity threats growing at rampant speeds coupled with having more devices than people, all areas of business are requiring experts in the field to keep them secure. The advisory board has recognized this need and requested that we implement the new Cybersecurity Degree, Diploma and Certificate. These programs follow the state standards and have already been developed and implemented at the technical college level. We estimate low first year startup costs to be around \$8,000. These funds are all related to training and software. A full time instructor and program coordinator will be required to manage this program and estimated salary for new staff is \$60,000. We are expecting around 6 to 9 students the first year and growing up to 18 to 27 by the third year.

Enrollment Projections:

Day Students Year 1: 6 Year 2: 12 Year 3: 18

Evening Students Year 1: 3 Year 2: 6 Year 3: 9

West Georgia Technical College - Degree program in AAS in Interdisciplinary Studies, AF53, 61 Credit Hours, effective August 2019

The AAS in Interdisciplinary Studies will allow students a flexible degree option specifically oriented to their career goals. The degree can be utilized with a wide range of multiple disciplines allowing focused training in complex, high demand industries. The areas of program curriculum concentration include education, public safety, business and



computer/information technology, industrial/engineering technology, and health sciences. Students will be able pursue educational opportunities in areas of interest that are not offered through existing programs. Two technical colleges adjacent to our service area are currently offering the degree, but the distance to commute to these institutions would present a hardship for students within our service area. Offering the program within the college service area would provide an opportunity within the community. The program will follow the developed state standard and no additional equipment or resources are needed. According to the U.S. Bureau of Labor Statistics, the popularity of Interdisciplinary Studies programs has increased significantly. The program expects to attract 12 students the first year and grow enrollment to 20 or more students by the third year.

Enrollment Projections:

Day Students Year 1: 12 Year 2: 15 Year 3: 20

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

II. Program Terminations

MOTION: The motion was made by Dr. Lynn Cornett to approve the program termination requests for April 2019. The motion was seconded by Mr. Joe Yarbrough. The board voted and the motion was unanimously approved.

Terminations of TCCs and Diplomas

West Georgia Technical College

Diploma program in Barbering (BA12), effective June 2019.

TCC program in Advanced CAD Technician (AC51), effective June 2019.

TCC program in Patient Care Assistant (PC21), effective June 2019.

TCC program in Barber II (BI31), effective June 2019.

TCC program in Certified Personal Trainer (CPH1), effective June 2019.

TCC program in CAD Operator (CP41), effective June 2019.

TCC program in Drafters Assistant (DA31), effective June 2019.

III. Approval for Program Standards and Revisions

MOTION: The motion was made by Dr. Lynn Cornett to approve program standards and revisions for April 2019. The motion was seconded by Mr. Doug Carter. The board voted and the motion was unanimously approved.

State Board Standards and Revisions Summary for April 2019

Major Code	Program Name	Program Development	Award Level	Credit Hours
NG73	Nursing	Southern Crescent	Degree	69
RBD3	Residential Building Design Technology	Georgia Piedmont	Degree	60
AZ71	Accounting Clerk Assistant	Wiregrass Georgia	TCC	10
AC23	Accounting Cybersecurity	Augusta	Degree	60
FIE3	Fire & Emergency Services Occupation	Albany	Degree	62

That concluded the committee's report.

• Adult Education

Ben Copeland

Mr. Ben Copeland commented on the great committee meeting they had. He gave the Board a brief update on the discussions that occurred during the meeting.

Adult Education:

- In April, adult education will be launching the last continuation grant of the current 3 year grant cycle. In 2020, we will launch a new competitive round.
- The adult advisory committee is comprised of adult education program administrators who have expressed interest in providing feedback on various aspects of our Adult Education procedures.

CLCP:

- The annual CLCP retreat was held on March 27 and 28 at Callaway Gardens. CLCP directors from across the state came together to share best practices regarding supporting and promoting adult education programs.
- 27 CLCPs reported representing 40 countries. A total of 1.2 million of funds and in-kind donations were raised, \$79,870 in scholarship were raised, \$67,570 in GED testing fee scholarships, and \$12,300 in post-secondary scholarships.



