



STATE BOARD GENERAL SESSION

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

Approved Minutes

Thursday, April 2, 2020

11:00 a.m. - 12:00 p.m.

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

Absent: Randall Fox, Anne Kaiser, Chunk Newman, Phil Sutton, Baoky Vu

I. WELCOME AND CALL TO ORDER

Chairman Doug Carter

Chairman Doug Carter called the April 2, 2020 State Board meeting of the Technical College System of Georgia (TCSG), held via teleconference, to order at 11:01 am. He welcomed those State Board members, Technical College Presidents, and TCSG staff who were able to join the call. He noted that some committees had motions to bring forward so the Board opted for a telephonic meeting in the interest of continuing business as much as possible under the current circumstances. Chairman Carter gave recognition to Commissioner Dozier for the way he has handled things in this unprecedented time. He also gave recognition to Brad Sims, Laura Boalch, Steven Ferguson, and Josh McKoon. The Chairman further recognized the college presidents in how they are handling the situation on the front lines. Chairman Carter noted that many have experienced loss in association with this virus, including our own, and he stressed how much the Board appreciates all of the staff at TCSG.

II. CHAIR'S COMMENTS

Chairman Doug Carter

Chairman Carter's first order of business was to call for a motion to approve the minutes from the March 11, 2020 State Board meeting. Motion was made by Mr. Buzz Law, and seconded by Ms. Mary Flanders. The minutes were unanimously approved by the Board.

The Chairman shared that, during the Executive Committee meeting, he thanked the Commissioner for his leadership during this time, and how much the Board appreciates how he jumped right into things as soon as he came on board.



III. COMMISSIONER'S COMMENTS

Commissioner Gregory Dozier

Commissioner Dozier began by giving thanks, both to the Board and Chairman Carter. The Commissioner expressed gratitude to Chairman Carter for the tremendous support he has shown by making himself available whenever and however he can. He expressed his heartfelt thanks to the Board, and Ms. Laura Boalch for the support shown he and his family during his time of personal loss.

Commissioner Dozier notified the Board that Ms. Linda Osborne-Smith has tendered her resignation, and gave his appreciation and thanks for everything she has done for the agency.

The Commissioner noted that TCSG operations is strong due to the tremendous leadership in our System Office and our presidents. TCSG was able to transition quickly all due to the incredible team approach. Staff are working from home, but doing more. TCSG will be stronger coming out of this crisis, and more unified. The daily COVID-19 leadership and presidents calls are still occurring. There are no silos as we work our way through this situation; we are all working as a team. Measures, such as suspension of entrance requirements, CARES Stimulus Grants, and transition to online learning, are being taken to help alleviate the hardship.

Colleges have donated PPE equipment and ventilators. Colleges have helped in the transport of many items to include delivering donated hand sanitizer from the 4th Ward to GEMA as well as delivering hand sanitizer to Middle Georgia on behalf of GEMA so it could be dispensed to hospitals. One of our colleges has even offered up its daycare facilities for use by healthcare workers to ease their childcare concerns. Colleges are even looking into items that can be produced on their campuses through the use of 3D printers. Barring their ability to mass produce through this method, they are looking at best products and designs for masks which they can produce. The Commissioner noted that presidents have partnered on an online, open platform to help in continuing to serve students. We are exploring new programs like Cloud Academy, Apple Coding, and Fin-Tech opportunities. Commissioner Dozier remarked that TCSG is doing much to support the war on this invisible enemy. He noted he could not be prouder of the support shown by the colleges, and lamented the loss suffered by those at the System Office and the colleges.

In response to the Board's request for an open line of communication with the Commissioner, he has initiated the production of a newsletter so everyone will be kept informed. The first of which will be sent out this Friday. Please send Commissioner Dozier your feedback.



Chairman Carter thanked Commissioner Dozier for his report, and praised him for the outstanding job he and the entire organization have done. The Chairman further noted that the TCSG Board is an engaged Board, and applauded the Commissioner on his communication effort to keep the Board informed. Chairman Carter then called on the Committee Chairs to give their reports.

Ms. Lisa Winton asked the Commissioner to send her the colleges' mask designs stating that perhaps her associations with the Georgia Association of Manufacturers, and others could provide opportunities.

