

**OGEECHEE TECHNICAL COLLEGE
LOCAL BOARD OF DIRECTORS MEETING**

Joe Kennedy Boardroom | September 21, 2016 | 9:00 a.m.

MINUTES

MEMBERS PRESENT: Mark Anderson, Rachel Edwards, Fred Hill, Bobby Jones, Randy Mayfield, Hoke Reeves, Dr. Lisa Rogers, and Yolanda Tremble

MEMBERS ABSENT: Tammi Hall and Ray McKinney

STAFF PRESENT: Jeff Davis, Lori Durden, Eyvonne Hart, Dr. Charlene Lamar, Brandy Taylor, Barry Turner, Karen Mobley, and Jan Moore

STAFF ABSENT: Dr. Ryan Foley

CALL TO ORDER:

Pursuant to the date and location stated above, Rachel Edwards, Chair, called the meeting to order at 9:07 a.m.

INVOCATION:

The invocation was given by Fred Hill.

INTRODUCTION OF NEW BOARD MEMBER, BOBBY JONES

President Durden introduced Bobby Jones and welcomed him to the Board. Judge Lee DeLoach had a calendar mix-up and will attend the October Board meeting to perform the Oath of Office for Mr. Jones.

APPROVAL OF AGENDA:

Upon a motion by Y. Tremble, seconded by M. Anderson; all in favor; none opposed; the Board approved the agenda as presented.

APPROVAL OF MINUTES:

Upon a motion by R. Mayfield, seconded by F. Hill; all in favor; none opposed; the Board approved the minutes of the June 15, 2016 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

Rachel Edwards reviewed the August 2016 State Board Extended Agenda. During the August State Board meeting, the following items were approved:

- Mission Statement revisions
- Lori Durden appointed as the new president of Ogeechee Technical College; Effective August 5, 2016.

UNFINISHED BUSINESS:

- FY2016 Self-Assessment Results - Lori thanked the Board for taking part in the year-end self-assessment. The results were reviewed and overall were very favorable. There were a few areas where there were neutral responses. Lori mentioned the board's feedback and input is very important to us. She asked the board to keep their eyes and ears open

in their respective communities and to let her know if there are areas that need attention.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Tammi Hall – Dr. Lamar reported in Tammi’s absence.

- Photovoltaic Systems Installation & Repair Technician - Norm Threatt, Industrial and Electrical Systems Instructor, gave an overview of the program and shared the benefits of a project students are working on. The program has three 500,000 KW solar panels the students are working on to learn about solar energy and how it works. The students also learn how to install the solar panels.
- Briggs & Stratton Internship Program -For the past year, Academic Affairs has been working with supervisors and HR personnel to establish a paid internship opportunity for our students. There are currently 4 students working/learning at Briggs & Stratton in the paid internship program making \$16/hour. There is an opportunity for these students to be hired once they complete their program of study. Students who take advantage of this opportunity are within two semesters of graduation/completion. This is a great opportunity for our students and it is our intention to expand this agreement to include apprenticeship programs for high school students who are interested in the Mechatronics/Manufacturing program.
- New Hires:
 - Dean for General Education & MOWR - Dr. Paul Mizell, started July 1, 2016. He is responsible for the oversight of the General Education department, MOWR program, Health Sciences Core, the first year experience course (COLL 1010), and all learning support courses in English, math, and reading. Dr. Mizell previously served as the Dean of Adult Education and in various leadership roles in public school systems.
 - Director for Library Services - Lisa Lanier, started August 1, 2016. Lisa is responsible for managing our library program which supports all of our academic programs. She is eager and has begun sharing available resources with faculty and their classes. Lisa previously served as the Media Specialist at Bulloch Academy and as a middle grades teacher.
 - Health Information Technology Instructor - Lisa Parker, started August 24, 2016; The HIT program is a fully on-line program.
 - Paramedicine Instructor - A need for additional Level 3 licensed paramedics was brought to our attention by Doug Vickers, Bulloch County EMS Director. Jim McPherson will begin teaching in January 2016 for spring semester. Mr. McPherson currently serves as the program director for Albany Technical College and has taught nursing and paramedic classes. He is working with us to file all necessary paperwork for program accreditation.

ADMINISTRATIVE SERVICES: Dr. Lisa Rogers

June 2016 Financial Reports –

- June 2016 YTD budgeted revenue/expenses were \$26,170,798. We received \$26,040,694 in revenue and expensed \$25,629,909. The financial report shows 2% in revenue over expenses of \$410,786.
- June 2016 YTD Total Current Assets - \$3,564,655; Total Assets - \$3,918,908; Total Liabilities/Fund Balances \$3,918,908.
- We received 100% of our anticipated revenue and we expensed 100%.
- We received \$8,448,977 of our state funds, which is 100% of our anticipated budget of \$8,455,449. We have carry-over funds of \$63,857 in FFE.

- We received \$694,900 of our federal funds, which is 98% of our anticipated budget of \$706,683.
- We generated \$7,838,439 in local funds, which is 99% of our anticipated budget of \$7,950,289.
- We received \$9,058,377 in Hope, Pell, and SEOG.

Upon a motion by F. Hill, seconded by M. Anderson; all in favor; none opposed; the Board approved the financial activity report for period ending June 30, 2016.

July 2016 Financial Reports –

- July 2016 YTD budgeted revenue/expenses were \$18,236,264. We received \$1,197,098 in revenue and expensed \$852,086. The financial report shows 2% in revenue over expenses of \$345,012.
- July 2016 YTD Total Current Assets - \$2,724,832; Total Assets - \$3,172,221; Total Liabilities/Fund Balances \$3,172,221.
- We have received 7% of our anticipated revenue and we expensed 8%.
- We have received \$661,466 of our state funds, which is 7% of our anticipated budget of \$9,115,429.
- We have received \$0.00 of our federal funds, which is 0% of our anticipated budget of \$730,343.
- We have generated \$514,418 in local funds, which is 6% of our anticipated budget of \$8,369,278.
- We have received \$21,214 in Hope, Pell, and SEOG.

Upon a motion by H. Reeves, seconded by R. Mayfield; all in favor; none opposed; the Board approved the financial activity report for period ending July 31, 2016.

August 2016 Financial Reports –

- August 2016 YTD budgeted revenue/expenses were \$18,722,154. We have received \$3,139,729 in revenue and expensed \$2,692,526. The financial report shows 3% in revenue over expenses of \$447,203.
- August 2016 YTD Total Current Assets - \$2,930,526; Total Assets - \$3,268,835; Total Liabilities/Fund Balances \$3,268,835.
- We have received 17% of our anticipated revenue and we expensed 18%.
- We have received \$1,348,262 of our state funds, which is 15% of our anticipated budget of \$9,115,429.
- We received \$30,351 of our federal funds, which is 4% of our anticipated budget of \$730,343.
- We generated \$1,254,012 in local funds, which is 15% of our anticipated budget of \$8,369,278.
- We have received \$507,103 in Hope, Pell, and SEOG.

Upon a motion by Y. Tremble, seconded by M. Anderson; all in favor; none opposed; the Board approved the financial activity report for period ending August 31, 2016.

COLLEGE ADVANCEMENT: Yolanda Tremble

PR Report –

- **Blood Drive Held** - The Sigma Alpha Pi Chapter at Ogeechee Technical College recently partnered with the American Red Cross of Southeast and Coastal Georgia to hold a blood drive at the College. Laura Chambers and Ty White, Sigma Alpha Pi advisors, said thirty-three people participated in the drive.
- **Citizen's Police Academy** - The OTC Law Enforcement Academy recently completed its inaugural Citizen's Police Academy. Participants from Bulloch, Evans, and Screven

counties attended sessions which were held at OTC's Evans Technical Education Complex in Hagan. The program provided a summary of the training and education that officer candidates receive before serving as peace officers, while offering insight into common questions and concerns about police practices.

- **Constitution Day** - Ogeechee Technical College recently held a Constitution/Voter Registration Day in the Joseph E. Kennedy Lobby. Volunteers were on hand to register new voters, assist those who needed to change an address, and provide any other general, voting related assistance.
- **Construction Program Assists with Habitat for Humanity** - Students in the Commercial Construction Management and Electrical Systems Technology programs at Ogeechee Technical College, under the direction of program faculty, Charlie Collins, Loren Cranford and Norm Threatt recently volunteered during the construction of two Habitat for Humanity Houses in Bulloch County.
- **LEA Record Attendance** - During the fall 2016 semester, the Ogeechee Technical College Law Enforcement Academy (OTC LEA) welcomed its largest class in over six years. Twenty-one officer candidates began training at the academy on August 15th. According to Jim Mitchell, Director of the Law Enforcement Academy, the increase in enrollment is a significant victory. Mitchell said, "Recruiting has been a priority since I became director last year. We put together a good plan and executed it. We generated a pool of about 140 candidates in a six month period, during one of the most challenging times in the last forty years to be a police officer. We have the most gender and ethnically diverse class of students we have had since 2010. We made diversity an integral part of our recruiting plan."
- **Memorial Service** - The Funeral Service Education Grief Counselling class at Ogeechee Technical College held a memorial tribute in memory of Dallas and Baton Rouge law enforcement officers recently killed in the line of duty. Pastor Jacob Brown gave the introduction and Corporal Brian Nessmith and Sergeant Noel Brown of the Bulloch County Sheriff's Office served as Color Guard. Closing remarks were given by Reverend Craig Tremble. The class provided a guest registry table in the auditorium of the Joseph E. Kennedy Building throughout the day. Students, faculty, and staff were encouraged to sign the books, which will be sent to the families of the slain officers.
- **Ready to Move** - Music, a red carpet, and smiles on the faces of excited Ogeechee Technical College faculty and staff greeted students from area high schools last week as they stepped off buses and entered the College's Natural Resources Building. Among those students was Blake Stroud, a 17 year old senior at Claxton High School. Stroud has aspirations to become an athletic trainer and thanks to the Move On When Ready program, he is already laying the foundation for that plan.
- **Sigma Alpha Pi and Cosmetology Partner** - Ogeechee Technical College's Cosmetology program recently partnered with the College's Sigma Alpha Pi Chapter for a community service project. According to Ty White and Laura Chambers, Sigma Alpha Pi Advisors, twenty-five senior citizens from the Statesboro Concerted Services program were treated to manicures and hairstyling services by students in DJ Holloway's and Jeff Shaver's cosmetology classes.
- **CTD Summer Semester** - According to Kelly Kingry, Dean for Industry and Public Service at Ogeechee Technical College, the entire class of OTC Commercial Truck Driving students from summer semester recently successfully completed the required Department of Driver Services (DDS) license test with exceptional scores.

Ogeechee on the Go - Branding for OTC community service projects that our faculty, staff, and students are participating in, which will be highlighted in press releases throughout the year.

Foundation Report -

- Foundation Golf Tournament - Friday, October 7, 2016, FHCC. Two or three team spots are still available. Shotgun start at 12:30 p.m., lunch served at 11:30 a.m. Raffles: Big Green Egg, dining packages, and more. All proceeds benefit Adult Education to pay for GED testing.

ECONOMIC DEVELOPMENT: Hoke Reeves/Bobby Jones

Contract Training Benchmarks –

- YTD Companies Trained - 52; Benchmark - 170 (147 FY16 goal)
- YTD Hours Trained – 4,112; Benchmark – 37,994 (30,000 FY16 goal)

Facilities Report –

- Use of facilities year-to-date by external parties are 2,124 vs in 300 FY16.
- Use of facilities in August 2016 were 1154 vs 242 in August 2015.

Adult Education Report - Results through 9/12/16

- Enrollment for FY17 to date – 156 students (ESL- 5); 48 level completions; 5,909 contact hours.
- Zero obtained a GED or High School Diploma – Local 0%; State average 0%; FY17 Goal 85%. FY17 data is not yet available.
- Exploring the opportunity to offer an Adult Education class at Claxton Poultry, exclusive to their employees.
- Working with WL Plastics on the hiring phases for their new plant in the Gateway Industrial Park.
- Anticipating a change in Driver's Education scholarships. The scholarships could possibly be awarded on a needs basis rather than first-come first-served basis. A decision will be made in January 2017.

INSTITUTIONAL EFFECTIVENESS: Randy Mayfield

1. Plans/Manuals
 - a. Distance Learning Policies & Procedures Manual
 - b. Online Course Orientation: Student Policies & Procedures
 - c. Business Office Procedures/Internal Controls Manual
 - d. Institutional Effectiveness Plan
 - e. Purchasing Card Policies and Procedures Manual
 - f. Bookstore Manual
 - g. Marketing and Community Relations Plan
 - h. Faculty Handbook
 - i. Adjunct Faculty Handbook
 - j. Retention Plan
 - k. Enrollment Management Plan
 - l. Business Continuity Plan 2016-2017
 - m. Emergency Operations Plan 2016-2017
 - n. Exposure Control Plan 2016-2017
 - o. Hazard Communication Plan 2016-2017

A motion to approve the plans/manuals was made by F. Hill, seconded by H. Reeves; all in favor; none opposed; the plans/manuals were approved as presented.

2. Procedures
 - a. 2.4.4p1. Local Board Emeriti Procedure
 - b. 3.1.13p1. Collection Procedure
 - c. 3.3.2p1. Use of College Vehicles Procedure

- d. 3.3.2p2. Traffic and Parking
- e. 3.3.3p3. Advertising & Distribution of Materials by Non-College Entities
- f. 3.3.3p4. Solicitation Procedure
- g. 3.3.4p1. Acceptable Computer & Internet Use Procedure
- h. 3.3.5p1. Controlling Usage of Telecommunications Equipment Procedure
- i. 3.3.9p1. Authorized Uses of Equipment and Supplies Procedure
- j. 4.1.1p1. Recruiting and Hiring
- k. 4.1.1p1. Interviewing and Hiring Full-Time Faculty and Staff Guidelines
- l. 4.1.1p1. Interviewing and Hiring Part-time Staff Guidelines
- m. 4.1.1p1. Interviewing and Hiring Adjunct Faculty Guidelines
- n. 4.1.8p1. Faculty Workload Procedure
- o. 4.3.3p1. Workplace Violence Procedure
- p. 5.1.1p1. Academic Freedom Procedure
- q. 5.1.2p1. Class Schedules Procedure
- r. 5.1.2p3. Work Ethics in the Curriculum Procedure
- s. 5.1.2p6. Faculty Role in Governance Procedure
- t. 5.1.2p7. Student Course Evaluation Procedure
- u. 5.1.2p7. Uniforms Procedure
- v. 5.1.11p9. Loss of Property Procedure
- w. 5.2.1p1. Non-Credit Instruction Training Services Procedure
- x. 6.3.1p1. Distance Education Student Privacy Procedure
- y. 6.4.1p1. Books and Supplies Procedure
- z. 6.6.1p. Student Tuition and Fees

A motion to approve the procedures was made by Y. Tremble, seconded by B. Jones; all in favor; none opposed; the procedures were approved as presented.

