



STATE BOARD GENERAL SESSION

Joe Yarbrough, <i>Chairman</i>	Buzz Law
Anne Kaiser, <i>Vice Chair</i>	Chunk Newman
Ben Bryant	Richard Porter
Doug Carter	Sylvia Russell
Shan Cooper	Trey Sheppard
Ben Copeland	Shirley Smith
Lynn Cornett	Michael Sullivan
Jay Cunningham	Phil Sutton
Tommy David	Baoky Vu
Mary Flanders	Dinah Wayne
Randall Fox	Tim Williams
James Gingrey	

MINUTES

Tuesday, October 4, 2016

1:30 – 2:30 p.m.

Room #7126

Savannah Technical College

5717 White Bluff Drive

Savannah, Georgia 31405

Absent: Ben Copeland, James Gingrey, Richard Porter, Sylvia Russell, Shirley Smith, Phil Sutton, Baoky Vu, Tim Williams

Absent during general session: Michael Sullivan

I. WELCOME AND CALL TO ORDER

Chairman Joe Yarbrough

Chairman Joe Yarbrough called the October 4, 2016 State Board meeting of the Technical College System of Georgia [TCSG] to order at 1:30 p.m. He welcomed the attending State Board members, the technical college presidents and the TCSG staff; thanking everyone for their participation during their respective committees.

II. CHAIRMAN'S COMMENTS

Chairman Yarbrough

The Chairman's first order of business was to call for a motion to approve the minutes from the September 8, 2016 State Board meeting. Motion was made by Mr. Buzz Law, was seconded by Mr. Randall Fox, and passed approval by the Board unanimously. Minutes stand approved.

Chairman Yarbrough then called on the Committee Chairs to give their reports.

III. COMMITTEE REPORTS

COMMITTEE CHAIRS

- **Academic Affairs**

Lynn Cornett



I. Academic Standards and Programs

Motion (Approval of Degrees, Diploma, and Technical Certificates of Credit):

Motion was made by Dr. Lynn Cornett that the college requests listed below to offer diploma, degree, and technical certificates of credit 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. Motion was seconded by Mr. Tommy and passed State Board approval unanimously.

Discussion:

Athens Technical College - TCC program in Pre-hospital EMS Operations, PEO1, 26 Credit Hours, effective January 2017.

Athens Technical College currently offers both the Emergency Medical Technician TCC and the Advanced Emergency Medical Technician TCC. By combining both of these programs into one TCC, it will give students the opportunity to complete both levels during a shorter time frame, produce more candidates for the workforce and provide them with the opportunity to move into the paramedic program more quickly. Currently three technical colleges adjacent to our service area offer EMT programs. This program will follow the state standard for PEO1. No additional costs are expected with this program since it is combining two existing TCCs. Enrollment in this program is expected to remain steady as we expect to enroll 62 students across all of our campuses in the first year through the third year of the program and into the future.

Enrollment Projections:

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

Evening Students Year 1: 62 Year 2: 62 Year 3: 62

Augusta Technical College - Diploma program in Business Healthcare Technology, BHT2, 46 Credit Hours, effective August 2017

The Business Healthcare Technology diploma program is designed to prepare graduates for employment in a variety of positions in today's technology-driven medical office workplaces. This program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of software and medical office technology. The healthcare industry will see an increase in demand for medical services in the near future due to the large baby-boom population aging and people remaining active later in life. Currently, only one other college in our service area is offering a program in this field. Anticipated new enrollment in this day program is approximately 30 for the each of the first three years. The College will follow State Standards. Program costs



will be covered by tuition and fees with Year 1 at \$102,440 and Year 3 estimated at \$101,940.

Enrollment Projections:

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

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

Augusta Technical College - Degree program in Business Healthcare Technology, BHT3, 61 Credit Hours, effective August 2017

The Business Healthcare Technology degree program is designed to prepare graduates for employment in a variety of positions in today's technology-driven medical office workplaces. This program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of software and medical office technology. The healthcare industry will see an increase in demand for medical services in the near future due to the large baby-boom population aging and people remaining active later in life. Medical office administrative staff support supervisors and managers and supervise staff. Many of the courses in this degree program are included in other Business Technology diploma programs; thus, many students will have opportunities to advance their education from a diploma status to a degree status by completing the Business Healthcare Technology degree. Currently, only one other college in our service area is offering a program in this field. Anticipated new enrollment in this day program is approximately 30 for the each of the first three years. The College will follow State Standards. Program costs will be covered by tuition and fees with Year 1 at \$102,440 and Year 3 estimated at \$101,940.

