



# STATE BOARD GENERAL SESSION

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

## Approved Minutes

**Thursday, December 5, 2019**

11:15 a.m.- 12:05 p.m.

System Office  
1800 Century Place, 2<sup>nd</sup> Floor  
Atlanta, Georgia 30345

Absent: Baoky Vu

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

**Chair Anne Kaiser**

Madam Chair Anne Kaiser called the December 5, 2019 State Board meeting of the Technical College System of Georgia [TCSG] to order at 11:15 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 committee meetings.

She then thanked Neil Bitting, Assistant Commissioner, for providing the State Board training on Governance and Legislative action. The Board agreed that the training was informative and will help them serve the Technical College System of Georgia more effectively.

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

**Chair Anne Kaiser**

Madam Chair Kaiser's first order of business was to call for a motion to approve the minutes from the October 29, 2019 State Board meeting. Motion was made by Mr. Joe Yarbrough, was seconded by Mr. Buzz Law. The minutes were unanimously approved by the Board.

The Chair asked for two motions from the Academic Affairs Committee be voted on by the Board so the visiting guest could be introduced.

Mrs. Shirley Smith asked per policy 4.3.2 to abstain from the vote.



Dr. Lynn Cornett asked for a round of applause for the outstanding efforts from everyone that presented a potential College and Career academy to the group. She added that this is an exceptional way to link our colleges and K-12 together throughout the State.

### **Secondary Education Initiatives Update**

#### **Motion (Approval of New College and Career Academies):**

- I. **MOTION:** Motion was made by Dr. Lynn Cornett to authorize the Commissioner to award two (2) partnerships with grant funds to establish new College & Career Academies in the cumulative bond amount of **\$6,000,000.00 (\$3,000,000 each)** and the cumulative cash amount of **\$220,000.00 (\$110,000 each)**. The Motion was seconded by Mr. Carvel Lewis and passed State board approval unanimously.

#### **Discussion:**

The awardees include:

1. Catoosa County Schools/Georgia Northwestern Technical College
2. Muscogee County Schools/Columbus Technical College

- II. **MOTION:** Motion was made by Dr. Lynn Cornett to specifically recognize four (4) additional community efforts to develop College and Career Academies and to authorize the Commissioner to extend an invite to all four (4) partnerships for immediate inclusion in the Georgia College and Career Academy Network and to offer them additional technical assistance from TCSG staff as they continue their work in the coming year. The Motion was seconded by Mr. Joe Yarbrough and passed State Board approval unanimously.

#### **Discussion:**

The partnerships include:

1. Haralson County Schools/West Georgia Technical College
2. Union County Schools/North Georgia Technical College
3. Evans County Schools/Ogeechee Technical College
4. Appling County Schools/Costal Pines Technical College

Madam Chair congratulated all the schools and Colleges for their hard work. She then asked Commissioner Arthur to give his update to the Board.



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

### **Commissioner Matt Arthur**

Commissioner Matt Arthur began by thanking the board for all of their hard work. He also congratulated Catoosa County School/ Georgia Northwestern Technical College and Muscogee County Schools/Columbus Technical College on being awarded partnerships with grant funds to establish new College and Career Academies. He shared some events that TCSG has been a part of since the last time the Board met.

On October 31, 2019 Governor Kemp had an agency update meeting and asked all executive agencies to support DFCS Secret Santa Program. Commissioner Arthur was happy to report that our colleges participated, as well as TCSG. With the help of the TCSG staff the System Office was able to provide Christmas gifts for 15 children.

Commissioner Arthur congratulated Steven Ferguson on being named the 2019 Georgia Non-Profit CIO of the year. He also congratulated Kia Motor Manufacturing Georgia for celebrating their 10<sup>th</sup> anniversary. He enjoyed attending the anniversary event on November 18, 2019 with some of the TCSG State Board members and is looking forward to working with KMMG for the next 10 years.

TCSG participated in the Georgia State Charitable contributions program with many fundraisers over the last two months. There was a very intense chili cook-off and corn bread competition.

On November 20, 2019 Commissioner Arthur attended the retirement dinner for Terry Elam. He noted that it was nice to see so many board members in attendance as well. While the search committee is still in process of reviewing applicants, Sheila Hill, Vice President of Administrative Service, will be serving as interim president until the position is filled.

As a member of the Senate Higher Education Outcomes Study Committee, Commissioner Arthur attended the meeting in Athens, GA on November 21, 2019. He said they had a great discussion on the rising cost of higher education in Georgia.

Commissioner Arthur spoke at the Georgia Education Advancement Council reception on November 21, 2019. He also spoke to the Statesboro Rotary Club on December 3, 2019.