- In FY18, 27 CLCPs managed 971 local volunteers to support adult literacy projects in their communities. Additionally, 239 tutors donated 14,277 hours of tutoring to adult literacy students.

GED:

- One of the correctional sites has been released from lock down and the testing center has added dates to make up some of the previously missed testing.
- Requests for duplicated diplomas and transcripts are up by 7%.
- Instructional Service update is in your DropBox, but the GED pass rate for the programs still remain close to 80%.

Professional Development and Transition Resources:

- The team just returned from attending a successful COABE (Commission on Adult Basic Education) conference.
- 150 instructors just completed the online College and Career Ready Standards course.
- The Spring GED Preparatory Institutes for the (4) regionals is completed.

Workforce Development:

- Joe Dan Banker shared a video presentation of Workforce Development success stories. Mr. Copeland encouraged everyone to take time to review success stories on the Workforce Development website.

That concluded the committee's report.

• **External Affairs and Economic Development**

Doug Carter

Mr. Doug Carter commented on the great committee meeting they had. He gave the Board a brief update on the discussions that occurred during the meeting.

Quick Start:

- During the month of March, there were 7 new company announcements which will add 1, 243 new jobs to Georgia
- April 18, 2019 QuickStart will host the Governor's Manufacturing Appreciation luncheon at the GICC. Governor Kemp will be the keynote speaker and announce the 2019 winners.
- April 10-13 is the Georgia Chamber's Red Carpet Tour.

Communications:



- The TCSG communications team had a presence at many events this month including 2019 SkillsUSA competition on March 22 and EAGLE Award Conference March 11-13.
- They assisted the Economic Development team with the mobile welding lab at the State Capitol on Tuesday.
- Aaron Sones presented on digital marketing at the National Association of Concurrent Enrollment Partnerships Regional Conference in Savannah on March 12.
- The April issue of Georgia Trend magazine has a feature on TCSG. There is a copy at your desk.
- The team is working hard to prepare for the upcoming GOAL/RPA conference

External Affairs:

- General Assembly adjourned Sine Die on Tuesday. TCSG also had the mobile welding lab at the Capitol as I mentioned early. We are grateful that Governor Kemp, members of his staff, Attorney General Chris Carr, and several Legislators and agency heads were able to tour the lab.
- On Friday, Central Georgia Technical College will be signing an intergovernmental agreement to execute a lease near the Macon Airport to expand the college's aviation programs and share space with the US Air Force.

Foundation:

- The committee was thrilled to have the Foundation Board Chair Bryan Batson at the meeting.
- The 2019 TCSG employee giving drive started on March 20, 2019. The Foundation team is aiming for 100% giving from the TCSG Foundation Board and State Board, as well as 51% of all TCSG system employees

Economic Development:

- The TCSG Economic Development team has many upcoming meetings on how TCSG can partner with local organizations.
 - Jennifer Thomas- Georgia Commission on Family Violence to discuss their target population and the need for training. TCSG will be presenting at the GCFV quarterly meeting in June.
 - Helen Slaven, HDCI-Metro Atlanta Regional Sector Partnerships Director, to discuss developing customized training for the Georgia Beverage Association and similar training for the Georgia Hispanic Chamber.

That concluded the committee's report.

Facilities and Real Estate**Chunk Newman****I. Approval of Real Estate Transactions**

MOTION: The motion was made by Mr. Chunk Newman to authorize the staff to prepare appropriate requests to the State Properties Commission seeking its approval of, and assistance with the execution of the following real estate transactions. The motion was seconded by Mr. Trey Sheppard. The board voted and the motion was unanimously approved.

A. Southern Regional Tech - Demolition of 2,200 SF house – BLLIP #48211

DISCUSSION: Southern Regional Technical College requests approval to demolish the building known as 184 Patterson Still Road (BLLIP Building ID #48211), located on the Main Campus.

B. Chattahoochee Tech - 0.02 AC Easement to Atlanta Gas Light

DISCUSSION: Chattahoochee Technical College requests approval on the granting of a revocable license and a non-exclusive easement to the Atlanta Gas Light, over approximately 0.02 acres on the Marietta Campus of Chattahoochee Technical College, for the installation and maintenance of gas distribution lines to serve the TCSG-314 Health Science Building.

