



STATE BOARD GENERAL SESSION

Trey Sheppard, <i>Chair</i>	Carvel Lewis
Artesius Miller, <i>Vice Chair</i>	Mike Long
Ben Bryant	Fran Millar
Doug Carter	Chunk Newman
Calder Clay	Tim Perryman
Jay Cunningham	Shirley Smith
Tommy David	Phil Sutton
Randall Fox	Daren C. Wayne
Joseph Hsiao	Tim Williams
Anne Kaiser	Joe Yarbrough
Buzz Law	

Approved Minutes

Thursday, April 27, 2023
10:45 a.m. - 11:18 a.m.

Grand Hyatt Atlanta
Highland Ballroom III, IV & V, Lower Level
Atlanta, Georgia 30305

Absent: Randall Fox, Tommy David, Carvel Lewis, Tim Perryman, Tim Williams, Joe Yarbrough

I. WELCOME AND CALL TO ORDER

Chairman Trey Sheppard

Mr. Trey Sheppard, Chairman of the Technical College System of Georgia State Board, called the April 27, 2023 State Board Meeting of the Technical College System of Georgia to order at 10:47 a.m. at the date and location stated above. Last night during the Committee of the Whole, the Technical College System of Georgia announced the State's Top Technical College Student and Top Instructor for 2023. Janette Velez, an Esthetician student from Columbus Technical College, was chosen as this year's Georgia Occupational Award of Leadership (GOAL) winner and Adrienne Baldwin, a Mathematics instructor from Chattahoochee Technical College, was chosen as the winner of this year's Rick Perkins Award for Excellence in Technical Instruction. He thanked KIA Georgia for their donation of the GOAL winner's car. Chairman Sheppard introduced Mr. Mike Long as a new TCSG State Board Member for the First Congressional District. Mr. Long is taking the place of Mrs. Mary Flanders who has served on the TCSG State Board for over 20 years.

II. CHAIR'S COMMENTS

Chairman Trey Sheppard

Chairman Sheppard called for a motion to approve the Minutes from the March 30, 2023 Board Meeting.

I. Approval of the Minutes

MOTION: Mr. Jay Cunningham made the Motion to approve the March 30, 2023 minutes. Mr. Doug Carter seconded the Motion. The Motion passed State Board approval unanimously. The March 30, 2023 Minutes were approved.



III. COMMISSIONER'S COMMENTS

Commissioner Gregory Dozier

Commissioner Dozier began by welcoming everyone to the Board Meeting. He thanked Mrs. Mary Flanders and Mr. Mark Hennessy for their service on the Board. Commissioner Dozier welcomed Mr. Mike Long to the Board. He thanked Mr. Brad Sims and Mrs. Dawn Schmeelk for their hard work at the event this week.

This was Commissioner Dozier's fourth GOAL/Rick Perkins Award. Each winner has been outstanding and the two selected last night will do an amazing job representing TCSG this year.

Commissioner Dozier thanked Dr. Ray Perren and Ms. Tammy Bryant for the Healthcare Summit yesterday. Mrs. Ann Kaiser and Senator Fran Millar applauded the healthcare summit and the quality of the panel.

Senior TCSG Staff and Commissioner Dozier have been traveling the state meeting with college presidents to discuss the budget and funding formulas.

Earlier this month, the Commissioner joined Dr. Andrea Daniel and the staff of Athens Technical College for the ribbon cutting of the Tom McCall Agriscience Complex.

That completed the Commissioner's report.

IV. COMMITTEE REPORTS

COMMITTEE CHAIRS

- **Academic Affairs**

Fran Miller

I. Academic Standards and Programs

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

MOTION: Mr. Fran Millar made the Motion that the college requests listed below to offer 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. Dr. Artesius Miller seconded the Motion. The Motion passed State Board approval unanimously.

DISCUSSION:

Columbus Technical College - TCC program in Commercial Driving - Class A (CT61), 9 Credit Hours, effective May 2023.



The CT61 Commercial Driving TCC will be one of the programs offered to serve soldiers and families at Fort Benning. The program is also an urgent request from throughout the CTC service area and has been requested for several years to meet the workforce needs in the Columbus area. Though there are other providers of CDL training in the area, there is sufficient industry need that CTC is confident in the feasibility of the program. The initial startup costs for the program will be for vehicles and trailers, but there is sufficient demand that those costs will be a strategic investment for the college. CT61 is a state standard program and CTC anticipates serving over 100 students each year in this HOPE High Demand Career field.

Enrollment Projections:

Day Students Year 1: 40 Year 2: 50 Year 3: 60

Evening Students Year 1: 20 Year 2: 30 Year 3: 40

Gwinnett Technical College - TCC program in Interiors Specifier Certificate (ID71), 17 Credit Hours, effective August 2023.

The interior design field is growing and offers many career pathways in Gwinnett Tech's service area. The Interiors Specifier Certificate (ID71) will allow students to gain entry-level positions selecting and specifying finishes for construction companies, architects, design firms, and big box retailers. No other colleges in the service area offer this program, and Athens Technical College is the only other TCSG school that offers this TCC. This is a standard TCSG program that will follow State Board and general program requirements for TCCs. The courses for ID71 are already available within the existing interiors program, so there is no net cost change for the College. Personnel costs will be approximately \$110,000 per year, but these costs are already shared among multiple existing interiors program offerings. This certificate will be marketed as an entry to the interior design profession that will create a pathway for students to develop their interest in this field and eventually pursue a diploma or degree. We project enrollment to grow from ten students in year one to 20 students by year three.