3. QEP Update - Brandy Taylor

- A QEP update video was shared with the board prior to today's meeting. The video included a timeline, the college's mission, vision, and strategic plan; the QEP core mission and focus statement; the areas identified by the topic selection team in 2015 and data team in 2016. Topics that emerged were: Advising, College Success, Gen Ed and Core Classes, and Orientation. The focus is on First Generation Students.
- Brandy asked the Board to brainstorm on specific resources/support services that could help first generation students transition into and through their educational journey at OTC. Feedback was requested to be sent by email to either Brandy Taylor or Karen Mobley.

STUDENT AFFAIRS: Fred Hill

- Fall 7-Day Enrollment Report - 1,893; 7% decrease from FY16. Add other data.
 - Fred reported the numbers do not reflect the FlexEd students or Term-B enrollment. Current enrollment is 1900. These numbers will continue to increase once Term-B starts.
 - Student Affairs is focusing its efforts on converting applicants to currently enrolled students.
 - President Durden commented on FlexEd and Term-B. FlexEd term started on Monday, September 19th and Term-B starts October 6, 2016.
 - Due to the college no longer offering Federal Loans, our enrollment has decreased. The unemployment rate is also the lowest it has been in Bulloch County since 2007. Looking at Ogeechee Tech vs. Southeastern Tech 7-day enrollment, Ogeechee Tech serves 3 counties with one main campus while

Southeastern Tech serves 13 counties with 3 main campuses. Comparatively, we are doing very well serving our Service Delivery Area. Across TCSG, eight colleges are still offering federal loans. MOWR has also increased across TCSG in enrollment growth. We currently have 231 MOWR students, which is about the same as this time last year. We are still fine tuning the MOWR programs that we offer. Jan Moore reported that the FY17 goals for MOWR enrollment increased significantly from FY16 (175 v. 356). President Durden mentioned all of the benchmark goals for FY17 were increased. The FY17 Benchmark targets are attached. (*Attachment*)

- Open House – Molly Bickerton. Jan Moore introduced Molly Bickerton, Director for Admissions. This is the second year for a fall open house. Last year we had over 100 students/parents attend. The event is being held on Saturday, October 29, 2016, 9:00 am - 12:00 pm. This event gives families a chance to visit the college. Molly asked the Board to help spread the word.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Mark Anderson/Ray McKinney

- **TCSG-269 / Natural Resources Building/ Connector Road** - The installation of lighting and landscaping brought this project to a close. The resulting path highlights our growth across Joseph E. Kennedy Blvd, which will continue with our upcoming construction project
- **Joseph E. Kennedy Entrance and Lobby Renovation** - This project is nearly complete with only minor touch-ups remaining. The natural materials and construction style strengthens the tie to the newer buildings, providing a consistent feel to the campus.
- **Joseph E. Kennedy Annex Renovation** - The Annex was partially renovated in 2007 to provide a space for Administrative Services. Additional classroom and restroom renovations came in later phases, leaving the kitchen as the only original space. With the construction of Cattails Café, this kitchen is no longer needed and will be converted to additional office and storage space.
- **TCSG-330 / Plant Operations and Workforce Training Center** - The college is working diligently with the architect to ensure this project will meet the intended needs. The current focus is very broad with a concentration on space allocation, grouping of programs and services, and overall function. The footprint of the building is also a major part of this phase while we consider pedestrian and vehicular traffic flow, curb appeal, and how this project and its resources will best fit into the master campus plan, specifically providing additional parking for Natural Resources.
- **Additional Projects for FY17 Consideration** - These projects are being considered for the FY17 fiscal year. The goal is to ensure our facilities are always top-notch through thoughtful spending of the various funds allocated to the college.
 - Seal the Commercial Truck Driver / Law Enforcement driving range at the Evans County Workforce Development Center
 - Add a reception desk to the main lobby in the Joseph E. Kennedy Building
 - Install additional LVT (Laminate flooring) in high traffic areas of the JEK Building
 - Continue renovations of the JEK Annex to include flooring, paint, and refinishing the cabinets
 - Install charging stations in the café for phones, tablets, laptops, or other electronics while dining
 - Expand the café by extending the roofline to create an outdoor covered seating area
 - Install an outdoor sound/public address system to the main entrance, café, and courtyard areas

- o Paint the hallways of the Occupational Studies Building
- o Landscape improvements around the Occupational Studies Building
- o Renovate all remaining restrooms in the Occupational Studies Building
- o Add exterior, pole-mounted banners to strategically direct visitors and better identify buildings
- o Install a cellular signal booster to improve coverage inside buildings, starting with the Natural Resources Building

PRESIDENT'S REPORT:

- President Durden reported that each new day is challenging and exciting. Dr. Cartee left the College in great shape.
- The State of the College for FY17 was held on September 6, 2016. President Durden sent the Board an email update following the State of the College that included the goals of the college moving forward.
- President Durden has ventured into social media in hopes to connect to the students and community. Her first post was on Instagram this Monday. The account name is OTCPrez on Instagram and Twitter.

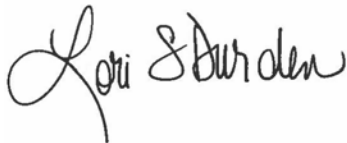
CHAIRPERSON'S SUMMARY:

Rachel Edwards thanked the Board for their time today and for their support of the college.

ADJOURN: There being no further business at this time the meeting adjourned at 10:07 a.m.

The next meeting of the Local Board of Directors is **October 19, 2016** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,



Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

Joe Kennedy Boardroom
October 19, 2016 | 9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Rachel Edwards, Fred Hill, Randy Mayfield, Ray McKinney, Hoke Reeves, and Dr. Lisa Rogers.

MEMBERS ABSENT: Bobby Jones, Tammi Hall and Yolanda Tremble

GUEST: Mary Kathryn Griffin, Director for Economic Development, Claxton-Evans Economic Development Authority. Randy Mayfield introduced Mary Kathryn to the group.

STAFF PRESENT: Jeff Davis, Lori Durden, Ryan Foley, Eyvonne Hart, Dr. Charlene Lamar, Brandy Taylor, Barry Turner, and Karen Mobley

STAFF ABSENT: Jan Moore

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

INVOCATION: Ray McKinney gave the invocation.

APPROVAL OF AGENDA: Upon a motion by M. Anderson, seconded by R. McKinney; all in favor; none opposed; the Board approved the agenda as presented.

APPROVAL OF MINUTES: Upon a motion by F. Hill, seconded by H. Reeves; all in favor; none opposed; the Board approved the minutes of the September 21, 2016 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES: Rachel Edwards reviewed the September 2016 State Board Meeting Minutes. There was no mention of Ogeechee Technical College.

UNFINISHED BUSINESS: None

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Tammi Hall – Dr. Lamar reported in Tammi’s absence.

- Faculty/Student/Alumni Achievements:
 - Sarah Heisler, Opticianry Student, competed in the National Federation of Opticianry Schools College Bowl and received third-place by answering ophthalmic questions against the clock and other competitors during the National Opticians Conference, October 1, 2016, in Orlando, FL.
 - Radiologic Technology Class of 2016 maintained a 100% first-time pass rate on the American Registry of Radiologic Technologist (ARRT) certification exam and are all employed in field for another 100% job placement rate. Further evidence of a quality educational program was noted during the August 2016 meeting of the Joint Review committee on Education in Radiologic Technology (JRCERT). Our program was awarded the maximum award of accreditation for a period of eight years.

- Matthew Dunn, Clinical Coordinator for the Radiologic Technology Program, presented, Leadership and Supervision in the Clinical Setting at the Georgia Society of Radiologic Technologists (GSRT, Inc.) annual meeting on Jekyll Island, GA. Attendees included a diverse mix of practicing radiographers, radiography educators, and students from radiography schools across Georgia.
- Kendreia Durant, Instructor for Pharmacy Technology Program, presented, Preparing Pharmacy Tech Students for the Workforce, at the Pharmacy Technician Educators Council annual meeting in Charlotte, North Carolina this past July.
- Faculty Recruitment:
 - Basic Law Enforcement Academy Instructor - Michael DeLeon submitted his resignation last month. A search for his replacement is now underway.
 - Biology Instructor - Tanya Crum submitted her resignation in August. We have received one application in which the person does not meet the minimum qualifications. A search for her replacement is still in progress.
 - Logistics Instructor - This position has been advertised for more than one year; one applicant has applied and the interview is scheduled for later this afternoon.
 - Math Instructor (MOWR) - This position will be responsible for teaching 4-6 courses per school year on high school campuses in addition to teaching on the main campus.
 - Paramedicine Program Director/Instructor - Jim McPherson has accepted an offer of employment and will begin December 1, 2016. The Paramedicine program will begin January 2017.
 - Surgical Technology Clinical Instructor - Carmen Suttles resigned last month. Interviews have been held and Dr. Lamar has recommended an applicant to the President for consideration.
- Computer Technology Industry Forum - Computer Information Systems Instructors are attending TCSG's Industry Forum today in Warner Robins. The purpose of these meetings are to display TCSG's commitment to support business and industry in maintaining a workforce in the strategic industries highlighted by Governor Deal. Donny Collins and Terry Hand will learn about the "free" tuition/HOPE grant assistance for students interested in this field and emerging educational programs.
- New Academic Program Request -
 - Industrial Systems Technology (IST4) Diploma*
A motion to approve was made by L. Rogers, seconded by R. Mayfield, all in favor; none opposed; the new program was reviewed and accepted.
- Pumpkin Book Character Creation - Lisa Lanier, Director for Library Services, suggested this project for October/November (National Book Week in November) as a way to get more students to enter the library. All the pumpkins will be donated to local nursing homes to use as decorations in the dining areas. To help kick-start the program, our Early Childhood Care and Education program students decorated the pumpkins in the center of the table. The students in the Child Development classes are always looking for ways to interact with children AND to "light a fire" to encourage reading. Anderson's General Store donated the pumpkins for the project. Board members are welcome to take one home with them today.

ADMINISTRATIVE SERVICES: Dr. Lisa Rogers

Auxiliary Services Update –

- The Bookstore, Print Center, and Cattails Café are three services offered that are revenue generators for the college. Auxiliary services produces over \$1M in revenue annually for the college.
- Coming soon – Text Book Rental program.
- Coupons for auxiliary services were distributed to each board member.

COLLEGE ADVANCEMENT: Yolanda Tremble

PR Report –

- Fall Open House – October 29, 2016, 9:00 a.m. – 12:00 p.m.
- Adult Education Book Drive – To promote Literacy Awareness Month, the Adult Education program at Ogeechee Technical College held a book drive from October 3-October 17. Donations of new and gently used children's books, early education literacy instructional materials, and adult literacy instruction materials may be dropped off in the College's library, Natural Resources Building near the Adult Education office, the Evans Technical Education Complex, and the Screven County Workforce Development Center. The book drive will benefit the Family Literacy Initiative in Statesboro.
- Comfort Hands - Ogeechee Technical College staff, Anita Brown, Molly Bickerton, and Rebecca Williams volunteered with Comfort Hands recently at Willow Pond. Comfort Hands served sixty-six people during the month of September. According to its founder, Anita Brown, the vision of Comfort Hands is that vulnerable populations in America will maintain human connection and feel supported by their community. Their mission is to promote physical and mental wellness through hand massage.

Upcoming Events -

- Vet Tech Open House – October 20, 5:00 – 8:00 p.m.
- Blood Drive – November 1, 9:00 a.m. – 2:00 p.m.

Foundation Report -

- Adult Ed Golf Tournament was rescheduled for Nov. 4. Raffle tickets are on sale for \$5/ea. First prize is a large Big Green Egg; second prize is a \$200 dining package. Other raffle items are also available.

ECONOMIC DEVELOPMENT: Hoke Reeves/Bobby Jones

Contract Training –

- YTD Companies Trained - 74; Benchmark - 170
- YTD Hours Trained – 6743; Benchmark – 37,994
- **Industrial Maintenance Program** – A fast-track program is being created for workforce training. The curriculum outline and objectives have been developed, and Academic Affairs is completing curriculum mapping to provide academic credits for program completers. The first cohort is scheduled to begin January 23, 2017.
- **Drivers Ed Program** - The new scholarship program will be effective January 1, 2017. Scholarships will be awarded on priority basis. First priority - child of deceased military/public service; Second priority - free/reduced lunch recipients; Third priority - all others. Students must apply through the state, not the college. The student must present a certificate with a redemption code in order to register for the class. Certificates must be used with 30 days of the certificate being issued by the state. The student then has 180 days to complete all training.

Facilities Report –

- Use of facilities year-to-date by external parties are 2,847 vs 579 in FY16.
- Use of facilities in September 2016 were 723 vs 279 in September 2015.
- WL Plastics Job Fair – November 8, 2016, Natural Resources Building Oak room. WL Plastics is currently building a facility in the industrial park. Expected completion is January 2017.

Adult Education -

- Enrollment for FY17 to date – 178 students (ESL- 7); 64 level completions; 8,150 contact hours.
- 8 obtained a GED or High School Diploma – Local 0%; State average 0%; FY17 Goal 85%. FY17 data is not yet available.
- Claxton Poultry GED Class - GED classes will be held at Claxton Poultry for their employees two days a week, 4:00 – 7:00 p.m. The MOA has been signed by Claxton Poultry and awaits final approval from the state. The MOU outlining class details also awaits final approval. The cost of the GED exam will be split by Claxton Poultry and the Ogeechee Tech Foundation.

INSTITUTIONAL EFFECTIVENESS: Randy Mayfield

1. Plans/Manuals

- a. Library Services Plan
- b. Student Affairs Annual Plan
- c. Employee Handbook

A motion to approve was made by F. Hill, seconded by M. Anderson, all in favor; none opposed; the Plans were reviewed and accepted.

2. Procedures

- a. 3.4.1p Employee Access to Facilities
- b. 4.3.2p4 Employee Dress Code
- c. 6.2.1p1. Learning Support
- d. 6.6.4p2. Attendance

A motion to approve was made by H. Reeves, seconded by L. Rogers, all in favor; none opposed; the Procedures were reviewed and accepted.

STUDENT AFFAIRS: Fred Hill –

- Graduates and Awards Conferred and Placement Data –
 - Graduates and Awards Conferred – This report lists the number of unduplicated graduates and the total number of awards conferred to the graduates by college. It also compares the current year with the previous year. Ogeechee Tech had a decrease in the number of graduates by -4.7% compared to the previous year. Lower enrollment in AY16 is a contributing factor to the decrease in graduates. The number of awards conferred increased, which is a duplicated number, by 6% compared to the previous year.
 - Placement Data – This report lists the placed in field and total placement rates by college for the AY16 reporting year. Students that graduated in AY15 are tracked for one year to determine placement rates. The college currently has a 97.9% placed in field rate. This is the third highest in the system and is well above the system average of 85.6%. Total placement rate is 99.6% and is the seventh highest in the state. The system average is 99%.