C. Chattahoochee Tech - 0.96 AC Easement to Marietta Power

DISCUSSION: Chattahoochee Technical College requests approval on the granting of a revocable license and a non-exclusive easement to the Marietta Power, over approximately 0.96 acres on the Marietta Campus of Chattahoochee Technical College, for the installation and maintenance of electrical distribution lines to serve the TCSG-314 Health Science Building.

II. Approval of Construction Contracts

MOTION: The motion was made by Mr. Chunk Newman to authorize the Commissioner to execute the construction contracts listed below at a cost not to exceed the amount stated for each request. The motion was seconded by Mr. Joe Yarbrough. The board voted and the motion was unanimously approved.



- A. Central Georgia Tech** - \$144,138.00 with Green & Associates, Inc.

DISCUSSION: Central Georgia Technical College requests approval on the execution of a construction contract for a "Cooling Tower" on the Warner Robins Campus of Central Georgia Technical College, with Green & Associates, Inc., Macon, GA in the amount of \$144,138.00, using local funds.

- B. North Georgia Tech** - \$199,995.87 with JOC Construction

DISCUSSION: North Georgia Technical College requests approval on the execution of a construction contract for "Agriculture Equipment Maintenance Barn" on the Clarkesville Campus of North Georgia Technical College, with JOC Construction, Athens, GA in the amount of \$199,995.87, using bond funds.

- C. North Georgia Tech** - \$484,896.05 with JOC Construction

DISCUSSION: North Georgia Technical College requests approval on the execution of a construction contract for "Aquaponics Lab for Agriculture, Horticulture, Environmental Program" on the Clarkesville Campus of North Georgia Technical College, with JOC Construction, Athens, GA in the amount of \$484,896.05, using local funds.

- D. Southeastern Tech** - \$318,896.55 with Johnson-Laux Construction

DISCUSSION: Southeastern Technical College requests approval on the execution of a construction contract for "Building 2 Re-roofing" on the Swainsboro of Southeastern Technical College, with Johnson-Laux Construction, Savannah, GA in the amount of \$318,896.55, using local funds..

- E. Wiregrass Georgia Tech** - \$147,678.88 with J.J. Morley Enterprises, Inc.

DISCUSSION: Wiregrass Georgia Technical College requests approval on the execution of a construction contract for "Wall/Fence Replacement" on the Valdosta Campus of Wiregrass Georgia Technical College, with J.J. Morley Enterprises, Inc., Alpharetta, GA in the amount of \$147,678.88, using local funds.



F. Wiregrass Georgia Tech - of \$184,285.12 with J.J. Morley Enterprises, Inc.

DISCUSSION: Wiregrass Georgia Technical College requests approval on the execution of a construction contract for "Concrete Pad Extension for Commercial Truck Driving program" on the Valdosta Campus of Wiregrass Georgia Technical College, with J.J. Morley Enterprises, Inc., Alpharetta, GA in the amount of \$184,285.12, using bond funds.

That concluded the committee's report.

• **Governance, Compliance and Audit**

Joe Yarbrough

I. General Motion:

MOTION: The motion was made by Mr. Joe Yarbrough to approve the proposed Mutual Aid Agreements as follows:

- Albany Technical College and Dougherty County Sheriff's Office
- Central Georgia Technical College and Forsyth Police Department
- Central Georgia Technical College and Middle Georgia State University Police Department
- West Georgia Technical College and Carrollton Police Department
- West Georgia Technical College and Franklin Police Department

The motion was seconded by Mr. Buzz Law. The board voted and the motion was unanimously approved.

DISCUSSION: As previously discussed, legislation allows us to enter into Mutual Aid Agreements with other law enforcement agencies, and that legislation mandates that these agreements go before the State Board for approval. These Agreements have been reviewed by TCSG and follow the approved format; we now seek your review and approval.

II. Approval Policy Revisions:

MOTION: The motion was made by Mr. Joe Yarbrough to lay recommended revision to Drug-Free Workplace Policy 4.8.1 on the table. The motion was seconded by Mr. Trey Sheppard. The board voted and the motion was unanimously approved.