Enrollment Projections:

Day Students Year 1: 5 Year 2: 10 Year 3: 12

Evening Students Year 1: 5 Year 2: 8 Year 3: 10

Lanier Technical College - TCC program in Photographer (PH11), 27 Credit Hours, effective May 2023.



According to the US Bureau of Labor Statistics, employment of photographers is expected to grow nine percent from 2021 to 2031, faster than the average from all occupations. Many of these openings are expected to result from the need to replace workers who leave the profession. This Photographer TCC will make a great addition to our existing Design and Media Production program at our Forsyth Campus, where we already teach six of the seven required classes in this TCC. Besides an abundance of online programs, Atlanta School of Photography has a campus in Roswell, GA, which touches the Lanier Tech service area. Savannah College of Art & Design in Atlanta has a Photography BA and graduate programs. The PH11 program will follow state standards. The only additional costs involve equipment replacement and upgrades totaling approximately \$20,000, which will be purchased the first year using Perkins funds; no additional costs in years two or three. We anticipate approximately 8 students in the first year, increasing to 12 students in the third year.

Enrollment Projections:

Day Students Year 1: 8 Year 2: 10 Year 3: 12

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

North Georgia Technical College - TCC program in Accelerated Phlebotomy Technician (AP81), 13 Credit Hours, effective August 2023.

Healthcare workers are in high demand on a state and national level. The Accelerated Phlebotomy Technician TCC addresses the growing need for healthcare professionals and provides students with a fast-track option to enter this rewarding field. Healthcare partners, student interest, and requests from our K-12 partners demonstrate the need for the Accelerated Phlebotomy Technician TCC. According to the U.S. Bureau of Labor Statistics, about 21,500 openings for phlebotomists are projected each year, on average, over the decade. The Accelerated Phlebotomy Technician Certificate will follow state standards and general program standard requirements for its award level. Implementing this certificate will not have additional costs as our college currently offers the Phlebotomy Technology Certificate and the Clinical Laboratory Associate Degree programs. Enrollment expectations are ten students within the first year, 15 students within the second year, and 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



Savannah Technical College - TCC program in Hybrid/Electric Vehicle Repair Technician (HVR1), 19 Credit Hours, effective May 2023.

The Hybrid/Electric Vehicle Repair Technician TCC allows automotive students to pursue a short-term training program to learn the basics of maintaining and servicing hybrid and electric vehicles and trucks. This is the newest and fastest growing segment of the automotive industry. There will also be an emphasis on electrical/electronic systems diagnosis and safety as well as engine performance and emissions systems. The Automotive Advisory Committee has requested this program to be added to the existing automotive program offerings. This is a state standard TCC, with no other colleges in or around our area offering it. This TCC meets required program standards. The first-year cost will be \$70000 for two used hybrid or electric vehicles, high voltage safety PPE, and updated instructor training. The program will have 22 students in first year, growing to 40 by year three.

Enrollment Projections:

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

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

Backup material for these requests will be available when the committee meets at the Board meeting or may be requested prior to the meeting from Steve Conway, Academic Affairs Director, Instructional Support Services, at 404-679-1669.

II. Approval for Program Standards and Revisions April 27, 2023

MOTION: Mr. Fran Millar made the Motion to approve the program standards and revisions for April 27, 2023. Mr. Doug Carter seconded the Motion. The Motion passed State Board approval unanimously.

Major Code	Program Name	Program Development	Award Level	Credit Hours
AE81	AI Enhanced Robotic Manufacturing Specialist	Central Georgia	TCC	17
NM51	Naval Machine Tool Apprentice	Coastal Pines	TCC	28

III. Approval of Waiver for Dual Achievement Program Sites



MOTION: Mr. Fran Millar made the Motion to grant Albany Technical College Academy of Learning and Performance, Athens Technical College Academy, Atlanta Technical College Preparatory Academy, Central Georgia Technical College Academy, and Chattahoochee Technical College Academy flexibility from the following state statutes and associated rules over the life of the pilot except as prohibited in O.C.G.A. § 20- 2-82(e): Certification requirements (O.C.G.A. § 20-2-200, O.C.G.A. § 20-2-201, O.C.G.A. § 20-2-204). Mr. Doug Carter seconded the Motion. The Motion passed State Board approval unanimously.

DISCUSSION: In anticipation of hiring full time Dual Achievement Program faculty to support rapid program growth, and similar to how other high schools in the State of Georgia operate, each Dual Achievement Program Academy is seeking a waiver for faculty certification as allowed under O.C.G.A. § 20-4-141 and as supported by the Memorandum of Understanding between the Technical College System of Georgia and the Georgia Professional Standards Committee (MOU is located in the State Board Materials).

That concludes the Committee report.

- **Adult Education**

Shirley Smith

Ms. Shirley Smith gave the Committee report. Dr. Cayanna Good shares that the adult education program has around 34,000 students enrolled. NRS students are around 24,343 students. IET enrollment is 1,156. HSE graduates are 5,355 with a goal of 7,710. 74% of our HSE graduates were Adult Education students.