IV. COMMITTEE REPORTS

COMMITTEE CHAIRS

- **Academic Affairs**

Lynn Cornett

- I. **Approval of Commissioner Authorization**

MOTION: Motion is made by Ms. Lynn Cornett for the State Board to authorize the Commissioner to approve all programs, program terminations and program standards and revisions that would otherwise require Board approval from today's date until the date of the first board meeting following the declared state of emergency. Such approvals will be reviewed for ratification by the Board at their earliest regular meeting after the state of emergency has been lifted. The motion was seconded by Mr. Artesius Miller, and passed with unanimous approval by the State Board.

- II. **Academic Standards and Programs**

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

The motion was made by Ms. Lynn Cornett that the college requests listed below to offer the degrees, diplomas and TCCs 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. Ben Bryant, and passed with unanimous approval by the State Board.

DISCUSSION:



Columbus Technical College - TCC program in Appliance Kitchen, AK11, 12 Credit Hours, effective August 2020.

The Appliance Kitchen technical certificate of credit will prepare students to be an entry level technician to service and repair residential and commercial kitchen appliances. Since the Major Appliance Repair program is the only program available in the state we may serve our local and state community needs in appliance repair. The Kitchen appliance is a specialized field with focus on kitchen only; however, this certificate is also embedded within the diploma. The demand for service technicians is high due to the increased products and existing technicians retiring from field.

Enrollment Projections:

Day Students Year 1: 10 Year 2: 20 Year 3: 30

Evening Students Year 1: 7 Year 2: 12 Year 3: 15

Columbus Technical College - TCC program in Appliance Laundry, AV71, 9 Credit Hours, effective August 2020.

The Appliance Laundry technical certificate of credit will prepare students to be an entry level technician on the service and repair of residential and commercial laundry repair appliances. Since the Major Appliance Repair program is the only program available in the state, we may serve our local and statewide community needs in Appliance Laundry repairs. The Appliance Laundry certificate is a specialized field with focus on laundry only; however, this certificate is also embedded within the diploma. The demand for service technicians is high due to the increased products and existing technicians retiring from field.

Enrollment Projections:

Day Students Year 1: 10 Year 2: 20 Year 3: 30

Evening Students Year 1: 7 Year 2: 12 Year 3: 15

Columbus Technical College - TCC program in Appliance Refrigeration, AR31, 13 Credit Hours, effective August 2020.

The Appliance Refrigeration technical certificate of credit will prepare students to be an entry level technician to service and repair residential and commercial refrigeration appliances. Since the Major Appliance Repair program is the only program available in the state we may serve our local and state community needs in appliance repair. The Appliance Refrigeration is a specialized field with focus on refrigeration only; however, this certificate is also embedded within the



Major Appliance Technology diploma. The demand for service technicians is high due to the increase in refrigeration products and existing technicians retiring from the services repair fields.

Enrollment Projections:

Day Students Year 1: 10 Year 2: 20 Year 3: 30

Evening Students Year 1: 7 Year 2: 12 Year 3: 15

Columbus Technical College - TCC program in Barbering for Cosmetologists, BF21, 21 Credit Hours, effective May 2020.

The Barbering for Cosmetologists Technical Certificate of Credit will meet the demand for Cosmetologists to train on shaving and extend their knowledge of haircuts. While the number of Cosmetologists is above average the demand for Barbers continues to rise. The BF21 Barbering for Cosmetologists certificate will help increase the Barber Master License holders in our community. The Barbering program is already established with equipment and an asset in our Cosmetology department.

Enrollment Projections:

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

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

Columbus Technical College - TCC program in Computer Hardware and Network Technician Certification, CHA1, 36 Credit Hours, effective May 2020.

The Computer Hardware and Network Technician Certificate program is aligned with the existing CIS programs in progress at Columbus Technical College. No new faculty or office space is needed which is why the financial section reflects minimal cost. This program can meet dual enrollment educational needs and help current IT professionals in the workforce pursue the A+ certification.

Enrollment Projections:

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

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

Columbus Technical College - TCC program in Early Childhood Exceptionalities, EC41, 11 Credit Hours, effective May 2020.

Columbus Technical College would like to offer this program as an extension to the thriving Early Childhood Care and Education program already offered on



campus. The college would like to offer this certificate to local high schools for dual enrollment purposes and to GED graduates that choose to further their education. Employment of childcare workers is projected to grow 2 percent from 2018 to 2028, slower than the average for all occupations. Parents or guardians who work will continue to need the assistance of childcare workers. In addition, the demand for preschools and childcare facilities, and consequently childcare workers, should remain strong because early childhood education is widely recognized as important for a child's intellectual and emotional development. The college will not absorb any additional cost for faculty or office space.

