



STATE BOARD GENERAL SESSION

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

EXTENDED AGENDA

Wednesday, March 13, 2019
10:10 a.m.

Renaissance Waverly
Atlanta, Georgia

Absent at the General Session: Ben Bryant, Shan Cooper, Sylvia Russell, Trey Sheppard, Phil Sutton

I. WELCOME AND CALL TO ORDER Chair Anne Kaiser

II. CHAIR'S COMMENTS Chair Anne Kaiser

- Approval of February 7, 2019 Minutes

III. COMMISSIONER'S COMMENTS Commissioner Matt Arthur

IV. COMMITTEE REPORTS COMMITTEE CHAIRS

- **Academic Affairs Randall Fox for Lynn Cornett**

I. Academic Standards and Programs

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

Motion is made that the college requests listed below to offer degree, diploma and TCC 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.

DISCUSSION:



Albany Technical College - Degree program in Fire & Emergency Services Occupation, FIE3, 62 Credit Hours, effective August 2019

The Fire & Emergency Services program is needed to accommodate the workforce demands of fire service and emergency services. Employment of dual trained first responders is projected to grow 15 percent from 2016 to 2026, much faster than the average for all occupations. Emergencies now require the lifesaving skills of both the Firefighter and EMT. The trend of being dual trained has become the standard. This program will provide students the occupational foundation needed for entry level employment within the fire and emergency service. There are no other colleges providing this program in our service delivery area or any adjacent service area. This program was institutionally developed due to recommendations from local employers in the fire and emergency service profession. There will be a slight increase in supply costs for this program due to the program's projected enrollment increase. The program projects enrollment of 25 students the first year and approximately 35-40 students during each year thereafter.

Enrollment Projections:

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

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

Atlanta Technical College - Degree program in Photography, PH23, 60 Credit Hours, effective August 2019

Atlanta Technical College (ATC) requests the adoption of an institutionally-developed Photography Degree. Currently a photography specialization is offered within the Design and Media Production Technology (DMPT) Degree/Diploma. However, due to Design and Media beginning as a graphic design program, its departmental core is comprised of graphic design courses. As a result, students graduating with an associate's degree in Design and Media with a specialty in photography only take 6 courses in photography. In the proposed degree program, students would take 12 courses which better equips them for employment upon graduation as a photographer. The demand for photographers is high. According to EMSI, employment opportunities for photographers, are expected to grow 25.4% from 2017-2027 within the Atlanta Technical College service region. Furthermore, having a program called "Photography" will increase the marketability for students graduating from the program. At present it is not



obvious that the photography specialization is embedded within the DMPT degree/diploma to prospective students, limiting the growth of the program. Within the ATC service area, the Art Institute of Atlanta and Savannah College of Art and Design (SCAD) offer similar and much more expensive programs. Additionally, Gwinnett Tech had an institutionally developed Photography program, but the program has been closed and is now in a teach out phase, leaving an even bigger vacuum in the greater Atlanta area. There are no like programs currently being offered by non-TCSG institutions adjacent to the ATC service region. The projected first year costs of the program are \$34,500 for adjunct salary, supplies, and travel associated with professional development. The costs will be offset by tuition and fees. There is no additional costs to the college for equipment or facilities. Expected enrollment for year one is 70 students and the third-year enrollment is projected to increase to approximately 150 students.

Enrollment Projections:

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

Evening Students Year 1: 20 Year 2: 25 Year 3: 50

Central Georgia Technical College - TCC program in Sustainable Small Farm and Agriculture Technician, SS21, 17 Credit Hours, effective August 2019

This program provides training in sustainable, small-scale food production to enhance self-employment in farming and related careers. Courses provide an overview of and hands-on experience in the production, management, and marketing of small-scale food production and farming. This certificate program meets demand for training in agribusiness to military veterans in conjunction with Comfort Farms, an agricultural organization in Baldwin County, within CGTC's service area. The occupational outlook handbook 2014 indicates that job prospects will be good for an increasing number of small-scale farmers who have developed successful market niches that involve personalized, direct contact with their customers. More farmer's markets are opening up in Georgia as consumers are interested in locally grown, sustainable produce. This TCC program is not offered at any other technical college in Georgia. This is an institutionally-developed program using existing standardized courses and meets general program standard requirements for programs at the TCC level. The projected program start-up cost is approximately \$83,300, with the majority funding for salaries planned



through a cooperative USDA grant. Enrollment is estimated to be 12 students the first year with a projected growth to 48 students by year three.