I. Motion to approve the HDCI Program and development of contracts

MOTION: Ms. Shirley Smith made the Motion to approve the company as listed for participation in the High Demand Career Initiatives (HDCI) Program and authorize the development of contracts with selected companies for contract completion awards. Dr. Artesius Miller seconded the Motion. The Motion passed State Board approval unanimously.

DISCUSSION:

Today, we are considering the supplemental addition to the second round of program awards for the High Demand Career Initiatives (HDCI) Program, which will award out the remaining funding for Fiscal Year 2023.



Last year, the HDCI Program, authorized by Georgia Senate Bill 379, was signed into law by Governor Brian P. Kemp. As Georgia's first-ever state-funded apprenticeship initiative, the HDCI Program represents a historic investment by the State of Georgia in the expansion of registered apprenticeships.

The HDCI Program provides funding awards to Georgia employers to incentivize the creation and expansion of registered apprenticeship programs throughout the state. This program aimed to both upskill Georgians and increase skilled talent within Georgia's high-demand industries.

This round of HDCI funding will support one additional employer and create 5 apprentices in Georgia. Year-to-date, this program has supported 40 employers, and created 128 apprentices throughout the state. The state's initial investment of \$1.275M for this program is projected to create \$7.5M in added wages into Georgia's economy year over year upon the completion of the apprenticeships supported with this year's funds.

II. Policy Update

MOTION: Ms. Shirley Smith made the Motion to lay Policies 5.2.3, 5.2.4, 5.2.5, 5.2.8, 5.2.9 on the table. Mrs. Anne Kaiser seconded the Motion. The Motion passed State Board approval unanimously

DICUSSION: This change is to convert Career Plus to a High School Diploma option from a high school equivalency option. Policy 5.2.9 is a new policy that sets forth the student eligibility criteria for the high school diploma under Career Plus.

POLICY: 5.2.3.

Programs for Adult Education

Revised: February 4, 2021; and September 7, 2006.

Last Reviewed: October 3, 2022; and September 7, 2006.

Adopted: July 10, 2001.

POLICY:

The Office of Adult Education shall facilitate a competitive grant application process for eligible parties interested in receiving funding to operate adult education programs. The Office of Adult Education shall award multiyear grants, contingent upon an annual renewal process. The application package shall contain guidelines, procedures, and assurances required to operate Adult Education programs.

Adult Education program funding is available for:

1. Adult Basic Education (ABE).
2. Corrections Education.
3. English Language Acquisition programs (ELA).
4. Integrated English Literacy & Civics Education (IELCE).



5. Family Literacy.

The Office of Adult Education shall develop a process for objectively evaluating and awarding grants based on merit. The Commissioner shall approve this evaluation process. After completion of the evaluation process, the State Board shall approve the allocation of federal and state grant funds. In addition, each service delivery area with an Adult Education program shall have a Local Advisory Committee for Adult Education services.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board.

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

POLICY: 5.2.4.

High School Equivalency (HSE) Testing and Diplomas

Revised: February 4, 2021; September 7, 2007; March 6, 2002; January 15, 2002; March 14, 2001; and March 5, 1992.

Last Reviewed: October 3, 2022; and September 7, 2007.

Adopted: January 2, 1992.

POLICY:

The Technical College System of Georgia (TCSG) is responsible for providing adult education at the primary and secondary levels throughout the State of Georgia. TCSG shall administer the High School Equivalency and High School Diploma (HSE/HSD) Credentialing options and issue High School Equivalency and Diploma Credentials in accordance with the policies of the American Council on Education and comparable to the Georgia High School graduation requirements set by the State Board of education for public school programs.

The State Board shall approve fee schedules for taking the HSE tests, for taking retests on one or more components of the HSE tests, for a replacement of an HSE Credential, or an Official Report of Test Scores.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board.

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

POLICY: 5.2.5

Credit-Bearing High School Equivalency and Diploma Programs

Revised:

Last Reviewed: October 3, 2022.

Adopted: September 2, 2001.

POLICY

Eligible students, as defined in the Workforce Innovation & Opportunity Act Section WIOA 203(4), who are enrolled in an adult education program funded through the Office of Adult Education may enter a credit-bearing high school equivalency or diploma program. Per WIOA 203(4), eligible students are:

- a. Individuals who are at least 16 years old and are not enrolled or required to be enrolled in secondary school under State law; and who—
- b. Are basic skills deficient; or



c. Do not have a secondary school diploma or its recognized equivalent and have not achieved an equivalent level of education; or

d. Are English language learners (even if they have degrees in their native countries).

