

STATE BOARD GENERAL SESSION

Approved Minutes

Thursday, October 3, 2019

9:15 a.m.- 10:40 a.m.

Oconee Fall Line Technical College
Dubose Porter Business and Industry Training Center
560 Pinehill Road
Dublin, GA 31021

Anne Kaiser, <i>Chair</i>	Carvel Lewis
Doug Carter, <i>Vice Chair</i>	Artesius Miller
Ben Bryant	Chunk Newman
Shan Cooper	Trey Sheppard
Ben Copeland	Shirley Smith
Lynn Cornett	Phil Sutton
Jay Cunningham	Baoky Vu
Tommy David	Dinah Wayne
Mary Flanders	Tim Williams
Randall Fox	Lisa Winton
Buzz Law	Joe Yarbrough

Absent: Baoky Vu, Dr. Lynn Cornett, Jay Cunningham, Ben Bryant, Shirley Smith, Phil Sutton

I. WELCOME AND CALL TO ORDER

Chair Anne Kaiser

Madam Chair Anne Kaiser Called the October 3, 2019 State Board meeting of the Technical College System of Georgia [TCSG] to order at 9:15 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 especially thanked the President Harden and the Staff at Oconee Fall Line Technical College for hosting the board for this meeting.

II. CHAIR'S COMMENTS

Chair Anne Kaiser

Madam Chair Anne Kaiser's first order of business was to call for a motion to approve the minutes from the September 5, 2019 State Board meeting. Motion was made by Mr. Carvel Lewis, was seconded by Mr. Trey Sheppard, and passed approval by the Board unanimously. Minutes stand approved.

Madam Chair then called on commissioner Arthur to give his report to the Board.

III. COMMISSIONER'S COMMENTS

Commissioner Matt Arthur

Commissioner Matt Arthur began by thanking the board for all their hard work and thanking Oconee Fall Line Technical College for hosting the State Board meeting this month. He reported that on September 20, 2019 Georgia North Western Technical College hosted a ribbon cutting for the Whitfield Murray Campus Expansion.

Commissioner Arthur then led the TCSG State Board through the new Strategic Plan for the TCSG. This plan will help TCSG meet the needs of students and industry in Georgia. It has measurable objectives and goals on how to meet those objectives. Work on the

strategic plan began after the Governor's request to align the plan with the budget proposals. The Commissioner reviewed the mission and vision of the TCSG. He then identified the goals and reviewed how they align with the TCSG's mission.

There were several questions from Board members about the plan. The Board expressed appreciation to Commissioner Arthur and the staff at the TCSG for putting such a comprehensive and well-designed plan together.

That concluded the Commissioner's comments.

Madam Chair then called on the Committee Chairs to give their reports.

IV. COMMITTEE REPORTS

COMMITTEE CHAIRS

- **Academic Affairs**

Dinah Wayne for Lynn Cornett

- I. **Academic Standards and Programs**

Motion (Approval of Associate of Science Degree):

MOTION: Motion was made by Mrs. Dinah Wayne that the college request listed below to offer an associate 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. Joe Yarbrough and passed unanimous approval by the State Board.

DISCUSSION:

Southern Crescent Technical College - Degree program in Associate of Science General Studies, AB73, 60 Credit Hours, effective January 2020.

The Associate of Science degree in General Studies (AB73) prepares students to pursue a four-year degree in a myriad of fields. Graduates will have developed and honed the academic and professional skills necessary to succeed in the profession of their choice or to further their education at a four-year college or university. Programs of this nature are needed in Southern Crescent Technical College's service area because similar programs do not exist. Southern Crescent Technical College's General Studies Associate of Science program will follow the state standard (AB73) and will meet State Board and general program standard requirements for programs at the associate degree level. AB73 is the state standard based on Columbus Technical College's institutionally developed General Studies A.S. degree (GS13). Adjacent colleges that also offer a General Studies A.S. degree are Columbus Technical College and Central Georgia Technical College. Gordon State College has expressed interest in entering into an articulation agreement with Southern Crescent Technical College once AB73 is

approved to be offered. The costs of operating this program are minimal because the program will use existing program faculty. Estimated new expenses are for increased use of consumables in science laboratory courses. Projected enrollment is based on enrollment in similar general education programs. It is anticipated that the program will continue to attract new students at a similar rate. By the end of the first year, it is anticipated that 75 students will enroll and by the end of the third year, 175 will enroll.