Enrollment Projections:

Day Students Year 1: 12 Year 2: 24 Year 3: 48

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

Chattahoochee Technical College - TCC program in E-Learning Design and Development Specialist, EDA1, 11 Credit Hours, effective January 2020

For many reasons, distance learning is becoming a more and more attractive option in higher education instruction. The flexibility and portability of e-Learning meets the needs of the adult learner. However, with this flexibility, the instructor loses the benefits of the physical classroom -- from time-management to student interaction. As the demand for online instruction continues to grow, the need to design and develop an engaging and effective online course grows too. The E-Learning Design and Development TCC provides students with entry-level training in the skills needed to successfully teach in an online environment.

Enrollment Projections:

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

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

Columbus Technical College - TCC program in 3D Printing and Rapid Prototyping, 3PA1, 21 Credit Hours, effective August 2019

The new technology with additive manufacturing (i.e. 3-D Printing and Prototyping) allows manufacturers to design and build the finished product. Once complete the prototype of the part or component may be revised with mechanical revisions and tested for fit, form and function. In fact, some businesses are using the 3-D Printing process not only for design and prototypes but totally as the manufacturing process. For example, we have a local manufacturer in our service area that utilizes 3-D Printing to manufacture their finished products. The 3-D Printing and Prototyping process is usually developed by a Drafter or Engineering Technician. According to the Bureau of Labor Statistics (BLS) the employment of drafters for Georgia as of the May 2017 report an annual mean wage of \$50,460. The 3-D Printing field is projected to grow as the printer and scanner costs continue to decline as technology and prototype design increase. Since the faculty, software, 3D printers, and other needed



resources are already in place, the first year program costs would be \$0. However, moving forward the program would need to upgrade printers and/or scanner capabilities through program budgets or Perkins grant monies. The projection of students for the first year are less than ten (10) to assure we manage the program and continue to expand and improve course content. By the third (3rd) year the 3D Printing and Prototype program should grow to more than fifteen (15) students due to technological advancement in field and dual enrollment opportunities.

Enrollment Projections:

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

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

Columbus Technical College - TCC program in Certified Production Technician, CQ71, 16 Credit Hours, effective May 2019

The CPT Program is needed at Columbus Technical College to meet industry demand for entry-level production workers to have a stronger set of advanced manufacturing skills than currently offered by the basic skills gained through the college's CMS Program. Also, having the ability to offer the CPT Program enables the college to participate in the Heroes Make America Program on Fort Benning. The partnership with Fort Benning is dependent upon the approval of the CPT program. Lastly, an upgrade from the CMS to the CPT Program is the centerpiece of the college's NSF Grant proposal. There are no other providers of the CPT Program in the college's service area. The program meets all State Board requirements. Costs of the program that will be offered without an NSF grant are the same as the current CMS Program. It is anticipated that annual attendance, including both high school students and transitioning soldiers, will average 150 students during the day and another 25 students at night.

Enrollment Projections:

Day Students Year 1: 150 Year 2: 150 Year 3: 150

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

North Georgia Technical College - TCC program in Computer Forensic and Investigation Specialist, CF31, 26 Credit Hours, effective August 2019

There has been tremendous interest by students in this program. This certificate will be part of our networking program. Computer fraud is on the rise and employers are needing this skill. Ansley Communications and



Omega are employers interested in this program. Currently, no other colleges in NGTC's service area offers this certificate. This program will follow TCSG state standards and meets State Board and general program standard requirements at its award level. No additional costs are required for the implementation of this program.