Eligible students who are enrolled in an adult education high school diploma program through the Career Plus High School Diploma Program, must meet the following eligibility criteria:

- Students must be at least 18 years of age.
- Students between the ages of 18-20 must have no more than five (5) high school credits earned from a recognized K-12 school system.
- Students who are 21 and older may have any number of previously earned high school credits earned from a recognized K-12 school system.
- Students must be a resident of the state of Georgia to participate.
- Students must be withdrawn from the K-12 school system and home school study program and be registered in a participating Adult Education program funded through the Technical College System of Georgia.
- Students are required to provide a Mathematics and a Language Arts score for program placement. One score must be from TABE 11&12, but it may be combined with the GED®, *HiSET*, and prior high school credit options listed below:
 - One TABE 11&12 Math or one TABE 11&12 Reading test with a minimum score as listed below*:
 - Math (minimum scores)
 - Level M or D: 496
 - Level A: 537
 - Reading (minimum scores)
 - Level M or D: 501
 - Level A: 537
 - GED® Mathematical Reasoning or Reasoning through Language Arts with a minimum score of 145.
 - *HiSET*® Language Arts-Reading plus Language Arts-Writing must be combined to complete the Language Arts test requirement. A minimum score of 8 is required on both of the tests. To satisfy the math requirement, the *HiSET* Mathematics test also requires a minimum score of 8.
 - Two awarded high school credits in Mathematics or Language Arts as demonstrated by an official high school transcript. One credit in Algebra and one credit in Geometry are required to satisfy the Mathematics requirement.

At the point of entry into postsecondary studies, students must meet:

- Other entrance criteria by the local college.

RELATED AUTHORITY



O.C.G.A. § 20-4-11 – Powers of Board.

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

O.C.G.A. § 20-4-18 – Management and Control of Adult Literacy and Postsecondary Technical Education Programs and Schools.

Title II of the Workforce Innovation & Opportunity Act.

Section 116 of the Workforce Innovation & Opportunity Act.

POLICY: 5.2.8

Requirements for Establishing *GED®* or *HiSET®*

Testing Centers

Revised:

Last Reviewed: October 3, 2022;

Adopted: September 2, 2021.

POLICY

The Technical College System of Georgia is the agency approved by the GED® Testing Service to establish both GED® Testing Centers and PSI® to establish HiSET® Testing Centers in Georgia. To become a testing center, an entity must meet the following eligibility requirements, in addition to demonstrating a documented need for a testing center in its county or service delivery area.

The entity must be a:

- a. State Agency;
- b. Local Education Authority;
- c. Public Postsecondary Institution; or
- d. A Public Library System.

The Office of Adult Education will develop the process for establishing a testing center.

RELATED AUTHORITY

O.C.G.A. § 20-4-11 – Powers of Board.

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

O.C.G.A. § 20-4-18 – Management and Control of Adult Literacy and Postsecondary Technical Education Programs and Schools.

TCSG State Board Policy 5.2.4. – High School Equivalency (HSE) Testing and Diplomas

Title II of the Workforce Innovation & Opportunity Act. Each Technical College shall maintain accreditation by an accrediting agency approved by the United States Secretary of Education for accreditation of associate degree and diploma-granting institutions. The President of the Technical College shall keep the Commissioner advised on the status of their Technical College's accreditation.

POLICY: NEW

5.2.9 Requirements for Establishing a *Career Plus High School Program*

POLICY

To become a Career Plus High School Program, an entity must meet the following eligibility Requirements.

The entity must:

- a. be a technical college authorized under the Technical College System of Georgia;



- b. maintain accreditation by an accrediting agency. The President of the Technical College shall keep the Commissioner advised on the status of their Technical College's accreditation.
- c. establish a cross-functional support team for potential and enrolled students

RELATED AUTHORITY

O.C.G.A. § 20-4-11 – Powers of Board.

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

O.C.G.A § 20-4-18 – Management and Control of Adult Literacy and Postsecondary Technical Education Programs and Schools.

TCSG State Board Policy 5.2.4. – High School Equivalency (HSE)

Testing and Diplomas

That concludes the Committee report.

- **External Affairs and Economic Development**

Chunk Newman

Mr. Chunk Newman gave the Committee report. There was no motion presented during the Committee. In April 2023, the QuickStart team presented to four prospects representing a total of 3,200 potential new jobs for Georgia.

Deputy Commissioner Scott McMurray attended portions of the 2023 Red Carpet Tour which took place the first part of April. Kia unveiled the all-electric 2023 EV9 SUV for the first time in North America at the 2023 New York International Auto Show.

The TCSG Communications team have been working hard to facilitate the GOAL/Rick Perkins/Leadership events this week. They began running a statewide digital marketing campaign on March 20 to drive applications to all 22 TCSG colleges. As of April 18, we are seeing the following results:

- 1,840 completed applications system-wide
- 265 at Chattahoochee Tech; 241 at West Georgia Tech

The TCSG Foundation report that Kia Georgia is donating \$100,000 to the TCSG Foundation. This will be used to pay for the State GOAL winner's car and the balance of which will go to the Last Mile Fund. The Foundation is working to secure a \$25,000 contribution from AT&T to help close the digital divide and promote workforce development.

Mr. Mark Peevy updated the Committee on the Governor's Office Bill review and Budget review timeframe. The TCSG Economic Development team updated the committee on the new training tax credit.

That concludes the Committee report.

- **Facilities and Real Estate**

Ben Bryant

I. Approval of Logistics Storage Agreement

MOTION: Mr. Ben Bryant made the Motion to authorize the Commissioner to execute the Agreement listed below at a cost not to exceed the amount stated for each request. Mr. Fran Millar seconded the Motion. The Motion passed State Board approval unanimously.