Enrollment Projections:

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

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

Columbus Technical College - Degree program in Major Appliance Technology, MAT3, 69 Credit Hours, effective August 2020.

The Major Appliance Technology degree program will prepare graduates to advance in the appliance service on the service and repair of residential and commercial appliances. Since the Major Appliance Technology program is the only program available in the state, we can serve our local and statewide community needs in major appliance repairs for residential and commercial. This program will focus on the general education courses in addition to the Major Appliance diplomas course offerings. The demand for service technicians is high due to the increased products and existing technicians retiring from field.

Enrollment Projections:

Day Students Year 1: 7 Year 2: 12 Year 3: 15

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

Columbus Technical College - TCC program in Mechatronics Specialist, AM11, 11 Credit Hours, effective August 2020.

The Mechatronics Specialist is an entry level Technical Certificate of Credit designed to give students the basic troubleshooting skill sets needed to start as an entry level technician. The certificate is the foundation to the Mechatronics Technology diploma or degree programs. According to the Bureau of Labor Statistics for Georgia the hourly mean wage is \$33.02 for a (Electro-Mechanical) technician with an annual salary of \$68,690. The return of manufacturing and the high demand of skilled Mechatronic Technicians is in high demand. The



AM11 Mechatronics Specialist competencies will aid in the development of a technicians troubleshooting skills.

Enrollment Projections:

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

Evening Students Year 1: 7 Year 2: 10 Year 3: 13

Columbus Technical College - TCC program in NCCER Basic Masonry, BM71, 11 Credit Hours, effective August 2020.

In addition to local increased demand from our construction, builders and Great Columbus Home Builders Association, the increase in demand for Masons continues to increase due to the high demand in new construction, renovations and construction projects in our service area. According to the Bureau of Labor statistics, the "Employment of masonry workers is projected to grow 11 percent from 2018 to 2028, much faster than the average for all occupations. Population growth will result in the construction of more schools, hospitals, homes, and other buildings. Workers with experience in construction should have the best job opportunities". Columbus Technical College is the only college within a fifty-mile radius that offers Carpentry/Construction type programs. Although the high schools have a construction pathway we plan to partner with a dual enrollment for the BM71 Basic Masonry certificate. In fact, the program enrollment estimates were based on dual enrollment for day time students. The total enrollment was calculated with a 20% increase in year two and a 25% increase for year three. The costs for equipment and tools for year-one is \$21359.00 plus \$5000.00 for supplies. Next, year-two costs include \$2039.00 for equipment plus \$4500.00 for supplies. Lastly, costs for equipment in year-three is estimated at \$1500.00 and supplies totaling \$4500.

Enrollment Projections:

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

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

Columbus Technical College - TCC program in Web Site Designer, IS41, 24 Credit Hours, effective August 2020.

Columbus Technical College would like to adopt this curriculum to add diversity to the existing CIS programs offered. Educational requirements for web developers vary with the setting they work in and the type of work they do. Requirements range from a high school diploma to a bachelor's degree. Employment of web developers is projected to grow 13 percent from 2018 to



2028, much faster than the average for all occupations. Demand will be driven by the growing popularity of mobile devices and ecommerce. According to ziprecruiter.com entry level web designer jobs can yield \$28K-\$65K per year. This program will not be costly to implement because it is not a significant departure from the programs already offered. A prospectus for SACSCOC will not be needed and a qualified faculty member is already employed with the college.

Enrollment Projections:

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

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

North Georgia Technical College - TCC program in Hospitality Industry Associate, HIA1, 16 Credit Hours, effective August 2020.

The Hospitality Industry Associate Certificate program is needed to accommodate the workforce demands associated with the vast hotel, restaurant and tourism industries within our service area. Coursework in this program includes an introduction to the hospitality industry environment, customer-service skills, technology of services, food safety, and personal effectiveness. No other colleges within our service area currently provide this program. The Hospitality Industry Associate Certificate will follow state standards, is institutionally developed by Columbus Technical College, and meets State Board and general program standard requirements for its award level. No additional costs are associated with the implementation of this certificate. Enrollment expectations include 10 students the first year, 15 students the second year with an increase of 20 students by the third year.