TCSG is working on Skills USA for the coming year. He said they are currently looking for sponsors and judges for Skills USA 2020. He asked the board if they, or anyone they know might be interested in sponsoring or participating to please let Linda Osborne-Smith know. He encouraged all the Board members to attend the event in 2020.



Commissioner Arthur let the board know that he would be traveling to Hungary with a team from the Georgia Department of Economic Development.

Lastly, he presented outgoing chair, Anne Kaiser, with a framed gavel for her service the past two years as Chair of the State Board. He thanked Madam Chair Kaiser for her support and dedication to TCSG.

That concluded the Commissioner's report.

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

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

#### **COMMITTEE CHAIRS**

- **Academic Affairs**

**Lynn Cornett**

- I. **Academic Standards and Programs**

**Motion (Approval of Associate of Science Degree):**

**MOTION:** Motion was made by Dr. Lynn Cornett that the college requests listed below to offer the AS degree program 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. Joe Yarbrough and passed State board approval unanimously.

**Discussion:**

**Coastal Pines Technical College** - Degree program in A. S. - General Studies, AB73, 60 Credit Hours, effective January 2020.

Coastal Pines Technical College's (CPTC) student body currently consists of 60% dual enrollment students. CPTC currently is limited in its ability to provide services to students who wish to complete a general associate of science degree prior to high school graduation. The addition of this degree would enable dual enrollment students to complete the associate degree either while in high school or transition to CPTC to complete the degree following their high school graduation. There are currently two University System of Georgia colleges in our service delivery area that offer similar programs of study. The Associate of Science in General Studies will follow the general TCSG state standard. The first year costs of the program will consist of supplies and travel through the service delivery area of \$2,500 with the third year having the same expenses. The college expects to have an enrollment of 16 students the first year with the



number growing to 25 by the third year. Additionally, Coastal Pines Technical College has an articulation agreement with Fort Valley State University for this program of study.

Enrollment Projections:

Day Students Year 1: 10 Year 2: 12 Year 3: 15

Evening Students Year 1: 6 Year 2: 8 Year 3: 10

## **II. Motion (Approval of Diplomas, AAS Degrees and TCCs):**

**MOTION:** 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 Mrs. Dinah Wayne and passed State board approval unanimously.

**Atlanta Technical College** - TCC program in Electrical Lineworker, EL11, 12 Credit Hours, effective January 2020.

Atlanta Technical College (ATC) currently offers the Electrical Systems Technology Diploma program. We are seeking to expand the offerings in this area to meet the growing demand for Electrical Lineworkers. The Electrical Lineworker TCC, which is a state standard, prepares students for entry-level employment as a Lineworker. Lineworkers install and/or repair electrical power systems. To become proficient, most line installers and repairers require technical instruction and long-term on-the-job training. Apprenticeships are common. According to the Bureau of Labor Statistics (BLS), overall employment of line installers and repairers is projected to grow 4 percent from 2018 to 2028, about as fast as the average for all occupations. Job opportunities should be best for those with good technical and mechanical skills. Additionally, partnerships with utility companies such as Georgia Power will provide the opportunity to train new talent for positions held by a generation retiring from the electrical utility industry. Currently there are no public or private institutions in the Atlanta Technical College service area offering a similar program; however, there is one institution (Georgia Piedmont) adjacent to Atlanta Technical College that offers a similar program. The projected first year costs are \$37,500 for an adjunct's salary, supplies, and travel associated with professional development. The costs will be offset by tuition and fees. There is no additional cost to the college for equipment or facilities as Georgia Power in partnership with Atlanta Technical College has offered the use of their training labs. Expected enrollment for year one is 15 and by year three 45.



Enrollment Projections:

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

Evening Students Year 1: 5 Year 2: 10 Year 3: 15

**Chattahoochee Technical College** - TCC program in Paralegal Fundamentals, PF21, 12 Credit Hours, effective August 2020.

The Paralegal Fundamentals TCC will be embedded with the Paralegal Studies Degree and Diploma programs. The paralegal fundamentals is projected to have robust growth in the upcoming decade. Cost of implementation is negligible as offering the TCC requires no additional faculty and all coursework included therein is already included in the Paralegal Studies course offerings. The Paralegal Studies program is a sequence of courses that prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; research in state and federal law; legal correspondence preparation; family law matters; basic concepts of real property law, criminal law and procedure, civil litigation, tort law, and substantive contract law; and wills, trusts, and probate. The program of study emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services. Program graduates receive a Paralegal Fundamentals certificate. Adding the Paralegal Studies program to programs offered at Chattahoochee Technical College will allow the college to expand professional preparation into a new labor sector, one for which there is increasing demand over the next 10 years. The cost for the program will include faculty costs and instructional materials (including library materials). Existing space will be utilized for this program.

Enrollment Projections:

Day Students Year 1: 15 Year 2: 25 Year 3: 35

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

**Chattahoochee Technical College** - Diploma program in Paralegal Studies, PS12, 38 Credit Hours, effective August 2020.

