

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Natural Resources Building - Oak Room

August 19, 2020 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Carolyn Ethridge, Dr. Barbara Golden, Tammi Hall, Fred Hill, Caughey Hearn, Bobby Jones, Ben Ross, Yolanda Tremble, and Grace Waits

MEMBERS ABSENT: None

STAFF PRESENT: Jeff Davis, Michelle Davis, Lori Durden, Eyvonne Hart, Dr. Ryan Foley, Karen Mobley, Jan Moore and Brandy Taylor

STAFF ABSENT: None

CALL TO ORDER: Pursuant to the date and location stated above, Fred Hill, Chair, called the meeting to order at 9:08 a.m.

INVOCATION: Ben Ross gave the invocation.

Fred Hill welcomed Grace Waits to the local board.

REVIEW OF AGENDA: Upon a motion by M. Anderson, seconded by B. Jones; all in favor; none opposed; the Board accepted the agenda as presented.

REVIEW OF MINUTES: Upon a motion by C. Ethridge, seconded by T. Hall; all in favor; none opposed; the Board accepted the minutes of June 17, 2020 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES: August 3, 2020

Local Board Member Appointment – Grace Waits

Local Board Member Reappointments – Mark Anderson, Carolyn Ethridge, Tammi Hall, Dr. Barbara Golden, Ben Ross and Yolanda Tremble

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Carolyn Ethridge

Program Highlights

- We successfully hosted our first Virtual Graduation Ceremony on Friday, August 14 at 7pm. The ceremony streamed live on Facebook, YouTube, and the College's website. We recognized 1,154 graduates who earned 2,142 awards during the last academic year. Our very own Mark Anderson was the commencement speaker. We estimate we had at least 400 viewers at one point and many were celebrating with families and friends at the time.

Fall Semester Programming

- 79.3% of our courses are either wholly online or hybrid (part online/part face-to-face). This represents 303 of the 382 individual courses we are offering for fall semester.
- 39% of our classes are 100% online this fall compared to 27.3% last fall semester
- 40.4% of our classes are hybrid this fall compared to 51.7% last fall semester.
- Sanitizing wipes and hand sanitizer placed in every classroom/lab space.
- Physical distancing marked in every classroom/lab space for students when applicable.

- Created safe zones for faculty in the classrooms using floor markings.
- We have trained and enabled faculty members to screen for temperatures.
- Provided face shields for faculty members to better communicate to students through better voice projection and visible expression.
- Encourage faculty to create duplicate videos of lectures to enable a student to stay current in the event he/she has to quarantine and can't come to face-to-face class.
- Encourage faculty to adjust class participation grading structures to reduce stresses for students who stay home when sick/quarantined.
- Invested in technology to allow faculty members to enhance virtual education for students through simulations and other interactive video content.

STUDENT AFFAIRS: Mark Anderson/Bobby Jones

Fall Semester 2020 Enrollment Update (Mark Anderson)

- Pre-enrollment snapshot of all colleges within TCSG -
 - As a whole, fall enrollment is down, but colleges are continuing to enroll.
 - Ogeechee Technical College is one of three colleges showing an increase in enrollment over last fall semester. In fact, OTC is showing the largest percentage increase of all colleges. We are currently showing a 14% increase. Enrollment will fluctuate during the first few weeks of class as students Drop/Add courses.
- Dual Enrollment for all colleges within TCSG -
 - Only two colleges are showing an increase in dual enrolled students for fall semester. Many are experience substantial declines.
 - Statewide, DE is down almost 10,500 (39%) students compared to Fall 2019. DE hours are down by more than 71,000 credit hours (41%).
- Our faculty and staff members have continued to work hard to work with students during the spring and summer semesters. We did not let the pandemic slow our progress down.

Student Activities Update (Bobby Jones)

- **Welcome Week:** We have officially started Fall Semester 2019! We kicked it off with our Welcome Week activities. We travel around to every building during the week and provide a lot of information about resources available to students. We also have prizes and promo items like hand sanitizer and masks that we are giving away. It is always a popular stop during the first week of classes.
- **Movie Night:** The format of the movie nights changed to a drive-in format for fall semester! This activity has been very well attended over the years and we wanted to continue with them. The first movie is on September 17 and will feature Frozen II. Since it is outside, we are adjusting the times. Once the time is set, we will be happy to share. Popcorn, candy, and drinks provided. The best part...it's FREE!

ADMINISTRATIVE SERVICES: Caughey Hearn

June Financial Report*

- June 30, 2020 YTD budgeted revenue/expenses were \$29,207,595. We received \$29,473,146 in revenue and expensed \$27,171,739. The financial report shows a net income of \$2,301,407.
- June 30, 2020 YTD Total Current Assets - \$5,860,841; Total Assets - \$6,113,655 = Total Liabilities/Fund Balances \$6,113,655.
- We received 101% of our anticipated revenue and we expensed 99%.

- We received \$11,070,739 of our state funds, which is 97% of our anticipated budget of \$11,405,885.
- We received \$940,968 of our federal funds, which is 95% of our anticipated budget of \$993,323.
- We generated \$9,274,595 in local funds, which is 109% of our anticipated budget of \$7,533,792.
- We have received \$9,274,595 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by Y. Tremble, seconded by C. Ethridge; all in favor; none opposed; the Board reviewed and accepted the June 30, 2020 financial report as presented.

COLLEGE ADVANCEMENT: Yolanda Tremble FOUNDATION

- Foundation Board approved Adam Kennedy as an incoming board member. Adam is from Evans County and is the Executive Director of the Claxton-Evans Economic Development Authority.
- David Russell Adult Ed. Memorial Golf Tournament – October 8, 2020

Scholarships

- 91 students completed applications this fall compared to 51 last year
- 61 scholarships awarded this year compared to 40 last year (still working to verify schedules)
- Scholarship luncheon will have a different format this year/ Scholarship Appreciation Week, September 21-24 ending with a recorded stream of recipients.

PR/MARKETING

COVID-19 Communications

- President's Letter (adapted from TCSG) on COVID-19 Page
- Transition Hub updated with latest Info
- Floor Signage Across Campus
- Updated Door Signage
- Risk Statement Posted at entry (see below – it will be some format of this)

Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.

Press Releases:

- [Anderson named 2020 Distinguished Alumni](#)
- [Mock named 2020 Outstanding Alumni](#)
- [Rad Tech Students Receive Pins at OTC](#)
- [Practical Nursing Program Holds Pinning Ceremony](#)

- [OTC Alumna and Business Owner Puts Customer Service First During Pandemic](#)
- [Essential Workforce Training to Continue in the Fall](#)
- [Hand Earns CompTIA Cybersecurity Analyst Certification](#)
- [OTC's First Georgia REACH Scholar Close to Achieving Logistics Dream](#)
- [Skilled to Work: Cybersecurity Program at Ogeechee Tech](#)
- [Chief McNeal Added to SPOF Board of Directors](#)
- [Skilled to Work: Industrial Maintenance Training Lab Offers Solution for Both Employers & Employees](#)
- [OTC Gaming Club Raises Money for Make-A-Wish](#)
- [Skilled to Work: New Way of training for healthcare amid pandemic](#)
- [OTC Ranked 5th Best Online Community College](#)

Marketing Updates:

- Two new billboard spaces added (Fair Rd./Bypass, I-16 East at exit 116). See attached graphic.
- Digital Marketing: Essential Workforce Campaign (See attached ad – “EssentialWorkforce_Square3.jpg”)
 - Currently around 280 leads as of 8/10. At this time last year we had less than 50.
 - Audience is trending older than usual.
 - Impressions are up 68%
 - Clicks are up 75%
 - Over 99% of our leads are coming from mobile devices.
- Digital Marketing: Adult Education Campaign – It’s GO Time (TCSG campaign)
 - Just started this week – too early for any significant data.

ECONOMIC DEVELOPMENT: Ben Ross/Grace Waits

Contract Training

- Contract training with industry partners is now back on schedule.
- Additional apprenticeship grant money is available through the state. We are planning to add another section of the electrical apprenticeships, which would give us two sections of electrical being taught. Additionally, we will add a combined apprenticeship section for mechanical and industrial maintenance. We will look to the grant to help fund the additional programs.

Continuing Education

- Several new courses added to our continuing education offerings: EKG Technician, Phlebotomy Technician, Front-End Web Developer, and Plumbing Technician. Students are required to complete an externship for a number of these courses.

Adult Education Update

- FY2020 final enrollment was 252; 25.2% achieved Measurable Skill Gains. Enrollment goal for FY2021 is 300.
- The final FY2021 budget reflects a 10% budget reduction rather than the 14% initially submitted.

- The Adult Education program recently selected as a recipient of \$1,000 funding for the 2020 COABE (Coalition on Adult Basic Education) Google Applied Digital Skills initiative.
- The program will offer both synchronous online instruction and in person instruction this fall.

Facilities Update

- The college continues to monitor the COVID-19 directives as it regards facility rentals. We have had a number of events cancel this fall, but some remain on the schedule. We are only booking reservations for January 1, 2020 and beyond. Demand remains very steady.

INSTITUTIONAL EFFECTIVENESS: Dr. Barbara Golden

- **Plans/Manuals/Handbooks***
 - a. Business Office Procedures/Internal Controls Manual
 - b. Bookstore Manual
 - c. Adult Education Student Handbook
 - d. Dual Enrollment Faculty Guide
- **Procedures***
 - a. 3.3.3p3. Advertising & Distribution of Materials by Non-College Entities Procedure
 - b. 3.3.9p1. Authorized Uses of Equipment and Supplies Procedure
 - c. 3.3.2p1. Use of College Vehicles Procedure
 - d. 4.3.3p1. Workplace Violence Procedure
 - e. 3.3.4p1. Acceptable Computer & Internet Use Procedure
 - f. 4.1.8p1. Faculty Workload Procedure
 - g. 5.1.2p1. Class Schedules Procedure
 - h. 5.1.2p3. Work Ethics in the Curriculum Procedure
 - i. 5.1.2p8. Student Course Evaluations Procedure
 - j. 5.2.1p1. Non-Credit Instruction Training Services Procedure

Upon a motion by B. Jones, seconded by M. Anderson; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the procedures as presented.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Ben Ross

- **Nursing \ Early Childhood Education Renovation** – The architects performed their final review and identified a few items to resolve as we move closer to completion. Furniture has been delivered and equipment & supplies have been moved into the new spaces. A couple of extended delays in material delivery prevent the project from being complete, but the space is usable and is another considerable improvement to the college's original building.

- **Library Renovation and Expansion** – The library project is doing remarkably well. As with most projects, there will be small items remaining but nothing that will prevent the space from being occupied the week of August 24. There is a combination of new and old furniture that will be move into the space along with the books and other library materials. The IT staff will also be installing 40 new computers in the main lab along with 40 more computers in additional spaces that are designed for group and independent work. The library should be fully restored by August 31.
- **HVAC Renovation in Occupational Studies Building** - the Occupational Studies Building was constructed in 2004. The HVAC system is unique to the campus in that it utilizes a number of heat pump units, much like in a typical home. Phase 1 of this project was completed in 2018 to replace the exterior portion of the system. The new project replaces the interior portion to complete the total system replacement. The project was posted on the statewide registry for bid on May 4. We received three bids with the lowest being submitted by H.A. Sack Company. Sack performs a majority of our HVAC repairs and is very familiar with our systems. The initial paperwork has not been completed so there is not an estimated date for competition at this time.