- GEMA Staging Site for Hurricane Matthew – On October 8, Chief York was notified that our facilities would be activated as a staging site for the State Forestry Department and the Department of Transportation. Our facilities were used as sleeping quarters and as headquarters for their operations. The Departments were tasked with removing trees on State owned roads. There were 80-100 people sleeping on campus during this time. The departments provided all supplies.
- Cleary Report – The Cleary Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. The United States Department of Education monitors compliance. By October 1 of each year, all institutions must publish and distribute their annual campus safety report. Ogeechee Tech's report has been submitted and we are proud to report that we have no major incidents to report.
- Student Activities –
 - Oct. 19 - Dress for Success: What to Wear and What NOT to Wear
 - Oct. 25 – Ghostly Gathering: Costume contest, pumpkin carving contests, carnival games, food, drinks, and more.
 - Oct. 29 – Fall Open House, 9:00 a.m. – 12:00 p.m.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Mark Anderson/Ray McKinney

- **TCSG-330 Plant Operations and Workforce Training Center** - The college and architects continue to work toward a design that will meet our current and future needs. Remember to keep this project in your discussions – especially if you happen to see any of our local delegation as we seek construction funds in FY18.
- **Main Campus Building Identification Project** - In an effort to identify our growing number of buildings on the main campus, we will be strategically placing post-mounted banners around campus. These banners will provided a colorful wayfinding option while proudly promoting the OTC brand.
- **Hurricane Matthew Review** - For the second time in only 6 weeks, the college was impacted by a hurricane. The first passed directly over our area on September 2, 2016. The second, much stronger storm, passed to our east on October 8, 2016 inflicting significant damage to the area. The college was very fortunate to have not suffered any damage to our buildings and only minor damage to our grounds after both events. Additionally, both storms were at their worst outside of the college's normal schedule.

Despite minimal impaction, these brushes with disaster required the college to exercise several of our plans. Although these plans are reviewed and updated annually, along with having simulated activities and drills, we are pleased to report the plans worked well during an actual event! Although many other documents guided our efforts, these are the big three:

1. Emergency Operations Plan –Immediate preparation, management, and reaction to a major disaster, including our 'larger role' in the community
2. Business Continuity Plan – Defines timelines and alternatives for all functions of the college after a major disaster has occurred
3. Disaster Recovery Plan – Technology-specific plan to protect and restore access to technology based resources and delivery

Of course, a few lessons were learned that will be integrated into the next plan revisions but the college can be proud of how we handled the situation, protected our resources, and reached out to those who were not as fortunate. The image below was taken in the Oak Room of the Natural Resources Building as it was being utilized as temporary housing for emergency workers while our Occupational Studies Building was a base for emergency operations for many agencies.

PRESIDENT'S REPORT:

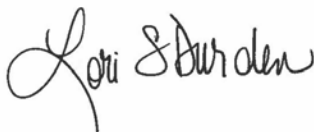
- Building Signage – President Durden added that the college's Campus Master Plan is being updated to include additional exterior building signage to improve directional signage on campus.
- Plant Operations/Workforce Training Center – A design meeting was held yesterday, and progress is being made with the building design. Design funds were awarded in FY16. Construction funding was expected in FY17 but was not awarded. President Durden has spoken to each of the local legislators and they all support the project.
- President Durden thanked Rachel and Bobby for attending the TCDA/TCFA Leadership Conference in Savannah. Once again, the Local Board was recognized for being a 100% certified board and the Foundation was recognized as a designated Role Model Board.
- Holiday Party – December 1, 2016; 5:00 – 7:00 p.m.; The Walnut Room downtown.
- Active Shooter Drill is currently in progress at the Screven County campus. This will complete the active shooter drills for all of our campuses.
- Exploring the opportunity to expand our truck driving program to Screven County. The program is less than 8 weeks long, which will allow us to offer it multiple times in multiple locations since the required equipment is mobile. We are seeking a site in Screven County for a driving range. Lori met with the Development Authority to ask for their help in locating a suitable site.
- Lori thanked Karen Mobley for preparing breakfast this morning.

CHAIRPERSON'S SUMMARY: Rachel mentioned The TCSG Advancement staff asked Karen Mobley to present at the Leadership Conference on the college's alumni association. Ogeechee Tech's Alumni Association is considered one of the most successful in the system and will be used as a model for other technical colleges in developing an alumni association and an alumni association awards program at other colleges.

ADJOURN: There being no further business at this time the meeting adjourned at 9:40 a.m.

The next meeting of the Local Board of Directors is **November 16, 2016** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,



Lori S. Durden
Executive Secretary

OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom

November 16, 2016

9:00 a.m.

MEMBERS PRESENT: Rachel Edwards, Fred Hill, Bobby Jones, Randy Mayfield, Ray McKinney, Dr. Lisa Rogers, and Yolanda Tremble.

MEMBERS ABSENT: Tammi Hall, Mark Anderson, and Hoke Reeves

STAFF PRESENT: Jeff Davis, Lori Durden, Ryan Foley, Eyvonne Hart, Dr. Charlene Lamar, Barry Turner, Karen Mobley, and Jan Moore

STAFF ABSENT: Brandy Taylor

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

INVOCATION: Ray McKinney gave the invocation.

OATH OF OFFICE: Judge Gates Peed officially swore in Robert “Bobby” Jones as a Local Board member of Ogeechee Technical College.

APPROVAL OF AGENDA: Upon a motion by Y. Tremble, seconded by L. Rogers; all in favor; none opposed; the Board approved the agenda as presented.

APPROVAL OF MINUTES: Upon a motion by B. Jones, seconded by F. Hill; all in favor; none opposed; the Board approved the minutes of the October 19, 2016 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES: Rachel Edwards reviewed the October and November State Board Meeting Minutes. There was no mention of Ogeechee Technical College in the October State Board meeting. During the November State Board meeting, Ogeechee Technical College requested approval to surplus the 6.88-acre property known as the “Evans Technical Education Complex” (former truck driving facility) located at 625 Cedar Avenue, Hagan (Evans County), Georgia. The Claxton-Evans County Industrial Development Authority, for consideration of \$10.00, conveyed the real property to the State of Georgia by General warranty Deed dated May 20, 2003, as found under the State’s Real Property Record #09853. Ogeechee Technical College has determined that this property is no longer needed to carry out its mission.

UNFINISHED BUSINESS:

- None

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Tammi Hall

- **New Advisory Committee Members** (*Attached*) - OTC Advisory Committees met on Tuesday, October 11 at 6:00 p.m. for the College's annual fall meeting. Area community and industry leaders who serve as advisory committee members gathered in the Health Sciences North Building for heavy hors devours before moving to classrooms or labs to attend their respective meetings. The meetings were reschedule due to Hurricane Mathew but still 90% of the committees held a quorum. Since that time, the remaining committees have met.

Program advisory committees are composed primarily of persons in the industry and include persons from OTC's service delivery area and employment market. Membership may also include representatives from high school programs and other college programs. A list of new members was recommended to the Board. Advisory committees promote interaction between program faculty and businesses and industries served by the program and faculty use the expertise of advisory committee members to improve educational training services.

Upon a motion by F. Hill, seconded by R. Mayfield; all in favor; none opposed; the Board recommends the new Advisory Committee members.

- **New Program Requests** (*Attached*)
 - Health Care Office Assistant (HFA1)
 - Healthcare Billing and Reimbursement Assistant (HBA1)
 - Business Healthcare Technology Degree (BHT3)
 - Business Healthcare Technology Diploma (BHT2)

Upon a motion by B. Jones, seconded by Y. Tremble; all in favor; none opposed; the Board recommends the New Program Requests.

ADMINISTRATIVE SERVICES: Dr. Lisa Rogers

September Financial Report* –

- September 2016 YTD budgeted revenue/expenses were \$20,423,312. We received \$7,492,937 in revenue and expensed \$6,598,795. The financial report shows 5% in revenue over expenses of \$894,142.
- September 2016 YTD Total Current Assets - \$3,348,786; Total Assets - \$3,685,978; Total Liabilities/Fund Balances \$3,685,978.
- We received 37% of our anticipated revenue and we expensed 35%.
- We received \$2,039,611 of our state funds, which is 22% of our anticipated budget of \$9,120,429.
- We received \$80,653 of our federal funds, which is 11% of our anticipated budget of \$730,343.
- We generated \$3,169,411 in local funds, which is 38% of our anticipated budget of \$8,369,278.

Upon a motion by R. McKinney, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the financial activity report for period ending September 30, 2016.

COLLEGE ADVANCEMENT: Yolanda Tremble

PR Report –

- **Radiologic Technology holds Blood Drive** - The senior Radiologic Technology class at Ogeechee Technical College recently collaborated with the American Red Cross of Southeast and Coastal Georgia to hold a blood drive on the College's main campus. The drive, held in conjunction with National Radiologic Technology Week, exceeded the American Red Cross's goal of twenty-three units, collecting twenty-nine units.
- **Manufacturing Day, October 6** – About 100 eighth-graders looked inside three local manufacturing plants and Ogeechee Technical College's industrial maintenance training lab Oct. 6 for Manufacturing Day. The middle school students also heard from representatives of participating industries Briggs & Stratton, Great Dane Trailers and Viracon over lunch provided by the Development Authority of Bulloch County in Ogeechee Tech's Natural Resources Building.
- **Dental Assisting expands lab space** - The Dental Assisting program at Ogeechee Technical College recently acquired three new patient chairs. To accommodate the new equipment, the program expanded into the classroom next door.
- **Neuromuscular Massage program hosts speaker** - Students in the Neuromuscular Massage Therapy program recently welcomed local realtor, Todd Manack, to speak during their Professional Leadership class. Manack, owner of Manack Properties, spoke to the students about commercial real estate, lease negotiations, types of business rentals, and buying commercial space for their businesses.
- **Student Leadership Council and other Administrators volunteers at Soup Kitchen** - The Student Leadership Council (SLC) of Ogeechee Technical College recently volunteered at the Community Soup Kitchen at First United Methodist Church in Statesboro. Students from SLC, the Society for Human Resources and Professional Development, Medical Assisting, and Echocardiography, along with their advisors, purchased, prepared, and served a hot meal for approximately 300 people. Several College administrators were also on hand to help. The Echocardiography students also prepared and distributed personal care bags to those in attendance.
- **Fish and Wildlife Management program participates in Ag Night** - Heather Lee, Fish and Wildlife Management instructor at Ogeechee Technical College, explained conservation methods to attendees at Ag Night Out. The event, held annually in downtown Statesboro by the Downtown Development Authority as part of First Friday, supports agriculture revitalization and works to strengthen community ties
- **Celebrant Funeral Training Certificate now offered** - The Funeral Service Education (FSE) program at Ogeechee Technical College (OTC) is now one of only two schools in the United States to offer Celebrant Funeral Training. Students in the program will now be able to add the Technical Certificate of Credit to their studies. Certified Celebrants are highly sought after professionals in Australia and New Zealand, Canada, and now the United States.

Foundation Report -

- The golf tournament to support the Adult Education and GED programs was held on Friday, November 4. The Foundation expects the tournament to raise approximately \$15,000.
- 2017 iGot Campaign is scheduled for March 21, 2017
- BAH Screven Campus – January 12, 2017
- BAH Statesboro Campus – February 16, 2017

- Ogeechee Tech Foundation received recognition at the TCDA Leadership Conference in Savannah last month for achieving Role Model Board for 2016.

ECONOMIC DEVELOPMENT: Hoke Reeves/Bobby Jones

Contract Training Benchmarks –

- YTD Companies Trained - 86; Benchmark – 170; 56% of goal
- YTD Hours Trained – 8,966; Benchmark – 37,994; 24% of goal
 - Industrial Maintenance program beginning in January expects to bring in an additional four companies with 10 participants in each class session.
 - The new Amatrol equipment acquired through the DCA grant has been received and is being installed this week.

Facilities Report –

- Use of facilities year-to-date by external parties are 5029 vs 1504 in FY16.
- Use of facilities in October 2016 were 2182 vs 925 in October 2015.
- Revenue \$10,207; \$2,462 in FY16 through October 2016.
- WL Plastics Job Fair was held on November 8; over 500 attended
- Interfor Corporation, one of the largest lumber producers in the world, held a Job Fair on campus November 15.
- Facilities web page is being developed and will be available January 2017 to the public.

Adult Education Report Card -

- Enrollment for FY17 to date – 203 students (ESL- 8); 83 level completions; 10,008 contact hours.
- 10 obtained a GED or High School Diploma – Local 100%; State average 98%; FY17 Goal 85%. A community marketing blitz is underway to promote the GED program.
- New Dean for Adult Education, Samantha Smith, began on November 7th.

INSTITUTIONAL EFFECTIVENESS: Randy Mayfield

1. Plans/Manuals

- a. Academic Advising Handbook
- b. Faculty Credentials Review Manual

A motion to recommend the proposed changes to the above Handbook and Manual was made by Y. Tremble, seconded by B. Jones; all in favor; none opposed; the Handbook and Manual are reviewed and accepted as presented.

2. Procedures

- a. 2.3.2p1. Public Complaint Procedure – *No Changes*
- b. 3.2.1p. Intellectual Property Procedure – *No Changes*
- c. 5.1.2p4. Library Materials Selection Procedure

A motion to recommend the proposed changes to the above procedures were made by Y. Tremble, seconded by L. Rogers; all in favor; none opposed; the procedures were reviewed and accepted as presented.

STUDENT AFFAIRS: Fred Hill

- Ghostly Gathering student activity was held on Thursday, October 27. This is an annual event for students and their families.
- Open House was held on Saturday, October 29. A short video was shown highlighting the open house. Over 350 people attended and 70 applications were received.
- Veteran's Day Program held on November 9th in the JEK Auditorium. Key note speaker was a Funeral Service Ed student. American Flags were put out in the round-about in front

of the Health Science North building for each student and faculty/staff veterans on campus.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Mark Anderson/Ray McKinney

TCSG-330 Plant Operations and Workforce Training Center

The floor plan and “look” of the building are taking shape as the schematic design phase comes to an end. The project will now move toward the selection of mechanical systems such as HVAC, plumbing, electrical, etc. This is also the time for spaces to be further defined so that appropriate resources are available – both current and future. The project is currently within its \$8 million construction budget while meeting the requests of the college.

FY17 Projects Update

The following projects are in progress or have been completed. These projects are made possible by utilizing a variety of restricted, time sensitive funds that are immediately available to the college.