The Paralegal Studies program is a sequence of courses that prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; research in state and federal law; legal correspondence preparation; family law matters; basic concepts of real



property law, criminal law and procedure, civil litigation, tort law, and substantive contract law; and wills, trusts, and probate. The program of study emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services. Program graduates receive a Paralegal Studies Diploma. Adding the Paralegal Studies program to programs offered at Chattahoochee Technical College will allow the college to expand professional preparation into a new labor sector, one for which there is increasing demand over the next 10 years. The cost for the program will include faculty costs and instructional materials (including library materials). Existing space will be utilized for this program.

**Enrollment Projections:**

Day Students Year 1: 15 Year 2: 25 Year 3: 35

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

**Chattahoochee Technical College** - Degree program in Paralegal Studies, PS13, 69 Credit Hours, effective August 2020.

The Paralegal Studies program is a sequence of courses that prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; research in state and federal law; legal correspondence preparation; family law matters; basic concepts of real property law, criminal law and procedure, civil litigation, tort law, and substantive contract law; and wills, trusts, and probate. The program of study emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services. Program graduates receive a Paralegal Studies Associate of Applied Technology degree. Adding the Paralegal Studies program to programs offered at Chattahoochee Technical College will allow the college to expand professional preparation into a new labor sector, one for which there is increasing demand over the next 10 years. The cost for the program will include faculty costs and instructional materials (including library materials). Existing space will be utilized for this program.

**Enrollment Projections:**

Day Students Year 1: 15 Year 2: 25 Year 3: 35

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

**Georgia Piedmont Technical College** - Degree program in Precision Manufacturing and Maintenance, PMA3, 60 Credit Hours, effective January 2020





Industries within our service have indicated a need for additional training in the Industrial Manufacturing areas. Industry growth is expected to be 19% by 2022. Graduates of this program will be employed in manufacturing industrial service areas at manufacturing plants, industrial plants and private facilities. This degree will complement the diploma and two TCCs being offered to high school students in the apprenticeship program and will prepare them for jobs in the manufacturing industry. There is no additional cost for this program. The TCC is currently offered, and the diploma is recently approved, feeding students directly to this higher credential.

Enrollment Projections:

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

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

**West Georgia Technical College** - TCC program in Dual Enrollment Advanced Dental Assisting, DE61, 17 Credit Hours, effective June 2020.

Current enrollment and admissions within the existing Dental Assisting Programs remain high. Based on the high interest in dental assisting programs we think there will be high interest in this dual enrollment certificate. Currently, no other colleges adjacent to or in the service area are offering this specific certificate. The certificate program expects to attract 15 students the first year and grow enrollment to 25 or more students by the third year. EMSI projections show that the number of jobs in our service area will increase 11% (35 jobs) over the next five years, and 12% in Georgia (1,077 jobs). Enrollment in the two existing Dental Assisting Certificate Programs for AY2019 was 130 students combined. Thus, a large number of students will likely be interested in this certificate.

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 Dual Enrollment Advanced Shielded Metal Arc Welder, DE41, 18 Credit Hours, effective June 2020.

The Dual Enrollment Advanced Shielded Metal Arc Welder Program is a complementary program for Welding and Joining. Current enrollment and admissions within the Welding and Joining Programs remain high. Based on the high interest in welding programs we think there will be high interest in this certificate. The courses offered through the certificate program are included in the diploma program, giving students an option to continue their educational goals toward completion of a higher award. Students will be able pursue educational opportunities that are not offered through the existing programs.





Currently, no other colleges adjacent or in the service area are offering this specific certificate. The certificate program expects to attract 15 students the first year and grow enrollment to 25 or more students by the third year. EMSI projections show that the number of jobs in our service area will increase 14% (137 jobs) over the next five years, and 11% in Georgia (1455 jobs). This is higher than the national average (6%). Enrollment in the Welding and Joining Diploma Program for AY2019 was 283 students. Thus, a large number of students will likely be interested in this advanced certificate.

**Enrollment Projections:**

Day Students Year 1: 15 Year 2: 20 Year 3: 30

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

**West Georgia Technical College** - TCC program in Dual Enrollment Basic Dental Assisting, DEB1, 17 Credit Hours, effective June 2020.

Current enrollment and admissions within the existing Dental Assisting Programs remain high. Based on the high interest in dental assisting programs we think there will be high interest in this dual enrollment certificate. Currently, no other colleges adjacent to or in the service area are offering this specific certificate. The certificate program expects to attract 15 students the first year and grow enrollment to 25 or more students by the third year. EMSI projections show that the number of jobs in our service area will increase 11% (35 jobs) over the next five years, and 12% in Georgia (1,077 jobs). Enrollment in the two existing Dental Assisting Certificate Programs for AY2019 was 130 students combined. Thus, a large number of students will likely be interested in this entry-level certificate.