Year-End Projects - Since the last meeting, there were a number of noteworthy projects funded with year-end funds:

- The parking lots at the main campus have been re-stripped, including all markings and curbs
- Sidewalks and patios were repaired to address hazardous conditions caused by tree roots
- The Fanuc lab windows were tinted to improve the robots' effectiveness when using cameras
- Installed new fiber optic cabling in two of our older buildings
- Continued the expansion of the exterior audio system to several new spaces around campus
- And, several improvements to our network infrastructure through equipment purchases including expanding our wireless coverage to better serve visitors even before they leave their vehicle

PRESIDENT'S REPORT:

- President Durden thanked everyone for being here and welcomed Grace Waits to the Local Board.
- Local Board Self-Assessment Results –
 - Lowest score occurred in Community Advocacy – *Board members communicate with local and state governmental leaders on issues of importance in support of the College, TCSG, and Georgia's workforce development efforts* - 70% Excellent.
 - President Durden stated we have not had any hot topics for the Board to advocate for on behalf of the college. Being on the Board and being our eyes and ears in the community is vital to our success.
- The College finished strong financially in FY2020, and thanks to a strong fall semester enrollment we are doing very well. We continue to look for ways to be more efficient.

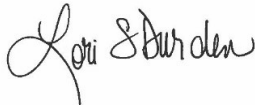
- Fall semester began on Monday, August 17. The number of people on campus has increased since spring/summer semesters, but there is significantly less people on campus than a typical fall semester.
- We are taking it one day at a time. We know we will have COVID-19 cases throughout the semester and will address those individually. Masks are required in class and all across campus. Additional measures in place to mitigate the risk for employees, students, and visitors.
- The Foundation received an additional \$100,000 from the Strickland Foundation, which now totals \$800,000. The \$100,000 donation is ear marked for the Strickland Guarantor program, which guarantees payment for students who are having trouble paying. This makes a total of \$300,000 gifted for the Guarantor program.

CHAIRPERSON'S SUMMARY: Fred stated the College is in great shape. The team is doing a great job dealing with a tough situation and it is showing in the numbers, in the morale of staff, and throughout the community.

ADJOURN: There being no further business at this time the meeting adjourned at 9:49 a.m.

The next meeting of the Local Board of Directors is **September 16, 2020** at 9:00 a.m. in the Natural Resources Building Oak Room.

Respectfully submitted,



Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Oak Room

September 16, 2020 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Carolyn Ethridge, Dr. Barbara Golden, Tammi Hall, Fred Hill, Caughey Hearn, Ben Ross, Yolanda Tremble, and Grace Waits

MEMBERS ABSENT: Bobby Jones

STAFF PRESENT: Jeff Davis, Michelle Davis, Lori Durden, Eyvonne Hart, Dr. Ryan Foley, Karen Mobley, Jan Moore and Brandy Taylor

STAFF ABSENT: None

CALL TO ORDER: Pursuant to the date and location stated above, Fred Hill, Chair, called the meeting to order at 9:10 a.m.

INVOCATION: Caughey Hearn gave the invocation.

REVIEW OF AGENDA: Upon a motion by M. Anderson, seconded by T. Hall; all in favor; none opposed; the Board accepted the agenda as presented.

REVIEW OF MINUTES: Upon a motion by Y. Tremble, seconded by B. Ross; all in favor; none opposed; the Board accepted the minutes of August 19, 2020 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES: September 3, 2020

No mention of Ogeechee Technical College in the September State Board minutes.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Carolyn Ethridge

Program Updates

- Casey Corbett, Fish and Wildlife Management Instructor will teach a Hunter Education 2-day course for students to receive certification upon completing exam. This course is through Bulloch County Game Warden and is open to the public. The course is on September 28 and 29 at OTC.
- Our Commercial Truck Driving program expanded its offerings this semester. Traditionally the program has offered day and evening programs at our Hagan, GA campus each semester. We began offering weekend courses at our new Screven Commercial Truck Driving Complex this semester and it has been very popular. We filled the class! This section was offered to capture those who work during the week and can't afford to leave work or can't make it to our Hagan Campus for the evening classes. We will evaluate the need and will likely continue to offer the weekend course during future terms.

Video Tour

- A video tour of the new Nursing lab and classroom was shown to the board.

STUDENT AFFAIRS: Mark Anderson/Bobby Jones

Fall Semester 7-Day Enrollment Report (Mark Anderson)

- This report shows total enrollment, credit hours, and full time equivalent (FTE) numbers for the beginning of fall semester 2020 and includes all 22 technical colleges.
- Ogeechee Tech shows a 4.9% increase over last fall with the system experiencing an 8.1% decrease. Ogeechee is one of 3 colleges with an increase in enrollment this semester.
- The Dual/Non-Dual Enrollment report breaks down enrollment between traditional students and dual enrolled students for all colleges within TCSG. Only two colleges have an increase in dual enrolled students for fall semester. Many are experience substantial declines. OTC has a 12.6% increase over last year's dual enrollment number.
- Statewide, DE is down almost 5,700 (-21.7%) students compared to Fall 2019.
- Our faculty and staff members have continued to work hard to work with students during the spring and summer semesters. We did not let the pandemic slow our progress down.

Student Activities Update (Bobby Jones) – Mark Anderson reported in Bobby's absence.

- **Movie Night:** The format of our movie nights has changed to a drive-in format for fall semester. The first movie is scheduled for this Thursday and will begin between 7:30 and 8:00 pm, weather permitting. The first movie is Frozen II and will be shown in the Health Science South Parking Lot. Check our social media in the event we must cancel it. Popcorn, candy, and drinks provided. The best part is...it is FREE!

ADMINISTRATIVE SERVICES: Caughey Hearn

July Financial Report*

- July 31, 2020 YTD budgeted revenue/expenses were \$18,174,152. We received \$1,451,645 in revenue and expensed \$135,647. The financial report shows a net income of \$1,315,998.
- July 31, 2020 YTD Total Current Assets - \$4,612,791; Total Assets - \$5,059,995 = Total Liabilities/Fund Balances \$5,059,995.
- We received 8% of our anticipated revenue and we expensed 10%.
- We received \$644,314 of our state funds, which is 8% of our anticipated budget of \$8,367,422.
- We received \$0 of our federal funds, which is 0% of our anticipated budget of \$1,417,100.
- We generated \$658,917 in local funds, which is 8% of our anticipated budget of \$8,241,215.
- We have received \$148,414 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by Y. Tremble, seconded by M. Anderson; all in favor; none opposed; the Board reviewed and accepted the July 31, 2020 financial report as presented.

COLLEGE ADVANCEMENT: Yolanda Tremble FOUNDATION

- **Reminder** - Scholarship Appreciation Week, September 21-24
 - Recorded recognition ceremony, Thursday, September 24, 5:30 p.m.
- David Russell Adult Ed. Memorial Golf Tournament – October 8, FHCC
 - Registration packets are available
 - Raffle tickets being sold for \$5
 - Win a 28” Blackstone Griddle
 - Griddle cover
 - Griddle Accessory Kit
 - 4pc Breakfast kit
 - McKeithen’s True Value Hardware Shirt

PR/MARKETING

COVID-19 Communications

- There are 3 pages that serve different purposes
 - COVID-19 Updates – Houses general college policies and operations.
 - COVID-19 Hub – Houses information about classes, departments, and other special COVID related info.
 - COVID-19 Reporting Data – Houses weekly/monthly self-reported case numbers.

Press Releases:

- Kennedy named as new member of Board of Trustees
- Commercial Truck Driving expands offerings to meet students' needs
- WTOC Skilled to Work: Practical Nursing
- Paramedic students get special training on cadavers
- OTC welcomes students back to campus for fall semester
- Surgical Technology Program Holds Pinning Ceremony
- OTC’s Adult Ed Program Selected as a 2020 COABE Participant
- Payne Invited To Speak On National Panel For Black Designers
- Waits Appointed To Local Board Of Directors
- Medical Assisting Program Ranked 3rd in Georgia
- Durden Named President of Rotary Club of Statesboro
- Skilled to Work: Culinary Instructor at OTC Working With Students During Shutdown
- OTC Honors 2020 Graduates with First Ever Virtual Ceremony

Marketing Updates:

- Digital Marketing: Essential Workforce Campaign (Fall ’20 vs Fall ’19)
 - Landing Page Traffic was up across the board with 19% increase in users and new users as well as a 26% increase in total sessions.
 - Google Paid Search had a 118% increase in form submissions and 109% increase in call volume from ads.

- Facebook Ads saw a 793% increase in form submissions (no that's not a typo).
Cost per result was reduced by 84%
- Digital Marketing: Adult Education Campaign – It's GO Time (TCSG campaign)
 - 163,000 impressions / 411 clicks / 9 applications.
- Digital Marketing: Continuing Ed Campaign
 - Too early to see reportable results.

ECONOMIC DEVELOPMENT: Ben Ross/Grace Waits

Contract Training

- The division was notified by Holly Free-Ollard, Apprentice Manager with TCSG, that the college is receiving additional funding for apprenticeship training. The college recently started a second electrical apprenticeship cohort and will be fielding its first mechanical apprenticeship cohort October 6. It has turned out to be a great program.

Continuing Education

- In October, the American Heart Association will be rolling out new guidelines for administering CPR and First Aid. Instructors will be required to complete an online training and submit a certificate of completion for each discipline they are authorized to teach.
- The State audit of our Drivers Education program by the Georgia Driver's Education Commission scheduled for October. Due to demand, we will be offering a traditional Driver's Education course in October and a hybrid course in December.
- Continuing Education now has its own Facebook landing page. We ask that you all please like our new page.

Adult Education Update

- Adult Education enrollment as of the end of August is 53 students. The annual goal is 300. There are several students in the final steps of preparation to take the GED exam.
- TCSG is in the final stages of implementing the HiSET test as another means of achieving a high school credential. The HiSET exam is a five-part test and is an alternative to the GED test. The HiSET is structured to more closely resemble an older version of the GED exam that featured five different sections for the test taker to complete. We were told the HiSET is less expensive at \$10.75 per subtest, whereas, the GED exam is \$40 per subtest - \$160 for all four subtests. We are beginning training on administering the HiSET this week.

Facilities Update

- The college continues to monitor the COVID-19 directives as it regards facility rentals. We have had a number of events cancel this fall, but a few remain on schedule. We are only booking new reservations for January 1, 2021 and beyond.
- High Schools are scheduling 2021 Proms.

INSTITUTIONAL EFFECTIVENESS: Dr. Barbara Golden

- **Plans/Manuals/Handbooks***
 - a. Marketing/Community Relations Plan

- b. Faculty Handbook
 - c. Retention Plan
 - **Procedures***
 - a. 2.1.8p. Naming of College Buildings, Grounds or Programs Procedure
 - b. 3.3.2p2. Traffic and Parking Procedure
 - c. 4.3.2p4. Employee Dress Code Procedure
 - d. 4.1.1p1. Recruiting and Hiring Procedure
 - e. 4.1.1p1. Interviewing and Hiring Full-Time Faculty and Staff Guidelines
 - f. 4.1.1p1. Interviewing and Hiring Part-time Staff Guidelines
 - g. 5.1.11p9. Loss of Property Procedure
 - h. 6.6.1p1. Student Tuition and Fees Procedure
- Upon a motion by C. Ethridge, seconded by C. Hearn; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the procedures as presented.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Ben Ross

- **Library Renovation and Expansion** – The library project is essentially complete with the exception of two rooms that are waiting on lighting. The furniture, fixtures, and equipment are being installed and the books have been freshly inventoried and are on the way back to the shelves. The official opening to students is scheduled for late September.
- **FY2021 MRR Projects** - Each year the college submits projects that will renovate existing spaces to better serve a program’s needs or will extend the life of a building. Special funds are allocated to each college for the purpose of funding these projects - or those funds can be used for unexpected repairs. We typically prioritize our projects and release them as the year progresses. We focus on spending the annual allotment prior to the end of the fiscal year, but we also recognize the need to be cautious in case of an unplanned event.
 - a. In FY21, our first project is to renovate the Heavy Diesel Technology Lab currently housed in the Maintenance Shop at our Evans County location. This project will better support and house the equipment and supplies required by this specialized and unique program. Additionally, these renovations will provide a safe and appropriate lab space. The total budget is \$250,000.
 - b. Our second project will focus on roofing repairs to one of our mobile units and convert the greenhouse into a storage facility. The mobile unit is used for storage while the greenhouse is currently unusable. These buildings will benefit tremendously from the improvements and serve the college for many years. The total budget is \$142,000

PRESIDENT’S REPORT:

- President Durden reported she is thrilled about how fall semester is going. Enrollment is everybody’s business on campus and we are doing a great job. Hoping to keep it up through the rest of the year.
- Reporting COVID-19 positive cases on a weekly basis. Reporting began on August 17 and we have had 20 students and 4 employees self-report thus far.

