



STATE BOARD GENERAL SESSION

Anne Kaiser, *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, May 2, 2019

9:20 a.m.- 10:00 a.m.

Lanier Technical College
2535 Lanier Tech Drive
Gainesville, GA 30507

Absent: Jay Cunningham, Tommy David, Randall Fox, Baoky Vu

I. WELCOME AND CALL TO ORDER

Chair Anne Kaiser

Madam Chair Kaiser called the May 2, 2019 State Board meeting of the Technical College System of Georgia [TCSG] to order at 9:20a.m. She welcomed the attending 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 April 4, 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 added how much he appreciated Dr. Perren and the staff at Lanier Technical College for hosting the board at the Hall County Campus.

On April 5, 2019 in Macon, Georgia, Central Georgia Technical announced along with Governor Brian Kemp, Senator David Perdue, United State Air Force, and the Macon-



Bibb Industrial Authority that they will be expanding to the old Boeing building. The building will allow Central Georgia Technical College to expand the Aviation Maintenance and Aircraft Structural Technology programs. This will be a partnership between Robins Air Force Base, Macon-Bibb County Industrial Authority, and Central Georgia Technical College.

On April 17, 2019 we held the GOAL/Rick Perkins awards banquet in Atlanta. TCSG is proud of the college winners. Our 2019 State GOAL winner is Heather Williamson. She is an Early Childhood Care and Education student from Central Georgia Technical College. She received the GOAL programs grand prize: a new, made-in-Georgia 2019 KIA Optima, courtesy of KIA Motors Manufacturing Georgia. Our 2019 State Rick Perkins Award winner is Leyner Argueta, a Business Management instructor at Georgia Northwestern Technical College. At the State Board meeting in Savannah we look forward to hear our GOAL, Rick Perkins and EAGLE winners during the Committee of the Whole.

On April 18, 2019 the QuickStart team hosted the Governor's Awards Luncheon for Manufacturing Appreciation Week (MAW). We enjoyed having Governor Kemp at the event. He awarded Erdich USA Inc, Briggs & Stratton Corporation, and P&G with manufacturing awards. Each of these companies have great partnerships with their local Technical College: Oconee Fall Line Technical College, Ogeechee Technical College, and Albany Technical College. This was one of the largest MAW events QuickStart has hosted with over 1,200 people in attendance.

Crescent Technical College had a ribbon cutting on April 23 for the new Henry County Center Building B. Building B will house everything from auto-mechanics, to cyber security, to health sciences. North Georgia Technical College had a ribbon cutting on April 24 for their new Industrial Technology Center. The new Industrial Technology Center will house HVAC, CNC, and economic development. Coastal Pines Technical College had a ground breaking in Camden County for their new campus.

Commissioner Arthur reported he was the keynote at the Athens Technical College graduation ceremony. There were about 2,500 people there. He said these events make him proud of our colleges and all they do for the community. They are partners in the community and people can see the impact they make every day. TCSG as a system impacted 351,000 people Georgian's last year.

That concluded the Commissioner's report.



IV. COMMITTEE REPORTS

COMMITTEE CHAIRS

- Academic Affairs

Lynn Cornett

Dr. Lynn Cornett reported that they had a great committee meeting. TCSG Technical Education team is working very hard to review every academic program that is offered at our colleges.

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 TCC diploma and degree 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 Mr. Buzz Law. The board voted and the motion was unanimously approved.

Discussion:

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

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) is a standardized program which allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). This program will open up an additional avenue for students to receive an Associate of Applied Science degree in our service delivery area. The areas of program curriculum concentration include education, public safety, business and computer/information technology, industrial and electrical technology, as well as health sciences. There are no similar programs located within a 30-minute drive of the STC campuses. The cost of the program is going to be minimal because the college will be using existing faculty and equipment/supplies. The first year cost is estimated to be \$3,000 and will increase proportionally as additional students enroll. Enrollment the first year is projected to be 15 students with an increase to 25 by year three.