Enrollment Projections:

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

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

Savannah Technical College - TCC program in Avionics Installer Certificate, AI11, 10 Credit Hours, effective May 2019

The Avionics Installer Certificate of Credit is needed in Savannah Technical College's service area because the major employer in our area, Gulfstream, has a growing need for this skill set. There are no programs like this in our service area. This institutionally developed program will help make sure that one of the major employers in the State of Georgia continues to have well trained individuals to enter the work force. This program meets the requirement for a Certificate of Credit for TCSG. The only cost the college will incur for starting this program is adjunct faculty cost and supplies. All equipment needed to start the program is/was bought through a donation from Gulfstream for the purpose of starting this program. The cost incurred by the college will be funded through tuition. The program is projected to have 24 students in its first year and will then grow to 48 students for each year after that.

Enrollment Projections:

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

Evening Students Year 1: 24 Year 2: 48 Year 3: 48

Savannah Technical College - TCC program in Avionics Technician Certificate, AT31, 9 Credit Hours, effective May 2019

The Avionics Technician Certificate of Credit is needed in the Savannah Technical College's service area because the major employer in our area, Gulfstream, as well as other Georgia-based aviation industries, have a growing need for this skill set. There are no programs like this in our service area. This institutionally developed program will help make sure that the aviation industry in the State of Georgia continues to have well-trained individuals to enter the aviation/avionics workforce. This program meets



the requirements for a Certificate of Credit for TCSG. The only cost the college will incur for starting this program is adjunct faculty cost and supplies. All equipment needed to start the program is/was bought through a donation from Gulfstream for the purpose of starting this program. The cost incurred by the college will be funded through tuition. The program is projected to have 24 students in its first year and will then grow to 48 students for each year after that.

Enrollment Projections:

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

Evening Students Year 1: 24 Year 2: 48 Year 3: 48

Southern Regional Technical College - TCC program in CNC Specialist, CS51, 22 Credit Hours, effective August 2019

Taurus USA, a firearms manufacturer, is in the process of building a 200,000-square foot facility in Bainbridge, Georgia (Decatur County), which will create more than 300 jobs in Southwest Georgia. Southern Regional Technical College has been working with Taurus and the Decatur County Development Authority in an effort to provide specific training needs for the company. State-of-the-art CNC machines are being purchased for the Bainbridge campus of SRTC and the standardized curriculum of the CNC Specialist TCC will meet the immediate training needs for Taurus. Due to the nature of the program, SRTC plans to utilize Taurus employees as adjunct instructors, and there should be minimal cost associated with instruction.

Enrollment Projections:

Day Students Year 1: 25 Year 2: 30 Year 3: 30

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

Southern Regional Technical College - TCC program in Tool and Die Specialist, TA11, 18 Credit Hours, effective August 2019

Check-Mate Industries, a manufacturer of metal stampings and tool and dies, is moving from West Babylon, New York, to Thomasville, Georgia, and should create 230 new jobs for Southwest Georgia. Southern Regional Technical College, along with the Thomasville/Thomas County Development Authority, have been working with Check-Mate to determine the specific training needs for the company. The Tool and Die Specialist TA11 contains the curriculum that best suits the needs for Check-



Mate. The standardized TCC will be taught at the Check-Mate facility with Check-Mate equipment. The company has also shown an interest in providing current Check-Mate employees as adjunct instructors. Due to the nature of the program, there should be no facility or equipment costs and only minimal instructor costs associated with offering the Tool and Die Specialist.

Enrollment Projections:

Day Students Year 1: 25 Year 2: 30 Year 3: 30

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

II. Program Terminations

Motion is made to approve the program termination requests for March 2019.

Terminations of TCCs, Diplomas and AAS Degrees

Athens Technical College

Degree program in Diagnostic Medical Sonography (DMS3), effective April 2019.

Ogeechee Technical College

Diploma program in Forensic Science Technology (FS12), effective April 2019.

Degree program in Forensic Science Technology (FST3), effective April 2019.

TCC program in Critical Care Emergency Medical Transport Professional (CC51), effective April 2019.