**Enrollment Projections:**

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

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

### **III. Program Terminations**

**MOTION:** Motion was made by Dr. Lynn Cornett to approve the program termination requests for December 2019. The motion was seconded by Mrs. Mary Flanders and passed State board approval unanimously.

#### **Termination of AAS Degree, Diplomas and TCCs**

##### **Atlanta Technical College**

Degree program in Surgical Technology (ST13), effective December 2019.



TCC program in Technical Specialist (TC31), effective December 2019.

### **Georgia Piedmont Technical College**

Degree program in Medical Assisting (MA23), effective December 2019.

TCC program in Nurse Aide (CN31), effective May 2020.

TCC program in Film Production - On-Set Production Assistant II (AOP1), effective December 2019.

TCC program in Film Production - On-Set Production Assistant I (FI31), effective December 2019.

### **Lanier Technical College**

TCC program in Crime Scene Investigation (CB71), effective May 2020.

TCC program in Video Production Assistant (VPA1), effective May 2020.

TCC program in Advanced Fire Administration (AFA1), effective May 2020.

TCC program in Photographer (PH11), effective May 2020.

TCC program in Industrial Truck (Forklift) Maintenance and Repair, effective May 2020.

### **Wiregrass Georgia Technical College**

TCC program in Certified Production Technician (CQ71), effective May 2020.

TCC program in General Skills Specialist (GM61), effective May 2020.

TCC program in Banking and Finance Fundamentals (BA11), effective May 2020.

TCC program in General Maintenance Mechanic (GM41), effective May 2020.

TCC program in Railroad Repair and Welding Technician II (RR21), effective May 2020.

TCC program in Railroad Repair and Welding Technician I (RRA1), effective May 2020.

Diploma program in Digital Media Technology (DMT2), effective August 2020.

Degree program in Digital Media Technology (DMT3), effective August 2020.

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

**MOTION:** Motion was made by Dr. Lynn Cornett to approve program standards and revisions for December 2019. The motion was seconded by Mr. Joe Yarbrough and passed State board approval unanimously.

Major Code	Program Name	Program Development	Award Level	Credit Hours
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AA61	Aircraft Assembly Technician I	Standard	TCC	11
AR71	Aircraft Assembly Technician II	Standard	TCC	15
AT71	Aircraft Composites Technician	Standard	TCC	15
AST2	Aircraft Structural Technology	Standard	Diplom a	46
CSQ1	Commercial Straight Truck/School Bus/Passenger Vehicle Driving	Standard	TCC	9
CT61	Commercial Truck Driving	Standard	TCC	9
LM21	Logistics Management Specialist	Standard	TCC	18
LMT1	Logistics Management Technician	Standard	TCC	15
LAS3	Logistics and Supply Chain Management	Standard	Degree	60
LAS2	Logistics and Supply Chain Management	Standard	Diplom a	39
LA51	Logistics and Supply Chain Technician	Standard	TCC	9
SCS1	Supply Chain Specialist	Standard	TCC	18
DE61	Dual Enrollment Advanced Dental Assisting	West Georgia	TCC	17



DE41	Dual Enrollment Advanced Shielded Metal Arc Welder	West Georgia	TCC	18
DEB1	Dual Enrollment Basic Dental Assisting	West Georgia	TCC	17

#### **V. Program Approval**

**MOTION:** Motion was made by Dr. Lynn Cornett to authorize the Commissioner to approve Program Approvals, Program Terminations, and Program Standards and Revisions until the next State Board meeting in February 2020. The motion was seconded by Mr. Joe Yarbrough and passed State board approval unanimously.

That concluded the committee report.

- **Adult Education**

**Ben Copeland**

Mr. Ben Copeland commented on the great committee meeting that occurred. He was excited to announce that the High School Equivalency Test, HiSET, contract has been received and is being negotiated.

The five pilot sites for the Career Plus HSE credit based high school equivalency option have all completed an orientation meeting. Career + HSE requires the completion of a degree, diploma or two technical certificates of credit plus 9 predetermined courses which can be obtained from the high school transcript, GED transcript or other predetermined assessments. The first cohort will begin classes in January 2020. Student enrollment has started and many of the student will begin classes in early 2020.

Dr. Cayanna Good and Neil Bitting have started their legislative outreach and encourage all Board members to share information with their local legislator about Adult Education and the new options that TCSG is working on in regards to Career Plus HSE and the HiSET.