Enrollment Projections:



Day Students Year 1: 15 Year 2: 20 Year 3: 25

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

Southern Crescent Technical College - TCC program in Barbering for Cosmetologists, BF21, 21 Credit Hours, effective August 2019

The BF21 Barbering for Cosmetologist Technical Certificate of Credit (TCC) allows students who hold a current Master Cosmetology license to receive additional training that will qualify the student to take the Georgia State Board of Cosmetology examination for Master Barber. Southern Crescent Technical College (SCTC) Cosmetology Advisory Committee, and local industry partners have requested that SCTC offer this TCC. There are no schools in the SCTC service area offering this program/TCC. Advance haircutting techniques are in high demand with the industry. 2018 Occupational summary average for Barbers in SCTC service area 98 jobs, national jobs 30% above average; percent change (2018-2023) SCTC service area 8.2%, nation 3.3%, Median hourly earning SCTC service area \$12.39 per hour, national \$11.03 per hour data from EMSI Q1 2019 Data Set | www.economicmodeling.com. Current SCTC Cosmetology students and graduates have provided feedback for a pathway to a The Georgia State Board of Barbers and Cosmetology Master Barber licensure. The BF21 Barbering for Cosmetologist TCC will follow the state standard which meets State Board and general program standard requirements to award the TCC. First year cost will be for the addition of an adjunct with Georgia State Board of Barbers and Cosmetology Master Barber licensure, cover additional supplies. SCTC plant to utilize current space and equipment in the Cosmetology program areas (lab & classroom). SCTC expect to have ten or more students enroll in the BF21 Barbering for Cosmetologist TCC in the first year, continued increase of fifteen to twenty.

Enrollment Projections:

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

Evening Students Year 1: 10 Year 2: 15 Year 3: 25

Southern Crescent Technical College - TCC program in Esthetician, CE11, 33 Credit Hours, effective August 2019

The CE11 Esthetician TCC is designed to offer esthetics training for entry-level students. Completion of the program prepares students to sit for the Esthetics licensure examination given by the Georgia State Board of Cosmetology and Barbers to work in a variety of professions that employ estheticians in beauty salons, spas, health clubs, cosmetics stores as well as plastic surgeons' and dermatologist's offices. Recommended Cosmetology Advisory Committee. TCC



will follow state standard that meets State Board and general program standard requirements to award. No schools offering this TCC within a 50 plus mile radius of SCTC. Occupational summary average for Skin Care Specialist in SCTC service area 2018, 97 jobs, national jobs 38% above average; percent change (2018-2023) SCTC service area 13.4%, nation 9.2%, Median hourly earning SCTC service area \$13.63 per hour, national \$14.05 per hour data from EMSI Q1 2019 Data Set | www.economicmodeling.com. First year cost needed for equipment and supplies. Existing faculty will teach all required courses. Projected size of enrollment should exceed twenty-five or more students based on current enrollment data.

Enrollment Projections:

Day Students Year 1: 15 Year 2: 20 Year 3: 25

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

West Georgia Technical College - TCC program in International Business, IB11, 18 Credit Hours, effective August 2019

According to the Georgia Department of Economic Development, in 2018 Georgia was the 11th largest exporting state in the nation, and the 7th largest among states for imports. Total trade has doubled in the past ten years, and now reaches 223 countries and territories. Total trade exceeded \$139 billion in 2018. Based on the high amount of global trade in Georgia, and the large increase over the past ten years, there should be high interest in this certificate program in the community and among current students. This certificate will provide an opportunity for students to specialize in an emerging field. Considering the high interest in International Business programs nationally we think there will also be high interest in this certificate. The courses offered through the certificate program are included in other degree and diploma programs, giving students in the certificate program an option to continue their educational goals through completion of other related degrees or diplomas. This certificate would enable students to establish a foundation in international business while preparing them to meet the challenges of global business. Students will be able pursue a specialization that is not offered through the existing programs. Currently, no other colleges adjacent or in the service area are currently offering this specific certificate. The certificate program is institutionally developed to meet the needs requested within the service area. The certificate 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: 0

West Georgia Technical College - Diploma program in Paramedicine, PT12, 58 Credit Hours, effective August 2019