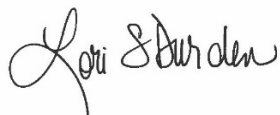
- The annual State of the College typically takes place in September in the auditorium with all employees. This year, the State of the College will be delivered via video. The video will be shared with the board.
- Dr. Mark Ivester, president of North GA Technical College, passed away over the weekend from complications of COVID-19. A private funeral is being held today.
- Earlier this year, a Racial Equity & Inclusion Committee was formed to better understand the campus climate. A survey was deployed to all employees and students and the results will be used to implement programs over the course of the year to create a better understanding of each other and the overall campus community.

CHAIRPERSON'S SUMMARY: Fred commented on the nursing video and the state-of-the-art equipment that is found not only in the new nursing lab, but also throughout the entire campus. This has a tremendous effect on the overall moral and confidence of instructors and students. Keep up the good work.

ADJOURN: There being no further business at this time the meeting adjourned at 9:45 a.m.

The next meeting of the Local Board of Directors is **October 14, 2020** at 9:00 a.m. in the Natural Resources Building Oak Room.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori S. Durden". The signature is written in a cursive style with a large, looped initial "L".

Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Oak Room

October 14, 2020 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Dr. Barbara Golden, Tammi Hall, Fred Hill, Caughey Hearn, Bobby Jones, Ben Ross, Yolanda Tremble, and Grace Waits

MEMBERS ABSENT: Carolyn Ethridge

STAFF PRESENT: Jeff Davis, Michelle Davis, Lori Durden, Eyvonne Hart, Dr. Ryan Foley, Karen Mobley, Jan Moore and Brandy Taylor

STAFF ABSENT: None

CALL TO ORDER: Pursuant to the date and location stated above, Fred Hill, Chair, called the meeting to order at 9:02 a.m.

INVOCATION: Fred Hill gave the invocation.

Oath of Office, Grace Waits: Judge Michael Muldrew swore in Grace Waits as the newest member of the Local Board of Directors.

REVIEW OF AGENDA: Upon a motion by B. Jones, seconded by M. Anderson; all in favor; none opposed; the Board accepted the agenda as presented.

REVIEW OF MINUTES: Upon a motion by Y. Tremble, seconded by B. Jones; all in favor; none opposed; the Board accepted the minutes of September 16, 2020 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES: October 2020

State Board approved the purchase of two 2021 Peterbilt sleeper cab trucks from the Pete Store-Savannah for Commercial Truck Driving; cost \$247,000. MRR bond and federal grant funds are available for this expenditure.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Carolyn Ethridge

Program Updates

- **Automotive Technology:** The program received a 2016 KIA Optima as a donation from Kia Motors Manufacturing of Georgia. The car was picked up and is now on campus in our Automotive Lab. The program will use this car as a learning tool for many parts of the curriculum. We are very excited to receive this generous donation.

New Advisory Committee Members*

- Advisory committees are vital to ensuring our programs remain current with industry needs. Committees review items like curriculum, equipment, and program data and make recommendations as needed.

Upon a motion by T. Hall, seconded by M. Anderson; all in favor; none opposed; the Board accepted the new advisory committee members as presented.

New Program Requests*

- **Logistics and Supply Chain Technician TCC**

The Logistics and Supply Chain Technician certificate program is designed to provide a general knowledge of logistics and supply chain processes and practices, including logistics management, supply chain management and transportation management.

- **Logistics and Supply Chain Management Diploma**

The Logistics and Supply Chain Management diploma program includes fundamentals of supply chain management including procurement, issues in executive local, national, and global supply chains, logistics, and transportation.

- **Revenue Cycle Specialist TCC**

The program provides instruction in medical coding, billing and reimbursement methodology to assist with the financial success of a medical facility. This program is embedded within the Health Information Management Technology degree programs.

Upon a motion by B. Jones, seconded by C. Hearn, all in favor; none opposed; the Board accepted the new program requests as presented.

Video Tour of Library Renovation/Expansion – A video tour of the newly renovated and expansion of the library was shown to the Board.

STUDENT AFFAIRS: Mark Anderson/Bobby Jones

GOAL/Rick Perkins Update (Bobby Jones)

- OTC's 2020 GOAL and RPA winners, Erica Deaton (Culinary Arts) and Dr. Amy Dorminey (Veterinary Technology), competed in September at the State level for their shot at being named the State winner. A panel of leaders from business, industry, and government sectors interviewed them virtually. The winners were announced at the end of September through a live Facebook stream. Unfortunately, neither Erica nor Amy were selected as the state winners, but they are certainly winners in our eyes!
- Both will continue to represent OTC as ambassadors for the rest of the academic year.

Nemo-Q Upgrades (Bobby Jones)

- For many years, we've used a queuing system in our Enrollment Services area to manage walk-in traffic to Admissions, Financial Aid, and the Registrar's Office. This software is called Nemo-Q. We recently upgraded the software to provide more options for "getting in line" while managing the number of people coming into the office for social distancing purposes. The upgrades included the capability to receive text message telling a student when it is about to be their turn and they can come to the office. This allows students to wait in cars or other areas of the college and not collect in one area. In addition, student can sign-in for a timeslot online before making the journey to campus. This allows a student to "get in line" before stepping foot on campus.

Personalized Student Acceptance Experience (Mark Anderson)

- We've partnered with a company called Full Measure to reimagine college acceptance for our students with a mobile acceptance letter. As students are accepted, they'll receive a text message linking them to their own personalized accepted student experience. The link has a letter to the student, access to custom social media filters for Snapchat, Facebook, and Instagram for students to share their news immediately! We are able to instantly engage the student and provide information about student accounts, their program advisors, financial aid options, and even textbook information. We even connect them to campus events and student support services at the speed of a text message. Students no longer have to wait days or weeks to receive acceptance packets and then manually try to find important information.

ADMINISTRATIVE SERVICES: Caughey Hearn

Financial Report*

- August 31, 2020 YTD budgeted revenue/expenses were \$18,436,634. We received \$3,113,857 in revenue and expensed \$1,958,450. The financial report shows a net income of \$1,155,406.
- August 31, 2020 YTD Total Current Assets - \$4,521,638; Total Assets - \$4,770,960 = Total Liabilities/Fund Balances \$4,770,960.
- We received 17% of our anticipated revenue and we expensed or encumbered 19%.
- We received \$1,311,731 of our state funds, which is 16% of our anticipated budget of \$8,367,422.
- We received \$33,978 of our federal funds, which is 2% of our anticipated budget of \$1,417,100.
- We generated \$410,896 in local funds, which is 16% of our anticipated budget of \$8,241,215.
- We have received \$410,896 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by Y. Tremble, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the August 31, 2020 financial report as presented.

COLLEGE ADVANCEMENT: Yolanda Tremble

FOUNDATION

- Golf tournament was a success. 19 teams participated. Over 500 raffle tickets sold. Funds raised announced at a later date.
- Adam Kennedy announced a scholarship will be endowed in honor of his father, Joe Kennedy.
- Handwritten notes were given to all scholarship donors

PR/MARKETING

- **Press Releases**
 - WTOC Skilled to Work: Ogeechee Tech offering classes at night and on weekends
 - Ogeechee on the Go Blood Drive
 - Air Conditioning Tech program about more than cool air
 - Full Access Training program a huge success

- Grant aims to help technical college students finish school
- Adult Education & Family Literacy week about celebrating resiliency
- Esthetician Certificate within reach for OTC student
- OTC and TCSG partner to meet technology needs of students
- SLC sponsors Statesboro Soup Kitchen
- OTC Scholarship Week culminates in virtual celebration

ECONOMIC DEVELOPMENT: Ben Ross/Grace Waits

General

- Each of you should have received an email containing our new divisional newsletter. The purpose of the newsletter is to keep the community informed about training initiatives within the division and throughout the college. This first newsletter focused on the unique Full Access Industrial Maintenance Training program for local industry that was implemented in January 2020. The program was recently highlighted on Savannah CEO and Georgia Trend's Facebook page.

Contract Training

- The division will be interviewing for a second industrial maintenance contract training instructor this week. Our hopes are to have that individual in place prior to the beginning of next year.
- In August, we responded to a request from Amazon to bid on an opportunity to be a training partner for their Industrial Maintenance Apprenticeship program. A number of colleges from across the country were asked to submit a proposal. Only two were chosen to proceed forward with agreement negotiations – Ogeechee Tech and Wake Technical Community College in North Carolina. The program is proposed to begin in January 2021, but nothing is final until Amazon's Master Services Agreement has been executed. We are moving forward with planning, as the agreement is being worked through by both sides. This program is not public knowledge at this time.
 - Fred asked that before the agreement is finalized and announced to the public that the local industry group is notified.

Continuing Education

- We have a new Director for Continuing Education and Conference Coordinator, Dawn Oliver. Dawn will begin on October 19. She is leaving her position as Donor Relations Coordinator for Georgia Southern University to join our team. We are very excited about her decision to come to Ogeechee Tech.
- Kathleen Kosmoski's role will become more focused as Director of Industry Training and Program Development.

Adult Education Update

- Adult Education enrollment as the end of September was 84 students. Our goal for the year has been changed by the state office to 206. We are well on our way to meeting our enrollment goal in each of our counties.

- Through a grant the program received, we will be offering Google Applied Digital Skills Training to our Adult Education students starting in November.
- We will be submitting the application for the grant period July 2021-June 2025 at the end of this month. We will be notified that we have been awarded the grant late January/early February of next year.

INSTITUTIONAL EFFECTIVENESS: Dr. Barbara Golden

- **Plans/Manuals/Handbooks***
 - a. Enrollment Management Plan
 - b. Library Services Plan
 - c. Student Affairs Annual Plan
- **Procedures***
 - a. 3.4.1p. Employee Access to Facilities Procedure
 - b. 4.1.1p1. Interviewing and Hiring Adjunct Faculty Guidelines
 - c. 6.2.1p1. Learning Support Procedure
 - d. 6.6.4p2. Attendance procedure

Upon a motion by B. Jones, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the procedures as presented.

Strategic Plan review – Brandy announced every five years, the college comes together to review the College’s Strategic Plan. This year, the strategic planning process will be done virtually on November 19 during the college’s staff development day. The board is invited to participate in the planning sessions on that day. A survey will be sent out to the board members soliciting feedback for the planning process. It is important we receive your input for the future of the college.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Tammi Hall

Heavy Diesel Technology Lab Renovation - The preliminary design work is well underway with lots of input from the faculty, staff, and the design team. As always, early planning leads to a budget-conscious and meaningful project. The floor plan below shows improvements such as the secure tool room, improved restroom/handwash areas, an emergency shower/eyewash station, and dedicated computer workstations plus instructional presentation capabilities. On the exterior, there will be space to house the air compressor and waste oil storage. Other upgrades are focused on electrical and mechanical aspects of the building.