TCC program in Advanced Medical Office Manager (AMO1), effective April 2019.

TCC program in Certified Construction Worker (CCW1), effective April 2019.

TCC program in Crime Scene Investigation (CB71), effective April 2019.

TCC program in Early Childhood Exceptionalities (EC41), effective April 2019.

III. Approval for Program Standards and Revisions

Motion is made to approve program standards and revisions for March 2019



State Board Standards and Revisions Summary for March 2019

Major Code	Program Name	Program Development	Award Level	Credit Hours
NH73	Nursing	Coastal Pines	Degree	67
AI11	Avionics Installer Certificate	Savannah	TCC	10
AT31	Avionics Technician Certificate	Savannah	TCC	9
CR31	Clinical Research Professional	Gwinnett	TCC	22
DMT1	Die Maintenance Technician	Georgia Northwestern	TCC	36
FFR1	Fundamentals of Robotics	Chattahoochee	TCC	26
PH23	Photography	Atlanta	Degree	60
CY13	Cybersecurity	Standard	Degree	60
CY12	Cybersecurity	Standard	Diploma	40

- **Adult Education** **Ben Copeland**
No motions.
- **External Affairs and Economic Development** **Doug Carter**
No motions.
- **Facilities and Real Estate** **Chunk Newman**

I. Approval of Real Estate Transactions

Motion is made to authorize the staff to prepare appropriate requests to the State Properties Commission seeking its approval of, and assistance with the execution of the following real estate transactions.

A. Southern Regional Tech – Rental of 6,340 SF from Board of Regents

DISCUSSION: Southern Regional Technical College requests approval on the execution of Lease Agreement #9121 with the Board of Regents of the University System of Georgia, covering 6,340 square feet of classroom and office spaces located at 40 Harold Ragan Drive, Blakely, GA, at the rental rate of \$13,314.00 per annum, with an option to renew for 2 consecutive one year periods with no rent escalation.

B. Wiregrass Georgia Tech - LOI for 22,223 SF from Cook County Board of Commissioners



DISCUSSION: Wiregrass Georgia Technical College requests approval on the execution of Letter of Intent #5902 with the Cook County Board of Commissioners, covering 22,223 square feet of classroom and office spaces located at 1676 North Elm Street, Sparks, GA, at the rental rate of \$9,747.00 per annum, with an option to renew for 5 consecutive one year periods with no rent escalation.

II. Approval of Construction Contracts

MOTION is made to authorize the Commissioner to execute the construction contract listed below at a cost not to exceed the amount stated for each request.

- A. **Albany Tech** - \$296,795.00 with LRA Constructors, Inc.

DISCUSSION: Albany Technical College requests approval on the execution of a construction contract for "Building C HCT Science Lab Renovation" on the Dougherty County Campus of Albany Technical College, with LRA Constructors, Inc., Albany, GA in the amount of \$296,795.00, using local funds.

- B. **Central Georgia Tech** - \$355,600.00 with J.M. Clayton Company

DISCUSSION: Central Georgia Technical College requests approval on the execution of a construction contract for "Boiler Replacement Building B" on the Macon Campus of Central Georgia Technical College, with J.M. Clayton Company, Thomaston, GA in the amount of \$355,600.00, using local funds.

- C. **Georgia Northwestern Tech** - \$206,888.86 with Osprey Management

DISCUSSION: Georgia Northwestern Technical College requests approval on the execution of a construction contract for "Cosmetology Renovation" on the Floyd County Campus of Georgia Northwestern Technical College, with Osprey Management, LLC, Norcross, GA in the amount of \$206,888.86, using local & funds.

- D. **Gwinnett Tech** - \$208,866.20 with Centennial Contractors Enterprises

DISCUSSION: Gwinnett Technical College requests approval on the execution of a construction contract for "Renovation of Diesel Lab" on the



Main Campus of Gwinnett Technical College, with Centennial Contractors Enterprises, Inc., Atlanta, GA in the amount of \$208,866.20, using bond funds.

- E. **Lanier Tech** - \$261,407.52 with Rubio and Son Interiors, Inc.