Enrollment Projections:

Day Students Year 1: 50 Year 2: 75 Year 3: 100

Evening Students Year 1: 25 Year 2: 50 Year 3: 75

Academic Standards and Programs

Motion (Approval of AAS Degrees and TCCs):

MOTION: Motion was made by Mrs. Dinah Wayne that the college requests listed below to offer TCC 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 Mrs. Shan Cooper and passed unanimous approval by the State Board.

DISCUSSION:

Albany Technical College - TCC program in Human Resource Management Specialist, HRM1, 18 Credit Hours, effective January 2020.

The Human Resource Management Specialist program is needed to accommodate the workforce demands associated with human resources management. The program prepares individuals to perform human resources functions in the HR Department in most companies. The median annual wage for human resource assistants, except those involved with timekeeping and payroll, is \$38,100 per year (BLS, 2017). There are no other colleges providing this program in our service delivery area or the adjacent service areas. This program will follow the standards provided by TCSG. There will be a slight increase in supply cost for this program, due to the program's projected enrollment increase. The program projects 10 students during the first year and approximately 15-20 students during each year thereafter.

Enrollment Projections:

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

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

Central Georgia Technical College - Degree program in Surgical Technology, ST13, 70 Credit Hours, effective August 2020.

CGTC's Surgical Technology program's accrediting agency, the Commission on Accreditation of Allied Health Programs (CAAHEP), has recommended programs offer the associate degree as a minimum credential for entry-level employment in this field. In response, CGTC is teaching out its existing diploma program in 2020 and transitioning to the associate degree. The proposed curriculum follows state standards for this program. Enrollment projections are based on current enrollment in the diploma program. Start-up costs are minimal with the transition from diploma to degree, to include an additional two adjunct faculty to teach the AAS general education requirements.

Enrollment Projections:

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

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

Columbus Technical College - TCC program in Automotive Light Duty Diesel Engine Tech, ALD1, 28 Credit Hours, effective January 2020.

The justification for offering the light duty diesel certificate started with one of our advisory members. He asked if Columbus Tech could offer a course on light duty diesel repair because his business repairs quite a bit of diesel trucks. In fact, he stated that 30% of his business is repairing trucks with diesel engines. An article on the web (<https://news.pickuptrucks.com/2018/09/diesel-pickup-sales-are-revving-up-study.html>) stated there are approximately 6.6 million pick-ups on the road in 2017 with diesel engines. With that number growing, our community of dealerships and repair shops will need technicians to not only maintain diesel engines but also repair diesel engines as well. There are five courses in the ALD1 certificate with four of which are automotive courses. A student could take the automotive diploma or degree and only need one course to complete the light duty diesel certificate. That one extra course alone would make the graduate more employable and a more valuable member for any Automotive/Diesel repair shop or dealership. The job growth is expected to increase 14% over the next 10 years. With about 32,000 technicians in the state of Georgia in 2016 this will continue to be a growing occupation in the years to come. With an average growth of more than 1% annually this will be a field that will need more technicians in the future.

Enrollment Projections:

Day Students Year 1: 7 Year 2: 10 Year 3: 15

Evening Students Year 1: 5 Year 2: 7 Year 3: 10

Georgia Northwestern Tech College - TCC program in Quality Assurance Specialist, QA31, 9 Credit Hours, effective January 2020.

Georgia Northwestern Technical College would like to offer the Quality Assurance Specialist TCC as a way for program graduates to be better leveraged when seeking a new job or advancement within their current company. Quality initiatives have become important to employers across multiple industries and career fields. The Quality Assurance Specialist would help meet employer needs while also benefitting program graduates. No other colleges in or adjacent to our service area offer the program. The program will follow the state standards. First year costs will be minimal at \$1,000 for new library materials. Anticipated enrollment in the first year is ten students with an increase to twenty by year three.