PRESIDENT’S REPORT:

- Lori thanked the board for being here this morning and your service to the college.
- Lori also thanked those who participated in and supported the annual golf tournament. The student who won the griddle raffle was an adult education student. He bought one ticket from his adult education instructor.
- Lori announced that Fred Hill got married last Friday. Congratulations Fred!!

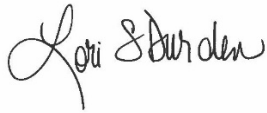
- The TCSG Commissioner, Greg Dozier, visited the college yesterday. He was appointed by Governor Kemp as the new TCSG Commissioner in January 2020. He is visiting all of the 22 technical colleges. Dr. Foley guided a campus tour for the commissioner with President Durden, Tommy David and Fred Hill. Culinary program students provided an incredible lunch for the group. Lori Thanked Fred for coming. Commissioner Dozier was impressed with our enrollment growth.

CHAIRPERSON'S SUMMARY: Fred encouraged the Local Board take the time to tour the campus as a whole. There is much more to see across campus.

ADJOURN: There being no further business at this time the meeting adjourned at 9:58 a.m.

The next meeting of the Local Board of Directors is **November 18, 2020** at 9:00 a.m. in the Natural Resources Building Oak Room.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori S. Durden". The signature is written in a cursive style with a large, stylized initial "L".

Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Oak Room

November 18, 2020 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Dr. Barbara Golden, Carolyn Ethridge, Tammi Hall, Fred Hill, Caughey Hearn, Bobby Jones, Ben Ross, Yolanda Tremble, and Grace Waits

MEMBERS ABSENT: None

STAFF PRESENT: Jeff Davis, Michelle Davis, Lori Durden, Eyvonne Hart, Dr. Ryan Foley, Karen Mobley, Jan Moore and Brandy Taylor

STAFF ABSENT: None

CALL TO ORDER: Pursuant to the date and location stated above, Fred Hill, Chair, called the meeting to order at 9:00 a.m.

INVOCATION: Mark Anderson gave the invocation.

REVIEW OF AGENDA: Upon a motion by B. Jones, seconded by Y. Tremble; all in favor; none opposed; the Board accepted the agenda as presented.

REVIEW OF MINUTES: Upon a motion by M. Anderson, seconded by B. Jones; all in favor; none opposed; the Board accepted the minutes of October 14, 2020 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES: November 2020

The following were approved during the November State Board meeting:

- New TCC in Revenue Cycle Specialist (RC41), effective January 2021.
- Program standards/revisions for Manufacturing Engineering Technology Assistant I (MK71) and II (ML71)
- Purchase of Amatrol training equipment from Technical Training Aids to provide related technical instruction for the Amazon REM-MRA program; cost \$414,827. MRR bond funds available for this expenditure.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Carolyn Ethridge

- **Program Updates**
 - The College has invested in equipment that allows us to live stream events around campus. We held a Practical Nursing Pinning Ceremony and Pharmacy Technology Pinning Ceremony last week that were both streamed online for family and friends to enjoy.
 - If you are interested in watching future pinning ceremonies, you can view them and the schedule at www.ogeecheetech.edu/pinning.
 - The Echocardiography and Diagnostic Medical Sonography programs will hold their pinning ceremony at 6pm today, November 18.
 - We have decided to defer accepting a new class into our Surgical Technology program at this time. This will have no impact on current students. We are redirecting resources into the development of an Associates of Science in

Nursing Degree Program. The initial program we'll be seeking approval for will be a bridge program for an LPN to receive the training needed to become a RN.

- **Video Tour of the Early Childhood Care and Education lab and classroom.**
 - A video tour of the Early Childhood Care and Education lab/classroom was shown to the board.

STUDENT AFFAIRS: Mark Anderson/Bobby Jones

- **Student Activities (Mark Anderson)**
 - The Oasis Food Pantry will be sponsoring 32 complete Thanksgiving meals for students in need. Faculty, staff, and student clubs donated items to the pantry to enable all 32 students who submitted applications to be given a turkey and all the trimmings.
 - Student Activities honored Veterans during the week of November 9-12th. Faculty, staff, and student veterans submitted pictures of themselves in uniform and these photos were posted to OTC's social media accounts with a short bio for each participant. A Veteran's Day quiz was also sent to students and those who participated were entered into a drawing for a \$25 gift card.
- **OTC Live – The Diamond Experience (Bobby Jones)**
 - During the months of November and December, Enrollment Services is holding live webinars for prospective students on Mondays at 4pm. Students will learn all about Ogeechee Technical College and meet with both Admissions and Financial Aid folks. Since people aren't participating in tours like in the past, this is an option to allow people to connect with people on campus and have all their questions answered.
- **Video Highlight: Out to Conquer Student Club (Bobby Jones)**
 - A short video highlighting the Out to Conquer student club was shown to the board.

ADMINISTRATIVE SERVICES: Caughey Hearn

September Financial Report*

- September 30, 2020 YTD budgeted revenue/expenses were \$22,008,032. We received \$8,630,869 in revenue and expensed \$6,814,644. The financial report shows a net income of \$1,816,225.
- September 30, 2020 YTD Total Current Assets - \$5,271,945; Total Assets - \$5,524,909 = Total Liabilities/Fund Balances \$5,524,909.
- We received 39% of our anticipated revenue and we expensed or encumbered 36%.
- We received \$1,980,365 of our state funds, which is 22% of our anticipated budget of \$9,038,041.
- We received \$201,198 of our federal funds, which is 13% of our anticipated budget of \$1,603,100.
- We generated \$3,323,631 in local funds, which is 4% of our anticipated budget of \$8,241,215.
- We have received \$3,125,675 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by Y. Tremble, seconded by C. Ethridge; all in favor; none opposed; the Board reviewed and accepted the September 30, 2020 financial report as presented.

October Financial Report*

- October 31, 2020 YTD budgeted revenue/expenses were \$22,814,698. We received \$10,079,734 in revenue and expensed \$8,519,863. The financial report shows a net income of \$1,559,871.
- October 31, 2020 YTD Total Current Assets - \$4,916,072; Total Assets - \$5,163,750 = Total Liabilities/Fund Balances \$5,163,750.
- We received 44% of our anticipated revenue and we expensed or encumbered 42%.
- We received \$2,657,517 of our state funds, which is 28% of our anticipated budget of \$9,438,041.
- We received \$235,173 of our federal funds, which is 15% of our anticipated budget of \$1,604,015.
- We generated \$3,655,617 in local funds, which is 44% of our anticipated budget of \$8,241,215.
- We have received \$3,531,426 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by B. Jones, seconded by M. Anderson; all in favor; none opposed; the Board reviewed and accepted the October 31, 2020 financial report as presented.

COLLEGE ADVANCEMENT: Yolanda Tremble FOUNDATION

- Plans are underway to begin strategizing about iGOT and how COVID-19 may impact gatherings
- Conversion to Raisers Edge to NXT (fundraising management software) is in process and constituents are being updated
- "Thankful" holiday cards are scheduled to go out to FY20 iGot contributors in time for Thanksgiving holiday
- Foundation purchased 20 of the 32 turkeys for the OASIS food drive for Thanksgiving meals for our students.

PR/MARKETING

Press Releases:

- Ogeechee On the Go - Blood Drive
- Instructor and Driving School win Best of the Boro
- Rick Perkins winner finishes as finalist
- Surgical Technology degree program prepares students for the workforce
- 19 teams compete to raise funds for adult literacy at annual golf tournament
- Goal Winner finishes as state finalist
- Fish & Wildlife Alum shares experience
- Ogeechee Tech President holds virtual State of the College Address

Marketing Updates:

- **Digital Marketing: Essential Workforce Campaign**
 - Spring Enrollment Campaign began Oct. 1 – Ends Jan. 13
 - 115 Total Leads generated so far
 - Volume of impressions is down because of increased competition in the market (election campaigns), should increase moving forward.
 - Smarter Spending: 71% increase in conversion rates – campaign messaging/images really hitting the mark with the audience.
 - TV ads starting Nov. 16.
 - Radio Ad's currently running

ECONOMIC DEVELOPMENT: Ben Ross/Grace Waits

Contract Training

- We have received certification for our FANUC robotics lab. This will allow the college to advertise its training courses via FANUC's training website. Our plan is to begin to offer courses to the general public in May of 2021. We are one of 15 sites in the country, one of only four colleges, and the only training site in the state of Georgia.
- We are continuing to work through the contractual details with Amazon to become a Mechanical and Robotics Apprenticeship Training Site. The start date has been moved to March 1 for both Wake Technical Community College and Ogeechee Tech. Once started, there will be five colleges providing this training to Amazon employees – OTC; Wake Tech; Vincennes University in Vincennes, Indiana; Lehigh Carbon Community College in Schnecksville, Pennsylvania; and Dallas College in Dallas, Texas.

Continuing Education

- The division is beginning to train on the new Oracle based Economic Development Divisional Tracking software being developed and implemented throughout TCSG. Ogeechee Tech is in the first round of implementation of this transformative software.
- We have a full Driver's Education class for December, and course registrations for online courses have already exceeded FY20.

Adult Education Update

- Our enrollment in the program at the end of October was 94 students. Our goal for the year has been changed by the state office to 206. As you can see in the chart provided, we are well on our way to meeting our enrollment goal in each of our counties.
- Please note that we are exceeding the state average percentage for Measurable Skill Gains at this time.
- The application for the grant period July 2021 – June 2025 has been submitted. The program will be notified if it has been awarded the grant late January/Early February of 2021.
- An adult education flyer will be put in the grocery shopping bags of shoppers by participating grocers during the holiday shopping periods before Thanksgiving and Christmas.

Facility Rental Update

- Rental numbers for the last four months of FY21 are very strong. It would appear that there is a lot of optimism within our community.

INSTITUTIONAL EFFECTIVENESS: Dr. Barbara Golden

- **Plans/Manuals/Handbooks***
 - Academic Advising Handbook
 - Faculty Credentials Review Manual
- **Procedures***
 - 2.3.2p1. Public Complaint Procedure
 - 3.2.1p. Intellectual Property Procedure

- 3.3.3p1. Use of Campus Facilities Procedure
- 3.3.6p. Alcohol on Campus Procedure
- 5.1.2p4. Library Materials Selection Procedure

Upon a motion by Y. Tremble, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the procedures as presented.

Mission/Vision Review –

The College reviews the mission and vision statements annually. No suggested changes made. Upon a motion by M. Anderson, seconded by C. Hearn; all in favor; none opposed; the Board reviewed and accepted the mission/vision statements as presented.

Brandy announced the college is in the process of updating the Strategic Plan. Tomorrow's Staff Development Day will focus on reviewing the strategic plan. The agenda for tomorrow's staff development day was sent to the board this morning. You are invited to jump on any of the scheduled WebEx sessions if you are interested.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Tammi Hall

- **Heavy Diesel Technology Lab Renovation** - The project manual has been completed and has been accepted by TCSG for posting. There will be a mandatory pre-bid meeting at the current lab with bids being due within 30 days. The winning contractor will be the lowest, successfully vetted bidder with hopes to start the renovation early 2021.
- **HVAC Renovation in Occupational Studies Building** - Material delays have actually benefitted the Occupational Studies Building HVAC system upgrade as the outside temperatures start to cool. November 16 is the beginning of the construction phase of this project. Due to the variety of work involved in the project, there will be minimal disruption to the utilization of the building. But, there will be a significant impact to its function while extending the life of a building that houses many of our specialty programs.
- **MRR Roof Replacements** - The planned roof replacement project of a mobile unit and greenhouse has been released to a state-wide contract holder for final review and pricing. The ability to use the "convenience contract" option is ideal for projects over the \$25,000 bid requirement, but do not require extensive design. This method allows local contractors to complete basic projects under the supervision and guidance of this group without going through the full design-bid-award process.
- **Annual Energy Review – Governor Energy Challenge** - On April 24, 2008, former Gov. Perdue signed an executive order that created what is now known as the Georgia Energy Challenge (GEC). The GEC requires state agencies to reduce their facility energy consumption by 15% per square foot by 2020, compared to their 2007 baseline. The Georgia Environmental Finance Authority (GEFA) is tasked with managing the GEC and tracking state agency compliance. We continue to meet the goals of the challenge with this year's number coming in at a reduction of 18.37% from the baseline. The college spent a total of \$550,912 to support 330,552 square feet of space which is a 2% increase from FY19. Further review shows our electricity consumption was lower at a flat cost per unit while gas consumption was lower in both consumption and cost per unit. The culprit in FY20 was water consumption combined with a higher cost per unit due to a dry summer and helping the newly installed landscape get established at the Industrial Technology Building.