- Complete:
 - Install additional LVT (Laminate flooring) in high traffic areas of the JEK Building
 - Add exterior, pole-mounted banners to strategically direct visitors and better identify buildings
 - Install a cellular signal booster to improve coverage inside buildings, starting with the Natural Resources Building
- Scheduled to be completed over the holiday break:
 - Seal the Commercial Truck Driver / Law Enforcement driving range at the Evans County Workforce Development Center
 - Complete renovations of the JEK Annex
 - Install new carpet in JEK 300 wing hallway
 - Finalize a new 5-Year Master Campus Plan
- Working with vendors on quotes and/or installation schedules:
 - Install charging stations in the café for phones, tablets, laptops, or other electronics while dining
 - Expand the café seating by building a covered outdoor area
 - Install an outdoor sound/public address system to the main entrance, café, and courtyard areas
 - Implementation of a new state-wide backup system for college data
 - Improve the drainage at the Natural Resources Buildingfront lawn (was removed from the initial construction due to budget concerns)

Governors Energy Challenge FY16 Update:

In 2008, Governor Perdue required all agencies to report their annual energy costs through an executive order referred to as the Georgia Energy Challenge. Energy data is compiled and compared from year to year in an effort to increase awareness of energy consumption as well as unit costs, with the ultimate goal of reducing energy cost per square foot. The chart below compares our FY15 to FY16 data. As with every year, we have to factor in special circumstances, such as the addition of the Natural Resources Building - and associated release of the Bulloch Workforce Development Center.

There was a clear increase in power consumption while we actually saw a decrease in cost due to a better per-unit power rate. Water costs increased while we struggled with drought while

establishing the newly installed landscaping at the Natural Resources property. Gas consumption decreased, mostly tied to milder winter temps.

The college had a good year with FY16 overall energy costs remaining stable despite operating additional space. The college's shift to being primarily on a 4-day schedule continues to keep our consumption below its 5-day levels. For example, our power consumption was 5,004,813 kilowatt hours in FY08 vs 4,928,344 in FY16 for approximately 100,000 fewer square feet.

PRESIDENTS REPORT:

COY Criteria for 2017 – A proposal made by TCSG to revise the COY criteria presented at President's Council this week was distributed to the Local Board and reviewed by President Durden. The Economic Development and Enrollment benchmarks make it relatively impossible for the smaller, more rural colleges in the system to achieve the goals/benchmarks set forth, and makes receiving COY very difficult. The new criteria is not on a level playing field for the smaller colleges.

Holiday Schedule:

- Thanksgiving Potluck & Tree Lighting – Thursday, November 17th at 11:30 – 1:30 in the Natural Resources Building
- Campus Closed November 23-24 for Thanksgiving
- Holiday Party – Thursday, December 1 at GeeDa's, 5:00 – 7:00 p.m. Campus will close at 5:00 p.m. to allow all employees the opportunity to attend.
- Holiday Break – December 16 – January 2; Campus re-opens on Jan. 3, 2017
- Next Board meeting is February 15, 2017

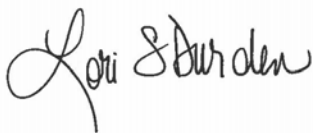
President Durden thanked the Board for their support and wished everyone a Happy Holidays. Hams are available for each of the board members to take home and enjoy during the holidays.

CHAIRPERSON'S SUMMARY: Rachel thanked the Board for their support and wished everyone a safe and happy holiday season.

ADJOURN: There being no further business at this time the meeting adjourned at 9:50 a.m.

The next meeting of the Local Board of Directors is **February 15, 2017** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,



Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
ACADEMIC AFFAIRS
FALL 2016 NEW ADVISORY COMMITTEE MEMBERS**

PROGRAM	NEW MEMBER	MEMBER TO INACTIVATE
BUSINESS MANAGEMENT	William (Bill) Stuart Koyo Bearing 400 Friendship Road Sylvania, GA 30467 (912) 564.3277 william.Stuart@jtekt.com	Bobby Jones
DENTAL ASSISTING	Lacey Buffkin, C.D.A. Larry G. Hubbard, D.D.S. 500 Scotch Pine Avenue Statesboro, GA 30458 912.347.1183 lacey.buffkin@gmail.com	Leigh Lovett
DIAGNOSTIC MEDICAL SONOGRAPHY/ ECHOCARDIOGRAPHY	Amy de la Cruz Believers Church of Statesboro P.O. Box 1240 Statesboro, GA 30459 912.678.0866 amy.delacruz@believersmail.com	Brooke Burke
EARLY CHILDHOOD CARE AND EDUCATION	Lorine Love Love's Child Care P.O. Box 1521 Statesboro, GA 30459 912.764.8020	Shevella Young
FISH AND WILDLIFE MANAGEMENT	Jason Miller Georgia Department of Natural Resources 360 Cedar Street Metter, GA 30439 912.213.0084 912.667.1487 jason.miller@dnr.gov	Eddie Akins
FISH AND WILDLIFE MANAGEMENT	Shawn Diddie Georgia Forestry Commission 360 Cedar Street Metter, Ga 30439 912.681.0490 sdiddie@gfc.gov	David Lavendar
HEALTH INFORMATION TECHNOLOGY	Dana Loudermilk St. Joseph's Candler Health Systems 11705 Mercy Blvd. Savannah, GA 31419	Mary Parks

NARRATIVE OF CHANGES

OCTOBER 2016

PLANS/MANUALS/HANDBOOKS/GUIDES

Academic Advising Handbook –

- Responsibilities – Academic Advisor
 - Included *share program information through DegreeWorks* with student
 - Removed statement – Determine if students are a good candidate for distance education before advising them to take an online course, and its criteria.
- Responsibilities – Student
 - Removed statement – Prepare for advising sessions and bring appropriate test scores or progress reports.
 - Removed statement – Complete OTC’s distance learning orientation to know if online classes are appropriate for them. The Online Orientation can be accessed at...
- Before coming to the Advisor – Removed ASSET or COMPASS and added ACCUPLACER
- Financial Aid Facts – removed (private and state) from loan funds
- Updated the Procedure for applying and taking the Exemption Examination
- Learning Support – replaced *Academic Advisor* with *Student Navigator* and *Dean for Distance and General Education* with *Dean for MOWR and General Education*
- Distance Education – removed statement – All students are required to pass the online course orientation at 80% to register for an online course.
- At-Risk Students or Students with Documented Disabilities – Updated the Disability and Student Support Services Coordinator and Director for Financial Aid

Faculty Credentials Review Manual –

- Added *for Academic Affairs after Dean* throughout
- **Procedural Guidelines:**
 - Combined item 12 into item 11
 - Renumbered
 - Item 16 – changed Program Assistants to Support Personnel
- **Faculty Credential Updates – New to Manual**
 - After the initial credential approval process, a faculty may be approved to teach additional courses by completing the update process. To complete a faculty credential update, the Dean for Academic Affairs will submit the Faculty Credentials Update Form along with the Faculty Qualifications Relevant to Courses Taught form, which should be completed for the additional courses. The approval process will follow the same steps as the initial approval process.
 - A Faculty Credentials Verification Update form may also be used if a faculty obtains additional certifications, education, or credentials that qualify him/her for teaching assignments.

- **Faculty Credentials Form** – Changed *Assistant Dean* to *Dean for Academic Affairs*

PROCEDURES

2.3.2p1. Public Complaint Procedure – No Changes

3.2.1p. Intellectual Property – No Changes

5.1.2p4. Library Material Selection

PROCEDURE - Considerations of Objections to Library Materials, item 3. Added the statement:
The decision of the Director for Library Services shall be final.

RECORD RETENTION - All completed forms will be maintained in the office of the Director for Library Services for a period of five years. ~~retained according to the TCSG Student Records Retention Schedule.~~

LIBRARY	Hollie Sisk Portal Middle/High School 27245 Highway 80 West Portal, GA 30450 912.482.8360 hgsisk@bullochschools.org	
NEUROMUSCULAR THERAPY	Amber Rhodes The Griffin House Assisted Living 107 West Liberty Street Claxton, GA 30417 912.739.3226 amberrhodes721@gmail.com	Jamie Womble
OPTICIANRY	Samuel Oglesby Student Member 2015 Cody Lane Statesboro, GA 30461 912.536.2351 soglesb9@student.ogeecheetech.edu samoglesby94@gmail.com	Brian Bilak
PARAMEDICINE TECHNOLOGY	Janice Wilson Bulloch County School System 509 Arrowhead Trail Statesboro, GA 30461 912.536.3121 janicewilson2nd@yahoo.com	
PARAMEDICINE TECHNOLOGY	William Broucek 205 Canteberry Place Statesboro, GA 30458 912.839.5579 wbrouce1@student.ogeecheetech.edu	Blaine Ondriezek
RADIOLOGY PICTURE ARCHIVING SPECIALIST	Kayce Emrich East Georgia Regional Medical Center 1499 Fair Road Statesboro, GA 30458	Kenny Jacobs
SURGICAL TECHNOLOGY	Valerie Thompson Statesboro Real Estate and Investment 1550 Brampton Avenue, Suite A Statesboro, GA 30458 912.690.1519 Valerie@buy Statesboro.com	Valarie Collins

NEW PROGRAM DEVELOPMENT PROPOSAL

Business Healthcare Technology Diploma (BHT2)

OVERVIEW

The Business Healthcare Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Healthcare Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of software and technology. Students are also introduced to accounting fundamentals, electronic communications, internet research, electronic file management, and healthcare regulation and compliance. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Healthcare Technology Diploma.

Business Healthcare Technology Career Pathway

- Need #1: More healthcare workers are needed as baby-boomer population ages.
- Need #2: Employment of office and administrative support professionals is expected to grow at a much faster rate than other occupations through the year 2022.
- Need #3: Continuing advances in technology should increase office and administrative support workers' productivity and allow a wider variety of tasks to be performed in professional positions.

Occupational Trends

*23% increase in employment opportunities in Georgia through 2022.

Program Length: 4 terms

Median Wages: \$25,000

NEW PROGRAM DEVELOPMENT PROPOSAL

Business Healthcare Technology Degree (BHT3)

OVERVIEW

The Business Healthcare Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Healthcare Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of software and technology. Students are also introduced to accounting fundamentals, electronic communications, internet research, electronic file management, and healthcare regulation and compliance. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Healthcare Technology Degree.

Business Healthcare Technology Career Pathway

- Need #1: More healthcare workers are needed as baby-boomer population ages.
- Need #2: Employment of office and administrative support professionals is expected to grow at a much faster rate than other occupations through the year 2022.
- Need #3: Provides an alternate degree pathway for students interested in degree-level competitive admissions programs.

Occupational Trends

*23% increase in employment opportunities in Georgia through 2022.

Program Length: 5 terms

Median Wages: \$31,350

*Bureau of Labor Statistics

NEW PROGRAM DEVELOPMENT PROPOSAL

Healthcare Billing and Reimbursement Assistant (HBA1)

OVERVIEW

The program provides instruction in medical facility reimbursement and compliance regulations. The addition of this program could attract new students leading to increases in enrollment. Employment opportunities for reimbursement and compliance specialists are expected to grow 22 percent in the next decade, much faster than average for all occupations. Jobs are expected to increase by the year 2022 (U.S. Bureau of Labor Statistics). As the large baby-boom populations ages and people remain active later in life, the healthcare industry as a whole will see an increase in the demand for medical services. Graduates will increase due to embedded certificates.

Business Healthcare Technology Career Pathway

- Need #1: More healthcare workers are needed as baby-boomer population ages.
- Need #2: Employment of office and administrative support professionals is expected to grow at a much faster rate than other occupations through the year 2022.
- Need #3: Continuing advances in technology should increase office and administrative support workers' productivity and allow a wider variety of tasks to be performed in professional positions.

Occupational Trends

*23% increase in employment opportunities in Georgia through 2022.

Program Length: 2 terms

Median Wages: \$12/hour

*Bureau of Labor Statistics

NEW PROGRAM DEVELOPMENT PROPOSAL

Healthcare Office Assistant (HFA1)

OVERVIEW

The Healthcare Office Assistant certificate is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry level position as a receptionist in a physician's office, hospital, clinic, or other related area. Technical courses apply to the degree or diploma program in Business Healthcare Technology.

Business Healthcare Technology Career Pathway

- Need #1: More healthcare workers are needed as baby-boomer population ages.
- Need #2: Employment of office and administrative support professionals is expected to grow at a much faster rate than other occupations through the year 2022.
- Need #3: Continuing advances in technology should increase office and administrative support workers' productivity and allow a wider variety of tasks to be performed in professional positions.

Occupational Trends

*23% increase in employment opportunities in Georgia through 2022.

Program Length: 2 terms

Median Wages: \$12/hour

*Bureau of Labor Statistics

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom

February 15, 2017

9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Rachel Edwards, Tammi Hall, Fred Hill, Randy Mayfield, Ray McKinney, Hoke Reeves, Dr. Lisa Rogers, and Yolanda Tremble.

MEMBERS ABSENT: Bobby Jones

STAFF PRESENT: Jeff Davis, Lori Durden, Ryan Foley, Eyvonne Hart, Dr. Charlene Lamar, Brandy Taylor, Barry Turner, and Karen Mobley

STAFF ABSENT: Jan Moore

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

INVOCATION: Ray McKinney gave the invocation.

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

REVIEW OF MINUTES: Upon a motion by R. Mayfield, seconded by F. Hill; all in favor; none opposed; the Board accepted the minutes of the November 16, 2016 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES: Rachel Edwards reviewed the December 2016 and January 2017 TCSG State Board meeting minutes. During the December 2016 State Board meeting, the new program request for Industrial Systems Technology (IST4) was approved; effective January 2017. There was no mention of Ogeechee Technical College in the January 2017 State Board minutes.

UNFINISHED BUSINESS: None

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Tammi Hall

1. **Ogeechee on the Go** – Our faculty combines classroom instruction with community service to address community needs. These projects enhance the learning experience by:
 - a. teaching critical thinking skills to solve problems in the context of real-world situations
 - b. encouraging civic responsibility and community action
 - c. promoting cooperation and teamworkOur faculty and students have more than 400 volunteer hours of service this year.
2. **Faculty/Student/Alumni Achievements** –

- Cosmetology students raised \$6,002 through services provided in our Cosmetology Clinic fall semester. Supplies for both Cosmetology and Esthetician programs will be purchased with the money raised. Two new facial beds were using Live Work project revenue.
- The Mansion on Forsyth Park recently hired three Culinary Arts graduates. One of those students was promoted to Kitchen Manager of 700 Drayton Restaurant, OpenTable Diners' Choice 2016 Winner.
- Thirteen Early Childhood Care & Education Students took the Pediatric CPR and First Aid training course through the American Heart Association or OTC's Continuing Education Office; 100% passed the final exam.
- The Funeral Service Education Grief Counseling students held a memorial service to honor Zachary Thomas Hart fall semester. Mr. Hart was a former Funeral Service Education student and GOAL nominee.
- Anita Brown, Neuromuscular Massage Therapy Instructor, became a member of the Alliance for Massage Therapy Education professional organization. This opportunity will help Ms. Brown strengthen her skills and the curriculum in delivering exceptional training and education to support students as they prepare for the workforce or board certification.
- Radiologic Technology students sponsored a successful American Red Cross Blood Drive on November 1. 28 pints of blood were collected. This success is attributed to the instructors and students dedication and organization of the annual event. Like most faculty and students, they have a busy schedule but still find the time to volunteer for the American Red Cross because they understand the impact on someone's life with each pint of blood that they help collect.