TCSG Workforce Development team is continuing to make major strides in the area of registered apprenticeships. Georgia is a national leader in this work, having all 22 of our technical colleges qualified to serve as registered apprenticeship sponsors. During the WorkSource Georgia Academy Conference, WorkSource Georgia officially signed on to qualify as a registered apprenticeship sponsor, alongside our 22 technical colleges. Mr. Copeland was also excited to announce that the TCSG modification for Georgia's



American Apprenticeship Initiative (AAI) Grant has finally been approved by the U.S. Department of Labor. This approval allows two major changes for the AAI Grant for the remainder of the grant period: All 22 of TCSG's colleges are now approved to utilize grant funds and 9 new programs areas under the HOPE Career Grant have been approved.

As of December 5, 2019, at the halfway mark for PY18 monitoring, 9 of 19 Local Areas have been completed. TCSG has successfully implemented the new, shorter on-site process, which has reduced travel and extra staff time. Time spent on-site has been mainly for collecting missing documentation and conducting interviews, as opposed to doing all our testing on-site. TCSG has not encountered anything egregious, anything that was found is programed into our technical assistance and WorkSource Georgia training.

That concluded the committee 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. He began his report by sharing the latest statistics from Georgia Quick Start. For the month of November, there were 8 prospects for 1,951 potential new jobs, and 2 announcements for 310 new jobs. He then listed many events that Quick Start has had over the month of November:

- November 7, 2019- RivaCold Grand Opening.
- November 18, 2019- KIA's 10<sup>th</sup> Anniversary Celebration.

The Communications staff awarded a bid to a vendor to develop a new branding and marketing campaign. The new campaign will be targeting high school students and their influencers in an effort to attract younger students to our colleges. This will launch in March of 2020. Other events include:

- November 2, 2019- TCSG Communications staff activated a table and spoke with hundreds of middle school and high school students at the Latin American Association Youth Summit at Emory University.
- November 13-15, 2019- TCSG Communication staff sponsored and activated a table at the 2020 Georgia School Counselors Association Conference in Augusta.

Neil Bitting gave the committee a legislative report. The Legislative Session will begin on January 13, 2020. The period for pre-filing legislation is currently underway. Our legislative delegations around the state are meeting between now and January to hear legislative proposals and projects for consideration. TCSG has not submitted any



agency legislation, but anticipates major topics to include dual enrollment, HOPE reimbursements, and adult education. TCSG will meet with the Governor and his staff to discuss major topics before January. Lt. Governor Duncan will host his business in education summit on Monday, December 9, 2019. The Senate Higher Education Outcomes committee will have its final meeting at the Capitol on December 10, 2019. Governor Kemp visited South Georgia Technical College for a rotary club meeting in Americus, GA.

In a special election to replace Ed Rynders, former Sylvester Mayor, Bill Yearata won the runoff. Governor Kemp announced his appointment of Kelly Loeffler for US Senate. The State Properties Commission will meet on December 12, 2019. The House Rural Development Council will meet on December 17, 2019 and December 18, 2019 in Americus, GA. TCSG will present to the group on December 17, 2019. TCSG is saddened by the unexpected loss of our House Rules Chairman Jay Powell.

Juli Fields gave the committee a foundation report. The foundation made a Last Mile Allocation to the 24 foundations in November, distributing \$80,000 in funds, with the baseline for each college being \$2,500. TCSG Foundation submitted a proposal to Georgia Power Foundation for the Last Mile Fund in conjunction with support of the Mobile Welding Labs. This was a \$75,000 proposal. Also submitted was a proposal to Georgia Power Foundation for \$250,000 to create an endowed scholarship for foster youth to attend a TCSG college of their choice.

TCSG and the TCSG Foundation partnered for Giving Tuesday, an international philanthropic initiative. While the effort did not result in new gifts to the Foundation, we had over 3300 impressions across two social media platforms. TCSG also collaborated with the colleges and their foundations to leverage statewide exposure and saw participation from them.

Laura Boalch gave the committee an economic development report. The student management/sales cloud- ORACLE Testing continues at Central Georgia Technical College. CGTC Template will be a standard model for all college implementations. It is currently 90% complete. January 2020 is CGTC's target launch for production. The Marketing Cloud- Conducting pilot test for Columbus Technical College will include a live campaign that will track Columbus's conversion rates from the online and social media advertising for Spring 2020.

The production company is making final edits to the welding video based on feedback from the colleges. Once complete, TCSG will ask the company to add college logos and contact information for each college to use locally. Filming at KIA on December 11, 2019 for industrial maintenance video. With a target completion



date is February 2020. The new welding instructor is set to start January 2020; the industrial maintenance position has been re-posted to find additional candidates. Four trailers equipped with portable trainers are available for colleges to use for off-site training projects. A special thank you to Oconee Fall Line Technical College for assisting with delivery and set up of the trailers.

That concluded the committee's 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 transactions. The motion was seconded by Mr. Buzz Law and passed State board approval unanimously.