Enrollment Projections:

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

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

II. Program Terminations

MOTION: Motion was made by Mrs. Dinah Wayne to approve the program termination requests for October 2019. The motion was seconded by Mr. Doug Carter and passed unanimous approval by the State Board.

Termination of Diplomas and TCCs

West Georgia Technical College

Diploma in Electrical Control Systems (EC22), effective January 2020.

West Georgia Technical College

TCC program in Restaurant Operations Specialist (RPS1), effective October 2019.

IV. Approval for Program Standards and Revisions

MOTION: Motion was made by Mrs. Dinah Wayne to approve program standards and revisions for October 2019. The motion was seconded by Mr. Trey Sheppard and passed unanimous approval by the State Board.

Major Code	Program Name	Program Development	Award Level	Credit Hours
GEC1	GaTAPP Early Childhood Education Precertification	Wiregrass	TCC	27
UAS1	Unmanned Aerial Systems Technology	Albany	TCC	18

That concluded the committee report.

- **Adult Education**

Ben Copeland

Mr. Ben Copeland gave the committee report. He said in the Committee meeting they learned about some very interesting stats on Adult Education and Literacy rates which he plans to bring to the board at a later meeting.

He then added that Adult Education and GED is part of the TCSG mission. If the TCSG doesn't help these Georgians, they have nowhere else to go to receive this training.

That concluded the committee report.

- **External Affairs and Economic Development**

Doug Carter

Mr. Doug Carter gave the report for the External Affairs & Economic Development Committee.

Quick Start:

During the month of September there were 5 prospects for 1,550 potential jobs and 4 announcements bringing 316 new jobs to Georgia.

During September Quick Start hosted SKI Battery executives for a tour and presentation of Quick Start's ATL offices. Mr. Trey Sheppard and staff from Quick Start attended the State of the Ports event in Savannah. The Quick Start team attended the Grand Opening of Q Cell's manufacturing facility in Dalton and they also supported the Next Generation in Manufacturing Signature Event at Suntrust Park.

Communications:

The TCSG Communications team shot and produced a new video of the Georgia Northwestern Technical College GOAL winner, Brandon Neighbors, for the "Faces of Tech Ed" series. They held a planning meeting for GOAL/RPA coordinators in Macon. There was a half-page ad in Georgia Trends' "College Directory" issue and a full-page ad in Georgia Contractor's "Building your future in engineering" issue.

Legislative Affairs:

Dr. Popham and Joe Yarbrough hosted some of the Governor's staff at Georgia Northwestern Technical College for a discussion and tour. Commissioner Arthur presented to the House Rural Development Council in Moultrie. The Legislative Affairs team met with Lt. Governor Duncan's staff to discuss TCSG initiatives. Dr. Tina Anders hosted the Wiregrass delegation for a legislative luncheon in Berrien County. Governor Kemp was able to join TCSG and Georgia Northwestern Technical College to cut the ribbon on the new facility in Dalton. There have been on going meetings with the Governor's office to

discuss potential dual enrollment solutions. Gwinnett Technical College hosted the Senate Higher Education Outcomes Study Committee where Joe Dan Banker and Neil Bitting presented to the group on TCSG solutions to college accessibility.

Resource Development:

The TCSG Foundation received a \$100,000 donation from the Coca-Cola Foundation for the Last Mile Fund. TCSGF had a great meeting with the Fitzgerald Foundation. On October 10, 2019 they will host the Woodruff Foundation at Atlanta Technical College. The TCSG Foundation was happy to report that they elected new leadership for the TCSG Foundation Board of Trustees: President Aleisa Howell; Vice President Dan Linginfelter, and; Treasurer Sloan Drake.

Economic Development:

The Economic Development team is working with the Communication team to develop a short-term training program. They interviewed students and instructors at Lanier Technical College in September for the video. The Mobile Welding Labs featured in the video was transported to Lanier for taping. The videos can be customized with individual college logo for marketing and branding.

Two shared positions are now open and posted for Welding and Industrial Maintenance instructors. Four Portable Industrial Maintenance Labs will be made available to TCSG colleges in late October 2019. Mobile Welding Lab will be on-site for the Ag Expo October 15-17. TCSG and Southern Regional Technical College staff will provide tours and demos on the virtual welder.

That concluded the committee report.