According to the U.S. Bureau of Labor Statistics, employment opportunities within emergency technician and paramedic fields are projected to increase by 15% from 2016-2026. This is above-average growth compared to other fields. It is projected that 37,400 new jobs will appear nationally from 2016-2026, bringing the total to approximately 285,400. In Georgia, according to EMSI, jobs are projected to increase by 17.4% from 2016-2021, similar to the national rate of increase. West Georgia Technical College currently offers the Emergency Medical Technician (EMT) program, but seeks to offer the Paramedic Diploma Program. The Advisory Committee for Emergency Medical Technician (EMT) recommends the college consider offering the Paramedic Program as well. Two technical colleges adjacent to our service area are currently offering the diploma, 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. The first year costs of approximately \$303,500 include faculty salary/fringe, equipment costs, travel and supplies. 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: 15

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

II. Program Terminations

MOTION: The motion is made by Dr. Lynn Cornett to approve the program termination requests for May 2019. The motion was seconded by Mr. Chunk Newman. The board voted and the motion was unanimously approved.

Termination of Technical Certificates of Credit

Georgia Piedmont Technical College

TCC program in Film Production - Accounting Assistant (FIP1), effective June 2019.



TCC program in Network Design Technology Specialist (NDT1), effective June 2019.

TCC program in Sustainable Technologies Core (ST31), effective June 2019.

TCC program in Film Production - Administrative Assistant II (AA21), effective June 2019.

TCC program in C++ Programmer (CP21), effective June 2019.

TCC program in Film Production - Hair & Make-up Technician I (FP11), effective June 2019.

TCC program in Arts Integration in Early Childhood Care and Education (AII1), effective June 2019.

TCC program in Network Administrator Certificate (NAC1), effective June 2019.

TCC program in Auto Basic Maintenance and Detailing Technician (ABM1), effective June 2019.

TCC program in Commercial Straight Truck and Passenger Driving (CSQ1), effective June 2019.

TCC program in Crime Scene Technician (CZ51), effective June 2019.

TCC program in Emergency Medical Responder (EMR) (EB71), effective June 2019.

TCC program in Opticians Assistant (OA51), effective June 2019.

TCC program in Forensic Computer Science (FCS1), effective June 2019.

TCC program in Linux/UNIX System Administrator (LA31), effective June 2019.

North Georgia Technical College

TCC program in Diesel Engine Service Technician (DE21), effective January 2020.

III. Approval for Program Standards and Revisions

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

State Board Standards and Revisions Summary for May 2019

Major Code	Program Name	Program Development	Award Level	Credit Hours
HMC1	Health Information Specialist	Wiregrass Georgia	TCC	10



IB11	International Business	West Georgia	TCC	18
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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:

- TCSG has been notified that Georgia will undergo a virtual monitoring in June by the Office of Career, Technical, and Adult Education (OCTAE). The monitoring is scheduled for June 25th and 26th.
- The Local Program Performance Reports for the period of July 1-March 31 are provided in your board materials.
- Overall, performance in Measurable Skill Gains and GED completions look very good across the state. Overall, GED completion for the adult education programs remains around 80%.

GED:

- The March GED Graduates Reports can be found in the board materials.
- GED Grad Day is May 16th and it provides for a nationwide effort to post and celebrate GED Graduates on the GED Testing Service Facebook page.

Workforce Development:

- TCSG is coordinating with the colleges to establish an apprenticeship "road show." At each college event, we will talk with the college and representatives from interested business and industry about the various apprenticeships we can support.
- Georgia was recognized nationally by the Social Security Administration, as a "best practice state" for our work with the Disability Employment Initiative (DEI) grant.

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 also welcomed everyone to his home town Gainesville, GA. He gave the Board a brief update on the discussions that occurred during the meeting.

QuickStart:

- For the month of April there were 11 prospects for 3,662 potential new jobs and 5 announcements for 2, 718 new jobs.
- The Georgia Ports Authority was hosted at the KIA Georgia Training Center followed by a KMMG tour.
- QuickStart hosted visitors from Germany with an interest in apprenticeship programs.
- During the month of April, we were represented at the Georgia Red Carpet Tour.
- April 18, the Governor's Awards Luncheon for Manufacturing Appreciation week was held. Governor Kemp presented the awards for small, medium, and large manufacturer of the year.
- The Starbuck grand opening in Augusta was held on May 9

Communications:

- The communications team was responsible for putting on the GOAL and Rick Perkins Awards held during the Leadership Summit.
- Governor Kemp spoke at the GOAL Luncheon.