Enrollment Projections:

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

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

Augusta Technical College - Diploma program in Mechatronics Technology, MTD2, 49 Credit Hours, effective January 2017

The Mechatronics Technology Diploma program is designed for students who wish to prepare for a career as a Mechatronics technician/electrician. The diploma program teaches skills in Mechatronics Technology in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLCs, instrumentation, fluid power, mechanical, pumps and piping, robotics, and computers. Graduates are qualified for employment in areas such as industrial electrician, mechatronics technician, or electro-mechanical technician. Given projection of an increase of new manufacturing and industry in the local service area, there will be ample job opportunities for students graduating with a Mechatronics diploma as they will have broad skills in automated technology, machine



repair, and maintenance. There are no colleges in adjacent service areas that teach this program. The College will follow State Standards. The program expects to enroll 10 diploma students in Year 1 with growth to 15 students in Year 3. Many of these students will be enrolling in current courses in Industrial Systems Technology and Electronics Technology. Additional adjunct faculty costs will be minimal and driven by overall enrollment. While the College has all necessary laboratory space and equipment to run the program, there will be needed supplies for the students enrolling in courses. Therefore, Year 1 costs are projected to be \$27,413 with a decrease in the costs for Year 3 to \$12,413.

Enrollment Projections:

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

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

Augusta Technical College - Degree program in Mechatronics Technology, MT23, 62 Credit Hours, effective January 2017

The Mechatronics Technology Degree program is designed for students who desire to obtain a career as a Mechatronics technician/electrician. The program teaches skills in Mechatronics Technology in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLCs, instrumentation, fluid power, mechanical, pumps and piping, robotics, and computers. Graduates are qualified for employment in areas such as industrial electrician, mechatronics technician, or electro-mechanical technician given projection of an increase in new manufacturing and industry in the local service area, there will be ample job opportunities for students graduating with a Mechatronics diploma as they will have broad skills in automated technology, machine repair, and maintenance. There are no colleges in adjacent service areas that offer the program. The College will follow State Standards. The program expects to enroll 10 associate degree students in Year 1 with growth to 15 students by Year 3. Many of these students will be enrolling in current courses in Industrial Systems Technology and Electronics Technology. Additional adjunct faculty costs will be minimal and driven by overall enrollment. While the College has all necessary laboratory space and equipment to run the program, there will be a need to update its current industrial robotics trainer at an expected cost of \$105,000, which is approved for funding under a current federal grant administered by the College. Therefore, Year 1 costs area projected to be \$117,413 with a decrease in the costs for Year 3 to \$12,413.

Enrollment Projections:

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

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

Augusta Technical College - Degree program in Surgical Technology, ST13, 70 Credit Hours, effective August 2017



According to Standard I.A.-Sponsoring Educational Institution of the Surgical Technology Standards Interpretative Guide (located at <http://www.arcstsa.org/wp-content/uploads/2016/01/SIG-ST-010116.pdf>), all sponsoring institutions should award a minimum of an Associate's Degree at the completion of the program no later than August 1, 2021. The College is pursuing this degree status based on the current diploma program's accreditation requirements. The new program will follow State Standards. Enrollment will be 19 in Years 1-3 and is based primarily on laboratory and clinical limitations. The College currently has the laboratory and other resources necessary for the associate program as we currently deliver the diploma program in the same area. Under the Accreditation guidelines the College will need to hire a new Clinical Coordinator for the program. Therefore, primary costs will be for the addition of the new Clinical Coordinator with Year 1 and Year 3 costs estimated at \$132,880 each.

Enrollment Projections:

Day Students Year 1: 19 Year 2: 19 Year 3: 19

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

Augusta Technical College - TCC program in Android Mobile Programming, AL71 19 Credit Hours, effective January 2017.

Employment of software developers is projected to grow 17 percent from 2014 to 2024, much faster than the average for all occupations. Employment of applications developers is projected to grow 19 percent, and employment of systems developers is projected to grow 13 percent. The main reason for the rapid growth in both applications developers and systems developers is a large increase in the demand for computer software. The need for new applications on mobile devices and tablets will help increase the demand for application software developers. The demand for Mobile Web application is evident as local businesses and government are increasingly relying on apps to provide quick access to numerous resources. Since this growth is predicted nationally, implementation of this program locally will complement other computer-related programs and offer students employment and marketability opportunities for these cutting-edge technologies. This program will follow State Standards. Year 1 enrollment is estimated at 25 for combined days and evenings with an increase to 35 by Year 3. Since the College currently offers a robust cadre of computer-related programs, including significant lab equipment and supplies, costs will be minimal. Year 1 and Year 3 costs, estimated at \$9,623, will primarily be for adjunct faculty and other equipment and supplies driven by enrollment.