3. **Faculty Recruitment** –

- Biology Instructor - Crystal Ivey accepted the offer of employment and began January 1
- Logistics Instructor - Jillian Johnson accepted the offer of employment and began December 1
- Math Instructor - Laurie Muldrew accepted the offer of employment and began January 1

4. **Secondary Education Initiatives** – Dr. Paul Mizell, Dean for General Education & MOWR, and Drs. Lamar and Foley have met several times this semester with Bulloch County Schools administrators to discuss next school year's schedule of courses. Since the three high schools have begun preregistration advisement, Dr. Foley has shared the following list of programs with them:

- Academic Core (general education courses)
- Administrative Support Assistant
- Air Conditioning Repair Specialist
- Automotive Engine Performance Technician
- Basic Electrical Technician
- Carpentry Fundamentals
- Criminal Justice Fundamentals
- Emergency Medical Responder
- Hospitality Operations Associate

- Mechatronics
- Medical Office Support Specialist
- Nurse Aide
- Office Accounting Specialist
- PC Repair and Network Technician
- Precision Agriculture Specialist
- Prep Cook
- Shampoo Technician
- Welding

President Durden and Dr. Foley met with Screven County Schools Superintendent, William Bland and Principal Brian Scott last semester to discuss MOWR programming for next school year. OTC will provide Nurse Aide and Prep Cook program courses at Screven County High School.

Drs. Mizell, Lamar and Foley have begun conversations with Superintendent Marty Waters and Principal Todd Veland for next year's programming at Claxton High School. In addition, several instructors have visited CHS classrooms, in addition to serving on CTAE advisory committees, this year to share information about their programs. Evans County Schools' administration seems eager to expand MOWR opportunities for their high school students. Next week, several employees from Student Affairs and Academic Affairs will present information to the entire student body.

ADMINISTRATIVE SERVICES: Dr. Lisa Rogers

October Financial Report* –

- October 2016 YTD budgeted revenue/expenses were \$20,742,569. We received \$8,913,552 in revenue and expensed \$8,081,439. The financial report shows 4% in revenue over expenses of \$832,113.
- October 2016 YTD Total Current Assets - \$3,271,699; Total Assets - \$3,607,271; Total Liabilities/Fund Balances \$3,607,271.
- We received 43% of our anticipated revenue and we expensed 42%.
- We received \$2,732,062 of our state funds, which is 30% of our anticipated budget of \$9,120,429.
- We received \$136,056 of our federal funds, which is 19% of our anticipated budget of \$730,343.
- We generated \$3,242,962 in local funds, which is 40% of our anticipated budget of \$8,089,325.

Upon a motion by F. Hill, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the October 2016 financial report as presented.

November Financial Report* –

- November 2016 YTD budgeted revenue/expenses were \$20,746,983. We received \$9,763,545 in revenue and expensed \$9,538,309. The financial report shows 1% in revenue over expenses of \$225,236.
- November 2016 YTD Total Current Assets - \$2,553,061; Total Assets - \$3,001,891; Total Liabilities/Fund Balances \$3,001,891.
- We received 47% of our anticipated revenue and we expensed 48%.
- We received \$3,433,751 of our state funds, which is 38% of our anticipated budget of \$9,120,429.

- We received \$186,950 of our federal funds, which is 26% of our anticipated budget of \$730,343.
- We generated \$3,335,959 in local funds, which is 41% of our anticipated budget of \$8,089,325.

Upon a motion by Y. Tremble, seconded by H. Reeves; all in favor; none opposed; the Board reviewed and accepted the November 2016 financial report as presented.

December Financial Report* –

- December 2016 YTD budgeted revenue/expenses were \$20,864,573. We received \$10,827,866 in revenue and expensed \$10,885,386, which resulted in a deficit of \$57,520.74 for the month of December.
- December 2016 YTD Total Current Assets - \$2,248,378; Total Assets - \$2,718,728; Total Liabilities/Fund Balances \$2,718,728.
- We received 52% of our anticipated revenue and we expensed 54%.
- We received \$4,129,624 of our state funds, which is 45% of our anticipated budget of \$9,120,429.
- We received \$287,968 of our federal funds, which is 39% of our anticipated budget of \$730,343.
- We generated \$3,485,798 in local funds, which is 43% of our anticipated budget of \$8,089,325.

Upon a motion by M. Anderson, seconded by R. McKinney; all in favor; none opposed; the Board reviewed and accepted the December 2016 financial report as presented.

FY18 Program Fee Changes* - (Attachment)

Upon a motion by F. Hill, seconded by R. McKinney; all in favor; none opposed; the Board reviewed and accepted the FY18 Program Fee Changes as presented.

COLLEGE ADVANCEMENT: Yolanda Tremble

PR Report –

- Turner named Business Leader of the Year
- Supplies donated to storm victims
- OTC addresses industry needs with new equipment
- EAGLE winner named – Hyun Hwa Chi (Ellie)
- 2017 Employee Appreciation Award Winners
 - Leadership Award – Angie McGlamery
 - Support Staff – Heidi Finch
 - Diamond Award – Rebecca Williams
 - Adjunct Instructor – Gabriel Woods
 - Rick Perkins Instructor of the Year – Jan Martin

Foundation Report -

- Business After Hours – February 16, 2017, 5:00 – 6:30 p.m., Ogeechee Tech Natural Resources Building
- 2017 iGot Campaign Schedule
 - February 21 – Evans County – Date rescheduled for March 21
 - March 7 – Screven County
 - March 9 – Internal Campaign
 - March 21 – Bulloch County
 - March 23 – iGot Celebration at the CVB @ 4:00 p.m.

ECONOMIC DEVELOPMENT: Hoke Reeves/Bobby Jones

Contract Training Benchmarks –

- YTD Companies Trained - 125; Benchmark - 170
- YTD Hours Trained – 18,831; Benchmark – 37,994
- Justin Goodman is the new Industrial Systems Maintenance and Mechatronics program instructor. He is the instructor for the 8-week Fast Track Industrial Maintenance program, which began on January 30. There are currently six students in the program, enrolled by three different industry partners. Each enrolled two of their employees in the program. A second Fast Track instructional term will begin in April. Marketing for that program is in development. Our industry partners in this are receiving weekly updates about the program's progress.

Facilities Report –

- Use of facilities year-to-date by external parties are 7983 vs 3310 in FY16.
- Use of facilities in January 2017 were 1479 vs 565 in January 2016.
- Facilities Revenue through September is \$12,823 vs \$5,203 through the same time last year.
- The College has hired its first Conference Coordinator – Katie Byers. The final touches are being put on the college's facilities website: venues@ogeecheetech.edu and new marketing materials have been produced. Kathleen Kosmoski will transition out of facilities management, and Katie will be responsible for all facility rentals. OTC Facilities had a table in the Wedding Walk community event on February 2, and has already booked two weddings from that event. A comprehensive marketing plan is under development, and facilities revenue is outpacing revenue from this time last year.
- W.L. Plastics job fair – Katie is assisting WL Plastics with their open house scheduled for March 9 at 11:00 a.m. WL Plastics rented office space in the Natural Resources building for three months in anticipation of the opening of their new plant this February.

Adult Education Report Card -

- Enrollment for FY17 to date – 280 students (ESL- 9); 122 level completions; 15,530 contact hours.
- 9 obtained a GED or High School Diploma – Local 90%; State average 90%; FY17 Goal 85%.
- Grant for two part-time instructors...Expand on this; class at Claxton Library will begin soon
- RFA application due March 17

INSTITUTIONAL EFFECTIVENESS: Randy Mayfield

1. Plans/Manuals*

- a. Facilities Maintenance Plan
- b. Warranty Claim Procedures Manual

Upon a motion by Y. Tremble, seconded by L. Rogers; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the plans/manuals as presented.

2. Procedures*

- a. 1.1p. Development, Approval and Review of Local Procedures
- b. 1.1p.a2. Local Procedures Format
- c. 2.1.8p. Naming of College Buildings, Grounds or Programs
- d. 3.1.12p1. Cooperative Nonprofit Organizations
- e. 3.1.12p2. Foundation Procedure
- f. 3.3.3p1. Use of Campus Facilities

- g. 3.3.4p3. Privacy Notice to Computer Users
- h. 3.3.4p4. Remote Access
- i. 3.3.4p5. Laptop Computer Use
- j. 3.3.6p. Alcohol on Campus
- k. 5.1.11p1. Business Office Procedures for Live Work Projects
- l. 5.1.11p2-8. Instructional Live Work Projects
- m. 6.2.1p4. Student Assessment

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

STUDENT AFFAIRS: Fred Hill

1. Spring Semester 2016 Enrollment – 7-day Report. TCSG preliminary enrollment data for spring; 1,916 registered for spring semester includes FlexEd and Term-B enrollment, which is approximately a 3% decrease in enrollment. President Durden stated the majority of the growth other colleges are seeing are coming from the MOWR program. She reminded the Board that we only serve three counties compared to Coastal Pines who serves 13 counties. We are very limited in the number of high school students we can reach compared to the larger technical colleges.
2. Texting Software – Mongoose – Research shows 97% of students use texting as their primary source of communication. This will allow the college to improve communications with students through the texting software.
3. Georgia Occupational Award of Leadership (GOAL)/Rick Perkins Instructor of the Year – Amanda Merry, RAD Tech Student; Jan Martin, RAD Tech Instructor. Regional competition will take place on March 1, 2017 in Macon. State competition will take place in April. Expand on this from articles...
4. Student Activities
 - a. Dining Etiquette today at noon in the OSB Conference Center
 - b. OTC's Got Talent – March 11 in the Auditorium

TECHNOLOGY & INSTITUTIONAL SUPPORT: Mark Anderson/Ray McKinney

TCSG-330 Plant Operations and Workforce Training Center

Much of the planning for this project has been completed and blueprints will be finalized in March. Unfortunately, the project has not received construction funding in the FY18 budget but there is still time before the final version is signed. Continue to promote and support this project at every opportunity!

Natural Resources Building – Drainage Improvement

The front lawn of the Natural Resources Building was originally designed to incorporate a drainage system made of large stones with cement curbing. This would expedite the removal of surface water while limiting erosion. This portion of the project was removed due to initial budget concerns. Since occupancy, the need for this system is very apparent. The college was fortunate to be able to reallocate existing funds to cover the cost of this improvement and utilize the original contractor, Pope Construction, since the project has not been closed at TCSG.

Cattails Café – Outdoor Expansion

Cattails Café continues to grow in popularity through its variety of reasonably-priced menu offerings in a welcoming environment. To meet the rising demand and offer additional seating options, a sunshade system has been designed to enhance the existing large patio directly outside the café. This will provide 1,100 sqft of additional, covered space.

Occupational Studies Building – Restroom Renovation

The Occupational Studies Building (OSB) was constructed in 2001. The building's restrooms are showing their age as countertops, partitions, fixtures, and all wall/floor surfaces degrade. Overall, the building is well-maintained and other areas have benefitted from renovation projects over the years. As with any building, well-maintained restrooms are critical to the overall appeal and success of the facility. This project will not only remove these concerns, but will replace old, inefficient fixtures with modern, energy-efficient toilet, faucet, and lighting options along with durable, easy to clean surfaces throughout.

FY17 Small Project Updates

The following are recently completed small projects:

- Sealed the Commercial Truck Driver / Law Enforcement driving range at the Evans County Workforce Development Center
- Installed new carpet in JEK 300 wing hallway and JEK Annex
- Installed an outdoor sound system to the main entrance, café, and courtyard areas
- Upgraded the Internet service in both Evans and Screven locations to high-speed services recently made available through Pineland (Evans) and Planters (Screven)

PRESIDENT'S REPORT:

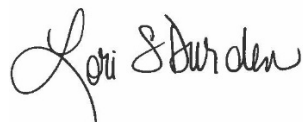
- Expanding CTD program into Screven County. We are in the process of identifying property to build a driving range. John Burns is seeking state funds for this project.
- Due to the covenants of the industrial park and the change in Attorney General, we are now required to contact each business owner within the industrial park to obtain their approval to exempt Ogeechee Tech from the covenants. The Development Authority will not be able to continue with the donation of the land without Ogeechee Tech's full exemption from the covenants.
- Dr. Foley is meeting with the Evans County BOE Superintendent and Claxton High School Principal to discuss expanding dual enrollment opportunities for the 2017-2018 school year in Evans County.
- The new College of the Year criteria has been approved by the State Board.
- President Durden encouraged everyone to attend Business After Hours tomorrow 5:00 – 6:30 p.m. in the Natural Resources Oak Room.

CHAIRPERSON'S SUMMARY: Rachel thanked everyone for their continued service to the college.

ADJOURN: There being no further business at this time the meeting adjourned at 9:44 a.m.

The next meeting of the Local Board of Directors is **March 15, 2017** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,



Lori S. Durden
Executive Secretary

FY18 Program Fee Changes

NEW FEES	AMOUNT	REASONING
AUTT 1021 Automotive Electrical Systems 1	\$10.00	AUTT 1020 (approved fee \$20) = AUTT 1021 & 1022
AUTT 1022 Automotive Electrical Systems 1	\$10.00	AUTT 1020 (approved fee \$20) = AUTT 1021 & 1022
CRJU 1063 Crime Scene	\$20.00	Chemicals, gloves, powders, film, synthetic blood
COFC 1080 Construction Mgt.	\$10.00	Malpractice Liability Insurance
EMSP 2510 Para Clinical I	\$10.00	Malpractice Liability Insurance
OPHD 1070 Optical Lab Tech II	\$10.00	Malpractice Liability Insurance
NEUT 1080 Neuromuscular Therapy	\$10.00	Malpractice Liability Insurance
INCREASED FEES		
FSRV 2030	\$30.00 (+5.00)	Gowns, gloves, shoe covers, sutures, ligatures, etc.
COST RECOVERY FEES		
PNSG 2410 – Practical Nursing	\$200	NCLEX Practice Exam
DELETED FEES		
OPHD 2130 - Opticianry	\$10.00	Malpractice Liability Insurance
FSRV Embalming Lab for Cadaver Donation Program	\$30.00	Gloves, gowns, shoe covers, caps, chemicals, etc.

OGEECHEE TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom

March 15, 2017

9:00 a.m.

MEMBERS PRESENT: Mark Anderson, Rachel Edwards, Tammi Hall, Fred Hill, Bobby Jones, Randy Mayfield, Hoke Reeves, and Yolanda Tremble.

MEMBERS ABSENT: Ray McKinney and Dr. Lisa Rogers

STAFF PRESENT: Jeff Davis, Ryan Foley, Eyvonne Hart, Dr. Charlene Lamar, Brandy Taylor, Jan Moore, and Karen Mobley

STAFF ABSENT: Lori Durden and Barry Turner

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

INVOCATION: Hoke Reeves gave the invocation.