PRESIDENT'S REPORT:

- Jack Hill Building Naming Request* –

President Durden proposed naming the Natural Resources Building the Jack Hill Building to honor his legacy. Because Senator Hill was known statewide for his support of and dedication to the mission of the Georgia Department of Natural Resources, we feel honoring the late Senator Hill the naming rights of this particular building is congruent with his legacy of commitment to this region of Georgia that he loved so dearly and served so proudly.

Upon a motion by M. Anderson, seconded by B. Golden; all in favor; none opposed; the Board reviewed and accepted the building naming request as presented.

- The lighting of the Christmas tree in the NRB lobby will take place tomorrow during Staff Development Day virtually at 11:45 am.
- President Durden stated the College has a lot to be thankful for. We continue to thrive despite a budget reduction and are thankful for an enrollment increase despite the health pandemic and moving all classes online.
- Thank you for your support of the college and for continuing to be advocates for technical education.
- Drive-thru holiday event – December 10, 5:30 – 7:00 pm, Health Science North circle. Vehicles to enter the drive at Langston Chapel/OSB and exit between OSB and HSN.

CHAIRPERSON'S COMMENTS: As we wrap up the year, Great Job! to the Ogeechee Tech faculty and staff for prospering through all the adversity we have suffered through in 2020. Stay focused and do all that we can to spend time with your family and have a wonderful holiday season. Thank you for all your support.

ADJOURN: There being no further business at this time the meeting adjourned at 10:04 a.m.

The next meeting of the Local Board of Directors is **February 17, 2021** at 9:00 a.m. Natural Resources Building Oak Room.

Respectfully submitted,

Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Oak Room

February 17, 2021 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Dr. Barbara Golden, Carolyn Ethridge, Tammi Hall, Fred Hill, Caughey Hearn, Bobby Jones, and Grace Waits

MEMBERS ABSENT: Ben Ross and Yolanda Tremble

STAFF PRESENT: Jeff Davis, Michelle Davis, Lori Durden, Eyvonne Hart, Dr. Ryan Foley, Karen Mobley, and Jan Moore

STAFF ABSENT: Brandy Taylor

CALL TO ORDER: Pursuant to the date and location stated above, Fred Hill, Chair, called the meeting to order at 9:00 a.m.

INVOCATION: Fred Hill gave the invocation.

REVIEW OF AGENDA: Upon a motion by B. Jones, seconded by M. Anderson; all in favor; none opposed; the Board accepted the agenda with the following change: Item #3 under the Student Affairs report "Demonstration of the new video surveillance system" will occur during the March Board meeting.

REVIEW OF MINUTES: Upon a motion by C. Hearn, seconded by B. Jones; all in favor; none opposed; the Board accepted the minutes of November 18, 2020 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

The following items approved during the December State Board meeting:

- Evans County Schools partnership with Ogeechee Technical College for the new College and Career Academy. Grant funds awarded in the amount of \$75,000.
- Improvement and expansion of security camera system by Presidio Networked Solutions; \$148,433 MRR bond funds.
- The renaming of the Natural Resources Building to the Jack Hill Building. Barbara Golden asked when the building naming would be announced. President Durden reported an event would be scheduled sometime in April when the delegation is available to attend.

The following items approved during the February State Board meeting:

- Construction contract with Johnson-Laux Construction for the "Greenhouse Renovation" on the main campus in the amount of \$141,859.99.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Carolyn Ethridge

- **Program Updates**

- Students in the Practical Nursing Program are assisting the Coastal Health District by administering flu shots to school aged children and COVID-19 vaccines to adults in Effingham County. The partnership started in 2009 and students have administered the flu shot to over 24,000 students in Effingham County during this time.
- Students in the Fish and Wildlife Management Program were featured in the Georgia Department of Natural Resources Fall Volunteer Newsletter for constructing large bat boxes for the Evans Public Fishing Area.
- Twelve students in the Pharmacy Technology program received their pins during its annual pinning ceremony held during late fall. The ceremony was streamed online for friends and family to be able to enjoy.

- **New Faculty Members**

- Gary Perttula started December 1, 2020 as the College's new Diesel Technology Instructor. Gary comes to us from Universal Technical Institute in North Carolina with over 26 years of experience in the Heavy Diesel field.

- **New Advisory Committee Members***

- Advisory committees are vital to ensuring our programs remain current with industry needs. Committees review items like curriculum, equipment, and program data and make recommendations as needed.

Upon a motion by T. Hall, seconded by M. Anderson; all in favor; none opposed; the new advisory committee members approved.

STUDENT AFFAIRS: Mark Anderson/Bobby Jones

- **Spring Semester Enrollment – 7-Day Report** (Mark Anderson)

- On the census date this data was pulled, we had 1963 students registered for spring semester which is a –2.8% decline over last year. We have added students since the report was published and currently have 1972 students registered for spring semester. The biggest contributing factor to our enrollment decline is the legislation that passed last year to limit the number of paid credit hours a dual enrollment student can have (30 hours). We have a number of students who hit the max of 30 hours during the fall semester. Our traditional enrollment remained essentially flat over last year. We fared well compared to some of our counterparts across the state.

- **GOAL/RPA** (Bobby Jones)

- Casey Corbett, Fish and Wildlife Management Instructor, named OTC's 2021 Rick Perkins Award for Excellence in Technical Instruction recipient at the annual Spring Faculty and Staff meeting.

- Our GOAL student has not been selected, but the first round of internal interviews took place yesterday. The next phase will be for the College's top four students to participate in an interview with external judges.
- Both the GOAL and RPA winner will participate in a regional competition on April 27 virtually.
- **2021 Spring Commencement** – May 13, 7:00 pm, Statesboro High School Auditorium for graduates only. A livestream video is available online for those who would like to view it.

ADMINISTRATIVE SERVICES: Caughey Hearn

November Financial Report*

- November 30, 2020 YTD budgeted revenue/expenses were \$22,906,931. We received \$10,998,212 in revenue and expensed \$9,933,396. The financial report shows a net income of \$1,064,815.
- November 30, 2020 YTD Total Current Assets - \$4,317,996; Total Assets - \$4,673,139 = Total Liabilities/Fund Balances \$4,673,139.
- We received 48% of our anticipated revenue and we expensed or encumbered 50%.
- We received \$3,327,112 of our state funds, which is 35% of our anticipated budget of \$9,438,041.
- We received \$353,943 of our federal funds, which is 22% of our anticipated budget of \$1,610,015.
- We generated \$3,730,064 in local funds, which is 45% of our anticipated budget of \$8,271,781.
- We have received and expensed \$3,587,093 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by B. Jones, seconded by G. Waits; all in favor; none opposed; the Board reviewed and accepted the November 30, 2020 financial report as presented.

December Financial Report*

- December 31, 2020 YTD budgeted revenue/expenses were \$22,962,682. We received \$11,945,144 in revenue and expensed \$11,448,775. The financial report shows a net income of \$496,369.
- December 31, 2020 YTD Total Current Assets - \$3,688,691; Total Assets - \$4,103,199 = Total Liabilities/Fund Balances \$4,103,199.
- We received 52% of our anticipated revenue and we expensed or encumbered 57%.
- We received \$3,995,757 of our state funds, which is 42% of our anticipated budget of \$9,438,041.
- We received \$439,045 of our federal funds, which is 27% of our anticipated budget of \$1,610,015.
- We generated \$3,867,498 in local funds, which is 47% of our anticipated budget of \$8,271,781.

- We have received and expensed \$3,642,845 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by T. Hall, seconded by C. Ethridge; all in favor; none opposed; the Board reviewed and accepted the December 31, 2020 financial report as presented.

January Financial Report*

- January 31, 2021 YTD budgeted revenue/expenses were \$23,895,851. We received \$13,875,306 in revenue and expensed \$13,161,602. The financial report shows a net income of \$713,704.
- January 31, 2021 YTD Total Current Assets - \$4,090,796; Total Assets - \$4,327,188 = Total Liabilities/Fund Balances \$4,327,188.
- We received 58% of our anticipated revenue and we expensed or encumbered 62%.
- We received \$4,856,639 of our state funds, which is 51% of our anticipated budget of \$9,438,041.
- We received \$552,650 of our federal funds, which is 34% of our anticipated budget of \$1,610,015.
- We generated \$4,499,606 in local funds, which is 51% of our anticipated budget of \$8,881,384.
- We have received and expensed \$3,966,410 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by M. Anderson, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the January 31, 2021 financial report as presented.

COLLEGE ADVANCEMENT: Yolanda Tremble. Michelle Davis reported in Yolanda's absence. FOUNDATION

- December 3 – Strickland Board announcement – The Strickland Foundation approved our request for funds to support the new LPN to RN bridge program with a donation of \$1.5M for the Strickland Nursing Endowment.
- iGot Campaign – March 16 (Bulloch, Evans, Screven)
 - Save the date cards mailed
 - Request for Volunteer letters mailed
 - Pre-call packets for Local Board members, Foundation Board members and Executive Council distributed – Pre-calls due back to the Foundation by March 10.
 - Virtual “live” kickoff for volunteers will be held morning of March 16 at 8:30 am

PR/MARKETING

Highlights –

- Appeared in Site Selection Magazine
- Made the cover of Statesboro Magazine promoting the Industrial Maintenance program
- Highlighted in AJC front page article about our increasing enrollment
- Achieved highest total of leads through digital marketing since tracking began in Fall of 2019

Press Releases:

- Fish and Wildlife Management Students Build Bat Boxes for Evans County
- OTC Pilots New Microsoft Cloud Certification
- OTC Presented CPN Seal of Prevention by EVERFI
- OTC Recognized in 2021 Workforce Development Guide
- Intelligent.com ranks OTC Accounting Program among best in nation
- Classroom preparation helps Echo grads find success after graduation
- Casey Corbett Named Instructor of the year
- Felicia Barefoot Receives OTC's Diamond Award
- Practical Nursing Students Administer COVID-19 Vaccines

Future Stories to be on the lookout for:

- Program Features: Business Management, Medical Assisting, Accounting
- Strickland Foundation \$1.5M
- Automotive and Heavy Diesel serving Emanuel County Sheriff's Office
- Amazon Partnership

Marketing Updates:

- Local Radio, Print, Billboard marketing will be temporarily replaced for iGot marketing material.
- Annual Report will be digital
- Hired new part-time position, Ella Z.
- Black History Month features throughout the month – each person featured is highlighted due to their contributions to fields that OTC teaches.

ECONOMIC DEVELOPMENT: Ben Ross/Grace Waits

- **Contract Training/Continuing Education**
 - The Amatrol contract-training program was highlighted in Site Selection Magazine, which is a nation-wide workforce development magazine.
 - The Full Access Training Program featured on the January/February 2021 cover of Statesboro Magazine with a full article within.
- **Amazon presentation and video tour**
 - The proposal presented to Amazon to obtain the contract was shared along with a video tour of the space outfitted for the training. The first cohort of trainees begins March 1, 2021.
- **Adult Education Update**
 - Current enrollment is 120, 58% of FY21 goal.
 - Adult Education Grant renewed for July 1, 2021 – June 30, 2026. The amount of the grant is forthcoming.