DISCUSSION: Policy 4.8.1 is being revised based upon revisions to the State Personnel Board. In addition, the revisions with the deleted language is to ensure



that the policy conforms to the format approved by the Board. The language is included in the more detailed procedure issued by the Commissioner to implement the policy.

POLICY: 4.8.1. (III.O.1)

Drug-Free Workplace

Revised: March 1, 2012; May, 2003

Last Reviewed: March 1, 2012

Adopted: August 3, 1989



POLICY

The Technical College System of Georgia [\[TCSG\]](#) is committed to providing a working and learning environment that ensures the productivity of TCSG employees as well as the safety and security of all employees, students, contractors, volunteers, and visitors to TCSG worksites and technical college campuses. To this end, it is the policy of the State Board of the Technical College System of Georgia that all System worksites, including all associated technical colleges, shall be drug-free pursuant to the provisions of the federal Drug-Free Workplace Act of 1988, [the Georgia's Drug-Free Public Work Force Act of 1990](#), and applicable State laws [and regulations](#). All Technical College System of Georgia (TCSG) employees, both permanent and temporary, full- and part-time, are covered by these provisions. [The Commissioner shall establish procedures to ensure the policy is implemented and followed by the colleges.](#)

~~It is expressly prohibited for any TCSG employee to engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs, unauthorized drugs, inhalants, or other controlled substances (as defined in O.C.G.A. §16-13-21) while performing state business, e.g., while performing assigned duties and responsibilities on State premises or worksites, while traveling in a State, leased or rental vehicle, or a personal vehicle upon which the State is providing or could provide a mileage reimbursement, while traveling commercially, etc. NOTE: An employee's use of another person's prescription drug(s)/medication(s) is prohibited as this activity is illegal under Georgia laws.~~

~~The prohibition regarding the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs/controlled substances also extends to all non-working hours regardless of location as these activities clearly impact an employee's ability to perform his/her public duties. For purposes of this policy, the term "illegal drug" includes, but is not limited to, marijuana/cannabinoids (THC), cocaine, amphetamines/ methamphetamines, opiates, or phencyclidine (PCP). Pursuant to applicable State Personnel Board Rules, the unauthorized use of legally prescribed drugs that may adversely affect job performance or safety is also prohibited.~~



~~Pursuant to applicable provisions of TCSG's Drug and Alcohol Testing Procedure 4.2.23p., all applicants for and current TCSG employees in safety sensitive positions as well as positions that encompass high risk work including those identified health sciences faculty positions with responsibility for the supervision of students in a public or private clinical/internship/externship setting, are subject to pre-employment drug and random drug and/or alcohol testing. Additionally, all TCSG employees are subject to reasonable suspicion, post-accident, return-to-duty, and follow-up testing for drugs and/or alcohol.~~

~~An employee's violation of this policy and/or applicable provisions of TCSG's Drug and Alcohol Testing Procedure 4.8.1p. will result in the delivery of disciplinary action up to and including dismissal from employment.~~

Alcohol Testing and Results

~~An employee who refuses to submit for alcohol testing shall be dismissed from employment. An employee whose test results reflect the presence of alcohol will be subject to disciplinary action up to and including dismissal from employment.~~

Drug Testing and Results

~~An employee who refuses to submit to drug testing or whose test result is confirmed positive by a Medical Review Officer for the presence of illegal drug(s) shall be dismissed from employment.~~

~~Any applicant for a System Office or technical college position who is currently employed with another State of Georgia agency/entity and who refuses pre-employment drug testing or whose test result is confirmed positive by a Medical Review Officer for the presence of illegal drug(s) will not be employed in any capacity by any TCSG work unit or technical college; and,~~

~~Any applicant for a System Office or technical college position not currently employed by the State of Georgia and who refuses pre-employment drug testing or whose test result is confirmed positive by a Medical Review Officer for the presence of illegal drug(s) will not be employed in any capacity by any TCSG work unit or technical college. Further, the individual will be disqualified from state employment for a period of two (2) years pursuant to the provisions of O.C.G.A. § 45-20-111(b).~~