External Affairs:

- Governor Kemp and Senator Perdue were present at the signing of the Air Force/ Central Georgia Technical College agreement. The CGTC aviation programs will be taught in the old Boeing facility.
- There were ribbon cuttings for new buildings at North Georgia Technical College and Southern Crescent Technical College
- There was a groundbreaking in Camden County for Coastal Pines Technical College.

Foundation:

- The foundation has been holding the employee giving campaign.
- May 8 is Employee Appreciation Day. Everyone is invited and welcome to attend.

Economic Development:

- TCSG would like to thank Taylor Transport for transporting the mobile welding lab to the Capitol, then to TCSG, and then to West Georgia Technical College.



- Currently writing policies and procedures for the mobile welding labs. The next unit is scheduled to arrive in early May.
- Benchmark data for economic development is indicating an 8% increase in the number of companies served and a 10% increase in the number of training hours.
- The Oracle pilot for the economic development database will be launching in June with three pilot colleges.

That concluded the committee's report.

- **Facilities and Real Estate**

Chunk Newman

- I. **Approval of Construction Contracts**

MOTION: The motion was made by Mr. Chunk Newman to authorize the Commissioner to execute the construction contract 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. **North Georgia Tech** - \$225,000.00 with Electric-Tek North LLC

DISCUSSION: North Georgia Technical College requests approval on the execution of a construction contract for "Dormitory & Dining Hall Generators" on the Clarkesville Campus of North Georgia Technical College, with Electric-Tek North LLC, Cleveland, GA in the amount of \$225,000.00, using local funds.

Mr. Chunk Newman added his sincere appreciation to Sarah Honeywill and her staff for all the hard work that they put in to complete the Lanier Technical College Hall County Campus. He also thanked Dr. Perren for hosting the board at LTC.

That concluded the committee's report.

- **Governance, Compliance and Audit**

Buzz Law for Joe Yarbrough

Mr. Buzz Law commented on the great committee meeting they had. He gave the Board a brief update on the discussions that occurred during the meeting. Penni Haberly, Assistant Commissioner of Administrative Services gave a great presentation named "Continuous Monitoring/Continuous Audit Process" during the committee meeting. He also thanked everyone at Lanier Technical College for hosting the board this month at the Hall County Campus.



I. Approval of the Mutual Aid Agreements

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

- Athens Technical College and Greene County Sheriff's Office
- Athens Technical College and Oglethorpe County Sheriff's Office
- Athens Technical College and Walton County Sheriff's Office

The motion was seconded by Mrs. Dinah Wayne. 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.

Mr. Buzz Law commented the process to get these Mutual Aid Agreements approved and how he appreciated all the hard work that Linda Osborne-Smith and her staff put into getting the Mutual Aid Agreements ready for board approval.

II. Approval of Policy Change

MOTION: The motion was made by Mr. Buzz Law to approve Drug-Free Workplace Policy 4.8.1. The motion was seconded by Mr. Joe Yarbrough. 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 are to ensure 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](#)

III. Approval Policy Revision

MOTION: The motion was made by Mr. Buzz Law to lay recommended revisions to Employment Contract Policy 4.1.6 on the table. The motion was seconded by Mr. Doug Carter. The board voted and the motion was unanimously approved.

DISCUSSION: Policy 4.1.6 is being revised to ensure the policy conforms to the format approved by the Board. The more detailed information in the policy is included in a TCSG operating procedure.

4.1.6 Employment Contracts

Revised: [May Board](#); September 1, 1994; January 10, 1994;

Last Reviewed: [May Board](#); November 1, 2016

Adopted: April 2, 1987



POLICY:

The Commissioner may issue employment contracts for technical college ~~p~~[Presidents](#)~~presidents~~. The ~~p~~[Presidents](#)~~presidents~~ may issue employment contracts to ~~their vice presidents, faculty and other professional staff.~~[employees of their respective colleges.](#)

Job duties and responsibilities associated with contract positions are judged to be such that the System reserves the right to renew or not renew these contracts when such contracts expire. As used in this policy, the term "non-renewal" means the discretionary non-renewal of a contract, as opposed to employee termination or dismissal for cause. Any decision for non-renewal of an employment contract must be based on legitimate non-discriminatory and non-retaliatory business reasons.