INSTITUTIONAL EFFECTIVENESS: Dr. Barbara Golden

- **Plans/Manuals/Handbooks***
 - Disaster Recovery Plan
 - Facilities Maintenance Plan
 - Technology Plan
 - Warranty Claim Procedures Manual
- **Procedures***
 - 1.1p. Development, Approval and Review of Local Procedures
 - 1.1p.a2. Local Procedure Format
 - 3.1.12p1. Cooperative Nonprofit Organizations Procedure
 - 3.1.12p2. Foundation Procedure
 - 3.3.4p3. Privacy Notice to Computer Users Procedure
 - 3.3.4p4. Remote Access Procedure
 - 3.3.4p5. Laptop Computer Use Procedure
 - 4.3.2p5. Public Demonstration Procedure
 - 5.1.2p9. Posthumous Honorary Associate Degree, Diploma and Certificate Procedure
 - 5.1.11p1. Business Office Procedures for Live Work Projects Procedure
 - 5.1.11p2. Automotive Technology Live Work Projects Procedure
 - 5.1.11p3. Cosmetology/Esthetician Live Work Projects Procedure
 - 5.1.11p4. Electrical Systems Technology Live Work Projects Procedure
 - 5.1.11p5. Funeral Service Education Live Work Projects Procedure
 - 5.1.11p6. Hospitality/Culinary Arts Live Work Projects Procedure
 - 5.1.11p7. Opticianry Live Work Projects Procedure
 - 6.2.1p4. Student Assessment Procedure
 - 6.4.1p1. College Catalogs Procedure

Upon a motion by B. Golden, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the procedures as presented.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Tammi Hall

- **Heavy Diesel Technology Lab Renovation** – This project was awarded to BAK Builders who submitted a low bid of \$112,000. The preconstruction meeting was held on January 28. Considering site preparations, instructional needs, and material delivery times, February 22 was determined to be the best start date
 - Renovations will include:
 - New Interior and Exterior LED Lighting
 - Secure Storage Room
 - Renovated Restroom
 - Emergency Eye Wash and Shower
 - HVAC Upgrade
 - Air Compressor Relocation to the Building's Exterior
 - Waste Oil Containment System
 - Fencing to Protect the Waste Oil and HVAC Unit

- 5 Student PCs plus an Instructor Workstation with Projection Capability
 - Wi-Fi
- **HVAC Renovation in Occupational Studies Building**
 - This project is complete and building occupants are happily reporting noticeable results.
- **Greenhouse Renovation and Mobile D Roof Replacement**
 - The Greenhouse Renovation and Mobile D Roofing projects are funded with MRR funds and approved by state board on Feb 4. The construction phase will begin as soon as the purchase order number is issued since the project uses the convenience contract construction method.
- **Surveillance Camera Upgrade**
 - The college's security camera system is undergoing a significant upgrade. The Phase 1 installation is in progress. The new cameras come online as soon as they are installed which is key to ensuring we do not have gaps in coverage. The approved Phase 2 will replace the remaining cameras and increase the overall number of cameras on the main campus. Ultimately, Phase 3 would bring the off-site locations under this profoundly improved system.
- **Paving Projects – Screven CTD / Hagan**
 - At the Screven Commercial Truck Driving range, the college is fortunate to be able to pursue the completion of the road that loops around the detention pond. Although included in the original design and the preliminary site work was performed, the paving portion had to be deducted due to funding constraints.
 - At the Hagan location, another previously planned expansion is being reviewed by EMC Engineering. This project includes additional parking and hardscape improvements. New sidewalks will connect the parking to the rear and create a path to the driving range, as well as provide an outdoor seating area near the student center. Once the review is complete, the project will be executed utilizing the simple convenience contract method.
- **Pavilion – Phase 2**
 - The college has contracted with DPR Architects and EMC Engineering to update the original plans for the completion of the Pavilion. The bid package will detail the construction of restrooms and a concession-like service area plus the parking, sidewalks, and driveway that will provide access to the area.

PRESIDENT'S REPORT:

- President Durden stated it is good to see everyone in person. We last met in November 2020.
- Spring Enrollment – Enrollment is slightly down from this time last year. We anticipate picking up a few more students in term-B. The college has the 2nd lowest decline in the system.
- Wrapped up fall semester with a 3.6% enrollment increase; system down by 9% overall. The college's enrollment increase while most all other technical colleges in the system had decreases led to a story on the cover of AJC. President Durden stated in the AJC

interview the staff was able to continue working without delay when the pandemic sent everyone home, adapted and rose to the challenge. The “secret sauce” is the OTC way.

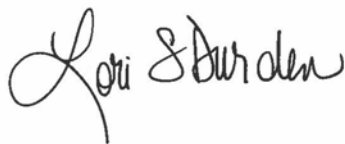
- The Jack Hill building naming will take place in April when local legislation is able to attend.
- President Durden stated she is excited about the Strickland Nursing Endowment. The process to get the LPN to RN bridge program up and running will take approximately 18 months. The \$1.5M dispersed over 10 years will fill in the financial gap of offering the program.
- The college has had less than 70 reported COVID cases since August 2020 and reported cases continue to decline. Classes and labs are ongoing.
- President Durden met with the local delegation in January via a Zoom meeting to provide an update on the college. There are no pressing legislative issues to be concerned with this year and there are no capital projects in this year’s budget.
- President Durden thanked the board for their support and help with this year’s iGot campaign. It is important to continue to raise money for our students. A short segment of the iGot promotional video will be recorded following the meeting today.
- Lori thanked her executive team for their outstanding support to the college and took a moment to brag a little on everyone.

CHAIRPERSON’S COMMENTS: Fred stated it is amazing the job the college has done throughout the pandemic. Keep up the good work. It is an exciting time at OTC.

ADJOURN: There being no further business at this time the meeting adjourned at 9:53 a.m.

The next meeting of the Local Board of Directors is **March 17, 2021** at 9:00 a.m. Natural Resources Building Oak Room.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori S. Durden". The signature is written in a cursive, flowing style.

Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Oak Room

March 17, 2021 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Dr. Barbara Golden, Carolyn Ethridge, Tammi Hall, Fred Hill, Caughey Hearn, Ben Ross and Yolanda Tremble

MEMBERS ABSENT: Bobby Jones and Grace Waits

STAFF PRESENT: Jeff Davis, Michelle Davis, Lori Durden, Eyvonne Hart, Dr. Ryan Foley, Karen Mobley, and Jan Moore

STAFF ABSENT: Brandy Taylor

CALL TO ORDER: Pursuant to the date and location stated above, Fred Hill, Chair, called the meeting to order at 9:00 a.m.

INVOCATION: Mark Anderson gave the invocation.

REVIEW OF AGENDA: Upon a motion by M. Anderson, seconded by B. Ross; all in favor; none opposed; the Board accepted the agenda as presented.

REVIEW OF MINUTES: Upon a motion by T. Hall, seconded by B. Ross; all in favor; none opposed; the Board accepted the minutes of February 17, 2021 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

The following items approved during the March State Board meeting:

- Information Technology infrastructure improvements. Cost not to exceed \$184,000. Federal grant funds available for the purchase.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Carolyn Ethridge

- **Program Updates**
 - Miranda DeLoach, a culinary arts student, was announced as OTC's winner of the 2021 Georgia Occupational Award of Leadership (GOAL). As the college's GOAL winner, Miranda will become the spokesperson for the education available at OTC and will compete at the regional and state levels in the months ahead.
 - Mathew Peacock has been hired to start our Manufacturing Engineering Technology program. He'll start on April 1 and will focus on recruiting for our high school pathway that will begin in the Fall along with curriculum development for the program. Mathew holds a Bachelor of Science in Manufacturing Technology from Georgia Southern along with an MBA from Georgia Southern.
- **eCampus**
 - I'm excited to inform you about a system-wide initiative that is rolling out Summer Semester called **eCampus**. The Technical College System of Georgia's (TCSG) eCampus platform allows students from across Georgia to enroll in online courses offered by any TCSG college, providing students access to programs that may not be available at their home college. Upon completion of the eCampus

course, the student will earn credit at their home college. The courses available via the eCampus platform are chosen to prepare students for in-demand career opportunities.

- Prior to the launch of eCampus, students were limited to the courses available at the specific technical college in which they were enrolled. This limited the opportunities available to students based on their location, which disproportionately affected students who live in the rural or underserved communities of Georgia. Now, eCampus brings courses directly to any student interested in enrolling, regardless of where they live in Georgia.
- **Video Highlight: Diagnostic Medical Sonography and Echocardiography**

STUDENT AFFAIRS: Mark Anderson/Bobby Jones

- **New Staff Member**
 - We are happy to welcome Brandy Murphy as our new Dual Enrollment Coordinator/Recruiter. Brandy started March 1 and came to us from East Georgia College with 15 years of experience in admissions and dual enrollment capacities. Brandy's relationships with local high school counselors have made it a very easy transition for her and she has been able to jump right in to preparing for summer and fall semesters.
- **Student Activities**
 - Student activities has launched a new Student Participation Incentive Program to encourage more participation in various events around campus. Students will receive credit for participating in student activities, workshops, seminars, quizzes, tutoring, and more. As they accumulate credits, they can redeem them for incentives like OTC swag and gift certificates.
 - Participation in activities outside of the classroom fuels a student's learning by stimulating creative thought, improving social and organizational skills, developing interests and talents, and offering the chance to switch off and do something he/she really enjoys.
- **Demonstration of new video surveillance system**
 - Chief McNeal provided an overview of our enhanced video surveillance system.

ADMINISTRATIVE SERVICES: Caughey Hearn

February Financial Report*

- February 28, 2021 YTD budgeted revenue/expenses were \$27,007,330. We received \$19,583,779 in revenue and expensed \$18,322,184. The financial report shows a net income of \$1,261,184.
- February 28, 2021 YTD Total Current Assets - \$4,643,942; Total Assets - \$4,880,680 = Total Liabilities/Fund Balances \$4,880,680.
- We received 73% of our anticipated revenue and we expensed or encumbered 73%.
- We received \$5,962,450 of our state funds, which is 63% of our anticipated budget of \$9,513,041. Includes \$75,000 for the Evans County Career Academy pass-through funds.
- We received \$629,378 of our federal funds, which is 29% of our anticipated budget of \$2,160,229. Includes \$550,214 of CARES ACT II funds. Total CARES ACT II funds are \$2,658,367.
- We generated \$6,386,418 in local funds, which is 73% of our anticipated budget of \$8,728,526. Adjusted local budgets to reflect lost revenue covered by CARES funds.

- We have received and expensed \$6,605,534 (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by C. Ethridge, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the February 28, 2021 financial report as presented.