Employee Arrest and Disposition/Conviction

~~All employees are required to report any post-employment arrest, as well as the subsequent disposition of the pending charge(s) (e.g., conviction, plea of nolo contendere, dismissal, etc.), to his/her immediate supervisor or reviewing manager no later than two (2) business days following the arrest and, later, the final disposition. NOTE: Applicable provisions of the federal Drug-free Workplace Act of 1988 pertaining to work done under federal contracts or grants stipulate that the TCSG must notify the appropriate federal funding agency of a criminal drug statute conviction (by a covered employee) occurring in the workplace within ten (10) days after receiving notice of the conviction.~~

~~Pursuant to the provisions of O.C.G.A. § 45-23-4(a), any employee convicted for the first time of a drug-related criminal offense shall be suspended without pay for a period of not less than two (2) months and are allowed to return to duty only after completion of a drug abuse treatment and~~



~~education program licensed under the provisions of Chapter 5 of Title 26 and approved by the System Office or technical college. Pursuant to the provisions of O.C.G.A. § 45-23-6, additional disciplinary action may be delivered up to and including dismissal from employment.~~

~~Pursuant to the provisions of O.C.G.A. § 45-23-4(b), any employee convicted for a second or subsequent time of a drug-related criminal offense shall be dismissed from employment and shall be ineligible for other public employment for a period of five (5) years from the date of the most recent conviction.~~

~~NOTE: Disciplinary action for positions covered by the Drug-free Workplace Act of 1988 must be taken no later than thirty (30) days following notification of the conviction.~~

~~An employee's failure to provide notification of an arrest, conviction, or final disposition of an outstanding charge may result in the delivery of disciplinary action up to and including dismissal from employment.~~

~~Assistance~~

~~The Technical College System of Georgia is willing to assist employees with alcohol and/or drug-related difficulties. An employee must, however, advise his/her immediate supervisor, reviewing manager, or other System Office or technical college official, in writing, of his/her need for assistance prior to notification of a required alcohol/drug test and prior to an arrest for an alcohol/drug-related offense. The Technical College System of Georgia provides an Employee Assistance Program to assist eligible employees with alcohol and/or drug-related difficulties. An employee may also seek assistance through his/her health insurance provider.~~

~~Employee Notification~~

All TCSG employees must be advised of this policy. All newly hired employees are required to sign the accompanying acknowledgement statement which will be maintained in their official personnel file.

~~Information pertaining to the dangers of drug abuse in the workplace will be made available to each technical college's Office of Human Resources for distribution to staff. Similar information will be available for System Office employees in the Office of Human Resources.~~

~~Acknowledgement Statement~~

~~I acknowledge that I have read, understand, and agree to follow the conditions addressed in this policy. Based on my position of assignment, I understand that Federal law may require the Technical College System of Georgia to notify a federal agency of a criminal drug statute conviction which occurs in the workplace. I understand that I am to be free of illegal drugs and controlled substances in the workplace or while performing assigned duties to include traveling on state business. I also understand that I may be required as a condition of employment to undergo drug and/or alcohol testing as provided in the procedure governing drug and alcohol testing.~~



Applicant/Employee Name
(Please Print)

Date

-

-

Applicant/Employee Signature

-

RELATED AUTHORITY

41 U.S.C. §701

O.C.G.A. § 16-13-1 et seq. – Dangerous Drugs

O.C.G.A. § 45-23-1 et seq. - Georgia's Drug-Free Public Work Force Act

O.C.G.A. § 45-20-90 et seq. – Random Drug Testing in High Risk Jobs

O.C.G.A. § 45-20-110 et seq. – Pre-Employment Drug Testing

[State Personnel Board Rules 21, 21A – 21E](#)

That concluded the committee's report.

- **Operations, Finance, and Planning**

Tim Williams

- I. **Expenditure Requests**

MOTION: The motion was made by Mr. Tim Williams for the State Board to authorize the Commissioner to purchase the designated items or execute the requested contracts for the system office and technical colleges listed below at a cost not to exceed the amounts stated. The motion was seconded by Mr. Phil Sutton. The board voted and the motion was unanimously approved.