~~Contracts for presidents, staff and full-time faculty are normally written for a one (1) year term beginning and ending with the fiscal year. However, shorter contract periods are permissible. The benefits, terms, and conditions of employment of contract employees shall be governed by State Board policy and procedures. This includes the right to terminate or otherwise discipline such employees for cause during the term of their contracts. During the term of the contract period, an employee's job duties or job title may be changed at the discretion of the Commissioner or technical college President.~~



~~If the Commissioner or technical college President decides not to renew an employee's contract, then such employee shall be notified in writing no later than May 31st of the preceding academic year. Probationary or short-term contracts may specify other notice provisions as long as an employee is given at least two weeks (14 calendar days) written notice. Extending the date of a contract's scheduled expiration in order to give the required notice will satisfy these notice periods.~~

~~Colleges will use The System shall authorize~~ standard employment contracts authorized by the General Counsel.

RELATED AUTHORITY:

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

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

ATTACHMENTS:

~~Attachment: 4.1.6.a1. Employment Contract for Presidents~~

~~Attachment: 4.1.6.a2. Employment Contract for Faculty~~

~~Attachment: 4.1.6.a3. Employment Contract for Professional Staff~~

~~Attachment: 4.1.6.a4. Standard Non-Renewal Letter~~

IV. Motion to approve Local Board Members

MOTION: The motion was made by Mr. Buzz Law to approve the local board member appointments as listed in the Board materials. The motion was seconded by Mr. Phil Sutton. The board voted and the motion was unanimously approved.

Mr. Joe Yarbrough thanked Mr. Buzz Law for chairing the Committee in his absence.

That concluded the committee's report.

• **Operations, Finance, and Planning**

Tim Williams

Expenditure/Contract 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 Dr. Lynn Cornett. The board voted and the motion was unanimously approved.

1. **TCSG/Student Affairs** – Request to renew agreement with EverFi, Inc. for FY2020 for the purchase of an online training/education platform to provide education/prevention services to students enrolled in the 22 TCSG colleges. Education/training will focus on sexual violence/assault as well as drug/alcohol abuse; cost \$258,596.00. **State funds are available for this expenditure.**



Discussion: EverFi provides online platform services to support the TCSG colleges in their endeavor to comply with federal regulation and legislation specific to sexual assault/violence, alcohol and other drug use. This program will allow colleges to educate students about sexual assault/violence as well as drug/alcohol abuse with the key being “prevention”. This is a federal requirement for all institutions receiving Title IV aid. This product is unique in that it provides interactive exercises designed to motivate behavior change by modeling positive behaviors, providing a toolkit of strategies, and building student self-efficacy. Real-life scenarios allow students to practice new skills, see results and receive feedback in a safe environment. Another service under this agreement is inclusive in the EverFi Coalition and provides TCSG with consultative services on alcohol abuse and sexual assault/violence prevention. This agreement is valid from July 1, 2019 - June 30, 2020.

2. **TCSG/GVTC** – Renewal of annual agreement between Blackboard Inc. and TCSG for FY2020 for Blackboard Learn LMS, ALLY, and Collaborate on behalf of the technical colleges; cost \$1,600,405.00. **State funds are available for this expenditure.**

Discussion: The agreement between Blackboard Inc. and TCSG is on behalf of the technical colleges for Blackboard (Bb) Learn LMS, ALLY, and Collaborate software/services for FY2020. Bb Learn is the software used to deliver web-enabled training; Bb ALLY software is a course content accessibility application that integrates into 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 two of a 5-year renewable annual contract.

3-4. Athens Technical College; total expenditures \$360,752.00 –

- 3) GE Optima Digital X-Ray system with Flashpad technology from GE Precision Healthcare for Radiography programs; cost \$152,215.00. **Local & federal grant funds are available for this expenditure.**

Discussion: ATC is upgrading their current computer radiography (CR) technology equipment as it is no longer utilized the program’s local clinical settings. Due to recent federal Medicare/ Medicaid reimbursement changes, the clinical settings attended by ATC students now utilize digital radiography (DR) technology equipment. An upgrade to DR technology equipment will train students on the equipment they will encounter in the industry across the state and nation.