- A. **Central Georgia Tech** – Rental of 11,000 SF from Peach County BoC

**DISCUSSION:** Central Georgia Technical College requests approval on the execution of Lease Agreement #8946 with the Peach County Board of Commissioners, covering 11,000 square feet of classroom and office spaces located at 425 James E Khoury Blvd., Fort Valley, GA, at the rental rate of \$10.00 per annum, with an option to renew for 4 consecutive one year periods with no rent escalation.

- B. **Chattahoochee Tech** – 0.191 AC to Paulding County

**DISCUSSION:** Chattahoochee Technical College requests approval to surplus the 0.194 acre portion of the property known as the "Paulding Campus" located at 400 Nathan Dean Blvd, Dallas (Paulding County), Georgia. For consideration of \$10.00, Paulding County conveyed the real property to the State of Georgia by Fee Simple Deed without Warranty dated December 22, 1994, as found under the State's Real Property Record #08586. Chattahoochee Technical College has determined that this portion of the property is no longer needed to carry out its mission.

- C. **Georgia Piedmont Tech** – 7.561 AC from GPTC Foundation, Inc.

**DISCUSSION:** Georgia Piedmont Technical College requests approval on the acquisition of 7.561 Acres of improved land located on 1085 Montreal





Road, Clarkston (DeKalb County), GA, from the Georgia Piedmont Technical College Foundation, Inc., for the consideration of \$10.00, as the site for the Clarkston Learning Center, subject to the approval of the State Properties Commission.

**D. West Georgia Tech – 74.78 AC from Carroll County Development Authority**

**DISCUSSION:** West Georgia Technical College requests approval on the acquisition of 74.78 acres of unimproved land located off GA 166, Carrollton (Carroll County), GA, from the Carroll County Development Authority, for the consideration of \$10.00 and subject to CCDA retaining a reversionary interest plus an easement for access and utilities, as the site for the New Carroll Campus, subject to the approval of the State Properties Commission.

**II. Approval of Construction Contracts**

**MOTION:** 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 and passed State board approval unanimously.

**A. Coastal Pines Tech - \$710,000.00 with Lamar Johnson Construction Incorporated**

**DISCUSSION:** Coastal Pines Technical College requests approval on the execution of a construction contract for "Building 1300 Interior Renovations" on the Waycross Campus of Coastal Pines Technical College, with Lamar Johnson Construction Incorporated, Waycross, GA in the amount of \$710,000.00, using local funds.

**B. Georgia Northwestern Tech - \$368,230.00 with Klein Contracting Corp.**

**DISCUSSION:** Georgia Northwestern Technical College requests approval on the execution of a construction contract for "Building H & I Re-roof" on the Floyd County Campus of Georgia Northwestern Technical College, with Klein Contracting Corp., Doraville, GA in the amount of \$368,230.00, using local funds.

**C. Gwinnett Tech – \$150,364.16 with JOC Construction**

**DISCUSSION:** Gwinnett Technical College requests approval on the



execution of a construction contract for "Launch Pointe Suite" on the Main Campus of Gwinnett Technical College, with JOC Construction, Atlanta, GA in the amount of \$150,364.16, using local funds.

That concluded the committee's report.

- **Governance, Compliance and Audit**

**Joe Yarbrough**

- I. **Mutual Aid Agreements**

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

- Lanier and Banks County Sheriff's Office
- Lanier and Commerce Police Department
- Lanier and Lumpkin County Sheriff's Office
- North GA and Habersham County SO
- Southern Crescent and Griffin Police Department
- West GA and Carroll County SO Department
- West GA and Coweta County Sheriff's Office
- West GA and Douglasville Police Department
- Wiregrass and Ben Hill County SO Department
- Wiregrass and Coffee County School Police Department
- Wiregrass and Douglas Police Department
- Wiregrass and South Georgia State College

The motion was seconded by Mr. Tim Williams and passed State board approval unanimously.

**DISCUSSION:** Legislation exists allowing 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 follow the approved format; we now seek your review and approval.

Mr. Joe Yarbrough added that the committee was briefed on campus safety and emergency management updates. Jen Ziifle provided a quarterly update on Campus Safety and Emergency Management. She and Lisa Beck continue to work with the colleges providing training and technical assistance for Clery Compliance. They reviewed the colleges' Annual Security Report required by Clery prior to their submission to DOE October 1<sup>st</sup>.



The Active Shooter Drills are continuing at the colleges. Presidents have been very supportive of the drills to improve campus safety. Jen shared a portion of a video of a drill that was conducted at Lanier Technical College.

The Behavior Intervention Teams (BITs) continue to operate at the colleges and are being strengthened with system office training and assistance. These are so important to intervene and prevent security incident on the campuses.

In March 2020 there will be a Campus Chiefs Conference. Lisa Beck and Jen Ziifle are working with USG counterparts to finalize details.