Enrollment Projections:

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

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

North Georgia Technical College - Degree program in Precision Machining and Manufacturing, MT13, 66 Credit Hours, effective August 2020.

Currently NGTC does not offer a degree in Machine Tool/CNC Technology, only a diploma. The Precision Machining and Manufacturing degree will help students further their career in this area. There are no colleges in our service area that offer this program. This program will follow state standards and meet State Board and general program standard requirements at its award level. There will be no additional costs as we have the equipment needed for this



program. With the growth of manufacturing facilities, expected enrollment for the first year is 10 increasing to 20 by the third year.

Enrollment Projections:

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

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

III. Approval for Program Standards and Revisions

MOTION: The motion was made by Ms. Lynn Cornett to approve program standards and revisions for April 2020. The motion was seconded by Ms. Dinah Wayne, and passed with unanimous approval by the State Board.

Major Code	Program Name	Program Development	Award Level	Credit Hours
MAT4	Major Appliance Technology	Columbus	Diploma	57
OTA3	Occupational Therapy Assistant	Standard	Degree	73
CJA3	A. S. - Criminal Justice	Gwinnett	Degree	65
AV11	Advanced Videographer	Chattahoochee	TCC	20
AQ71	Appliance Apprentice Technician	Columbus	TCC	14
AK11	Appliance Kitchen	Columbus	TCC	12
AV71	Appliance Laundry	Columbus	TCC	9
AR31	Appliance Refrigeration	Columbus	TCC	13
MAT3	Major Appliance Technology	Columbus	Degree	69
DEF1	Diesel Equipment Fundamentals	Central Georgia	TCC	13
FT11	Film Technician	Chattahoochee	TCC	12

FAV3	Film and Video Production Technology	Chattahoochee	Degree	60
FAV2	Film and Video Production Technology	Chattahoochee	Diploma	43
GS11	Graphics Specialist	Chattahoochee	TCC	16
PR31	Pre-Nursing	Central Georgia	TCC	16
SP21	Studio Production Technician	Chattahoochee	TCC	11

That concluded the Committee's report.

• **Adult Education**

Ben Copeland

No meeting.

• **External Affairs and Economic Development**

Trey Sheppard

No meeting.

• **Facilities and Real Estate**

Ben Bryant

I. **Approval of Construction Contracts**

MOTION: The motion was made by Mr. Ben Bryant 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 Ms. Mary Flanders, and passed with unanimous approval by the State Board.

A. **Augusta Tech** - \$416,000.00 with Contract Management, Inc.

DISCUSSION: Augusta Technical College requests approval on the execution of a construction contract for "Building 400 and Building 900 Refurbishment" on the Main Campus of Augusta Technical College, with Contract Management, Inc., Augusta, GA, in the amount of \$416,000.00, using local funds.

B. **Ogeechee Tech** - \$536,604.00 with Y-Delta, Inc.

DISCUSSION: Ogeechee Technical College requests approval on the



execution of a construction contract for "Library Renovation and Expansion" on the Main Campus of Ogeechee Technical College, with Y-Delta, Inc., Statesboro, GA, in the amount of \$536,604.00, using local funds.

That concluded the Committee's report.

• **Governance, Compliance, and Audit**

Joe Yarbrough

I. **State Board Policy 2.1.1. Statement of Equal Opportunity**

MOTION: The motion was made by Mr. Joe Yarbrough to approve the recommended revisions to State Board Policy 2.1.1. Statement of Equal Opportunity. The motion was seconded by Mr. Carvel Lewis, and passed with unanimous approval by the State Board.

DISCUSSION: The policy needs to be revised to reflect the repeal of the "Workforce Investment Act of 1998" and replacement with the "Workforce Innovation and Opportunity Act (WIOA)"; which in addition to the other laws listed, prohibits unlawful discrimination and retaliation.

Other formatting/non-substantive changes include:

- Moved list of non-discrimination/retaliation laws from the body of the policy/procedure to "Related Authority" Section
- Transferred the provision regarding development/reporting of Affirmative Action Plans from general Policy statement to the more detailed procedural requirements
- Added Board directive to the Commissioner to develop procedures to implement the policy (this was located in the accompanying procedure)

That concluded the committee's report.