- A.** Quick Start – \$2,344,416 Logistics Storage Agreement with Port City Logistics, Inc.

DISCUSSION: Quick Start requests approval on the execution of a logistics storage agreement, covering 46,719 square feet of the Port City Logistics, Inc. facility located at 5816 GA Highway 21, Port Wentworth, GA for a period beginning May 1, 2023 and terminating April 30, 2025 with set-up costs and storage fees of \$1,198,620 per annum with an option to renew for one year at a storage fee of \$1,145,796 per annum. Quick Start training funds will be used for these set-up costs and storage fees.

II. Approval of Construction Contracts

MOTION: Mr. Ben Bryant made the Motion to authorize the Commissioner to execute the construction contracts listed below at a cost not to exceed the amount stated for each request. Mr. Jay Cunningham seconded the Motion. The Motion passed State Board approval unanimously.

- A.** Albany Tech - \$296,777.00 with NSCS, LLC

DISCUSSION: Albany Technical College requests approval on the execution of a construction contract for “Randolph County & Child Care Restroom Renovations” on the Randolph County Learning Center of Albany Technical College, with NSCS, LLC, Albany, GA in the amount of \$296,777.00, using local funds.

- B.** North Georgia Tech - \$155,000.00 with Osprey Management, LLC

DISCUSSION: North Georgia Technical College requests approval on the execution of a construction contract for “Hoyt Coe Hall Remodel” on the Clarkesville Campus of North Georgia Technical College, with Osprey



Management, LLC, Sandy Springs, GA in the amount of \$155,000.00, using local funds.

- C. Ogeechee Tech - \$721,600.00 with Paul S. Akins Company, Inc.

DISCUSSION: Ogeechee Technical College requests approval on the execution of a construction contract for "Occupational Studies Building Interior Renovation" on the Main Campus of Ogeechee Technical College, with Paul S. Akins Company, Inc., Statesboro, GA in the amount of \$721,600.00, using local funds.

- D. Savannah Tech - \$648,144.70 with Johnson-Laux Construction

DISCUSSION: Savannah Technical College requests approval on the execution of a construction contract for "RTU Replacement" on the Main Campus of Savannah Technical College, with Johnson-Laux Construction, Savannah, GA in the amount of \$648,144.70, using local funds.

- E. Southern Regional Tech - \$330,270.00 with Nielsen & Assoc.

DISCUSSION: Southern Regional Technical College requests approval on the execution of a construction contract for "Replace Boiler in Bldg 600A, Air Handler in Bldg 600B & Updates to Bldg A Kitchen & Offices" on the Bainbridge of Southern Regional Technical College, with F.H. Paschen, SN Nielsen & Assoc., Atlanta, GA in the amount of \$330,270.00, using local funds.

- F. Southern Crescent Tech - \$173,739.38 with Rubio and Son Interiors, Inc.

DISCUSSION: Southern Crescent Technical College requests approval on the execution of a construction contract for "Bldg. A Office Renovation" on the Henry County Campus of Southern Crescent Technical College, with Rubio and Son Interiors, Inc., Hoschton, GA in the amount of \$173,739.38, using local funds.

That concluded the Committee report.

- **Governance, Compliance and Audit**

Buzz Law

- I. **Policy 4.5.3 Holidays**



MOTION: Mr. Buzz Law made the Motion to lay Policy 4.5.3. Holidays on the table. Dr. Artesius seconded the Motion. The Motion passed State Board approval unanimously.

DISCUSSION: Policy 4.5.3. Holidays changes the number of State holidays from 12 to 13 following last year's legislative change and the recent corresponding update to the State Personnel Board Rules.

POLICY: 4.5.3. (III.U.9.) **Holidays**

Revised: April 27, 2023; April 4, 2013; March 14, 2001; and August 3, 2006.

Last Reviewed: April 27, 2023; September 21, 2022; and April 2, 2013.

Adopted: April 2, 1987.



POLICY:

Georgia law provides for the recognition and observance of thirteen (13) holidays each calendar year. Through individual proclamations, the Governor specifies the day state offices and facilities shall be closed for each observance.

Holidays will typically be observed on the dates designated by the Governor; however, if the date of a holiday's observance will impact the continuity of instructional delivery to students in a Technical College, one or more holidays may be observed later in the same calendar year consistent with a college's approved academic calendar.

RELATED AUTHORITY:

Technical College Calendar.

TCSG Procedure: 4.5.3p. – Holidays.

O.C.G.A. §1-4-1 – Public and Legal Holidays; Leave for Observance of Religious Holidays not Specifically Provided For.

II. Policy 7.1.2 TCSG DPS

MOTION: Mr. Buzz Law made the Motion to lay Policy 7.1.2. Technical College System of Georgia Department of Public Safety Standard Operating Procedure Manual on the table. Dr. Artesius Miller seconded the Motion. The Motion passed State Board approval unanimously.



DISCUSSION: The standard operating procedure (SOP) manual was created by and is maintained by the Technical College System of Georgia's (TCSG) Department of Public Safety (DPS) in collaboration with the Chiefs of college law enforcement agencies within the TCSG.

POLICY 7.1.2.