Linda Osborne-Smith shared that the results of this year's audits of colleges will be shared with the Board in February. The initial results have been very positive. Penni Haberly is speaking at a national conference on the internal monitoring of financial operations of colleges that she has developed.

That concluded the committee's report.

- **Operations, Finance, and Planning**

**Tim Williams**

- I. **Commissioner Authorization Motion**

**MOTION:** The motion was made by Mr. Tim Williams for the State Board to authorize the Commissioner to make all decisions, purchases and enter into necessary contracts between the December 2019 and February 2020 Board meeting dates that would otherwise require Board approval. Such decisions, purchases and contracts will be reviewed for ratification by the Board at the February 2020 meeting. The motion was seconded by Mr. Jay Cunningham and passed State board approval unanimously.

- 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. Phil Sutton and passed State board approval unanimously.

- 1. **TCSG/ Secondary Educ.** – FY2020 Service & License Agreement between YouScience, Georgia Dept. of Education, and TCSG. YouScience will provide licenses to TCSG for use by students in connection with career counseling and



workforce services; cost \$238,000.00. **State funds are available for this expenditure.**

**DISCUSSION:** YouScience is an online career and personal planning discovery tool that enables teens/adults to identify their potential aptitudes and careers. To create a personalized YouScience profile, the tool engages students in a series of online exercises to help them identify their natural abilities, refine their specific areas of interest, and explore career opportunities that are aligned with their interests/aptitudes. In the project initiative, state funds were appropriated for a pilot to identify an online profile that would help Georgia high school students discover their aptitudes and apply those strengths to find direction for their pathway, college, and career choices. After various options were reviewed, TCSG partnered with YouScience to provide 20,000 licenses to Georgia 10<sup>th</sup> graders in a representative sample of high schools around the state. TCSG partnered with the Governor's Office of Student Achievement to administer and evaluate this program.

2. **Augusta Technical College** – Alex 2.0 Pro Patient Communications Simulators with IV arm & Female kit from Simulaids, Inc. for Medical Assisting programs; cost \$159,475.00. **Federal grant and USDA bond funds are available for this expenditure.**

**DISCUSSION:** The purchase of the "Alex" Simulator is vitally crucial in training provided for the Medical Assisting students. Attaining "Alex" will allow the Medical Assisting students to work with realistic patients for the process of triaging procedures, performing vital signs, communication skills, and patient education. This equipment will allow the students to achieve over 30 required competencies within 5 or more courses in the curriculum. Benefits gained from this equipment include better prepared graduates for the workforce and improvement in quality patient care.

3. **Chattahoochee Technical College** – Dental equipment from Henry Schein, Inc. for new Dental Assisting Program in new Health Sciences building on Marietta campus; cost \$131,420.00. **Bond funds are available for this expenditure.**

**DISCUSSION:** Dental equipment is needed for the new Dental Assisting Program in the new Health Sciences building at the Marietta campus. This program will support the college's mission by helping train students in a state-of-the-art facility at a time when the state is experiencing a tremendous need for a strong healthcare system with sufficient number of healthcare professionals.



**4-5. Coastal Pines Technical College; total cost \$420,929.00 – Local funds are available for these expenditures.**

- 4)** Various network infrastructure and support equipment, and software from Byteworks, LLC for all campus locations; cost \$162,406.00.

*Discussion:* Network infrastructure and support equipment is needed to install new wireless access points, improve wireless reception; and improve the college's ability to more quickly and efficiently manage, troubleshoot and protect the existing network. Included in the purchase are various network switches and Gbit ports, wireless access points, Cisco server management software, and additional VoIP phones.

- 5)** 250 Optiplex computers, monitors and accessories from Dell Marketing for classrooms/offices at all campus locations; cost \$258,523.00.

*Discussion:* Computers and monitors are needed to replace obsolete equipment in classrooms and offices used by faculty/staff that is 5-10 years old. Newer equipment will run modern operating systems and software faster than the older computers, and this replacement will increase the efficiency of college students and staff.

- 6. Gwinnett Technical College – Mechatronics Trainers from Southern Educational Consulting & Training for new MT21 Mechatronics Program; cost \$279,623.00. *Obsolete equipment bond funds are available for this expenditure.***

**DISCUSSION:** This purchase is for new equipment trainers, including automated manufacturing trainers and accompanying curriculum for 3 Mechatronics classes being offered in the new MT21 Mechatronics Program. This equipment will ensure students are being trained on equipment that will meet the local industry standards and will better prepare graduates for the workforce.

Mr. Tim Williams also encouraged everyone to visit the TCSG website to access the update data research page.

That concluded the committee's report.