Enrollment Projections:

Day Students Year 1: 15 Year 2: 18 Year 3: 20

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



Coastal Pines Technical College - TCC program in Motorsports Fabrication Technician, MFT1, 21 Credit Hours, effective January 2017.

The Motorsports Fabrication Technician technical certificate of credit is needed to allow Coastal Pines Technical College (CPTC) to provide a skilled workforce to a new extreme motorsports company that is locating in CPTC's service delivery area. The service area will benefit from the program by allowing citizens to take advantage of a new career employment opportunity in an exciting, promising industry for the Southeast Georgia area. The Motorsports Fabrication Technician certificate will enable graduates to gain entry level employment as well as an opportunity to get in on the ground work of a profitable industry. No other colleges in or adjacent to CPTC's service delivery area offers this program. The program will follow the state curriculum standard. The first year costs are estimated at \$14,500 and include costs for faculty, equipment, and materials/supplies. The program will be funded with tuition and fees. CPTC anticipates enrolling 15 students during the first year and increase to 40 students by year three.

Enrollment Projections:

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

Evening Students Year 1: 0 Year 2: 10 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 Joe Dan Banker, Executive Director, Academic Affairs, at 404-679-1670.

II. **Program Terminations**

Motion was made by Dr. Lynn Cornett that the college requests listed below to terminate diploma, degree, and TCC programs be approved for the semester specified for each request. Motion was seconded by Mr. Ben Bryant and passed approval by the State Board unanimously.

Discussion:

Georgia Northwestern Technical College

Diploma program in Pharmacy Technology, PT22, effective May 2017.

Degree program in Pharmacy Technology, PT23, effective May 2017.

TCC program in Pharmacy Assistant, PB71, effective May 2017.

III. **Approval for Program Standards and Revisions**



Motion was made by Dr. Lynn Cornett to approve program standards and revisions for October 2016. Motion was seconded by Mr. Chunk Newman; State Board voted unanimously to approve the motion.

State Board Standards and Revisions Summary for October 2016

Major Code	Program Name	Program Development	Award Level	Credit Hours
AN71	Advanced Patient Care Assistant	Wiregrass Georgia	TCC	26
AM71	Advanced Pipefitting Technician	Southern Crescent	TCC	15
BP21	Basic Pipefitter	Southern Crescent	TCC	10
DFA1	Dental Office Assistant	Wiregrass Georgia	TCC	24
RC12	Residential Carpentry	Columbus	Diploma	42
FIP1	Film Production - Accounting Assistant	Southern Crescent	TCC	23
FIT1	Film Production - Administrative Assistant 1	Southern Crescent	TCC	18
FI31	Film Production - On-Set Production Assistant I	Southern Crescent	TCC	15
IP31	Intermediate Pipefitting Technician	Southern Crescent	TCC	10
MNA1	Nurse Aide Dual Enrollment	Southeastern	TCC	10
NT61	Nursing Technician	Wiregrass Georgia	TCC	16
PT31	Pipefitting Technology	Southern Crescent	TCC	28
RT21	Radiologic Technician Assistant	Wiregrass Georgia	TCC	25
SSF1	Sustainable Small Farm Technician	Ogeechee	TCC	16

**V. ADDENDUM – Academic Standards and Programs
Motion (Approval of Associate of Science Degree):**



Motion was made by Dr. Lynn Cornett that the college request listed below to offer an ADN degree program be approved effective the semester specified for the request. Any fiscal requirements to begin this program must be approved through the standard budget process. Motion was seconded by Mr. Chunk Newman and passed approval by the State Board unanimously.