INTRODUCTION OF THE 2017 RICK PERKINS AWARD WINNER: Dr. Charlene Lamar introduced Jan Martin, 2017 Instructor of the Year. Jan Martin is the Radiologic Technology Program Director. Jan thanked the Board of Directors for the support they give to the Executive Council and the college as a whole and shared some of her story and journey.

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

REVIEW OF MINUTES: Upon a motion by B. Jones, seconded by T. Hall; all in favor; none opposed; the Board accepted the minutes of the February 15, 2017 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES: Rachel Edwards reviewed the February 2017 State Board Minutes. There was no mention of Ogeechee Technical College in the February 2, 2017 State Board minutes.

UNFINISHED BUSINESS:

- FY2018 Governor's Budget – Funding for the Plant Operations and Workforce Training Center was not included in the budget, however, funding to build a driving range for the Commercial Truck Driving program which will meet state testing requirements for obtaining a CDL in Screven County was included. President Durden is hopeful construction money will be included in the FY2019 budget.
- Roberts Truck Center is hosting an informational meeting this morning to learn more about OTC's Heavy Diesel Service Technician program. Barry Turner is attending the meeting to: 1) learn directly from the industry about their specific needs, 2) our plan to offer courses summer semester, and 3) to solicit support from local businesses. This program is one of Governor Deal's High Demand Strategic Industries. As part of that

initiative, students who enroll in any of the SIWG programs receive full tuition/HOPE grant.

- iGot Campaign in Bulloch and Evans counties is on March 21. The reveal will take place at the Statesboro Convention and Visitors Bureau at 4:00 p.m. on March 23.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Tammi Hall –

1. New Program Requests (*Attached*)

- a. Interdisciplinary Studies (AF53, AAS)
- b. Logistics Management (DM23, AAS)
- c. Surgical Technology (ST13, AAS)

Upon a motion by Y. Tremble, seconded by B. Jones; all in favor; none opposed; the Board accepted the New Program Requests as presented.

- #### 2. Agribusiness and Geographic Information Systems Crop-Mapping Project – Students in the Agribusiness and GIS programs are learning about Global Positioning Systems (GPS) technology. In doing so, the GIS students input the design, “I AM OTC”, into the GPS mapping software to assign coordinates in a rye field on a farm in Claxton. When the rye crop is ready to harvest, the Agribusiness students will operate one of the John Deere tractors that is automated using the GPS data from satellite receivers to cut only the area mapped by the GIS students. The instructors wanted to have a little fun while applying some of the things covered in their classes. The Precision Agricultural Systems course involves learning how to use research-grade GPS and precision farming mapping software. An aerial photo may be taken once complete.

ADMINISTRATIVE SERVICES: Dr. Lisa Rogers – *Eyvonne Hart reported in Dr. Rogers’ absence.*

January Financial Report* –

- January 2017 YTD budgeted revenue/expenses were \$21,354,609. We received \$12,777,639 in revenue and expensed \$12,606,774. The financial report shows 1% in revenue over expenses of \$170,865.
- January 2017 YTD Total Current Assets - \$2,647,785; Total Assets - \$2,954,015; Total Liabilities/Fund Balances \$2,954,015.
- We received 60% of our anticipated revenue and we expensed 60%.
- We received \$4,826,399 of our state funds, which is 53% of our anticipated budget of \$9,140,429.
- We received \$399,439 of our federal funds, which is 55% of our anticipated budget of \$730,343.
- We generated \$4,157,290 in local funds, which is 51% of our anticipated budget of \$8,089,325.

Upon a motion by Y. Tremble, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the January 2017 financial report as presented.

COLLEGE ADVANCEMENT: Yolanda Tremble

PR Report –

- Neuromuscular Massage Therapy students work with GSU Athletes
- Jan Martin named Instructor of the Year – Jan attended this morning’s meeting
- Counselors celebrated during National School Counseling Week

Foundation Report -

- 2017 iGot Campaign Schedule
 - March 21 – Bulloch County, 8:00 a.m. in the Natural Resources Oak room
 - March 23 – iGot Celebration, 4:00 p.m. at the CVB

ECONOMIC DEVELOPMENT: Hoke Reeves/Bobby Jones

Contract Training Benchmarks –

- YTD Companies Trained -134; Benchmark - 170
- YTD Hours Trained – 22,081; Benchmark – 37,994
- Fast Track Industrial Training program will have their first graduating class; next cohort in May
- Bethany Boyer, a seventh-grade student at William James Middle School, is the statewide winner of the 2017 Manufacturing Appreciation Week (MAW) Student Design Competition for the Grades 6-8 category. Bethany will be honored during the annual Georgia Appreciation Week Awards Luncheon on April 27, at the Georgia International Convention Center in Atlanta. During the luncheon, Governor Nathan Deal will recognize Georgia’s Manufacturers of the Year as well as Boyer and the elementary and high school-level Student Design Competition winners. She received \$500 for her winning entry, which highlights Georgia industries and products. This is the first winner we have had from our service delivery area.
- Driver’s Ed scholarship – Four students have applied for and received the scholarship for the first class of 2017, which will take place the first week in April.

Facilities Report –

- Use of facilities year-to-date by external parties are 9161 vs 4581 in FY16.
- Use of facilities in February 2017 were 1178 vs 1271 in February 2016.
- Upcoming April Event Rentals:
 - Eagle Football Alumni Association Reverse Raffle - Natural Resources Building - April 1, 2017
 - DOAS Training - Oak Room - April 8, 2017
 - DeLoach Wedding - Oak Room - April 8, 2017
 - GA Dept. of Transportation - Oak Room & Classroom - April 20-21, 2017
 - DFCS Road Show - OSB Conference Room - April 27, 2017
 - Mills Wedding - Natural Resources Building - April 29, 2017
- Rebecca Williams presented the new website for The Venues at Ogeechee Technical College. The website is now live: www.venuesatotc.com.

Adult Education Report Card -

- Enrollment for FY17 to date – 308 students (ESL- 14); 141 level completions; 17,816 contact hours.
- 13 obtained a GED or High School Diploma – Local 87%; State average 91%; FY17 Goal 85%.

INSTITUTIONAL EFFECTIVENESS: Randy Mayfield

1. Plans/Manuals
 - Technology Plan
 - Disaster Recovery Plan
 - Employee Handbook
 - Academic Affairs Classroom/Laboratory Safety Management Plan

Upon a motion by R. Mayfield, seconded by Y. Tremble; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the plans/manuals/Handbooks as presented.

2. Procedures
 - a. 2.3.5p. SACSCOC Substantive Change Notification
 - b. 3.3.3p2. Electronic Message Board Usage
 - c. 3.3.4p6. Web Design
 - d. 3.1.16p1. Purchasing Procedure
 - e. 4.4.4p1. Performance Management
 - f. 6.6.4p1. Satisfactory Academic Progress
 - g. 6.5.2p1. Grading System
 - h. 6.6.3p1. Fundraising Request
 - i. Exhibit: Request to Hold Fundraising Event Form
 - j. 5.1.3p1. Advisory Committee
 - k. 6.2.1p2. Repetition of Courses for Competitive Admission Programs
 - l. 6.5.1p1. Academic Standards, Evaluations, and Appeals

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

STUDENT AFFAIRS: Fred Hill

1. SkillsUSA Georgia Postsecondary Competition – The team of 16 students and 5 advisors will attend the SkillsUSA Postsecondary State Competition March 23-25 in Atlanta, GA. OTC's team will compete in 9 competitions at the event. Winners of the state competition are eligible to advance to the national competition in Louisville, KY June 19-23, 2017.
2. 2017 Career Fair – Approximately 65 employers will be represented at the Annual Career Fair, which is being held on April 12, 2017 in the Natural Resources building. This event always proves to be very beneficial to our students. Students are able to submit applications and resumes to employers with open positions. We generally receive a lot of positive feedback from employers and students, and look forward to this year's event.
3. Disability Services – Dr. Foley introduced Sabrina Burns, Disability Services Coordinator. Sabrina is from Screven County, married with three children, and is a graduate of Georgia Southern University with a degree in Health and Human Services. She is a certified teacher and taught 7th grade language arts and history in Screven County for 15 years. As the Disability Services Coordinator, Sabrina provides accommodations to students who identify themselves with special needs and learning disabilities. Sabrina also works with instructors to inform them of their students who have special accommodations and what those accommodations are. There have recently been some improvements within the office to streamline services. A Student Accommodations Management (SAM) software program was purchased to assist with data management and communications, and a new reading software was purchased that will read the test aloud to the students who have that accommodation. Sabrina also conducts workshops for students and instructors throughout the year. An accommodations workshop for students was held prior to spring semester to make students aware of what accommodations are available and how to request them. A Lunch N' Learn is scheduled for this month for students with accommodations on study and test taking habits, as well as, other workshops for instructors.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Mark Anderson/Ray McKinney

TCSG-330 / Plant Operations and Workforce Training Center Project

We continue to make final adjustments to maximize the benefits of the project while working to stay in budget. Most likely construction funding will not be available until FY19 but continue to promote and support this project at every opportunity.

Natural Resources Building – Drainage Improvement

Work has started on this project and we look forward to the aesthetic and functional benefits. There will be minimal impact to normal operations during the installation.

Cattails Café – Outdoor Expansion

The sail project is funded, all paperwork is complete, and final material selections have been approved. Work will begin soon with an estimated 6-week total installation window. Once completed, this area will get additional furniture, making it a very welcoming, unique space on campus.

Occupational Studies Building – Restroom/Culinary Renovation

The restroom project is fully funded and approved, included State Board approval due to the overall project cost exceeding \$125,000. The first phase will begin during Spring Break. To maintain access to restrooms in this building at all times, the renovations will take place using a phased approach.

Additionally, the Culinary Arts area will have all their tile floor cleaned and a colored, textured coating applied. A test area in the space was treated and the college agrees this coating is a cost effective way to improve the space through a durable, fresh look.

Hagan Commercial Truck Driving Range - Striping

After having resealed the range early this year, the decision was made to stripe the range back to “certification “standards. The college is looking into offering testing services at this location plus the additional cost to standardize the range will ensure our students are prepared regardless of their testing location.

Information Technology Update

As part of a TCSG agency-wide directive, the college’s email service was converted to a cloud-based system versus having local servers. The IT department has much of the same control and access to advanced email services without the local burden of maintaining equipment, software, and data backups. In addition to email, this new Microsoft-based system provides users access to a full range of the latest Microsoft Office suite of software - and more. Internal training classes will be offered to help our faculty and staff take advantage of these new offerings.

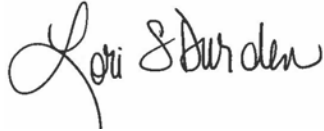
PRESIDENT’S REPORT: No further report

CHAIRPERSON’S SUMMARY: Rachel thanked everyone for attending.

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

The next meeting of the Local Board of Directors is **April 19, 2017** at 9:40 a.m. in the Joseph E. Kennedy Board 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

NEW PROGRAM DEVELOPMENT PROPOSAL

Surgical Technology Degree (ST13)

Overview

The surgical technology degree program prepares students for employment in a variety of positions in the surgical field. The surgical technology degree program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention and advancement. In addition, the program provides opportunities to upgrade prOCesent knowledge and skills or to retrain in surgical technology. Graduates of the program receive a surgical technology associate of applied science degree and are qualified for employment as surgical technologists as well as eligible to sit for the Certified Surgical Technologist (CST) examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Need: Per ARC/STSA standards all Surgical Technology programs must transition to an Associates Degree Program by 2021.

Occupational Trends

There is continued demand for trained surgical technologists nationwide and in the state of Georgia. The U.S. Bureau of Labor Statistics projects that the job market will grow by 15% from 2014 to 2024, much faster than the average for other occupations. Georgia is in the top 15 states for employment of Surgical Technologists. It is estimated that employment for surgical technologists in Georgia will increase by 35% by 2022 as the baby boomer population ages.

Program Length: 6 terms

Median Wages: \$44,330 per year; \$21.31 per hour

NEW PROGRAM DEVELOPMENT PROPOSAL

Logistics and Supply Chain Management (LAS3)

Overview

The Logistics and Supply Chain Management degree program is designed for the student who is seeking to obtain a career at the entry level of logistics management. Students will graduate with a core set of knowledge and skills that will allow them to advance in the logistics industry. The curriculum includes fundamentals of supply chain management including procurement, issues in executing local, national, and global supply chains, logistics, and transportation. Coursework also includes business management, accounting principles, economics of supply and demand, and database management skills.

Logistics and Supply Chain Management

- Need #1: According to the U.S. Department of Labor, the U.S. will need a million more logistics workers by 2016, but will be 800,000 short.
- Need #2: Beyond the million-plus jobs in the U.S., there are vast opportunities in Georgia within this industry as logistics growth is expected to outpace the national average by 5% and will triple the Southeast average. (USDOL)
- Need #3: Logistics is a \$15-billion industry in Georgia and has been identified as a “solid cornerstone of Georgia’s competitiveness” (Georgia Trend 2013).

Occupational Trends

Metro Atlanta has the fifth-largest concentration of logistics companies and employment in the country with more than 103,000 jobs. Projected employment in 2024 is a 12% increase in logistic related jobs. Candidates who have previous experience using logistical software or doing logistical work for the military are more competitive. (BLS, Employment Projections)

Program Length: 4 terms

Median Wages: **\$56,760 per year; \$27.29/hour**

NEW PROGRAM DEVELOPMENT PROPOSAL

Interdisciplinary Studies, Associate of Applied Science Degree (AF53)

Overview

The Associate of Applied Science Degree (AAS) in Interdisciplinary Studies provides an option for students who wish to combine completed coursework from various disciplines into a single degree program. This degree is built by means of TCSG standardized course curricula to include 61 semester credit hours (21 hours of general education requirements and 40 hours of occupational coursework).

This is a flexible yet focused program of study to prepare students in strategic, high demand industries such as education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. Interdisciplinary Studies will provide the flexibility for graduates to continue their education into a four-year institution or transition into the workforce depending on their career goals. To promote gainful employment, each student will be advised to focus on 1-2 occupational areas.

Interdisciplinary Studies

Need #1: An option for students who wish to combine coursework if his or her goals and interests cannot be met through a college's existing majors, specializations and electives.

Occupational Trends

As the number of specialized jobs increase, the option to specifically tailor course work to a student's academic and career goals becomes increasingly important. According to the U.S. Bureau of Labor Statistics, the popularity of Interdisciplinary Studies programs has increased significantly from a 1996-1997 total of 9,182 to the 2006-2007 total of 15,830 degrees awarded (www.bls.gov). In 2013, the (BLS) data showed that workers with more education have lower unemployment and higher earnings than workers with less education. Today's comprehensive technical/community college is both a principal provider of academic instruction and a major provider of workforce development training through programs like Interdisciplinary Studies.