1. **TCSG/Campus Security** – Security software solution from Blackboard for physical security for 22 technical colleges; costs not to exceed \$450,000.00. **Local funds are available for this expenditure.**

Discussion: Blackboard software provides a cloud based security solution to assist the technical colleges with physical security utilizing technology. The software components will allow campus security to lock down the campus, access/view videos remotely and to monitor access in various areas of the campus using a mobile device (smartphones, tablets, etc.). This will improve campus safety as well as provide information in times of crisis. Each college will be able to select the software components that will meet the college's needs.

- 2-3. **Atlanta Technical College; total cost \$301,134.00 – Federal grant funds are available for these expenditures.**



- 2) 29 Apple iPads and 27" iMac Pro with Retina 5k Displays from Summit Solutionz for the department of Computer Information Systems; cost \$159,819.00.

Discussion: Mac Pro provides the most powerful collection of processors, graphics and storage that is packed with education apps. These education apps make it easy for students to learn and create graphics & animation. Among the most powerful tool would be the capability for 3D model. The library of apps is also designed to make teaching easier and extends to collaboration among teachers/administrator.

- 3) 15 OneScreen 86" Interactive Touchscreen Displays with mobile stands & CPUs and installation from Summit Solutionz for the department of Computer Information Systems; cost \$141,315.00.

Discussion: The Touchscreen Display for interactive student learning provides a digital platform for brainstorm space that captures, records, and shares participant's ideas across multiple platforms. This is a powerful educational tool for distance and collaborative learning that enhances cognitive, collaborative & participatory learning.

4. **Chattahoochee Technical College** – 755 Precision Tower computers, 300 monitors, 150 sound bars, 40 laptops & 25 docking stations from Dell Inc. to replace obsolete equipment at North Metro campus; **cost \$1,059,740.00.**

Local funds are available for this expenditure.

Discussion: Precision Tower computers are being purchased to refresh equipment in classrooms & offices where more than 1,000 8+ year old computers are currently being used by students/faculty/staff. The new computers will be installed in nearly all departments and curriculum programs and bring them in line with the minimum requirements & processing demands of modern operating systems/software. Monitors will be installed in a variety of administration/staff offices where programs & software such as Banner 9 require higher resolutions & screen space for proper review of data. Speaker bars will be used for voice/audio in WebEx/web conferencing programs. Laptops will be used to replace 5-10 year old devices where employees are experiencing a high technology failure rate.

5-7. Coastal Pines Technical College; total cost \$1,141,037.00 –

- 5) Renewal of advertising services provided to the college in FY19 by Cox Media Group including online display, YouTube, social media



(snapchat), and email marketing tactics; cost \$152,000.00. **Local funds are available for this expenditure.**

Discussion: CPTC has made a focused effort to center more marketing/advertising on social media platforms instead of print. Cox Media Group has provided extensive and robust social media marketing/advertising of the college and its programs. The renewal also includes creative & marketing strategy, and multiple reporting data (including Google analytics/Google Tag Manager). The services will begin in July 2019 and end in June 2020.

- 6) FESTO Certification Mechatronics Training Equipment from Southern Educational Consulting for Electronics & Industrial Systems programs at 3 campus locations; cost \$274,293.00. **Obsolete equipment bond funds and local funds are available for this expenditure.**

Discussion: Mechatronics is a relatively new field with a host of integrated skills that can be applied in a variety of job contexts. Mechatronics combines various disciplines to teach students a holistic approach to developing solutions for engineering applications. Graduates of mechatronics programs are highly sought after and are essential for Georgia's advanced manufacturing industry. Mechatronics training equipment will allow students to gain a system-wide troubleshooting approach & skill to systems designed for the Electronics and Industrial Systems/ Maintenance programs. Campuses to benefit from this purchase are Camden, Jesup, and Waycross.