COLLEGE ADVANCEMENT: Yolanda Tremble. FOUNDATION

- **iGot Campaign – March 16 (Bulloch, Evans, Screven)**
 - THANK YOU, THANK YOU to all board members who completed their pre-calls!
 - We had 33 community volunteers making the calls for us plus EC, Local Board and Foundation Trustees.
 - Too soon to share the reveal number
 - Tuesday, March 23 at 4:00 p.m. Livestream reveal from OTC
 - Invitation to be here personally and a link will be sent to board members
- Working on solidifying date for Hill Building naming opportunity – mid April

PR/MARKETING

Highlights

- Lori & Michelle invited onto Eagle 94.9 and 103.6 The Boro radio show
- The Venues awarded Most Fabulous Event Venue
- iGot Marketing in full force (billboards, radio & TV ads, newspaper, digital)

Press Releases: (kind of a slow month for news, but that's because most of our big stories were delayed)

- GOAL winner, Miranda DeLoach, Culinary Arts student
- The family of Jack and Ruth Ann Hill endow Ogeechee Technical College Scholarship
- Ogeechee On The Go – 22 Units collected at Red Cross Blood Drive

Black History Month Stories Published to Social Media

(social media contains links to external articles):

- Frederick McKinley Jones – Agribusiness & Air Conditioning Technology
 - "The King of Cool", the first African American to receive the National Medal of Technology & the inventor of one of the most important inventions to modern agriculture: the refrigerated truck.
- Madam CJ Walker – Cosmetology
 - Many know Madam C. J. Walker as "the first Black woman millionaire in America." But did you know that she made her fortune through cosmetology and her homemade line of hair care products for Black women?
- Kimberly Bryan – CIS, Cybersecurity
 - A trained electrical engineer, Kimberly Bryant founded "Black Girls Code" after her daughter expressed an interest in learning computer programming. Her goal is to have one million black girls coding by 2040.
- Ernest D. Levert – Welding & Joining
 - Ernest D. Levert, a trained Welding Engineer, is attributed with leading a team that implemented heat rejection systems for the International Space Station. He also developed a special welding system that is now a part of the Space Station.
- Richard Spikes – Automotive Technology

- Fail to use your turn signal? That might disappoint this 20th century inventor who is widely credited for patenting an automobile signaling system. Meet Richard Bowie Spikes.
- Mariya Russell – Culinary Arts
 - Specializing in small plates that showcase Japanese technique, ingredients and flavors, Mariya Russell, became the first black woman to earn a Michelin Star in 2020.
- Hazel Winifred Johnson – Practical Nursing
 - Johnson's resolve would eventually lead her to becoming the first African-American lady to earn the title of brigadier general in the United States Army and the first African-American chief of the United States Army Nurse Corp.
- Daniel Hale Williams – Surgical Technology
 - Started as shoemaker but would go on to open the first interracial hospital and nursing school and become the first African American Cardiologist who performed the world's first successful open-heart surgery.

Future Things to be on the lookout for:

- Story: Strickland Foundation \$1.5M
- Story: Automotive and Heavy Diesel serving Emanuel County Sheriff's Office
- Story: Amazon Partnership
- Digital Annual Report
- Women's History Month Social Media Posts (similar to Black History Month)
- Website RFP is in evaluation process – Evaluations will be done by end of next week.

Recruitment Marketing:

- Summer/Fall 2021 Campaign began March 1 – will end in August.
 - Total Leads so far: 32
 - Added snapchat ads based on data from student marketing survey – will look to add YouTube ads in the next cycle.
- Free Application Month Campaign began March 3 – will end March 27.

ECONOMIC DEVELOPMENT: Ben Ross/Grace Waits

- **Contract Training**
 - The first cohort of 21 apprentices in the Amazon Mechanical and Robotics Apprenticeship Training arrived on February 28 and began training on March 1. The first PMMI certification exam is this Friday.
 - The second cohort of 40 arrives May 9.
 - Manufacture Ready for high school students is set to go in both Evans and Screven Counties. The classes can hold up to 20 students each, and will be conducted the first three weeks of May. Acceptance letters will be distributed to students the week of April 12.
- **Continuing Education**
 - We are putting together a new Continuing Education initiative to be held in June – Grandkids College. Grandparents will be encouraged to bring a grandchild or children with them to a three hour “morning camp”. Some of the academic programs that have agreed to participate include: Wildlife, Criminal Justice, EMT, Nursing, and Robotics. Age groups will be 8 – 10 year olds, and 11 – 14 year olds.
- **Adult Education Update**

- Enrollment in the program at the end of February was 129 students. Our goal for the year is 206. We have 8 GED graduates.
- Please note that we continue to exceed the state average percentage for Measurable Skill Gains at this time.
- The program has entered into an agreement with the Georgia Department of Community Supervision to provide adult literacy education in Bulloch County to those mandated to do so by the GA DCS.

INSTITUTIONAL EFFECTIVENESS: Dr. Barbara Golden

- **Plans/Manuals/Handbooks***
 - Employee Handbook
 - Academic Affairs Classroom/Lab Safety Management Plan
- **Procedures***
 - 2.3.5p. Substantive Change Reporting Procedure
 - 2.3.6p. Accreditation Reporting Standards Procedure
 - 3.3.3p2. Electronic Message Board Usage Procedure
 - 3.3.4p6. Web Design Procedure
 - 4.4.4p1. Performance Management Procedure
 - 5.1.3p1. Advisory Committees Procedure
 - 6.2.1p2. Repetition of Courses for Competitive Admission Programs Procedure
 - 6.2.1p3. Readmission to Competitive Admission Programs Procedure
 - 6.5.1p1. Academic Standards, Evaluations, and Appeals Procedure
 - 6.6.4p1. Satisfactory Academic Progress/ Requirements for Financial Aid Procedure
 - 6.5.2p1. Grading System Procedure
 - 6.6.3p1. Fundraising Request Procedure

Upon a motion by M. Anderson, seconded by C. Hearn; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the procedures as presented.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Tammi Hall

- **Heavy Diesel Technology Lab Renovation** – This project is progressing as scheduled.

- **Greenhouse Renovation and Mobile D Roof Replacement**

In the past, the college has used the buildings in the area now known as the Warehouse Annex for a variety of purposes – classrooms, labs, offices, storage, and Central Receiving. There are 2 mobile classroom units, a greenhouse, two warehouses, and the Fish and Wildlife program's animal processing building.

In order to optimize the usefulness and long-term viability of these structures, there are a number of projects scheduled for this area:

1. One of the mobile units will receive a new roof and continued to be used for storage – for now.
2. The greenhouse will be converted to an equipment storage shed that will serve Plant Operations as well as the instructional programs that have large, outdoor equipment.
3. One of the warehouses and the other mobile unit will be renovated to house the Electrical Construction program but could also serve other programs. This project manual has been developed and will post for bid soon in order to provide:
 - a. Additional space to the Electrical Construction program - from 2,587 to 6,554 sq ft

- b. The 2,587 sq ft currently occupied in the Industrial Technology Building becomes available for other programs
 - c. Adds 2 additional restrooms
 - d. Adds 2 additional classrooms (1 lecture, 1 computer lab)
 - e. Adds 2 offices
 - f. Reduces traffic in the Industrial Technology Building
- **Campus Security Upgrades**
 - The college's security camera system continues to improve as Phase 2 installations progress and the college becomes more familiar with the functionality of the new system. In addition to surveillance, improvements in the electronic access system provide network-based, remote monitoring and control of access to buildings and specific areas within buildings.
- **Sidewalk Improvements**
 - The PO has been issued for the replacement of several sections of broken and uneven sidewalks around the main campus. There are also several other improvements including new sidewalks in areas where traffic patterns have changed with campus growth.
- **JEK 400 Wing Fencing Improvements**
 - The brick fence that surrounds the 'welding area' at the north end of JEK is getting much needed attention. Low-growing, shade-tolerant plants been added under the chaste trees and the painted brick has been prepared for a new coat of paint. A large three-dimensional OTC diamond logo will be added at the main entry and the original chain link fencing has already been replaced by new fencing with privacy strips.
- **JEK Auditorium A/V Upgrade**
 - As part of our efforts to improve OTC experience and the range of services available in the auditorium, we have issued a PO for a new A/V and lighting system. This project which will provide the resources needed to better host and manage events while offering high-quality, remote viewing capabilities.
- **Voice over IP Phone System Enhancements**
 - Years ago, the college implemented a Voice over IP (VoIP) phone system that provided both cost savings and performance improvements over traditional phones services. Thanks to CARES funding, the college has made another significant investment in the VoIP system to better support current and emerging communication needs. In addition to general improvements in the overall VoIP system, the project will provide any user the opportunity to have an off-campus phone that will exactly duplicate the on-campus experience. Incoming calls are received regardless of location to reduce missed calls and simplify the process of working off-campus. Outgoing calls will originate from the user's office phone number, reducing the likelihood of an ignored call by a person who has reached out to the college for assistance.

PRESIDENT'S REPORT:

- Students are on Spring Break this week.
- President Durden announced Bobby Jones' father passed away yesterday evening. Please keep Bobby and his family in your prayers. Bobby's mother passed away in February.
- In reviewing last year's meeting minutes from April, the March meeting last year was cancelled, graduation postponed, iGot campaign postponed, and Jack Hill passed away.

It was a difficult year, but we are now feeling hopeful for what summer and fall semesters bring. We are not sure what it is going to look like, but we are planning for more in person classes and reengaging students.

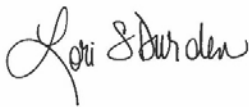
- Lori thanked everyone for their help and support with the iGot campaign and personally supporting the Foundation. The *Answer the Call* campaign is going very well so far.
- Amazon update – the first cohort of students arrived on February 28 with instruction beginning on March 1. Jan noted Amazon stated this was the best launch they have been through so far. Amazon has approved our press release, which will go out this week. Jan commended Eyvonne Hart for her hard work with the Amazon contract.
- The job announcement for the LPN to RN Bridge program director position posted yesterday. The process to begin the program will take a minimum of 18 months.
- President Durden announced that April is Ben Ross' last meeting on the Local Board.

CHAIRPERSON'S COMMENTS: Fred stated it is very important to look back on where we were a year ago and stated we are headed in the right direction. The college has prepared to continue to move the college forward.

ADJOURN: There being no further business at this time the meeting adjourned at 10:05 a.m.

The next meeting of the Local Board of Directors is **April 21, 2021** at 9:00 a.m. Jack Hill Building Oak Room.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori S. Durden". The signature is written in a cursive, flowing style.

Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Oak Room
April 21, 2021 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Dr. Barbara Golden, Carolyn Ethridge, Tammi Hall, Fred Hill, Caughey Hearn, Bobby Jones, Ben Ross, Yolanda Tremble, and Grace Waits

MEMBERS ABSENT: None

STAFF PRESENT: Jeff Davis, Michelle Davis, Lori Durden, Eyvonne Hart, Dr. Ryan Foley, Karen Mobley, Jan Moore, and Brandy Taylor

STAFF ABSENT: None

CALL TO ORDER: Pursuant to the date and location stated above, Fred Hill, Chair, called the meeting to order at 9:04 a.m.

INVOCATION: Bobby Jones gave the invocation.

REVIEW OF AGENDA: Upon a motion by M. Aderson, seconded by B. Golden; all in favor; none opposed; the Board accepted the agenda as presented.

REVIEW OF MINUTES: Upon a motion by B. Jones, seconded by Y. Tremble; all in favor; none opposed; the Board accepted the minutes of March 17, 2021 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

The following items approved during the April State Board meeting:

- There was no mention of Ogeechee Technical College during the April State Board meeting.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Carolyn Ethridge

- **Pearson Inclusive Access Program**
 - Today's students are digital natives who expect to learn with interactive course materials, available anytime and anywhere on multiple devices. But course materials must be affordable as well as engaging. In response, OTC is expanding its digital delivery offerings, helping to lower costs and save students money while keeping them engaged with innovative solutions.
 - By providing affordable, anytime/anywhere, first-day access to high-quality digital course materials and learning technology, we are helping students toward a successful start. This is a step toward making every student a prepared student.
 - With the Pearson Inclusive Access model, students get course materials by the first day of class, at a significantly reduced price. Best of all, students can start learning (and faculty can start teaching) immediately.
 - Traditionally, 80% of students delay purchasing required course content which puts them behind on day one of class.

- **Program Updates**

- City of Statesboro partners with OTC and Georgia Southern to offer internship opportunities during the summer semester. The program will offer at least six positions in all professional areas to students at Georgia Southern and Ogeechee Technical College.