Technical College System of Georgia Department of Public Safety Standard Operating Procedure Manual

Revised:

Last Reviewed:

Adopted: April 27, 2023.



POLICY:

The standard operating procedure (SOP) manual was created by and is maintained by the Technical College System of Georgia's (TCSG) Department of Public Safety (DPS) in collaboration with the Chiefs of college law enforcement agencies within the TCSG. The SOP manual shall adhere to GA Law Enforcement Professional Standards administered by the GA Association of Chiefs of Police and GA statute. All law enforcement agencies within the TCSG shall adopt the attached SOP manual as the operating procedures for the agency. Individual college law enforcement agencies may make no edits except where noted within the SOP manual. College Chiefs of Police may issue internal directives and procedures to address the uniqueness of their agency. However, internal directives or procedures shall remain consistent with those in the attached SOP manual. The manual and any updates will be reviewed by TCSG General Counsel prior to dissemination and adoption by TCSG law enforcement agencies.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board.

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

III. Approval of Local Board Appointments

MOTION: Mr. Buzz Law made the Motion to approve the appointment for local board member as listed in the Board materials. Mr. Phil Sutton seconded the Motion. The Motion passed State Board approval unanimously.

Albany Technical College
Athens Technical College
Augusta Technical College



Central Georgie Technical College
Chattahoochee Technical College
Coastal Pines Technical College
Columbus Technical College
Georgia Northwestern Technical College
Georgia Piedmont Technical College
Gwinnett Technical College
Lanier Technical College
North Georgia Technical College
Oconee Technical College
Ogeechee Technical College
Southeastern Technical College

That concluded the Committee report.

Operations, Finance, and Planning

Phil Sutton for Carvel Lewis

Mr. Phil Sutton gave the Committee report. He publically thanked the Commissioner for coming to Kubota to present on leadership.

I. Expenditure Requests

MOTION: Mr. Phil Sutton made the Motion 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. Mrs. Shirley Smith seconded the Motion. The Motion passed State Board approval unanimously.

- 1. TCSG/Tech Ed** – Request to secure the FY2024 Agreement between TCSG and the USG Board of Regents for the yearly participation fee with Georgia Transfer Articulation Cooperative Services (GATRACS); cost \$139,970.00.
State funds are available for this expenditure.

DISCUSSION: The Georgia Transfer Articulation Cooperative Services (GATRACS) is a partnership between the University System of Georgia (USG), Technical College System of Georgia (TCSG), Georgia Dept. of Education (GDOE), Georgia Student Finance Commission (GSFC), and Georgia Independent College Association (GICA). The general provisions of GATRACS are to maintain the support and enhancements of all GATRACS applications including transfer portal, workflow approval process, and website. Train individuals or groups on the GATRACS program and all GATRACS applications for all stakeholders and to promote GATRACS to all



stakeholders and the public. All participating agencies will be charged a fee to participate in this service.

2. **TCSG/GVTC** – Annual agreement between Blackboard Inc. and TCSG for FY2024 for Blackboard (Bb) Learn SaaS and ALLY on behalf of the technical colleges, Adult Ed, and Economic Development; cost \$1,956,207.00. **State funds are available for this expenditure.**

DISCUSSION: TCSG/GVTC currently utilizes Blackboard products which is the primary source extremely capable to handle all TCSG colleges, Adult Ed, Economic Development, and e-Campus on-site and distance Education environments. Bb Learn SaaS software is used to deliver web-enabled training with a modern intuitive fully responsive interface that goes beyond the traditional learning management system and allows students to work anywhere using any device. Bb ALLY is software that makes digital course content more accessible; it automatically checks for common accessibility issues and provides institution-wide reporting. It provides guidance to instructors on how to improve the accessibility of their content. TCSG/GVTC has fully migrated to the SaaS Cloud with all Bb products. Bb platforms function both as a complement to traditional courses and as a site for standalone distance learning. This is the 3rd year of a 5-year renewable contract.

3. **TCSG/GVTC** – Annual agreement with YuJa Enterprise Video Platform for FY2024 on behalf of the technical colleges, Adult Ed, Economic Development, and the System Office; cost \$230,000.00. **State funds are available for this expenditure.**

DISCUSSION: TCSG/GVTC has a need for a video platform that enables the technical colleges, Adult Ed, Economic Development, and the System Office to design, develop, capture, and edit videos in multiple formats, manage media, and enhance videos with interaction and quizzes. This enterprise platform will enable the sharing and cross utilization of media and will enable multiple deployment methods of the media to include Learning Management System (LMS), classroom, and mobile deployment. Six of the 22 TCSG colleges are currently using the platform, and this will be available to all the colleges at the beginning of FY24. The platform is flexible and allows growth as the need for video usage increases. The tools in the platform offer multiple ways to add interaction, engagement, and assessment opportunities to the videos. Included in the platform services are Cloud Storage & Streaming, Auto Captioning & Transcription-Artificial-intelligence-powered captioning, Core Media Management, Software Based Lecture/Video Capture, In Browser Capture, Standard Live Streaming, Video



Quizzes, Mobile Apps, Enterprise LMS Connector, and Enterprise Single Sign-On Connector. YuJa will be connected to our current LMS service for a smooth migration, and training will be provided. This is a one-year agreement from July 1, 2023 – June 30, 2024.