- **Facilities and Real Estate**

Chunk Newman

I. Approval of Real Estate Transactions

MOTION: 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 transaction. The motion was seconded by Mr. Trey Sheppard and passed unanimous approval by the State Board.

A. Chattahoochee Tech - 0.326 AC Easement to Bridgeline Capital

DISCUSSION: Chattahoochee Technical College requests approval on the granting of a revocable license and a non-exclusive easement to the Bridgeline Capital, LLC, over approximately 0.326 acres on the Marietta

Campus of Chattahoochee Technical College, for the underground sewer line.

II. Approval of Construction Contracts

MOTION: 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 and passed unanimous approval by the State Board.

A. Wiregrass Georgia Tech - \$673,485.00 with Ace Technologies

DISCUSSION: Wiregrass Georgia Technical College requests approval on the execution of a construction contract for "Fire Alarm & Mass Notification System Upgrade" on the Valdosta Campus of Wiregrass Georgia Technical College, with Ace Technologies, Valdosta, GA in the amount of \$673,485.00, using local funds.

That concluded the committee report

• Governance, Compliance and Audit

Joe Yarbrough

I. Approval of Mutual Aid Agreements

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

- Savannah and Effingham County Sheriff's Office
- Southern Crescent and City of Thomaston Police Department

The motion was seconded by Mr. Tommy David and passed unanimous approval by the State Board.

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

That concluded the committee report.

Operations, Finance, and Planning

Tim Williams

I. Approval of TCSG Strategic Plan for FY2020 thru FY2024

MOTION: The motion was made by Mr. Tim Williams for the State Board to approve the new TCSG Strategic Plan for FY2020 thru FY2024 as so noted in the materials in the State Board Book. The motion was seconded by Mr. Joe Yarbrough and passed unanimous approval by the State Board.

DISCUSSION: To ensure our strategic plan supports the Governor's Vision and Strategic Goals for Georgia, TCSG created a completely new strategic plan that replaces our current FY2020 strategic plan. In addition, as our operating environment changes, the plan will be reviewed and updated as needed every year through FY2024.

II. 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. Buzz law and passed unanimous approval by the State Board.

1. **TCSG/ IT** – Request to pay Oracle for annual Oracle software maintenance fees for FY2020 at a cost of \$723,638.00. **State funds are available for this expenditure.**

Discussion: This expenditure is to pay the annual licensing, maintenance and support fees to Oracle for the database software at each of the technical colleges and the system office for FY2020. Oracle database software is required to support our student information system (Banner and DegreeWorks). The system office uses Oracle as the database software for the data warehouse and reporting systems (KMS, GALIS and TEAMS).

2. **Gwinnett Technical College** – Renewal of foodservice contract with Smurti Corp for FY2020 for Hudgens Early Education Center; cost \$235,000.00. **Local funds are available for this expenditure.**

Discussion: High quality and reliable foodservice is required to operate a model early education center (EEC). Food service is required daily to provide breakfast, lunch, and an afternoon snack for the children (3-5 years of age) enrolled at the EEC, and menus must be developed in accordance with CCAFP food safety guidelines. The Center's relationship with the foodservice provider is a collaborative effort and ensures the highest quality of foodservice for the children enrolled. This is the 2nd year of a four-year renewable contract.

3. **Oconee Fall Line Technical College** – Two 2020 Cascadia 125 Sleepercab tractor trucks from Peach State Freightliner for Commercial Truck Driving Program; cost \$246,594.00. **Obsolete equipment bond funds are available for this expenditure.**

Discussion: The College operates commercial truck driving programs in Dublin, Sandersville, and Louisville; and enrollment in this program is very good given the shortage of truck drivers in the state. All trucks in fleet were purchased used and

are extremely high mileage. With the exception of 3 trucks, which are 5-7 years old, all other trucks in fleet are over 12 years old and are in need of costly repairs. The new trucks will provide new technology on which to train students so they are familiar with this technology when they enter the workplace.