Program Length: 5 terms

*Median Wages:

Education or Industrial/Engineering	\$35,000
Information Technology	55,000

**Bureau of Labor Statistics*

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom

April 19, 2017

9:00 a.m.

MEMBERS PRESENT: Rachel Edwards, Tammi Hall, Fred Hill, Bobby Jones, Randy Mayfield, Ray McKinney, and Dr. Lisa Rogers.

MEMBERS ABSENT: Yolanda Tremble, Mark Anderson, and Hoke Reeves

STAFF PRESENT: Lori Durden, Jeff Davis, Ryan Foley, Dr. Charlene Lamar, Brandy Taylor, Barry Turner, Jan Moore, and Karen Mobley

STAFF ABSENT: Eyvonne Hart

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

INVOCATION: The invocation was given by Fred Hill.

REVIEW OF AGENDA: Upon a motion by F. Hill, seconded by L. Rogers; all in favor; none opposed; the Board accepted the agenda as presented.

REVIEW OF MINUTES: Upon a motion by L. Rogers, seconded by R. Mayfield; all in favor; none opposed; the Board accepted the minutes of the March 15, 2017 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES: Rachel Edwards reviewed the March 2017 State Board Minutes. During the March State Board meeting, Ogeechee Technical College's request for construction funding for the Occupational Studies Building Bathroom Renovations in the amount of \$205,891.78 with Johnson-Laux Construction was approved.

UNFINISHED BUSINESS:

- President Durden reported the GOAL/Rick Perkins competition took place in Atlanta last week. Our GOAL student, Amanda Merry, was a Regional Finalists but was not selected as the GOAL winner. Jan Martin, our Rick Perkins Instructor, was not selected as a finalist; however, both represented Ogeechee Tech very well. The 2017 Rick Perkins instructor is Ashley Strong-Green from Augusta Tech and the 2017 GOAL winner is Skylar Huggett from Savannah Tech. Both women will be the ambassadors and will travel the state this year sharing the mission of technical education and its importance.

NEW BUSINESS:

- Local Board Appointments and Reappointments – President Durden announced we have three Board Members rolling off the Board at the end of this fiscal year: Rachel Edwards, Hoke Reeves, and Ray McKinney. Their last meeting will be in June. Nominations to elect a new Chair and Co-chair were made.

- Fred Hill made a motion to nominate Randy Mayfield to serve as Chair for FY2018; L. Rogers seconded. All in favor; none opposed; the Board elected Randy Mayfield to serve as Chair for FY2018.
- Fred Hill made a motion to nominate Mark Anderson to serve as Co-Chair for FY2018; Tammi Hall seconded. All in favor; none opposed; the Board elected Mark Anderson to serve as Co-Chair for FY2018.
- New Board Member Appointments: President Durden has asked Carolyn Ethridge (Bulloch), Ben Ross (Bulloch), and Bobby Smith (Screven) to serve on the Local Board of Directors and each have accepted. The new Board Member Appointments will be presented at the May 2017 State Board meeting for approval. Their first meeting will be in September 2017.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Tammi Hall

- **New Advisory Committee Members** (*Attached*)
Upon a motion by R. Mayfield, seconded by F. Hill; all in favor; none opposed; the Board accepted the New Advisory Committee Members as presented.
- **Faculty Peer Initiative** – Dr. Lamar met with several faculty members from different program areas and with various years of service to brainstorm ways to improve teaching. From those brainstorming sessions, it was clear that faculty, who are not necessarily trained to be teachers, wanted to learn ways to help students learn. Nevertheless, they did not like asking for help from their dean or impose on other instructors because of their busy schedules. Several faculty members have volunteered to help other instructors across all career stages to develop professionally with a wide range of services and resources focused on teaching, course development, mentoring, leadership, etc. Some examples of activities include individual meetings, classroom observations, workshops, book discussions on teaching and learning topics, discussions on writing and communication across the occupation program areas. One of the primary reasons for beginning this initiative is to create an environment where faculty are comfortable asking for help without being concerned that the help needed would be used by academic administrators in personnel actions. Rebecca Williams, PR Dept., designed a logo for the volunteers' offices, so other faculty members will know that instructor volunteered to be "interrupted".

ADMINISTRATIVE SERVICES: Dr. Lisa Rogers

February Financial Report* –

- February 2017 YTD budgeted revenue/expenses were \$23,254,465. We received \$17,121,683 in revenue and expensed \$16,163,614. The financial report shows 4% in revenue over expenses of \$958,069.
- February 2017 YTD Total Current Assets - \$3,441,953; Total Assets - \$3,749,859; Total Liabilities/Fund Balances \$3,749,859.
- We received 74% of our anticipated revenue and we expensed 71%.
- We received \$5,557,090 of our state funds, which is 61% of our anticipated budget of \$9,140,429.
- We received \$440,160 of our federal funds, which is 58% of our anticipated budget of \$760,642.
- We generated \$5,860,364 in local funds, which is 72% of our anticipated budget of \$8,089,325.

Upon a motion by F. Hill, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the February 2017 financial report as presented.

COLLEGE ADVANCEMENT: Yolanda Tremble (*Barry reported in Yolanda's absence*)

PR Report –

- **OTC's SkillsUSA has successful conference** - The Ogeechee Technical College SkillsUSA team recently fared well at the SkillsUSA Georgia State Leadership and Skills Conference in Atlanta. A team of fifteen students and seven advisors from the College competed in competitions including Quiz Bowl, Early Childhood Education, Practical Nursing, Medical Terminology, Industrial Motor Control, Electrical Construction Wiring, Information Technology Systems, and Health Occupations Professional Portfolio.
- **Students and Leaders Volunteer at Soup Kitchen** - Students, faculty and staff from Ogeechee Technical College recently volunteered at the Soup Kitchen at First United Methodist Church in Statesboro. Students from the Student Leadership Council, Student Affairs, Veterinary Technology, Echocardiography, Medical Assisting, Sonography, and Society for Human Resources and Professional Development, along with their advisors, purchased, prepared and served more than 300 hot meals.
- **Cosmetology Welcomes Concerted Services** - Students from the Cosmetology program recently welcomed 29 citizens from Concerted Services to the program's salon. The students performed mini-manicures, haircuts, shampoos, and styles.
- **Programs Host Speaker** – The Funeral Service Education and Business Management programs at Ogeechee Technical College recently combined classes to host Jennifer Radke, CEO/President of National Institute for Social Media. Radke discussed Marketing Your Brand and Industry Standards for Social Media with the students. She also engaged in an open conversation with the students about the pros and cons of social media usage.
- **Medical Assisting Students Hold Screening** - Students from the Medical Assisting Program recently held a blood pressure screening in the library of the College. Held in conjunction with American Red Cross Month, the event was open to all students, faculty, and staff.

Foundation Report -

- 2017 iGot Campaign reported \$397,752 in funds raised, and donations and pledges are still coming in.

ECONOMIC DEVELOPMENT: Hoke Reeves/Bobby Jones

Contract Training Benchmarks –

- YTD Companies Trained -144; Benchmark - 170
- YTD Hours Trained – 26,497; Benchmark – 37,994
- The Fast Track Industrial Maintenance Program held their first graduation on March 30, 2017. The graduation was very well attended. The next class will start May 1, 2017. Bobby reported there appears to be a greater demand and interest in the Fast Track Program and Industry partners will meet on March 26 to determine how the increase in demand will be met.
- Great Dane – Statesboro is the winner of Manufacturer of the Year in the medium category. The announcement will be made at the Manufacturer Appreciation Luncheon on March 27 in Atlanta along with the Art contest winner from WJMS.
- Summer Driver's Ed classes are filling up rapidly and are expected to be full.

Facilities Report –

- Use of facilities year-to-date by external parties are 12,295 vs 6,329 in FY16.
- Use of facilities in March 2017 were 3134 vs 1748 in March 2016.
- Revenues are projected to double this fiscal year.
- Name changes to Board rooms: OSB Board Room to Ogeechee Board Room; OSB conference room to the River Room.
- Upcoming Facility Rentals:
 - GA Dept. of Transportation - Oak Room & Classroom - April 20-21, 2017
 - DFCS Road Show - OSB Conference Room - April 27, 2017
 - Mills Wedding - Natural Resources Building - April 29, 2017
 - Lockhart Graduation Luncheon - NRB Atrium - May 6, 2017
 - Edwards Wedding - NRB May 6, 2017
 - Alumni/Grad Reception – NRB Atrium - May 10, 2017
 - LGRMS Training - Oak Room - May 23, 2017
 - LGRMS Seminar - Conference Room - June 15, 2017
 - JR Wedding - Oak Room - June 17, 2017
 - Rogers Wedding - Natural Resources Building - June 24, 2017
 - Fastenal Roundtable Conference - Oak Room - July 13, 2017

Adult Education Report Card -

- Enrollment for FY17 to date – 338 students (ESL- 16); 158 level completions; 20,656 contact hours.
- 21 obtained a GED or High School Diploma – Local 88%; State average 89%; FY17 Goal 85%.

INSTITUTIONAL EFFECTIVENESS: Randy Mayfield

- **Plans/Manuals**
 - Advisory Committee Guidebook
 - Occupation-Based Instruction Management Plan
 - New Employee Orientation Handbook
 - New Faculty Orientation Handbook
 - F.I.T. Life Handbook
 - Emergency Operations Plan
 - Exposure Control Plan
 - Hazardous Communication Program Plan/Inventory
 - Career Services Plan
 - Business Continuity Plan

Upon a motion by F. Hill, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the proposed changes to the plans/manuals as presented.

- **Procedures**
 - 2.3.6p. Accreditation Reporting Standards
 - 2.4.1p1. Local Board Responsibilities and Authority Procedure
 - 2.4.1p2. Local Board Bylaws Procedure
 - 3.3.4ps. Email Use Procedure
 - 4.9.5p1. Staff Development Procedure
 - 5.1.2p2. Credit Hour Procedure
 - 5.1.2p5. Proctoring Procedure
 - 6.2.1p3. Readmission to Competitive Admission Programs

- 6.8.1p1. Field Trips Procedure

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

- **FY18 Perkins Budget** – The FY18 Perkins Budget was reviewed. The Perkins Budget is based on PELL eligible students and we experienced a decline in the number of PELL eligible students over the last year, which caused a decrease in funds for FY18.

STUDENT AFFAIRS: Fred Hill

- **SkillsUSA Competition Results** – A gold medal was awarded to Jessica Cave in Medical Terminology and Katherine Osbourne received a silver in Health Occupational Professional Portfolio. Bronze medals were awarded to Franklin Rigdon, Electrical Construction and Wiring, and the Quiz Bowl team consisting of Rachel Bunch, Mikayla Haigh, Robert Woodie, Allen Heigaard, Jordan Price, and Crystal Aldrich. Winners of the state competition are eligible to advance to the national competition in Louisville, Kentucky in June.
 - Fred Hill commented that he had the opportunity to attend the SkillsUSA competition this year and was very impressed. There were over 6,000 students competing in over 100 different events. A SHS sophomore, Chandler Cowart, was awarded a silver medal in Industrial Motor Control. Fred commended Norm Threath for helping Chandler prepare for the competition. Chandler received a two-year scholarship offer following the competition.
- **2017 Graduation** – The annual Commencement Ceremony will be held on May 11, 2017, 7:00 p.m. at Hanner Field House. TCSG Commissioner, Gretchen Corbin, will be the commencement speaker. Please let Karen Mobley know if you plan to attend. Reserved seating for Board members will be on the lower level.
- **Dean of Students – Brandi Helton.** Ryan introduced Brandi Helton, Dean of Students. Brandi has experience in secondary education and comes to us from Richmond Hill High School with a counseling background. Brandi's passion is the students and helping them succeed. Brandi feels the students need that one person they can go to for anything they may need to make their college experience better. Brandi spoke about the other support services in Student Affairs: Student Navigator, Career Services Coordinator, Counseling, Special Populations & Student Activities Coordinator, Assessment Services, and High School Coordinator.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Mark Anderson/Ray McKinney

- **TCSG-330 / Plant Operations and Workforce Training Center Project** - Thanks to an outpouring of support for this project, the college has been very fortunate and is extremely happy to report that the funding is included in the FY2018 budget. Assuming the Governor signs the budget as presented, the project can proceed to the construction phase as early as fall thanks to a \$9,530,000 FY2018 Capital Outlay addition.
- **Screven Commercial Truck Driving Range** - In addition to the funding for TCSG-330, the college has a new commercial truck driving range included in the budget for FY2018. This range will be constructed in Screven County to better serve the needs of our students in the northern portion of Ogeechee Tech's service delivery area.
- **Natural Resources Building – Drainage Improvement** - This project has already shown its value in recent storms. Once the curbing has been completed, large stones will be added to the high-flow areas to eliminate future erosion issues. An additional parking

lot drain will be added in the final phase to clear surface water near the front of the building more efficiently.

- **Cattails Café – Outdoor Expansion** - The materials for this project are still a couple of weeks from delivery. Installation will be quick once everything is on site, providing additional, covered seating in time for the hotter weather.
- **Occupational Studies Building – Restroom Renovation** - The renovation is well underway, having started with the restrooms near the Veterinary Technology end of the building. Once these are complete, the crews will move to the restrooms near the main lobby. No unexpected issues have been reported and the project is on schedule.
- **Joseph E. Kennedy Lobby Improvements** - The recent main lobby improvements include additional seating and collaboration options along with lighting upgrades. These changes project a sense of arrival and provide a welcoming space for anyone who visits our flagship building.

PRESIDENT'S REPORT:

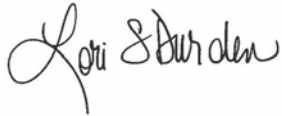
- President Durden asked the Board to thank local legislators for their continued support of Ogeechee Technical College and for all they do in our region.
- President Durden announced the closing of the Law Enforcement Academy in Hagan. The press release ran in the Claxton newspaper today. Several things played into this very difficult decision. The LEA has operated at a deficit for quite some time, due to low enrollment and expenses involved with providing the necessary instructors and supplies. There are also other providers who offer similar training for much less, or for no cost at all. We have been duplicating services offered at the Regional Academy in Garden City, and at the Georgia Public Safety Training Center in Forsyth, and the cost and time requirement of our program is more for students. It has become harder and harder to compete. Also, POST offers its own training programs which were previously only for police agency sponsored candidates, whereas OTC could offer its program to those wishing to enter law enforcement without having a job already. About a year ago, POST regional academies began admitting those who were not already employed with a police agency. With less tuition and a five-week shorter term, the competition for OTC's program became more significant.
- President Durden announced the closing of the Geographic Information Systems program. Due to continued low enrollment and lack of interest in the program, the college can no longer sustain the GIS program. The closing of the program will result in the reduction in force of one full-time instructor.
- President Durden announced the College has received a significant donation from the Strickland Foundation in the amount of \$500,000. This is the largest cash donation the college has ever received. These funds will be used to increase the MOWR efforts in Evans County. We will provide a full-time employee in Claxton High School to assist students with MOWR and college enrollment. Funds will also be used to purchase equipment for the new Heavy Diesel Service Technician program, which will start at the main campus summer term, then move to Hagan in the fall to provide an additional credit program in Evans County.
- FY18 Budget – We have received the same budget allocation as last year plus funds for the World Class Labs improvements. The Governor is expected to sign the budget next week. An additional concern throughout this legislative session is how the Governor will respond to the Campus Carry bill. The Governor vetoed the bill last year. Whatever the decision is, we will take the necessary steps to maintain a safe and secure campus.