4. **TCSG/Adult Ed** – Request to enter a contract with Data Recognition Corporation (DRC) for FY2024 for an unlimited license for TABE 11/12 Online and TABE CLAS-E Online; cost \$249,750.00. **State funds are available for this expenditure.**

DISCUSSION: TABE, or the Tests of Adult Basic Education, is one of the approved student assessments that local grantees use and the only one used in the Adult Basic Education/Adult Secondary Education Program. TABE CLAS-E is one of the approved student assessments that our local grantees use to assess English-as-a-Second Language students. The contract provides an unlimited license of test administrations for the local providers for the period of July 1, 2023 to June 20, 2024.

- 5-7. **TCSG/Georgia Quick Start; total expenditures \$1,245,284.00 – State funds are available for these expenditures.**

DISCUSSION: Georgia Quick Start currently supports Georgia's Automated Manufacture Technology companies thru-out the state with numerous training programs. As a continuation of this support, we are expecting 2-3 additional training sites to be commissioned in the next couple of years, and we do not have that much time to gear up as our clients are expecting our training programs to begin shortly. This equipment request is based on similar equipment trainers that are currently in use across the state and is considered the standard in the AMT Educational Community.

- 5) Purchase of 8-station CP-Lab 408 Cyber Physical Training System with curriculum; cost \$572,000.00.
- 6) Purchase of 8 double sided A-Frame Basic Industrial Controls Training Systems; cost \$413,695.00.
- 7) Purchase of 8 Festo Pneumatics and Electro-pneumatics Training Systems with FluidSIM; cost \$259,589.00.

8. **Albany Technical College** – WebEx classroom equipment from CDW-G for online and hybrid classes; cost \$399,976.00. **Federal grant funds are available for this expenditure.**

DISCUSSION: This purchase is for equipment to update classrooms for use of WebEx Classroom to support online student engagement and better reach



students in online and hybrid classes that are at off site locations. Instructors will be able to better engage students, provide online class videos, and lecture enhancements.

9. **Athens Technical College** – Furniture from OFS for new Industrial Technology Building on Athens Campus; cost \$628,594.00. **FF&E bond funds are available for this expenditure.**

DISCUSSION: Furniture is needed for classrooms, offices, and lobby areas of the new Industrial Technology Building on the Athens Campus. The building is expected to reach material completion in September 2023 with classes beginning in January 2024. The building will house Air Conditioning Technology, Industrial Systems, Mechatronics, and Economic Development.

10-11. Atlanta Technical College; total expenditures \$780,555.00 –

- 10) Aviation Trainers/tools test equipment from AeroTrain Corp for Aviation Lab sessions; cost \$460,555.00. **Bond funds are available for this expenditure.**

DISCUSSION: This will be a new trainer purchase for Aviation curriculum for on-hands training aids which reciprocate the aircraft systems. The models meet the FAA standard for Aviation curriculum required practical projects. Students will be able to obtain a diploma or associate offered by ATC upon the success of completing the program. Trainers include PT6A Turboprop Engines, Hydraulic Systems, and Vapor Cycle Air Conditioning/Heating Systems.

- 11) 2023 TWR Specialty Community Outreach Vehicle with 7 computer stations from Creative Bus Sales to service prospective students; cost \$320,000.00. **Federal grant funds are available for this expenditure.**

DISCUSSION: This request is for a 2023 TWR Specialty Community Outreach Vehicle with 7 computer stations. ATC's enrollment goals necessitate strategies that engage under-served communities and prospective dual enrollment students within the surrounding communities. This vehicle will allow the college to meet prospective students where they are to streamline the on-site enrollment process and reconnect with students to develop a recruitment effort to return to ATC. This method will remove obstacles such as broadband services and/or possible access to computer equipment.



12. **Georgia Northwestern Technical College** – 3 Aviation Trainers from Avotek for Aviation Training program; cost \$200,240.00. **Obsolete equipment bond funds are available for this expenditure.**

DISCUSSION: GNTC requests to purchase 3 Avotek trainers to enhance and expand their Aviation Training program. They already have several other Avotek trainers in use. These trainers are actual aircraft parts/components and function nearly identical to flying aircraft. Avotek provides trainers to numerous other FAA aviation maintenance training schools across the nation. These will allow students to gain necessary knowledge required by industry and allow more students to have hands-on experience with the trainers.

13-14. Georgia Piedmont Technical College; total expenditures \$742,867.00 –

- 13) Renewal of services with EAB for FY2024 for consulting services for Community College Executive Forum including Academic Planning, Intelligence, Milestone Guidance, and Strategic Care modules; cost \$130,830.00. **State funds are available for this expenditure.**

DISCUSSION: The College's Admissions and Enrollment Department has requested a renewal of services with EAB for FY2024. EAB assists the college by finding and targeting students based on demographics and behaviors. GPTC has used EAB for a number of years and these services have improved the college's academic efficiency. The systems used assist advisors and faculty/staff to guide students through school and postgraduate outcomes the student wants. EAB provides strategic guidance and data needed to improve mission-critical outcomes and prepare for tomorrow's students.