The internships will be an extension of the classroom, allowing students to apply the knowledge they've gained on marketing, public health, public administration, pre-health professions, accounting, finance, engineering or computing.

STUDENT AFFAIRS: Mark Anderson/Bobby Jones

- **Career Fair**

- The Annual Career Fair looked a little different this year. Due to social distancing constraints this year's career fair was expanded to a week-long event to strategically maximize conversation opportunities while minimizing contact. Our career fairs are one of our biggest opportunities to connect our students to local employers and help them build relationships that may lead to future career opportunities. Dividing our career fair into three separate days helped to minimize congestion and in-turn afforded students more one-on-one time with employers in areas of interest.
- Each of the three days of the career fair was targeted toward a different audience; industrial careers; medical and early childhood; and careers in fish & wildlife, business, criminal justice, and cosmetology. 22 employers were in attendance and the event attracted more than 70 students over the course of the three days.

- **Student Activities**

- Phi Beta Lambda student club recently partnered with the American Red Cross of Southeast and Coastal Georgia to hold a blood drive at the College. The Red Cross mobile unit was parked outside of the Health Science North building from 9:00 a.m. – 3:00 p.m. and they collected 22 units of blood. With new protocols in place we set a goal of 17 units, but easily surpassed that, matching last event's total of 22 units.
- On Saturday, April 17, the Student Leadership Council (SLC) of Ogeechee Technical College sponsored the Statesboro Soup Kitchen at the First United Methodist Church in Statesboro. The participants arrived and began preparing food at 9:00 a.m. and served over 400 community members between the hours of 9:00 am – 1:00 p.m. The Soup Kitchen is open from 11:00 a.m. – 1:00 p.m. every Saturday for service.

ADMINISTRATIVE SERVICES: Caughey Hearn

March Financial Report*

- March 31, 2021 YTD budgeted revenue/expenses were \$27,481,517. We received \$21,581,680 in revenue and expensed \$20,865,502. The financial report shows a net income of \$716,178.
- March 31, 2021 YTD Total Current Assets - \$4,068,865; Total Assets - \$4,300,216 = Total Liabilities/Fund Balances \$4,300,216.
- We received 79% of our anticipated revenue and we expensed or encumbered 81%.

- We received \$6.6M of our state funds, which is 69% of our anticipated budget of \$9,653,662. Increase for employee bonus pay.
- We received \$979,998 of our federal funds, which is 45% of our anticipated budget of \$2,160,228.
- We generated \$7M in local funds, which is 80% of our anticipated budget of \$8,728,526.
- We have received and expensed \$6.9M (100%) in Hope, Pell, SEOG funds, and private loans.

Upon a motion by Y. Tremble, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the March 31, 2021 financial report as presented.

COLLEGE ADVANCEMENT: Yolanda Tremble. FOUNDATION

- **iGot Campaign**
 - Total dollars raised: \$560,350
 - Total donors: 419 (compared to last year 265)
 - 182 business gave (compared to last year's 80)
 - Faculty/Staff participation rate 94%
 - 142 gave (8 were part-time)
 - 100% participation – 6 departments will be awarded with a lunch
 - Please let Michelle know if you had any businesses or individuals that you were not able to reach that can be followed up with.
- **Scholarship applications open April 14-June 30**
- **Please mark your calendars**
 - Jack Hill Building Ceremony – Thursday, April 29, 5:00 pm NRB

PR/MARKETING

Highlights

- Sean Payne to be named one of Statesboro's 20 under 40
- News coverage of our COVID-19 Clinic

Press Releases & In the News:

- [Creative Expansion of Career Fair a Success](#) (April 12)
- [City of Statesboro to offer summer internships for local college students](#) (April 12)
- [Over 60 Doses Administered at Ogeechee Tech COVID-19 Vaccine Clinic](#) (April 6)
- [Ogeechee Tech Employees "Wear a Pair" for the Teal House](#) (April 6)
- [OTC Announces More Online Course offerings through Statewide eCampus Platform](#) (March 29)
- [\\$560,350 Raised During 2021 iGot Campaign](#) (March 23)
- [OTC Donates \\$75,000 to Evans Regional College and Career Academy](#) (March 11)

Future Things to be on the lookout for:

- Story: Strickland Foundation \$1.5M (ON HOLD)
- Story: Automotive and Heavy Diesel serving Emanuel County Sheriff's Office
- Story: Amazon Partnership
- Digital Annual Report
- Women's History Month Social Media Posts (similar to Black History Month)
- Website RFP is in evaluation process – Evaluations will be done by end of next week.

Digital Marketing Summer/Fall Recruitment Campaign (March 1- August 23, 2021)

- 215 Form Submissions (as of 4/13)
- 138 Phone Calls (60 seconds or longer)

Traditional Marketing Summer/Fall Recruitment Campaign (March 1- August 23, 2021)

- Recruitment/Branding Ads in local papers.
- Inserting Continuing Ed and Adult Ed ads as necessary
- Radio currently running recruitment ads.
- TV Ads will begin next month

Upcoming Press Releases

- Construction Program working on Habitat House
- CARES Act Distribution and plan for HEERF II Funds
- Kennedy Endowment
- Amazon
- Commencement Speaker Announcement
- Earth Day Clean-Up (Fish & Wildlife Program)
- Jack Hill Building Naming
- Opticianry Speaker Series
- Adult Education Speaker Series

ECONOMIC DEVELOPMENT: Ben Ross/Grace Waits

- **Adult Education Update**
 - 145 (206 goal); 11 GED graduates
 - The Adult Ed program conducted first New Student Orientation with participants from the Department of Community Supervision on April 1 in Bulloch County.
 - The Adult Ed program will serve as a worksite for the Summer Work Experience (SWEX). Participants will have the opportunity to work 30 hours a week providing administrative and customer service support to the program. The students are paid by SWEX.
- **Contract Training**
 - Projecting a very good year from both departments, particularly contract training.
 - The first cohort of Amazon apprentices is doing very well. All 21 participants passed their first PMMI certification exam on the first try. On the second certification exam, all have passed as well. Each participant must pass all four PMMI certification exams to pass the course. The second cohort of participants arrive on May 9.
 - Manufacture Ready for high school students is set to go in Screven and Evans Counties. The Screven County program will be three weeks and it has 17 students enrolled. The Evans County program will be one week and has 14 students registered.
- **Continuing Education**
 - The driver's education simulators are being adapted for heavy equipment operator simulation. We will begin with forklift and front end loader simulation capability.

- Grandkids College has been finalized. Four areas of focus are being offered:
 - Healthcare Heroes (Nursing/Paramedic)
 - Super Sleuths (Criminal Justice/Cyber Security)
 - Automation Nation (Electrical/Robotics)
 - Animal Escapades (Vet Tech/Fish & Wildlife)
 Age groups are 8-10 year olds, and 11-14 year olds.

INSTITUTIONAL EFFECTIVENESS: Dr. Barbara Golden

- **FY22 Estimated Perkins Allocation**
 - \$530,696; \$36K more than last year
- **Plans/Manuals/Handbooks***
 - Program Development, Analysis & Termination Plan
 - New Employee Orientation Handbook
 - New Faculty Orientation Handbook
 - Emergency Operations Plan
 - Business Continuity Plan
 - Advisory Committee Guidebook
 - Career Services Plan
 - Occupation-Based Instruction Management Plan
 - FIT Life Handbook
- **Procedures***
 - 2.4.1p1. Local Board Responsibilities and Authority Procedure
 - 2.4.1p2. Local Board Bylaws Procedure
 - 3.3.3p5. Business Office Procedures for Facility Rentals
 - 3.3.4p2. Email Use Procedure
 - 4.9.5p1. Staff Development Procedure
 - 5.1.2p2. Credit Hour Procedure
 - 5.1.2p5. Proctoring Procedure
 - 6.8.1p1. Field Trips Procedure

Upon a motion by Y. Tremble, seconded by M. Anderson; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the procedures as presented.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Tammi Hall

- **Heavy Diesel Technology Lab Renovation** – The project wrapped up April 16 with a final review scheduled for the week of April 19. Equipment installation will follow soon and the ‘new and improved’ space will be ready for use.

- **Pavilion – Phase 2** - The design is complete and documents were sent up for final review by TCSG. Once approved, a timeline will be provided and the project will be posted for bid.
- **Greenhouse Renovation and Mobile D Roof Replacement** - The greenhouse conversion and the roof replacement are progressing as scheduled.
- **Sidewalk Improvements** - The weather has finally cooperated and allowed these improvements to be completed.
- **JEK Auditorium A/V Upgrade** - The equipment has arrived and the installation schedule is being negotiated to minimize impact to the availability of the space.
- **Electrical Construction Renovation** - The conversion of the warehouse and mobile unit to house the Electrical Construction program is out for bid. Hopes are the construction will be completed before fall semester.

PRESIDENT’S REPORT:

- Spring semester is winding down and we are gearing up for summer semester. Enrollment is trending up at this time for summer.
- Graduation is May 13 for the graduates and stage party only. The ceremony will be livestreamed for family and friends. We are looking forward to having a full graduation ceremony next May.
- COVID update – President Durden thanked Ben Ross for offering the COVID vaccines provided by FHP. Over 60 vaccines were administered to employees and students. COVID restrictions will ease up summer semester. Signage will change and facility rental agreements will change to remove the gathering restrictions.
- Two of Governor Kemp’s staff will be on campus today for a tour of NRB and ITB buildings; 12:00 -1:00 pm.
- Jack Hill Building naming is Thursday, April 29 at 5:00 pm.
- President Durden thanked the Board for their help with the annual iGot campaign. This is the first time we have surpassed the \$500K mark.
- An Appreciation Lunch is being held today at noon in honor of Administrative Professionals Day for all support staff personnel. The lunch is sponsored by the Ogeechee Technical College Foundation.

CHAIRPERSON’S REPORT:

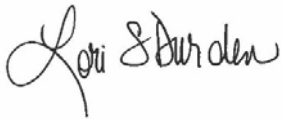
- **New Board Members***
 - Stephen Pennington, CEO of East Georgia Regional Medical Center
 - Today is Ben Ross’ final meeting on the Local Board of Directors. Mr. Pennington will fulfill the remaining two years of Ben Ross’ 2nd term, which is July 2021 – June 2023.
 - A motion was made by Y. Tremble, seconded by M. Anderson, all in favor, none opposed; the board accepted the nomination of Stephen Pennington to the Local Board of Directors.
 - Michael Summers, Sr., CEO of Summertime Enterprises, Inc.
 - Mr. Summers will fill the Bulloch County vacancy upon the expiration of Fred Hill’s fourth term. Mr. Summers first term is July 2021 – June 2024.
 - A motion was made by Y. Tremble, seconded by C. Hearn, all in favor, none opposed; the board accepted the nomination of Michael Summers, Sr. to the Local Board of Directors.
- Recognition of outgoing board member, Ben Ross. Fred thanked Ben for his support and service to the Local Board of Directors and presented him with an award and gift basket.

- Announcement of Chair and Vice Chair for FY2022
 - Mark Anderson, Chair – A motion was made by B. Golden, seconded by B. Jones, all in favor, none opposed; the board accepted the nomination of Mark Anderson as chair of the Local Board for FY2022.
 - Bobby Jones, Vice Chair – A motion was made by M. Anderson, seconded by Y. Tremble, all in favor, none opposed; the board accepted the nomination of Bobby Jones as vice chair of the Local Board for FY2022.

ADJOURN: There being no further business at this time the meeting adjourned at 9:41 a.m.

The next meeting of the Local Board of Directors is **May 19, 2021** at 9:00 a.m. Jack Hill Building Oak Room.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori S. Durden". The signature is written in a cursive, flowing style.

Lori S. Durden
Executive Secretary