4. **Savannah Technical College** – Request to utilize services from Focus of Georgia Inc. for FY2020 for temporary staffing services to supplement custodial and maintenance staff for all campus locations; cost \$213,013.00. **State funds are available for this expenditure.**

Discussion: The College is seeking to utilize temporary staffing services thru a statewide contract with Focus of Georgia to provide additional resources and support for existing custodial and maintenance staff at all four campus locations for FY2020. Utilizing temporary staffing services to supplement custodial & maintenance staff saves the college a considerable amount of money when compared to filling these positions with full-time benefited employees.

5. **Wiregrass GA Technical College** – Upgrade Internet Services from Windstream Business Solutions for four campus locations; cost \$143,710.00. **Local funds are available for this expenditure.**

Discussion: The College is currently in their last contract year with Windstream Business Solutions for internet speed services covering four campus locations (Valdosta, Douglas, Fitzgerald & Sparks) and is in need of an upgrade. The current 200M Ethernet service no longer meets the demand needed to fully support the college's operations so they have requested an upgrade from 200M to 500M for the remainder of the contract from 11/01/19 to 6/30/20. The upgrade will also cover phone services on remote campus sites. The college will rebid in early 2020 to have a new contract in place by 7/01/20.

III. Expenditure Request

MOTION: Motion was made by Mr. Tim Williams for the State Board to authorize the Commissioner to purchase the EMSI service for economic, labor, and investment analysis for the System office and technical colleges at a cost of \$200,000.00. The motion was seconded by Mr. Tommy David and passed unanimous approval by the State Board.

TCSG/IT – Request to pay EMSI for economic, labor, and investment analysis at a cost of \$200,000.00. **State funds are available for this expenditure.**

DISCUSSION: This expenditure is to pay for economic, labor, and investment analysis. EMSI Analyst software is used by the system office and technical colleges to help inform program decisions. The analysis will extend the utility of this data. The system office and technical colleges will work with EMSI to customize the analysis to reflect the needs of the system and each of the college service areas.

That concluded the committee report.

- **Executive Committee**

Chair Anne Kaiser

Madam Chair Kaiser thanked the committee's and the Commissioner for the reports. She said that the Executive Committee had an informative meeting today. We received an update on the Strategic plan.

At each of the Board Members desk there is a flyer regarding upcoming session on October 24, 2019. The sessions are regarding Perkins V. She then encouraged the Board Members to attend if they are able.

Madam Chair Kaiser called for an executive session at approximately 10:24 a.m. to discuss personal matters.

I. Executive Session

Motion was made by Mr. Ben Copeland that this board go into executive session to discuss a personal matter. The motion was seconded by Mr. Joe Yarbrough and passed unanimous approval by the State Board. An affidavit regarding this executive session is attached to the minutes as Attachment A.

II. Reconvene

Motion was made by Mr. Ben Copeland that this board come out of executive session. The motion was seconded by Mr. Tommy David and passed unanimous approval by the State Board. Madam Chair Kaiser reconvened the General Session at approximately 10:33 a.m. and announced that there was one motion that would be made.

I. Columbus Technical College President

Motion was made by Mr. Carvel Lewis for the State Board of the Technical College System of Georgia to approve the Commissioner's recommendation to appoint Martha Ann Todd as the new president of Columbus Technical College effective October 3, 2019. The motion was seconded by Mrs. Shan Cooper and passed unanimous approval by the State Board.

That concluded the committee report

VII. OTHER BUSINESS

Chair Anne Kaiser

The next TCSG State Board meeting will be October 29th in Savannah. It will be held in conjunction with the TCSG Leadership Conference. The Committee meetings, General Session, Committee of the Whole will be on October 29th, but there will be events the

board is invited to attend on October 28th, including the State Board Dinner. There is a draft schedule in your board book and on your desk.

Madam Chair Kaiser again thanked the staff at Oconee Fall Line Technical College for hosting the Board this meeting.

VIII. ADJOURN

Chair Anne Kaiser

I. Motion to Adjourn

MOTION: The motion was made by Mr. Joe Yarbrough to adjourn the October 3, 2019 State Board meeting of the Technical College System of Georgia at 10:40 a.m. The motion was seconded by Mr. Tim Williams and passed approval by the State Board unanimously.

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 October 3, 2019, 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 3rd day of Oct 2019.

Anne Kaiser
Chair & Presiding Officer