- 7) New classroom/office furniture from OFS Brands for 3 campus locations; cost \$714,744.00. **Local funds are available for this expenditure.**

Discussion: Purchase of furniture includes classroom/lab desks & chairs, lecterns, printer stands, office furniture, bookstore & conference center chairs, security desk & kiosk, and waiting area furniture. The majority of the order will furnish 14 classrooms on the Waycross campus and 3 instructional labs at the Jesup location, which are in need of new/updated furniture. New chairs are being purchased for the Jesup bookstore which is under renovation. Smaller office furniture will be moved from the HR office to the bookstore, leaving HR in need of new furniture. Other areas in need of new furniture include the Waycross Student Affairs offices/lobby & Institutional Effectiveness office; the security area at the Jesup location; and the Golden Isles location conference center.



8. **Georgia Piedmont Technical College** – Two used tractor trailers from MHC Truck Source Inc. for the CDL truck driving program; cost \$137,894.00. **Federal grant funds are available for this expenditure.**

Discussion: GPTC's CDL Class A training program is growing and there are not enough vehicles to meet the demand of the credit and non-credit training schedules. These vehicles will allow more students to be serviced, help generate revenue for the college, and provide adequate representation of vehicles used in the trucking industry. The purchase of two used vehicles can be bought for the price of one new vehicle.

9. **Oconee Fall Line Technical College** – 300 Dell Thin Clients & monitors from Dell Inc. for Virtual Network; cost \$131,115.00. **Obsolete equipment bond funds and federal grant funds are available for this expenditure.**

Discussion: The college is on a virtual network that is being migrated to the cloud. They currently have 277 thin clients that are past end-of-life and will no longer work once Xen migrates to the cloud. All but 31 of these thin clients are on the Dublin campus, with the others located at the LOIC campus (McRae-Helena). The funding for this purchase is being split between the federal PBI Grant and obsolete equipment bond funds.

10. **Southern Regional Technical College** – DMG Mori Computer Numerical Controlled (CNC) equipment and associated tooling from DMG Mori USA Inc. for new CNC Precision Machining & Manufacturing Program; cost \$1,252,586.00. **Obsolete equipment bond funds are available for this expenditure.**

Discussion: SRTC has an immediate need for DMG Mori CNC equipment & associated tooling to accommodate a newly-formed CNC Precision Machining & Manufacturing Program that will be taught at the Bainbridge campus. The need for this new program is based on the industry needs from manufacturers in the local service delivery area. Representatives from these industries are recommending that students be trained using this equipment to ensure a high standard of hands-on experience as well as a seamless transition into the local workforce. Bainbridge, GA will soon be the North American Headquarters for Taurus Gun Manufacturing and TCSG has committed to provide them with highly skilled, floor-ready graduates with hands-on experience.

That concluded the committee's report.



- **Executive Committee**

Chair Anne Kaiser

Madam Chair Kaiser thanked the committees for their reports. She commented on the great executive committee meeting that was held earlier in the day.

The committee had a great discussion on the Legislative Session, as well as the proposed FY2020 budget. We are proud of Georgia Piedmont Technical College for being awarded by the Covington News "Visions" Magazine as the 2019 Employer of the year. We are also very proud of all of our colleges competing in the 2019 Georgia Chamber InVenture Prize.

That concluded the committee's report.

V. OTHER BUSINESS

Chair Anne Kaiser

Madam Chair Kaiser thanked everyone for attending the meeting.

The next State Board meeting will be Thursday, May 2, 2019 at Lanier Technical College Hall County Campus. We have the Committee meetings on Wednesday, May 1, 2019 at the College as well. There is a draft agenda on your desk and in the Board materials.

She thanked Commissioner Arthur for his remarks during the General Session. Each board member was invited to the Manufacturing Appreciation Luncheon on April 18. The Board is also invited to the TCSG Leadership Summit and GOAL/Rick Perkins Award program on April 15-17. Governor Kemp will be the keynote speaker at the luncheon on the 17th.

That concluded Madam Chair's comments.

VI. ADJOURN

Chair Anne Kaiser

MOTION: The motion was made by Mr. Joe Yarbrough to adjourn the April 4, 2019 State Board Meeting of the Technical College System of Georgia at 11:48 a.m. Motion was seconded by Vice Chair Doug Carter and passed State Board approval unanimously. Meeting stood adjourned.