• **Operations, Finance, and Planning**

Tim Williams

I. **Commissioner Authorization Motion – State of Emergency**

MOTION: The motion is made by Mr. Tim Williams for the State Board to authorize the Commissioner to make all decisions, purchases and enter into necessary contracts for the system office and technical colleges that would otherwise require Board approval from today's date until the date of the first board meeting following the declared state of emergency. Such decisions, purchases and contracts will be reviewed for ratification by the Board at their earliest regular



meeting after the state of emergency has been lifted. The motion was seconded by Ms. Shirley Smith, and passed with unanimous approval by the State Board.

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 technical colleges listed below at a cost not to exceed the amounts stated. The motion was seconded by Ms. Lynn Cornett, and passed with unanimous approval by the State Board.

1. **TCSG/Student Affairs** – Request to renew agreement with EverFi, Inc. for FY2021 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, 2020 - June 30, 2021.*

2. **Athens Technical College** – 500 Lenovo ThinkCentre computers and 500 Lenovo ThinkVision monitors from CDW-G for all campus locations; cost \$506,300.00. **Local funds and obsolete equipment bond funds are available for this expenditure.**

Discussion: Computer equipment is needed in student labs and faculty/staff offices at all Athens Tech campus locations to replace older/out-of-date equipment that is no longer supported. This purchase will enable the college



to maintain the normal cycle in their replacement plan for computer equipment. Adequate computer hardware/software is essential to the delivery of information in today's colleges to the efficient management of those institutions.

3-4. Coastal Pines Technical College; total cost \$1,006,984.00 – FFE bond funds are available for these expenditures.

- 3)** Various network infrastructure and virtualization software from Byteworks, LLC, including support equipment for the server room/data room for the new building at the Camden County campus location; cost \$322,693.00.

Discussion: Network infrastructure and support equipment including various Cisco and Cisco Meraki equipment is needed to host/interconnect computers and other networked devices in the new building in Kingsland, Georgia. This equipment will improve the college's ability to more quickly and efficiently manage and protect the network. This equipment will also enable the network at this site to connect to the existing network at the Waycross location. Included in the purchase are various network switches and Gbit ports, wireless access points, Cisco server management software, and VoIP phones.

- 4)** 558 Dell computers, monitors and accessories from Dell Marketing for classrooms/offices in new building at Camden County campus location; cost \$684,291.00.

Discussion: This request is to purchase computer equipment to be installed in classrooms and offices in the new building located at the Camden County campus in Kingsland, Georgia for use by students, faculty, and staff. There are four different computers for general use, staff, high performance and CAD users.

That concluded the committee's report.

• **Executive Committee**

Chairman Doug Carter

During the Executive Committee, the discussion focused on the actions that need to be taken to be proactive regarding the COVID-19 situation. Chairman Carter thanked the Commissioner for his great leadership since he came into the position, and during this time of crisis.



That concluded the committee's report.

V. OTHER BUSINESS

Chairman Doug Carter

Mr. Carvel Lewis spoke of the impact the lack of supplies is having on the funeral industry, reminding the Board that funeral workers need supplies such as masks and gloves along with front-line medical personnel. He asked the Commissioner to consider this as supplies were being dispersed. Commissioner Dozier stated he will speak to DPH for guidance on how to help. Ms. Lisa Winton will also reach out to talk about possibilities.

Ms. Dinah Wayne requested that the mandatory Human Trafficking video training be made available to all Board members, and Commissioner Dozier will see it is arranged.

The next TCSG State Board meeting is scheduled for Thursday, May 7, 2020 at the TCSG System Office.

The June 4, 2020 State Board meeting has been moved back to the TCSG System Office and will follow the normal meeting schedule.

The TCSG Leadership Conference in conjunction with GOAL has been moved to August 31, 2020 to September 2, 2020.

Chairman Carter thanked everyone for attending, and for all of their hard work.

VII ADJOURN

Chairman Doug Carter

I. Motion to Adjourn

MOTION: The motion was made by Mr. Ben Copeland to adjourn the April 2, 2020 State Board Meeting of the Technical College System of Georgia at 11:41 am. The motion as seconded by Mr. Joe Yarbrough. The Motion passed with unanimous approval by the State Board. Meeting stood adjourned.

Chairman Carter thanked everyone again, and asked everyone to stay safe.