- 4) Classroom furniture from OFS Brands for Athens Campus Building I and Elberton Campus 200 Building; cost \$208,537.00.

Local funds are available for this expenditure

Discussion: The college is purchasing furniture to replace the current classroom furniture in the Athens Campus Building I that dates back to 1989 and is now worn and in need of replacement. Classroom furniture is also needed to complete the renovation of the Elberton Campus 200 Building to be used as classroom space for the new Agriculture Science Laboratory building. Items purchased include tables/chairs for classrooms and a multi-purpose room, chairs for a large lecture hall, and reception furniture for the cosmetology live lab.

5-6. Chattahoochee Technical College; total expenditures \$517,333.00 –

- 5) Process Control Learning System from Technical Training Aids for Advanced Manufacturing Program at the Acworth Campus; cost \$139,931.00. **Equipment refresh funds are available for this expenditure.**

Discussion: The Process Control Learning System is a set of four trainers that will be used to teach students instrumentation and control theory in the Advanced Manufacturing Program. A new robotics specialization lab was created at the college's Acworth Campus and this equipment is needed for students' hands-on training. It will provide them with experience working with processing, control and instrumentation equipment that they will use in the industry once they graduate.

- 6) HAAS Lathe Bar Feeder/Simulator (\$159,572) and Multi Axis Mill Simulator (\$217,830) from Phillips Corporation for North Metro campus; total cost \$377,402.00. **Local and obsolete equipment bond funds are available for these expenditures.**

Discussion: The HAAS Lathe Bar Feeder/Simulator and Multi Axis Mill Simulator are needed to match existing equipment and train new entry level students in the growing Precision Machining & Manufacturing program and in the CNC Technology Department. The machines communicate with CTC's existing MasterCAM software, and Learning Cad/Cam software is a required component of the CNC Technology curriculum. Matching equipment will aid in training more students on the industry standard equipment which is used in their local service area.

7. **Savannah Technical College –** Annual agency contract renewal with Windstream Corp. for FY2020 for Ethernet Network Services/ Private WAN



services to four campus locations; cost \$143,503.00. **Local funds are available for this expenditure.**

Discussion: STC is seeking the renewal of their agency contract with Windstream Corp for WAN/Ethernet Network services to support different bandwidth options for connectivity to each campus location and one circuit to the TCSG network cage in Atlanta. The services that transverse this inter-campus connectivity include but are not limited to Internet, Voiceover IP, computer authentication and file storage, Banner connectivity and any other computer based service that the college provides. The fifth year of this contract will start 7/01/19 thru June 2020.

Mr. Tim Williams thanked Mr. Phil Sutton for running the committee meeting in his absence. He also thanked Lanier Technical College for hosting the board on campus.

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 search process for Georgia Northwestern Technical College's next president. TCSG has also started the search process for Southern Regional Technical College's next president. She said that we are waiting on the executive orders from the Governor's Office, but that the State Board had received word that the we would get three new board members: Carvel Lewis (2nd Congressional seat), Artesius Miller (5th Congressional seat), and Lisa Winton (7th Congressional seat). We look forward to welcoming them as board members. Lisa Winton was at the meeting was welcomed by the board.

Madam Chair Kaiser commented on how proud she was of everyone at TCSG for the impact they are having on the 351,000 Georgians that are reached each year.

That concluded the committee's report.

VI. OTHER BUSINESS

Chair Anne Kaiser

The next TCSG State Board meeting will be June 6, 2019 at the TCSG System Office.



Madam Chair Anne Kaiser added her appreciation and thanks to Dr. Perren and everyone at Lanier Technical for welcoming the State Board to the Hall County Campus.

That concluded Madam Chair's comments.

VII. ADJOURN

Chair Anne Kaiser

MOTION: The motion was made by Mr. Joe Yarbrough to adjourn the May 2, 2019 State Board Meeting of the Technical College System of Georgia at 10:00 a.m. Motion was seconded by Vice Chair Doug Carter and passed State Board approval unanimously. Meeting stood adjourned.