CHAIRPERSON'S SUMMARY: Rachel thanked the Board for their time and support of the college.

ADJOURN: There being no further business at this time the meeting adjourned at 10:00 a.m.

The next meeting of the Local Board of Directors is **May 17, 2017** at 9:00 a.m. in the Joseph E. Kennedy Board 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 initial "L" and "D".

Lori S. Durden
Executive Secretary

**OGEECHEE TECHNICAL COLLEGE
ACADEMIC AFFAIRS
SPRING 2017 NEW ADVISORY COMMITTEE MEMBERS**

PROGRAM	NEW MEMBER	MEMBER TO INACTIVATE
AIR CONDITIONING	Cory Hart Mingledorff's 3150 Middle Ground Road Statesboro, GA 30461 chart@mingledorff's.com	John UpChurch
BUSINESS TECHNOLOGY	Anita Dasher Evans County Board of Education 613 West Main Street Claxton, GA 30417 (912) 739-3544, Ex 232 anitadasher@evans.k12.ga.us	
COMPUTER INFORMATION SYSTEMS		Chris Delo
CONSTRUCTION	Matthew White Construction Teacher Statesboro High School 10 Lester Road Statesboro, GA 30458 (912) 212-8860 mdwhite@bullochschools.org	
CRIMINAL JUSTICE	Lt. Walter R. Deal, Jr. Bulloch County Sheriff's Office 17257 Hwy 301 North Statesboro, GA 30458 (912) 764-1788	
CULINARY ARTS	Cindy Hart Statesboro High School 611 North Kevin Ct. Statesboro, GA 30461 chart@bullochschools.org	Randy Nessmith
ELECTRICAL SYSTEMS		Johnny Parrish
HOTEL, RESTAURANT, TOURISM	Tiffany Martin Enterprise Car Rental 967 Northside Drive East Statesboro, GA 30458	Andy Anderson Phil Boyum Kenneth Meinhardt
OPTICIANRY	Cheri Guy Vision Ease 7000 Sunwood Drive Ramsey, NM 55303 (763) 576-3930 Cheri.Guy@visionease.com	Dr. Krystal Pusser-Bragg
SURGICAL TECHNOLOGY	Dr. Matthew Musielak East Georgia Regional Medical Center 1499 Fair Road Statesboro, GA 30458 (912) 486-1000	Dr. Patrick Dorvillus

WELDING AND JOINING

Alex Cook
Sesolinc
40 Lem Lanier Road
Pembroke, Ga 31321
(912) 601-4041
Cookalex681@gamil.com

Melvin Lynn

OGEECHEE TECHNICAL COLLEGE

BOARD OF DIRECTORS MEETING

Joe Kennedy Boardroom

May 17, 2017

9:00 a.m.

MEMBERS PRESENT: Rachel Edwards, Tammi Hall, Fred Hill, Bobby Jones, Randy Mayfield, Ray McKinney, Hoke Reeves, Dr. Lisa Rogers, and Yolanda Tremble.

MEMBERS ABSENT: Mark Anderson

STAFF PRESENT: Lori Durden, Jeff Davis, Ryan Foley, Eyvonne Hart, Dr. Charlene Lamar, Brandy Taylor, Barry Turner, and Karen Mobley

STAFF ABSENT: Jan Moore

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

INVOCATION: The invocation was given by Ray McKinney.

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

REVIEW OF MINUTES: Upon a motion by R. Mayfield, seconded by B. Jones; all in favor; none opposed; the Board accepted the minutes of the April 19, 2017 Local Board of Directors meeting as presented.

REVIEW OF STATE BOARD AGENDA/MINUTES:

- Rachel Edwards reviewed the April 2017 State Board Minutes. During the April State Board meeting the following New Program Requests were approved and are effective August 2017:
 - Business Healthcare Technology Diploma (BHT2)
 - Healthcare Billing and Reimbursement Assistant TCC (HBA1)
 - Healthcare Office Assistant TCC (HFA1)

UNFINISHED BUSINESS:

- President Durden thanked the board members that attended this year's commencement ceremony.

NEW BUSINESS: None - New Business will be removed from the agenda going forward.

COMMITTEE REPORTS

ACADEMIC AFFAIRS: Tammi Hall

1. Faculty Development –

- a. Air Conditioning – Shane Todd attended TCSG's peer group meeting at Southern Crescent Technical College.

- b. Business Technology – LeAnne Robinson attended TCSG’s peer group meeting at Central GA Technical College.
- c. Construction Management – Charlie Collins attended TCSG’s peer group meeting at Central GA Technical College.
- d. Health Information Technology – Priscilla Waters attended TCSG’s peer group meeting at Central GA Technical College.
- e. Radiologic Technology – Matt Dunn and Jan Martin attended the West Coast Educators Council of Radiologic Technologists in Orlando, FL. The topics at this conference allowed the instructors to gain new knowledge regarding the practice of radiography and instructional methods for teaching radiography. Ms. Martin was also a presenter at this conference.

Mr. Dunn served as an onsite team member for a program accreditation for the Joint Review Committee on Education in Radiologic Technology (JRCERT) at Chippewa Valley Technical College in Eau Claire, WI.

2. New Program Request* -

- a. Neuromuscular Massage Therapist, TCC

Upon a motion by L. Rogers, seconded by B. Jones; all in favor; none opposed; the Board accepted the New Program Request.

3. Instructional Equipment and Training Technologies -

- a. Manufacturing/Mechatronics – RS03N Industrial Robot and CNC Lathe machine. We currently have the IMS 3, 4, 5, and 6 stations. With the CIM 1 Lathe and the Kawasaki robot. Engineers from Germany have been on site to install the new equipment and train instructors on how to use it. The new systems will allow students to train and acquire skills needed to master machining and mechatronic systems.
- b. Air Conditioning – HVAC Simulation Learning System for Thermal Troubleshooting, Environmental Applications Training, and Theory of Home Heating and Cooling. Technological innovations in building design and energy conservation are driving an unprecedented level of change in the HVAC industry. Learning systems like these allow students to develop technical skill breadth and depth in all areas to be ready to go to work as AC technicians, HVAC technicians, heating specialists, refrigeration technicians, and thermal technicians.

ADMINISTRATIVE SERVICES: Dr. Lisa Rogers

March Financial Report* –

- March 2017 YTD budgeted revenue/expenses were \$23,319,590. We received \$18,052,826 in revenue and expensed \$17,581,276. The financial report shows 2% in revenue over expenses of \$471,549.
- March 2017 YTD Total Current Assets - \$2,934,471; Total Assets - \$3,195,900; Total Liabilities/Fund Balances \$3,195,900.
- We received 77% of our anticipated revenue and we expensed 78%.
- We received \$6,285,427 of our state funds, which is 69% of our anticipated budget of \$9,110,308.
- We received \$482,142 of our federal funds, which is 63% of our anticipated budget of \$760,642.

- We generated \$5,925,941 in local funds, which is 73% of our anticipated budget of \$8,089,325.

Upon a motion by Y. Tremble, seconded by B. Jones; all in favor; none opposed; the Board reviewed and accepted the March 2017 financial report as presented.

April Financial Report* –

- April 2017 YTD budgeted revenue/expenses were \$22,811,862. We received \$19,136,076 in revenue and expensed \$19,118,476. The financial report shows 0% in revenue over expenses of \$17,600.
- April 2017 YTD Total Current Assets - \$2,414,940; Total Assets - \$2,782,376; Total Liabilities/Fund Balances \$2,782,376.
- We received 84% of our anticipated revenue and we expensed 86%.
- We received \$7,003,326 of our state funds, which is 77% of our anticipated budget of \$9,129,383.
- We received \$545,484 of our federal funds, which is 72% of our anticipated budget of \$760,642.
- We generated \$6,189,097 in local funds, which is 82% of our anticipated budget of \$7,523,666.

Upon a motion by Y. Tremble, seconded by R. McKinney; all in favor; none opposed; the Board reviewed and accepted the April 2017 financial report as presented.

COLLEGE ADVANCEMENT: Yolanda Tremble

PR Report –

- Adult Education celebrates with Altrusa
- Practical Nursing Program Recognized
- OTC Graduate speaks to students
- Name our Club contest winner
- Career Fair 2017 held

Foundation Report -

- Scholarship applications for fall and spring are now being accepted.

ECONOMIC DEVELOPMENT: Hoke Reeves/Bobby Jones

Contract Training Benchmarks –

- YTD Companies Trained - 153; Benchmark - 170
- YTD Hours Trained – 29,383; Benchmark – 37,994
- The second fast track training session has begun. The class is full with 10 students. The core group of industry partners continue to meet and discuss additional opportunities for the fast track training program.
- The ED division is confident the contract training benchmarks will be met for FY17.

Facilities Report –

- Use of facilities year-to-date by external parties are 15,560 vs 8,343 in FY16.
- Use of facilities in April 2017 were 3265 vs 2014 in April 2016.
- Revenue is expected to double last year's facility rental revenue.

Adult Education Report Card -

- Enrollment for FY17 to date – 374 students (ESL- 16); 169 level completions; 22,871 contact hours.
- 26 obtained a GED or High School Diploma – Local 89%; State average 89%; FY17 Goal 85%.

- RFA grant application results will be presented this Friday, May 19.
- Overall enrollment for the Adult Ed program is declining throughout the state.

INSTITUTIONAL EFFECTIVENESS: Randy Mayfield

Plans/Manuals

- Distance Learning Policies & Procedures Manual
- Online Course Orientation: Student Policies & Procedures

A motion was made by H. Reeves, seconded by F. Hill, all in favor, none opposed; the Board reviewed and accepted the proposed changes to the plans/manuals as presented.

Procedures

- 2.1.2p1. Mission Statement Procedure
- 2.1.2p2. Vision Statement Procedure
- 3.3.1p1. Food and Drink Procedure
- 3.3.1p2. Litter Procedure
- 3.3.7p1. Tobacco Use Procedure
- 3.3.11p1. Severe Inclement Weather Procedure
- 4.3.2p7. Visitors Procedure
- 4.5.3p1. Official Holidays Procedure
- 5.1.5.5p1. College Calendar Procedure
- 5.1.8p1. Advanced Placement Procedure
- 6.7.2p1. Student Dress Code Procedure
- 4.1.9p1. Volunteer Services Procedure

A motion was made by B. Jones, seconded by H. Reeves, all in favor, none opposed; the Board reviewed and accepted the proposed changes to the procedures as presented.

STUDENT AFFAIRS: Fred Hill

Spring Fling 2017 – Thursday, April 28; Backyard BBQ

Summer Semester Welcome Week – Student resources, promo items, popcorn and drinks are provided to students throughout the college during the first week of the semester.

TECHNOLOGY & INSTITUTIONAL SUPPORT: Mark Anderson/Ray McKinney

TCSG-330 / Plant Operations and Workforce Training Center Project

In another fast-track move, GSFIC (Georgia State Financing and Investment Commission) posted the RFQ (Request For Qualifications) on May 3rd to begin the selection process for the general contractor for this project. After an initial pool of qualified contractors submit their information, the top tier will be selected (usually 3-5 companies), and be given the opportunity to bid. The project will be awarded to the contractor submitting the lowest bid for the total construction cost.



**Georgia State Financing &
Investment Commission**

Request for Qualifications (RFQ)
RFQ No. TCSG-330-GC
(Step I)

And

Request for Competitive Sealed Bids (RFP)
(Step II)

To Provide
General Contractor Services

Project No. TCSG-330
Plant Operations and Workforce Training Building
Ogeechee Technical College
Statesboro, Georgia
for
Technical College System of Georgia

Solicitation Issue Date: May 3, 2017
Qualifications Packages Due: June 1, 2017 2:00 PM

Estimated Time Line		
Event	Projected Date	Projected Time
a. Owner issues public advertisement of RFQ	5-03-2017	
b. Deadline for submission of written questions and requests for clarification	5-25-2017	2:00 PM
c. Deadline for submission of Statements of Qualifications	6-01-2017	2:00 PM
d. Owner completes qualification evaluation and determines finalist firms	6-08-2017	TBD
e. Owner issues notice to finalist firms to propose as instructed in RFQ	6-08-2017	TBD
f. Owner issues bidding documents to selected finalists (tentative)	6-08-2017	TBD
g. Owner conducts Pre-Bid Site Visit for finalists	TBD	TBD
h. Deadline to submit Competitive Sealed Bids	TBD	2:00 PM

Screven Commercial Truck Driving Range

The State of Georgia is working with Screven County to determine the best way to handle the land ownership for the new CTD range. Once this is complete, the design phase will begin along with the geological survey. The inherent suitability of the site will significantly impact the overall project budget. Ideally, the site will require minimal compaction and/or soil amendments needed to support the weight of the large trucks, therefore leaving more money for additional paving and other improvements. Located next to the Ag Center on Rocky Ford Road.

Occupational Studies Building – Restroom Renovation

The renovation continues as scheduled. The crew has completed one set of large restrooms, one set of small restrooms, and has moved to those near the main lobby. There have been no unexpected issues and the newly renovated areas look great.

PRESIDENTS REPORT:

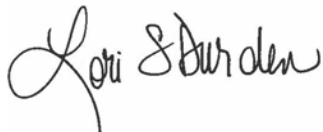
- Campus Carry Bill was approved by the Governor and is effective July 1, 2017. The state office has issued guidelines this week for all Faculty, Staff, Students, and Campus Police. *(Attachment)*
- The annual executive council planning meeting was held earlier this month. Fall enrollment will be critical for the college as well as SACSCOC reaffirmation in FY2018. The prospect of forming a transportation system with multiple stops in the downtown area for Ogeechee Tech students was discussed.
- The Strickland Foundation made a presentation to the Ogeechee Tech Foundation yesterday and a press release issued announcing the \$500,000 donation. *(Attachment)*
- Next month's board meeting will be the last meeting for Rachel Edwards, Ray McKinney, and Hoke Reeves. Each have served on the Local Board of Directors for nine consecutive years.

CHAIRPERSON'S SUMMARY:

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 **June 21, 2017** at 9:00 a.m. in the Joseph E. Kennedy Board Room.

Respectfully submitted,



Lori S. Durden
Executive Secretary