DISCUSSION: Lanier Technical College requests approval on the execution of a construction contract for "Building Automation Systems Laboratory" on the Forsyth Campus of Lanier Technical College, with Rubio and Son Interiors, Inc., Dacula, GA in the amount of \$261,407.52, using local funds.

- F. **West Georgia Tech** - \$844,500.00 with Torrance Construction Co.

DISCUSSION: West Georgia Technical College requests approval on the execution of a construction contract for "Callaway Conference Center Culinary Kitchen Addition" on the LaGrange Campus of West Georgia Technical College, with Torrance Construction Company, LaGrange, GA in the amount of \$844,500.00, using local funds.

- G. **Oconee Fall Line Tech** - \$1,201,028.00 with Dyer Construction, Inc.

DISCUSSION: Oconee Fall Line Technical College requests approval on the execution of a construction contract for "Porter Center Renovations" on the Dublin Campus of Oconee Fall Line Technical College, with Dyer Construction, Inc., Milledgeville, GA in the amount of \$1,201,028.00, using local funds.

- **Governance, Compliance and Audit**

Joe Yarbrough

- I. **General Motion**

General motion to approve substituting the Governor's Executive Order on Ethics dated March 30, 2017 with the Governor's Executive Order on Ethics signed by Governor Brian Kemp on January 14, 2019 in all policies referencing such order.

DISCUSSION: Governor Nathan Deal last signed the Governor's Executive Order on Ethics on March 30, 2017, and Governor Brian Kemp renewed the Order on January 14, 2019 making no substantive changes. We are requesting to replace the old Order with the updated version in all policies and procedures in which it is referenced.

- II. **Approval of Mutual Aid Agreements**



Motion to approve the proposed Mutual Aid Agreements as listed in the Board materials.

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

III. Local Board Member Appointments

Motion to approve local board member appointments as listed in the Board materials.

- **Operations, Finance, and Planning**

Tim Williams

I. Expenditure Requests

MOTION: The motion is made for the State Board to authorize the Commissioner to purchase the designated items or execute the requested contracts for the system office and technical college listed below at a cost not to exceed the amounts stated.

1. **TCSG/Student Affairs** – Request to approve an agency contract between TCSG and CampusLogic for software to provide a cloud based student financial aid analytical platform for each of the 22 colleges. Costs not to exceed \$485,000.00. **Local funds are available for this expenditure.**

DISCUSSION: CampusLogic software provides a cloud based student financial aid analytical platform to assist the 22 colleges with financial aid compliance. To assist the colleges with verification and satisfactory academic progress, the software will allow students to upload required verification documentation by taking a picture with their smartphone. This will improve customer service as well as ensure only needed information is collected by the college. The software will also help with satisfactory Academic progress appeals and financial aid award letters. Each college will be able to select the components that will meet the college's needs.

2. **Coastal Pines Technical College** – 100 computers, monitors & accessories from Technology Integration Group to replace obsolete equipment; cost \$136,889.00. **Local funds are available for this expenditure.**



DISCUSSION: 100 Dell computers are needed to replace obsolete equipment used by faculty/staff who utilize Banner 9 forms. The recent upgrade to Banner 9 forms has resulted in slower processing time for older computers and this replacement will increase the efficiency of college staff.

3. **Gwinnett Technical College** – Audio/Visual equipment including installation services from Howard Technology Solutions to upgrade 18 classrooms; cost \$329,069.00. **Obsolete equipment bond funds are available for this expenditure.**

DISCUSSION: Audio/visual equipment is needed to replace and upgrade instructional audio/visual systems in 18 classrooms at the Lawrenceville campus. These classrooms no longer meet the needs for instruction due to aging equipment which is inconsistent in operation and lack the media capabilities used for delivery of engaging online content at the core of most classes today. Equipment includes projectors, switchgear, screens and podiums.

- **Executive Committee**

Chair Anne Kaiser

No motions.

VI. **OTHER BUSINESS**

Chair Anne Kaiser

VII. **ADJOURN**

Chair Anne Kaiser