- 14) New janitorial services contract for FY2024 with Georgia Assoc. of Rehabilitation for all campus/site locations; cost \$612,037.00. **State funds are available for this expenditure.**

DISCUSSION: GPTC is seeking a new contract with Georgia Assoc. of Rehabilitation for FY2024 to provide annual janitorial services for all campus/site locations. The contract includes day porters to assist with the cleanliness required by the college. Outsourcing janitorial services saves the college a considerable amount of money when compared to filling these positions with full-time benefited employees. This is the initial agreement with four one-year renewable options on this contract. Site locations include DeKalb Campus, Paul Starnes Center, Regional Transportation Training Center, Rockdale Career Academy, and Newton A, B, C, D Buildings.



15. **Lanier Technical College** – Control upgrades and new Controls System from Control Concepts for Buildings A, B, C at Forsyth Campus; cost \$315,587.00. **MRR bond funds are available for this expenditure.**

DISCUSSION: This purchase includes the conversion of obsolete pneumatic valves (Buildings A & B) to Direct Digital Control as well as updating the HVAC controls hardware/software in Building C at the Forsyth Campus. The pneumatic valves on Buildings A-B are the original to construction and are now obsolete. The transition to Direct Digital Control valves will allow monitoring valve position and eliminate issues that are currently complicating the operation of the HVAC controls of these two buildings. The controls in Building C are also outdated and do not allow the same level of control as Buildings A-B. This update will address an issue that has plagued the conference center on weekends and has affected the college's ability to provide satisfactory customer satisfaction.

16. **Southern Crescent Technical College** – Cisco hardware/software and professional services from Byteworks for WebEx Calling migration; cost \$227,790.00. **CARES funds are available for this expenditure.**

DISCUSSION: SCTC currently uses a Cisco VoIP system as its main telecommunications system that was installed 10 years ago and will no longer support the latest updates and security upgrades. WebEx Calling will replace the current outdated equipment and will ensure that a new secure phone system is in place to support students/faculty/staff. The upgrade will also comply with the new Ray Baum's Act that requires E911 services.

17-19. Wiregrass GA Technical College; total expenditures \$453,019.00 –

- 17) Renewal of services with EAB Global for FY2024 for internet database subscriptions for Navigate & Community College Executive Forum modules; cost \$154,263.00. **Local funds are available for this expenditure.**

DISCUSSION: WGTC entered a contract with EAB Global in 2017 in its Student Success Collaborative to enhance their advising/retention efforts. This membership currently includes modules for Milestone Guidance, Academic Planning, Strategic Care, and Intelligence. These student-based and staff-based modules are integrated in enrollment, persistence, and retention initiatives of the college. In addition to the modules, membership includes consultation services and access to research/best practices related to these student success initiatives.

- 18) Training equipment from Southern Educational Consulting & Training for Precision Manufacturing, Engineering, and Mechatronics programs; cost \$129,256.00. **Federal grant funds are available for this expenditure.**

DISCUSSION: The requested equipment provides portable, multiple disciplinary training systems for introducing the concepts associated with Precision Manufacturing, Engineering, and Mechatronics that can be implemented at both Secondary and Post-Secondary institutions. The related curriculum and online content cover the requirements for most STEM programs. Equipment includes Fluid Power System, Mechanical System, PLC w/Sensors, and Smart Sensors Training Package.

- 19) Two used 2019 Freightliners from Four Star Freightliner for Commercial Truck Driving Program; cost \$169,500.00. **Equipment Refresh bond funds are available for this expenditure.**

DISCUSSION: The college is seeking to purchase two used vehicles for their growing Commercial Truck Driving Program on the Valdosta Campus. They currently have 7 trucks, all manual, none automatic ranging from the years 2003 to 2015. The current trucks often need maintenance/repairs and costs have increased for downtime services. Program enrollment increased by 56% in FY22, and FY23 enrollment is already at 118 prior to summer semester which should equal/exceed the FY22 totals. These vehicles will allow the college to serve more students, help to generate more revenue, and provide adequate representation of vehicles used in the trucking industry, as well as reduce the costs/downtime associated with frequent repairs.

That concluded the Committee report.

- **Executive Committee**

Chairman Trey Sheppard

Did not meet this month

V. **Executive Session**

Not needed at this meeting

VII. **OTHER BUSINESS**

Chairman Trey Sheppard

The next TCSG State Board meeting will be **June 1, 2023** at the TCSG System Office.

The 2023 schedule is below.

Thursday, June 1

TCSG System Office



Thursday, August 2-3*	West Georgia Technical College
Thursday, September 7	TCSG System Office
Thursday, October 4-5*	North Georgia Technical College
Tuesday, October 24* [Nov. Mtg.]	Hyatt Regency Savannah to coincide with TCSG Leadership Conf.
Thursday, December 7	TCSG System Office

Please let the Commissioner or Collier know if you have any issues with the date above. The TCSG schedule is in the Board Book and on the TCSG Website.

VIII ADJOURN

Chairman Trey Sheppard

I. Adjournment

MOTION: Mr. Doug Carter made the Motion is made to adjourn the April 27, 2023 State Board Meeting of the Technical College System of Georgia at 11:18 am. Mr. Jay Cunningham seconded the Motion. The Motion passed State Board approval unanimously.

The Technical College System of Georgia State Board Meeting stood adjourned.