Discussion:

Oconee Fall Line Technical College – ADN Bridge program in Nursing, AD53, 60 credit hours, effective August 2018

In 2009, Darton State College began offering a highly successful practical nursing/paramedic to associate degree in nursing bridge program on the Oconee Fall Line Technical College Sandersville Campus. Darton State College administration has expressed intent to suspend the program in Sandersville and asked OFTC for assistance in continuing the ADN education in the east central area of the state. In addition, current Darton State College ADN faculty members located on the Sandersville Campus have expressed interest in continuing to teach an ADN program on the OFTC Sandersville Campus. The Workforce Innovation Opportunity Act (WIOA) projects that registered nursing occupations in the East Central Georgia and Heart of Georgia Altamaha WIAO areas will increase by 21.23% and 9.24% between 2012 and 2022. Economic Modeling Specialists, Inc. projects demand for registered nurses in the college's eleven-county service area will increase by a total of 233 openings or 11% between 2014 and 2024. The college has received support from key healthcare providers within the service area. Community partners have indicated support of the ADN program through survey response and letters of support. Middle Georgia State University also operates in the OFTC service area offer an associate degree in nursing program. The curriculum for the ADN bridge program will be institutionally developed as required by the Georgia Board of Nursing. OFTC anticipates that the first year costs are approximately \$314,800 which includes the salary and benefits for a nurse administrator, two faculty members, and an administrative assistant; travel, supplies, ACEN accreditation and updated library resources which will be locally funded and funded via a federal grant. The college will use local funds and grant funding to cover the program costs. The college anticipates an enrollment of 40 students in the first year to expand to 60 students by the third year.

Enrollment Projections:

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

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

- **Adult Education**

Mary Flanders *for Ben Copeland*

Past Chair Mary Flanders gave the committee report for Adult Education. She shared that Billie Izard gave an overview of the CLCP Directors Meeting that took place at the Adult Education Fall



Conference. The highlights from the conference were the Bibb County DREAM Team winning the volunteer hours award with 16,523 volunteer hours logged. Also notable was the GED Testing Scholarships award for multiple counties was given to Southwest Regional CLCP for giving 212 scholarships.

Mrs. Flanders also noted that in the GED Testing Program there were 841 GED credentials awarded in August 2016, which was double the number at that same time last year; the GED online transcript requests made up a total of 71% of the total requests for the previous month.

That concluded Mrs. Flanders report for the Adult Education committee.

- **External Affairs and Economic Development**

Doug Carter

Chair Doug Carter begin his report by stating that the Economic Development and Quick Start team had a busy month of September with two prospects for a total of 473 potential new jobs and four announcements with a total of 3,600 new jobs.

Mr. Carter reported that from the Communications team that the Native Ad Campaign continues to progress with GPB's football ads. Also noted was that the communication team has been hard at work supporting the planning and execution of the Adult Leadership Conference and TCSG's Leadership Conference.

Lastly Mr. Carter reported that Travis Johnson filled in on the committee for both external affairs and stewardship/development. Chairman Carter shared that Travis Johnson joined the SKILLSUSA group in Washington DC on their trip to visit Capitol Hill to visit legislators. He reminded the Board to save the date for the TCSG Foundation's first 'Taste of TCSG' on December 1. The last bit of exciting news was to share that Kia Motors Manufacturing Georgia's, Ms. Corinne Hodges, was appointed to the TCSG Foundation.

That concluded Chairman Carter's report.

- **Facilities and Real Estate**

Chunk Newman

Mr. Chunk Newman stated that his Committee had no action items to report.

- **Governance, Compliance and Audit**

Tommy David *for Michael Sullivan*

Motion was made by Mr. Tommy David for the approval of Local Board Member Appointments as listed in your Board materials. Motion was seconded by Mr. Ben Bryant and passed State Board approval unanimously.

October State Board Meeting 2016



- A. Albany Technical College
Colonel Eric Livingston, Dougherty County, **Appointment**, expiration June 30, 2019

- B. West Georgia Technical College
Ms. Pamela A. Sewell, Haralson County, **Appointment**, expiration June 30, 2019

- **Operations, Finance, and Planning**

Dinah Wayne

Expenditure Requests

MOTION: The motion was made by Mrs. Dinah Wayne 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. Motion was seconded by Mr. Buzz Law; motion was voted on and approved by the State Board unanimously.

1. **System Office/IT** – Request to pay Oracle for annual Oracle software maintenance/support fees; cost \$655,863.00. **State funds are available for this expenditure.**

Discussion: This expenditure is to pay maintenance & support fees to Oracle for the database software at each of the technical colleges and the TCSG system office. Oracle database software is required to support Banner and DegreeWorks. The system office uses Oracle as the database software for the data warehouse and reporting systems (KMS & TEAMS).