• **Executive Committee**

**Vice Chairman Doug Carter for  
Chair Anne Kaiser**

Vice Chair Doug Carter gave the update for Madam Chair Anne Kaiser. He shared that the Executive Committee had a great meeting. At each of your desks there was a copy of the 2020 meeting schedule. The meeting dates were also displayed on the



screens during the meeting and are on the TCSG website. A copy of the committee assignments for the 2020 year was placed at each of the TCSG Board members desk and has been uploaded to the webiste.

The 2020 Meeting Dates are:

Thursday, February 6 Wednesday, March 11*	TCSG System Office Renaissance Waverly   Atlanta to coincide with TCSG EAGLE program.
Thursday, April 2	TCSG System Office
Thursday, May 7	TCSG System Office
Thursday, June 4*	Albany Technical College   Dougherty Campus
Thursday, August 6	TCSG System Office
Thursday, September 3*	South Georgia Technical College   Americus Campus
Thursday, October 1	TCSG System Office
Tuesday, October 20*	Hyatt Regency   Savannah to coincide with TCSG Leadership Conf.
Thursday, December 3	TCSG System Office

## **I. Scheduled Time Change**

**MOTION:** The motion was made by Dr. Lynn Cornett to approve the changed proposed times by the Executive Committee to revise the scheduled times on set Board Meetings days. The motion was seconded by Mr. Joe Yarbrough and passed State Board approval unanimously.

Vice Chair Carter shared that after hearing no questions or comments that the motion stood approved and would take effect for the 2020 State Board meetings.

### Standard Meeting Times

Committee Meetings:	8:30-9:30 a.m. 9:35-10:35 a.m.
Committee of the Whole:	10:40-11:15 a.m.
General Session:	11:15 a.m.-12:15 p.m.



## II. Renaming Motion

**MOTION:** The motion was made by Mr. Ben Copeland to approve the renaming of the “Lowndes Hall” building on the Valdosta Campus of Wiregrass Georgia Technical College to the “Sidney and Sharon Morris Hall.” The motion was seconded by Mr. Joe Yarbrough and passed State board approval unanimously.

**DISCUSSION:** Wiregrass Georgia Technical College requests approval to rename the “Lowndes Hall” building on the Valdosta Campus of Wiregrass Georgia Technical College to the “Sidney and Sharon Morris Hall.” In accordance with the state board policy, Wiregrass Georgia Technical College Local Board of Directors approved the name and the president's recommendation letter was received by the Commissioner's office. Sidney and Sharon Morris are longtime supporters of Wiregrass Georgia Technical College and the Technical College System of Georgia. Mr. Morris was named a Volunteer of the Year at the 2018 TCSG Leadership Conference. He was also one of the founding members of what is now the Wiregrass Georgia Technical College Foundation. Sidney and Sharon Morris are active members of the Valdosta Community.

## III. Resolutions

**MOTION:** The motion was made by Dr. Lynn Cornett to approve the resolution for Sylvia Russell. The motion was seconded by Mr. Joe Yarbrough and passed State board approval unanimously.

Mrs. Sylvia Russell was not able to join the Board today, but will receive her resolution. Vice Chair Doug Carter acknowledged her service on the Board for many years.

**MOTION:** The motion was made by Mr. Ben Copeland to approve the resolution for Judge Richard Porter. The motion was seconded by Mr. Joe Yarbrough and passed State board approval unanimously.

The resolution was presented to Judge Richard Porter at the meeting. He was very appreciative of the Board's kind gesture. He added that serving on the Board was an honor.





**MOTION:** The motion was made by Mr. Joe Yarbrough to approve the resolution for Madam Chair Anne Kaiser. The motion was seconded by Vice Chair Doug Carter and passed State board approval unanimously.

The Board members present applauded Madam Chair Anne Kaiser and thanked her for serving as the Chair of the TCSG Board for the past two years. Madam Chair Kaiser added that she has greatly enjoyed serving on the Board. She was able to visit 16 out of the 22 Technical Colleges while chair. In closing she added that not enough people know about TCSG and the good things that go on around this State. She said she was very proud to serve as chair and thanked the Board Members for all of their hard work.

That concluded the committee's report.

**VIII. OTHER BUSINESS**

**Chair Anne Kaiser**

Madam Chair Kaiser reminded the State Board of the next TCSG State Board meeting on February 6, 2020 at the TCSG System Office. She wished the incoming Chair Doug Carter and Vice Chair Shan Cooper best of luck and shared how she would be there to support them in any way she could.

That concluded the Chair's comments.

**VIII. ADJOURN**

**Chair Anne Kaiser**

**MOTION:** The motion was made by Mr. Joe Yarbrough to adjourn the December 5, 2019 State Board Meeting of the Technical College System of Georgia at 12:05 p.m. The motion as seconded by Mr. Jay Cunningham the Motion passed State Board approval unanimously. Meeting stood adjourned.