2. **Central Georgia Technical College** – Renewal of lawn/grounds maintenance contract with NGL&Erosion Control for FY2017 covering 4 campus locations with amendment to add properties of Watson Bldg. & Jones Center; cost \$165,600.00. **Local funds are available for this expenditure.**

Discussion: CGTC is seeking the second renewal of a 4-option renewable contract for FY2017. This contract is for lawn/grounds maintenance at 4 campus locations (Warner Robins, Macon, Putnam, and Crawford). A contract amendment has been added to maintain properties described as the Watson Bldg. (Warner Robins campus) and the Jones Center (Macon campus). CGTC does not have sufficient internal staff to maintain campus grounds so it is crucial to utilize the services of an outside supplier in order for the college to maintain a clean, neat, and appealing appearance for all of its grounds areas.

3. **Savannah Technical College** – 187 Cisco Wireless Network Access Points plus installation from Strategic Products & Services for all campus locations; cost \$188,618.00. **Local funds are available for this expenditure.**

Discussion: A Cisco wireless infrastructure refresh is needed to replace Cisco access points that are approx. 8 years of age and are failing at a rapid rate. The college wireless network



system is utilized by students to complete in-class/out-of-class assignments, by faculty as an instruction tool, and by college staff as part of the communication backbone within the college.

- **Executive Committee**

Chairman Joe Yarbrough

Chairman Yarbrough called on Vice Chair Anne Kaiser for a motion.

- Motion was made by Vice Chair Anne Kaiser to accept the Commissioner’s recommendation to name Building 200, the main building on the Griffin Campus of Southern Crescent Technical College, the “Dundee Education Technology Center.” Motion was seconded by Mr. Chunk Newman and passed approval by the State Board unanimously.

IV. COMMISSIONER’S COMMENTS

Commissioner Gretchen Corbin

The Commissioner took this time to thank specific members of the TCSG team for their detailed work the previous month. She thanked Deputy Commissioner Matt Arthur, Carla DeBose, Beverly Smith, Bobby Creech, Latanya Overby and Billie Izard for the work in making the Fall Adult Education Conference a huge success.

She thanked Dr. Kathy Love for hosting the State Board during the TCSG Leadership Conference and for her unmatched hospitality.

She remarked that one bit of exciting news to come from one of our colleges after her Economic Development mission with the Georgia Department of Economic Development was that Lanier Technical hosted 14 German-American Fulbright Commission Higher Educational Experts at their Oakwood Campus to discuss “The role of U.S. universities: balancing education, research, and industry”. She thanked Dr. Perren for being a tremendous host to this group. They participated in round-table discussion on the effective apprenticeship model of local businesses with Lanier Technical College, cultural barriers to expanding the apprenticeship model in the US, and the return on effort of successful implementation for both academia and business. Apprenticeships combined with higher education have been common in Germany for over 100 years. Several local business and corporations, including IMS Gear, King’s Hawaiian, Kubota Manufacturing of America, and Siemens USA participated in the round-table.

That concluded the Commissioner’s report.

V. OTHER BUSINESS

Chairman Yarbrough

Chairman Yarbrough ended the meeting by once again thanking Dr. Kathy Love for hosting the State Board to Savannah Technical College and for her hospitality.



Chairman Yarbrough reminisced on the opening session of the TCSG Leadership Conference and remarked what an honor it was to be speak at the Leadership Conference the day before to welcome representatives from each of the 22 technical colleges and expressed his deepest appreciation for Governor Deal's participation as well. He remarked that it is a privilege to serve the State as Chairman of the State Board of the Technical College System of Georgia, and to have the leadership of Governor Deal who understands the importance of education and specifically who champions technical education is truly a benefit to us all. He further shared sentiments of the great man Governor Deal is, and all that he does for our state; lastly he stated was a joy it was to have Governor Deal join the group at the opening session of the TCSG Leadership Summit which included the TCSG State Board, colleges' local boards, colleges' foundation trustees, staff from the colleges, and system office staff.

Next he welcomed Mrs. Shan Cooper to her first State Board Meeting. He remarked that it was a joy to have her join the State Board in an at-large position and that he was thrilled to have her knowledge and insight added to this group.

He reminded the State Board of the remaining meetings for 2016:

- Thursday, November 3 at the TCSG System Office
- Thursday, December 1 at the TCSG System Office

Lastly, he reminded everyone of the remaining schedule to the TCSG Leadership Conference and thanked each Board member for the participation in the meetings and in the conference.

That concluded the Chairman's remarks and he called for a motion to adjourn. Motion was made by Mr. Buzz Law and seconded by Mr. Doug Carter; motion passed unanimously. Meeting was adjourned at 2:03 p.m.

VI. ADJOURN

Chairman Yarbrough

Respectfully submitted:
Haley Allison, State Board Liaison
Technical College System of Georgia